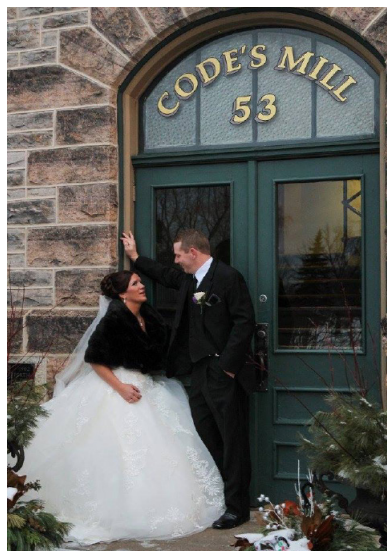


# CONTRACT INFORMATION



# WEDDING CONTRACT TERMS AND CONDITIONS

Event Date: \_\_\_\_\_ Contract Date: \_\_\_\_\_

\_\_\_\_\_  
*Name of Client (both parties)*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Fax*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Contact Person if different from Client*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Fax*

\_\_\_\_\_  
*E-mail*

**Food Service:**    Formal Plated    Buffet    Cocktail    **Approximate # of Guests:** \_\_\_\_\_

## **Special Reference Notes:**

- We cannot guarantee a 100% allergy free environment.
- Cocktail style receptions are available Sunday through Friday bookings only.
- All tables are set as tables of 8. A fee will be implemented for tables of 7 and under.
- Tables must be indicated using Table Number and organized sequentially.
- Place cards: when choosing more than one meal selection, we require an individual place card indicating the meal option at each setting. Example: B =Beef    C =Chicken
- Confetti and helium balloons are not permitted.
- A menu tasting & wine pairing event will be available in March.
- Minimum # of guests Weekdays & Sunday 75, Saturday 100.
- Elevators are for guests only. No vendors are allowed to use the elevator.

## **Additional Charges:**

- Ceremony on Site
- Client wedding cake served as dessert.
- All containers, garbage bags and disposable goods brought into Code's Mill on the Park are the responsibility of the client (e.g. empty boxes used to bring in items). A fee will apply for ANY materials not removed.

**Booking Deposit:** All bookings are tentative until a **non-refundable deposit** is received and the contract is signed. This amount will be deducted from your final invoice. In the event that a date is held on a tentative basis, and a second party is interested in the space, reasonable attempts will be made to contact the client.

**Services/Products Offered:** Code's Mill on the Park is contracted to provide products and services set forth in this contract. Any other products or services either actual or implied must be written into the contract. Code's Mill on the Park will not be held responsible if the terms of this contract are unable to be carried out due to any fire/flood/act of God/Force-majeur.

**Included in Rental:** Code's Mill on the Park will provide the client with: clean facilities, all set up necessary for food and alcohol services, appropriate staffing for service of food and alcohol, and linens,

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along with sufficient coordination services for the smooth running of the event.

**Accent & Linens:** All chairs, chair covers, runners, linens and overlays must be rented through Code's Mill on the Park. There are no exceptions.

**Setup/Cleanup:** **There is no set-up fee if a meal is included.** In the case where a meal is not involved, an additional \$500.00 for the setup/tear down and cleanup of the event will be charged. There will be an additional staffing fee and linen fee charged for special events if so required. ***Confetti, rice, helium balloons, and/or dried hydrangea are not permitted. If these articles are used, the Damage Deposit will be applied.***

**Guaranteed Number:** Final dinner numbers must be confirmed no later than twenty one (21) days prior to the event. ***You will be charged for the Guaranteed Number or the actual number of attendees whichever is greater. It is not Code's Mill on the Park policy to provide take - out or doggy bags for unserved meals.***

**Cancellation Policy:** **Payment of 10% of the estimated invoiced amount plus applicable taxes is payable upon cancellation. If cancellation occurs within 45 days of scheduled event, 100% of estimated invoiced amount is payable immediately.**

**Early Contract Bookings:** Clients who book in advance of six (6) months are warned that fluctuations in market prices of certain items may affect the final price of the event. If the fluctuation is drastic, Code's Mill on the Park reserves the right to charge the client up to a maximum of 15% over and above the prices set out in our wedding/conference package.

**Damage:** A pre-approved credit card and the expiry date will be recorded for the **Damage Deposit of \$500.** In the event that damage does occur (usual wear and tear expected) the cost for repair will be charged to the credit card account. If there is no damage the credit card number and expiry date will be destroyed or returned to the owner. In the event that damages exceed the \$500 Damage Deposit, an invoice for the additional repairs will be sent to the Client for payment.

**Private Alcohol:** Due to LCBO regulations, no private alcohol in any form may be brought onto the licensed premises. For example: bottles of wine used as centerpieces and as favours for your guests, are not permitted.

**Alcohol Services:** Code's Mill staff will dispense all alcoholic beverages. The bar will operate as a cash bar unless alternate arrangements are made with the Event Coordinator. No alcoholic beverages shall be carried into or out of the hall; this is a violation of liquor laws and it will be necessary to shut down the bar. We do not serve shots or doubles.

**Bar Hours of Operation:** Alcohol services are available from 4 p.m. to 1 a.m. Monday to Sunday. With special events and morning weddings arrangements can be made.

**Minors:** Minors may attend your event under supervision. For the safety of guests and staff, no running, shouting or general horseplay is allowed. Minors are not allowed to consume alcoholic beverages. When age is in question, showing proof of age is required in order to consume alcohol. Any minors consuming alcohol will be ejected from the property.

**Private Events:** A flat rate security fee of \$150.00 is charged for all evening events where alcohol is being served. The cost will be added to the client's bill.

**Outside Caterers:** With the exception of the wedding cake, Code's Mill on the Park is a fully catered facility and does not invite outside caterers. If food product is brought onto the property there will be a fee of \$200 along with the amount of lost revenue.

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**SOCAN (Society of Composers, Authors and Music Publishers of Canada):** This allows a client the right to play musical works from SOCAN's repertoire at receptions, conventions, assemblies and fashion shows taking place at our establishment. The tariff rates are as follows:

CAPACITY	WITHOUT DANCING	WITH DANCING
100	\$22.06	\$44.13
101-300	\$31.73	\$63.49

**Lost/Damaged Articles:** Code's Mill on the Park will not be responsible for lost or damaged articles left on the premises. Any items left after an event will go into the lost-and-found and will be the responsibility of the owner to claim. Any items not claimed within ninety (90) days will be sent to a charity.

**Wedding Rehearsal:** Please inform the Event Coordinator if you require a rehearsal. Unless prior arrangements have been made we ask that you keep your rehearsal to a maximum of half an hour. No food or beverages can be brought into the facility.

**Decorating:** Decorating and personal set-up of the facility must be arranged with the Event Coordinator. Access to the hall is guaranteed up to three (3) hours prior to the event (in most cases, more time will be available the day before. After 5 p.m., a staffing charge will be applied). Code's Mill on the Park requires glass holders for candles – no open flames are permitted, any open flame products are will be removed. All equipment/decorations/rentals must be removed immediately following the event unless prior approval is granted. Code's Mill on the Park is not responsible for any lost, stolen or damaged rental items or guest's property.

**Guest Conduct:** Code's Mill on the Park reserves the right to eject any guest from any event. Code's Mill reserves the right to restrict the alcohol consumption of any guest in compliance with the Liquor Control Act of Ontario.

**Payment:** Code's Mill on the Park accepts payment by cash, cheque, Master Card, Visa and Interac. Payment of invoice is due 7 days prior to the day of the event. As part of a host bar, there is a requirement for a pre-approved amount against your credit card. Any adjustments (including host bar, etc.) will be submitted the first business day following your event. Payment is due immediately. Delinquent accounts will incur interest at 2%, charged monthly on outstanding balance.

**Valid until December 31, 20\_\_\_\_ . Prices are subject to current taxes and are subject to change.**

**Service Charges/Taxes/Deposits:**

- *All prices are subject to current applicable taxes: HST.*
- *A 15% gratuity/service fee is applied to all invoices.*
- *Damage deposit credit card information swipe is required at time of signing*

**I have read and fully accept all conditions and information as outlined in this contract.**

Signature

Name (Printed)

Date

8301557 Canada Inc. Operating as Code's Mill on the Park

Date

revised September 2018