

By accepting the rental date you have agreed to all the terms and conditions stated herein, except where deleted and initialled by Hall Manager.

Rental Rates: Rates vary based on date and time of year

Non-peak: \$500 per session up to 10 hours

Peak: \$1000 per session up to 10 hours

The time calculated includes set up time and clean up time.

The basic rental fee includes use of all audio and video equipment. The renter will provide music source.

Buffet:

The Buffet is charged on a per head basis. There is a 15% gratuity charge and HST to be added.

Catering:

The buffets shown are done by our in-house catering. You may cater the event yourself with outside caterers, if you do cater your event yourself there is a \$5 per head surcharge which includes the use of tablecloths, plates and cutlery.

BAR

The bar is operated by the Eagles. Whether you are paying for all the beverages or your guests are paying, the price charged is our regular Member prices.

If your bar and buffet sales reach \$2000 you are refunded 50% of your Hall Rental Fee. If your bar and buffet sales reach \$3000, you are refunded 100% of your Hall Rental Fee.

The hall fee is waived: _____

Hall Manager's signature

You can bring in your own wine at a \$7 per bottle corkage surcharge

Booking and Payment policy:

In order to confirm your space a valid credit card number must be on file OR, a 10% deposit of the total rental fee is required at the time of booking.

Your function must be paid in full prior to your event taking place. Payment may be made by Visa, Mastercard, Amex, Cash or Cheque.

Security Deposit:

A security deposit by way of a valid credit card number is required for all functions. Any and all wilful damage to any part of the premises by any person attending your event will be charged to your credit card number at the cost it takes to fully repair any said damage. IF ANY OF YOUR GUESTS BRING IN THEIR OWN ALCOHOL, THE FULL RETAIL VALUE OF THE BOTTLE IN SINGLE BAR DRINK PRICES WILL BE CHARGED TO YOUR CREDIT CARD, THIS INCLUDES OPENING BOTTLES OF WINE THAT MAY BE WON AS PRIZES

Late Bookings:

If you book less than 4 weeks prior to your event, full payment, a signed contract and the security deposit will be required at the time of booking.

Cancellation Policy:

In the event of cancellation, a written notice of cancellation is required. If a cancellation notice is not received 30 days prior to the event, the full amount of rental is due immediately.

Venue Access:

Access to the event space is permitted only after full payment is made and a signed copy of the contract is received in the office. Access can only be promised early morning of the day of the event and must fall within the 10 hour use period. Exceptions can be made depending on the day and is at the total discretion of the Eagles.

Candles and Open Flame:

Candles and open flame are only permitted in the banquet hall while occupied and must receive prior approval of the Eagles.

Decor Policy:

Decor is limited to non permanent signage where designated. No adhesives or thumbtacks. Helium balloons are permitted provided they are tethered and do not touch the ceiling or free float. Sparkles in any shape or size, confetti, seeds and rice are not permitted anywhere in or outside. Additional clean-up fees will apply if any of these products are used. ... if in doubt, ask.

Entertainment:

All entertainment, other than entertainment provided by the Eagles must be approved by the Eagles or they will not be allowed to perform.

Noise policy:

The Eagles and their staff reserve the right to adjust music or audio speakers volume. Doors may not be propped open and you must control the noise of your guests on the direct exterior of the premises.

Smoking:

Smoking is not permitted anywhere in the building and not directly outside the entrance doors. If your guests smoke outside and don't use the 'ashtray' provided, you will be charged \$100 for clean up.

Member Lounge:

Guests at your event are not permitted to enter the Members lounge unless specifically invited by a Member at the time.

Ending of the Venue:

The premises will be cleared in a quiet and orderly fashion no later than 30 minutes after the bar closes. The Eagles reserves the right to terminate your event at any time should a situation arise that may jeopardize the Eagles liquor license or puts the Eagles good name at risk. It is your responsibility to control the behaviour of your guests.

Security:

If staff are required to control guests or manage any aspect of your private function, it can be provided at a charge to the lessee.

The Eagles shall not be responsible for any lost, stolen or damaged items, either on the premises or in the parking area or on common property.

The lessee hereby covenants to indemnify and save the Eagles harmless from any and all claims that arise from the lease whatsoever (except for those caused solely by the gross negligence of the Eagles) including but not limited to, loss, damage, illness, fire, theft, carelessness, physical injury, damage incurred by an impaired operator of a motor vehicle to him or herself or anyone else, and other possible claims that may arise against the Eagles out of the lessees presence at the Eagles premises.

If for any reason beyond the control of the Eagles the Hall becomes unavailable for the date mentioned herein, the Renter will receive a full refund and hold the Eagles harmless and blameless for such occurrence.

Acknowledgement:

Your signature on this form constitutes acknowledgment that the foregoing contract has been read, understood and that you agree to comply with said conditions.

I have read and understood the conditions outlined on the preceding pages of this Banquet agreement Form, and agree to comply with said conditions.

Name of Renter: _____ Date _____

Signature: _____ For Hall _____

Card _____ Number _____ exp. Date _____

Any invoice, given on or around your function date, spells out the financial details of your function and becomes part of this contract.

Your contract is with:
The Fraternal Order of Eagles
170 West 3rd Street
North Vancouver, B.C. V7M 1E8

604 988 9073

Website: www.eaglesnorthvancouver.com

E-Mail: eaglemember@shaw.ca