

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

FFB&CC FUNCTION AGREEMENT (FOR OFFICE USE ONLY)
FUNCTION DATE: _____
KIT: _____
UPPER LEVEL/BOARDROOM/OTHER _____
CUSTOMER CODE: _____

OCCASION: _____

NAME(s): _____

CONTACT: _____

BRIDE: _____ GROOM: _____

PHONE: _____

HOME WORK FAX OTHER

ADDRESS: _____

OF PEOPLE: _____

ESTIMATE CONFIRMATION DATE ADULTS 12 & UNDER 3 & UNDER

COCKTAILS _____ WEDD. PARTY ARRIVAL: _____ DINNER: _____

M.C. _____ ENTERTAINMENT ARRIVAL TIME _____

BACKGROUND MUSIC: YES/NO UPPER LEVEL / BOARDROOM

FFB&CC CASH BAR / CLIENT CASH BAR / HOST BAR NAPKIN COLOUR _____

DECORATORS ARRIVAL TIME: _____ DATE & TIME: LIQUOR DELIVERY _____

HEAD TABLE # _____	<small>CIRCLE THE APPROPRIATE REQUIREMENTS</small>	CAKE _____	PUNCH TABLE _____
MENU SELECTION: (see attachment)		REGISTRATION _____	OTHER _____

APPETIZERS TIME: _____ EVENING SNACK TIME: _____

OTHER INFO: _____

PUNCH BOWL: ALCOHOLIC / NON-ALCOHOLIC / N.A. CANDLES: YES / NO

WINE GLASSES: ON TABLE / BEHIND BAR / NOT REQUIRED P.A. YES / NO

BUFFET / TABLE SERVICE	X \$
	# ADULT / PERSON
	X \$
	12 & UNDER / PERSON
OTHER	X \$
ICE CARVINGS	_____
MOBILE	_____

QUOTE PRICE	\$ _____
\$ / PER PERSON	\$ _____
# _____ BUFFET	\$ _____
_____ # OF PEOPLE	\$ _____

PLEASE MAKE ALL CHEQUES PAYABLE TO:
 FIREFIGHTERS BANQUET & CONFERENCE CENTRE
 6515 BONSOR AVE.
 BURNABY, BC
 V5H 3E8

SUB - TOTAL \$ _____

GST \$ _____

GRAND TOTAL \$ _____

CREDITS	PAYMENT DUE DATE	DATE PAID	PAYMENT METHOD	BATCH	
BOOKING FEE	_____	_____	_____	_____	(\$ _____)
25% DEPOSIT	_____	_____	_____	_____	(\$ _____)
25% DEPOSIT	_____	_____	_____	_____	(\$ _____)
FF / MEMBER DISCOUNT	_____	_____	_____	_____	(\$ _____)
BALANCE DUE	_____	_____	_____	_____	\$ _____

THANK - YOU FOR YOUR PATRONAGE

DAMAGE DEPOSIT
C/C# _____

I _____ 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.

A 5% discount will be applied to hall rental for firefighter club members on one year good standing (proof of membership required).

Period covered in the hall rental is from 1pm - 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 caterer).

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 14 days prior to the event date.

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

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 \$125.00 fine).

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

Client is responsible for providing an accurate and valid liquor license -- absolutely no alcohol will be served in absence of such license.

No liquor served to minors - ID will be required.

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

Liquor is to be delivered to banquet hall on event date after 10 am. All functions serving liquor must also have food served. Outside bar staff not permitted.

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

Payment schedule : \$500.00 (public), \$300.00 (FF), at time of booking; 25% of projected bill 6 months prior to event; 25% of guaranteed guest 14 days prior to event; final amount owing 7 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. (Note: Credit Card # is also acceptable)

Any function exceeding the specified time in the Banquet or Conference Room, as the function ending time, will be subject to a \$100.00 per hour fee.

A \$5.00 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 coordinator 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.