

FIREFIGHTERS BANQUET & CONFERENCE CENTRE

6515 BONSOR AVENUE, BURNABY, BC V5H 3E8

PHONE: 604-437-6338 EMAIL: catering@firefightersclub.com

FAX: 604-437-1109

**FFB&CC
FUNCTION AGREEMENT
(FOR OFFICE USE ONLY)**

FUNCTION DATE: _____

BANQUET ROOM

DOWNSTAIRS / BOARDROOM / OTHER

OCCASION: _____
 NAME(s): _____
 CONTACT: _____

PHONE: _____
HOME WORK FAX OTHER

ADDRESS: _____

OF PEOPLE: _____
ESTIMATE CONFIRMATION DATE ADULTS 12 & UNDER 3 & UNDER

DINNER _____

SETUP TIME: _____ GUEST ARRIVAL TIME: _____ DINNER TIME: _____

FFB&CC CASH BAR / HOST BAR

NAPKIN COLOUR _____

HEAD TABLE # _____

ROUND TABLE SEATING _____ THEATER STYLE SEATING _____

INFO: _____

FOR OFFICE USE ONLY

BUFFET / TABLE SERVICE	X	\$			
	# ADULT / PERSON				
	X	\$			
	12 & UNDER / PERSON				
OTHER	X	\$			

\$	/	PER	PERSON		\$

					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

PLEASE MAKE ALL CHEQUES PAYABLE TO:

FIREFIGHTERS BANQUET & CONFERENCE CENTRE
 6515 BONSOR AVE.
 BURNABY, BC
 V5H 3E8

SUB - TOTAL \$ _____

GST \$ _____

GRAND TOTAL \$ _____

PAYMENT DUE	DATE PAID	PAYMENT METHOD	BATCH	
_____	_____	_____	_____	(\$ _____)
_____	_____	_____	_____	(\$ _____)
_____	_____	_____	_____	(\$ _____)
_____	_____	_____	_____	(\$ _____)
BALANCE DUE				\$ _____

THANK - YOU FOR YOUR PATRONAGE

DAMAGE DEPOSIT

C/C# _____

_____ HAVE READ AND UNDERSTAND THE FIREFIGHTERS POLICIES & HEREBY AGREE TO ADHERE TO SAME.
PRINT NAME

SIGNATURE

DATE SIGNED

For your complete satisfaction, please confirm the booking of your event and the details at your earliest possible convenience. This will assure and protect your desired event date and/or any special arrangements.

Period covered in the hall rental is from 5:30pm - 1:30am (for the evening bookings) and 9am - 5pm (for daytime bookings). Hall must be vacated by all non-staff members by 1:30am (except Sundays where hall is to be vacated by 12:30am).

Use of the Firefighters Banquet Hall name or logo in advertising is prohibited without prior approval of the Firefighters Banquet Hall.

The convenor agrees to indemnify and save harmless Firefighters Banquet Hall against any and all claims and expenses presented by any person or persons, firm or firms, corporation or corporations, attending the function. Same to apply to vehicles and their contents.

Responsibility is assumed by the convenor or host company for personal property, loss or damages sustained to any part of the Banquet Hall premises or equipment which is caused by any person attending the function. Same to apply to vehicles and their contents.

All food served on premises is to be supplied by the Firefighters Social and Athletic Club Banquet Hall, with the exception of pastries for special occasions (must be prearranged with the Banquet Department).

One menu will be selected for all guests. Limited dietary substitutions can be made available upon prior request. Note: exception made for children under the age of 12 years.

Guaranteed number of guests to be supplied to caterer 7 days prior to the event date.

Client responsible for placement and removal of all decorations and table accessories that they provide.

Confetti or similar decorative items are forbidden.

Additional charge will apply when marriage ceremony is held in hall.

Bridal change rooms are not available.

When decorating hall, only masking tape is acceptable (tacks, pins, staples, nails, and all permanent markers are strictly prohibited and subject to a \$500.00 fine).

Subject to availability, hall may be decorated one day prior to event date.

No liquor served to minors - ID will be required.

All liquor service will cease at 1:00am (12:00am on Sundays)

Management (or employees in charge) reserve the right to not serve, or discontinue service of, alcoholic beverages to anyone at anytime. All taxes will be added to final bill and is not included in quoted prices.

Payment schedule : \$500.00 of booking; 50% of projected bill 6 months prior to event; 50% of guaranteed guest 14 days prior to event.

Payment methods accepted: Cash/Visa/MasterCard/ Certified Cheque/Bank Draft.

Refund Policy: If booking is cancelled 6 months or more prior to event date and same date is re-booked, 75% of deposits will be refunded. All cancellations made less than 6 months prior to event date, no refunds issued (NO-EXCEPTIONS).

The Firefighters Banquet Hall prohibits ticket selling at the door.

The Hall is unable to provide labour or equipment for moving items in and out of the premises.

The Firefighters Banquet Hall assumes no responsibility for unavailability to perform services as a result of any strike, flood, fire, major force or act of God.

A damage deposit of \$500.00 will be required for the event. Upon completion of the occasion, the damage deposit will be returned to the client pending on the damage to the facility.

Any function exceeding the specified time in the Banquet or Conference Room, as the function ending time, will be subject to a \$125.00 charge per hour fee.

A \$10.00 per person surcharge will be added on to each "additional" dinner order, when "numbers" ordered for function exceed a 10% change, or greater ...

Firm arrangements must be made with banquet Management as to time that decorator will be arriving to decorate the hall.

All liquor must be consumed in the banquet hall, or in designated function related areas. AT NO TIME IS ANY LIQUOR TO LEAVE THE FACILITY.

The banquet hall staff will abide by the guidelines outlined in the Banquet & Conference guide, and will also follow by the rules stated on the BCLCC Occasional Permit.

The facility is non smoking, therefore there will be no smoking in the banquet hall (NO - EXCEPTIONS).

Please Note : For all quotations, prices are subject to change after a 30 day period, unless contract is signed, and figures are agreed to by both the Firefighters Banquet & Conference Center Representative, and the patron(s) of the facility.

Final Payment of all bills is due on the day of the event. No exceptions unless you are an existing client in good standing with the firefighters club. In which case final payment is due within two weeks unless your function is on the final day of the month or two weeks is past the final day of the month. All functions on the final day of the month must be paid in full no exceptions. Any bills outstanding after 30 days will be charged 2% interest. Any bills outstanding after 90 days will be subject to 5% interest and collection via small claims or a collection agency.