



Italian Cultural Society of Edmonton

Italian Culture Society
14230-133 Ave
Edmonton, Alberta, Canada
Tel: (780)453-6182 Fax: (780)451-0669

Terms & Conditions

Audio / Visual: The Italian Cultural Center will be pleased to reserve any audio visual equipment you may require for your event. A 48 hour cancellation notice is required, otherwise you will be charged for the equipment that has been ordered.

Bar / Bartender: Bartender is provided by the Italian Cultural Center for a fee of \$175.00 per bartender for a maximum of eight hours. All alcoholic beverages must be in accordance with the laws of the Alberta Gaming and Liquor Commission. **No liquor service is permitted after 1:00 am.**

Bar Labour Charges: Should the minimum consumption on a cash bar be less than \$400.00, there will be a labour charge of \$20.00 per hour per bartender for a minimum of four hours each and a cashier charge of \$20.00 per hour for a minimum of four hours.

Cancellation Policy: In the unlikely event that the customer should cancel the event for any reason, the cancellation penalty will be equal to the amount of any food and beverage revenue. It is agreed that the following schedule shall represent the cancellation policy of the Italian Cultural Center: Over 120 days prior to the event - 75% refund; 119 days to 60 days - 50% refund; 59 days to 0 days - 0% refund.

Decorations: The client shall advise the Italian Cultural Center of any decorations services prior to event. All materials must be flame proof; no open flame candles, votive candles, tapers or candelabras, dry ice machines and foggers permitted. Throwing of rice, confetti, fresh flowers and the like are not allowed on the premises. A clean-up charge of \$500.00 will apply if used.

Deposit: A deposit is required at the time of booking to secure and confirm your event. Reimbursement will be issued providing the hall is rebooked. Full payment is required nine days prior to the event. Settlement of account, in full, is due upon receipt of invoices. All payments are payable by cheque or cash.

Displays: All interior decorations, signage and posters require prior approval of Management. Decorations on the exterior of the premises are not permitted. Decorations at entrance way are not permitted as per Fire Regulations.

Food & Beverage: The Italian Cultural Center, with the exception of wedding cakes, will provide all food and beverage items. All food and beverage items must be consumed on site.

Gratuity / Tax: All food and beverage is subject to a 10% Service Charge and a 5% Goods and Services Tax.

Guaranteed Attendance: A guaranteed number of guests and confirmed room set ups must be submitted to Management no later than 9 days prior to the event. All billing will be based on the higher of the guaranteed number or actual attendance.

Menu Selection: Menu Selection must be submitted to Management 3 weeks prior to the function to ensure availability of menu selections, proper staffing and co-ordination of your function. As the number of guests is finalized, the client must advise whether or not any special meals will be required by guests with food allergies or dietary restrictions. (i.e. gluten-free, lactose intolerant, vegetarian) All menu prices and room rental charges are subject to change without notice.

Music: The client shall advise and confirm with Management all arrangements for music or any other entertainment. All equipment belonging to the D.J. or Band must remain on the stage. No wires, speakers, etc are allowed on the floor.

Reserved Rights: The Italian Cultural Society reserves the right to inspect all items entering the premises and control all private functions including the conduct and performance of entertainers and audible level of music played. Liability for all damages to the premises will be charged to the representative in charge of the arrangements with the Italian Cultural Society.

Room Rental: Room rental charges include room set-up and staffing. Cash bars may have an additional labour charge. Also included is use of our regular inventory of tables, chairs, table cloths, napkins, china, silverware and glassware. Should additional item rentals be required, additional charges will incur.

Smoking: The Smoking Bylaw of the City of Edmonton prohibits smoking in any public spaces or function rooms within the Italian Cultural Center.