

GRANDE PRAIRIE ELKS #285 HALL RENTAL FEES AND REGULATIONS

RENTAL FEES

- Hall Rent: \$700.00
- Deposit Required at time of booking: \$400.00
- Power Screen & Projector: \$75.00
- Up to six hours decorating time for weddings/special events is included, any extra time to decorate or other use will be an extra charge.
- Removal of all decoration are the responsibility of the renter.
- Any damage to the building, equipment or other property will result in a charge back to the renter.
- Catering by in house caterer only. Menu to be confirmed with Caterer.

Type of event: _____ Event Date: _____
Participants: _____ And _____

LIQUOR RULES & REGULATIONS

The Grande Prairie Elks Hall is a licensed facility and designated as a Class "C" facility by AGLC License. This classification means that the Elks are the only people who may legally bring any liquor products including wines for resale or other usage situations in the Elks Hall for any weddings or social events and to be supplied and sold by the Elks. The Elks will also supply members for bartending purposes and will professionally serve our customers using AGLC approved and inspected equipment and methods. We pour 1 oz drinks of liquor into a glass and our customer can add the quantity and type of mix of their choice. Bottles/cans of beer as well as a glass of wine or shooters may be served. These drinks sell for \$5.00 per drink. If our customers wants to implement a different pay system e.g.: Toonie Bar or some other idea they may be discussed with our Bar Manager and if practical can be implemented. Same would apply for special liquor/wine requests.

Bar Pop is \$75.00 per event, this allows non alcohol drinkers or those under 18 access to free pop drinks.

As per AGLC Regulations, no one under the age of 18 may purchase or consume alcoholic beverages during any event. Anyone looking to young will require ID.

WINE

The Elks will supply any wine products that may be required for this event. Our house wine is PiatD'Or or equivalent. However, if the renter has a specific request, this can be discussed with our Bar Manager to be purchased if available. These special wines will be marked up 50% of purchase cost per bottle (ei: wine bottle cost \$10 will be charged out at \$15). All above products must be AGLC approved and purchased from an AGLC vendor.

All bottles of wine will be uncorked or uncapped when they leave the bar before being taken to the table, and at the end of the evening or event any part bottles will be emptied during cleanup. These open bottles can not be taken from the Elks premises. To eliminate waste and some costs, we recommend wine cards to be brought to the bar to be redeemed for a bottle of wine.

No other Liquor, wine or beer will be allowed in these licensed premises during this event. We hope that these conditions are clear and make your event more enjoyable.

I _____ acknowledge that I have read and agree to these rules & regulations.

Signed: _____ Date: _____

OTHER ITEMS

- \$400.00 deposit non-refundable 90 days prior to event.
- 5% GST will be added to final invoice
- Gratuity can also be added to final invoice (optional)
- Sunday gift opening: \$ Amt varies on time request/Hall availability.
- Wedding ceremony in the hall or on grounds extra \$100.00.
90 outdoor chairs available. Blue indoor chairs not to be used outside.
- Number of guests attending to be confirmed **14 days prior** to the event with the caterer. Menu to be confirmed **7 days prior** to the event date.
- Linen table covers are an extra charge at \$5.90 per cover. Cloth napkins .70 each
- Above prices are based on min 100 attending guests. If less than 100 guests, hall rental will be \$700.00 plus catering costs.
- The Caterer's price will depend on # of confirmed guests and menu choices.
Surcharge on less than 100 plates \$2.00 per plate will be added to total # Guests.
- **Midnight Lunch** available on request. Min 40 ppl.
- **Friendly Reminder: No open candles, no tape to be used on floor, no confetti, rice or glitter products in Hall or on grounds.**

Food Service/Misc:

Buffet _____ Time _____
Lunch _____ Time _____
Snacks _____ Time _____
Bar _____ Time _____
Screen _____ PA _____
Tables: Round _____ Rectangle _____
Expected Guests _____
Ceremony in Hall ___ On Grounds ___ Time _____

ACCOUNT TO BE PAID IN FULL THE NIGHT OF THE EVENT. ALL DEPOSITS WILL BE CREDITED TO FINAL INVOICE PRESENTED.

DUE TO FOOD SAFE REGULATIONS AS REQUIRED BY PEACE COUNTRY HEALTH, THE ELKS DO NOT ALLOW FUNCTION RENTERS TO BRING IN OUTSIDE FOOD AS WELL AS REMOVE FOOD PRODUCTS THAT ARE PREPARED AND SUPPLIED BY THE CATERER.

Rental Rate: _____ **+ GST** _____ **Deposit \$400.00:** _____

Authorized by renter: _____

Print Name: _____

Renter Phone/Cell #: _____

Date Booked: _____ **Event Date:** _____

Elks Booking Mgr: _____
780.538.3131