



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:

Catering:

Buffet (Min. 20 ppl. – Max 70 ppl)
 Pans & Appetizers

Minors in attendance?

Jimmy's Pub Menu (Max 20 ppl)
 Custom Menu (Max 35)

Time of Appetizers: _____

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 20% fee of the canceled value _____ (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 _____