



## Best Western Denham Inn & Suites

# Terms & Conditions

### **1. Menu Selection & Function Information:**

All menu selections, room setup requirements and other special arrangements must be submitted to our Catering Office at least 4 weeks prior to your function.

Please note that only food and beverage provided by the hotel may be served in our function rooms (except liquor for corkage bars).

All menu selections, prices, bartender charges and room rentals are subject to change without notice.

### **2. Guaranteed Number:**

Our Catering Office must be in receipt of a guaranteed number of guests expected to attend your function no later than 6 working days prior to the date of your function. For groups under 50 people, the minimum billing will be the guaranteed number. For groups over 50 people, the minimum billing will be 90% of the guaranteed number. We reserve the right to renegotiate any of the charges or arrangements made for your banquet or guest rooms if the number of people and / or the guest rooms originally reserved drops below 25% of the original number.

The number of people charged for catering will be no less than 75% of the number originally reserved when the function was booked and deposit submitted.

### **3. Deposit Policy:**

For functions over 100 people with catering, we require a deposit of \$750.00.

For functions between 50 and 100 people with catering, we require a deposit of \$500.00.

For functions under 50 people with catering, we require a deposit of \$300.00.

All deposits are non-refundable.

### **4. Function Space:**

We will assign space according to the number of guests guaranteed to attend. The hotel reserves the right to reassign groups to an appropriate function room.

### **5. Taxes & Gratuities:**

All food and beverage items are subject to a 15% gratuity and 6% GST.

## 6. Cancellation Charge:

If the group cancels this Agreement, the Group agrees to pay the hotel, as liquidated damages, and not as a penalty, an amount equal to the following percent of the total group revenue:

- 0 - 30 days 75% of total group food & beverage revenue
- 31 - 90 days 50% of total group food & beverage revenue

## 7. Liability:

We reserve the right to inspect and control all private functions. This authority includes controlling the conduct and performance of entertainers and the level of music being played.

The group accepts responsibility and agrees to pay for any damage to the hotel premises caused by group members.

We reserve the right to apply a cleaning charge if deemed appropriate.

The hotel will not tolerate any disturbances and/or noise in the guest rooms area.

Any deviations from this policy will result in the authorities being called and the individual(s) being immediately evicted from the hotel premises. Please communicate this to all of your guests requiring rooms.

The hotel does not assume responsibility for personal property and/or equipment brought into the hotel.

To maintain our standards and your safety, the use of confetti, open flame candles and tapes for decorating is strictly prohibited.

## 8. Banquet Bar Policies:

In accordance with the Alberta Liquor Control Board regulations, no liquor service will be provided past 1:30am. All entertainment shall cease by 2:00am.

**Marquis Room functions:** no liquor service will be provided past 1:00am and entertainment shall cease by 1:30am.

Only designated Hotel Staff members may bartend a banquet bar on Hotel premises.

We reserve the right to refuse liquor service to any guest if deemed appropriate (re. minors, intoxicated guests)

Any deviations from the above policies will result in a charge of \$15.00 per half hour being assessed.

## 9. Billing:

Full payment of your bill is due on the Monday following your function.

*Weddings:* We require 80% of the total projected food & beverage charges no later than 2 working days prior to your function.

Full payment of your bill is due on the Monday following your function.

### Best Western Denham Inn & Suites

5207 50th Avenue, Leduc, Alberta, T9E 6V3 phone: (780) 986-2241 fax: (780) 986-1511  
www.bestwesterndenham.com info@bestwesterndenham.com