



# Banquet Room - Booking Form

Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
 Email: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Occasion: \_\_\_\_\_  
 People Expected: \_\_\_\_\_ People Confirmed: \_\_\_\_\_  
 Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

### Rental Rates:

Half Day (Under 6 hours) \$55.00  
 Full Day (Over 6 hours) \$100.00  
 Previous Day Setup +\$55.00  
 Room Rental - No Catering \$100  
 Other: \_\_\_\_\_

### Table Setup:

Large Round (Seats 8)  
 Small Round (Seats 6)  
 Rectangle (Seats 10)  
 Cocktail  
 Table Formation: Standard Dining  
 U-Shape Rectangle

Linens \$5.00 Black White None  
 Flip chart & markers \$10.00  
 Microphone, speaker, lectern \$10.00  
 Coffee, tea & Water station \$10/pot

Projector & Screen \$10.00  
 USB-c adapter & 50' HDMI  
 Portable speaker with disco light \$10

# age 5 or under # age 6-12

### Liquor Service:

### Minors in attendance?

### Catering:

Buffet (Min. 20 ppl. – Max 70 ppl)

Jimmy's Pub Menu (Max 20 ppl)

Pans & Appetizers

Custom Menu (Max 35)

**Time of Appitizers:** \_\_\_\_\_

**Time of Food Service:** \_\_\_\_\_

### **Please read & initial you have understood & agree to the following terms & conditions**

18% auto-gratuity will be applied to all food & drink orders \_\_\_\_\_ (initial)

Cancellations will be subject to a 100% fee within 48 hours of the reservation and a 20% fee if within a week of the reservation \_\_\_\_\_ (initial)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CCV \_\_\_\_\_

Expiry : \_\_\_\_\_

All banquets must be paid within 14 days, if left unpaid we may charge this card

Please Charge this card

Please invoice

Pay day of event

Please call us if any changes need to made to your booking (250) 428-2225 ext. 0

**Office Use:** Form of Payment \_\_\_\_\_ Invoice \_\_\_\_\_