

# The London Club

## WEDDING FUNCTION BOOKING CONFIRMATION FOR:

### ANTICIPATED FUNCTION SCHEDULE:

DATE	ROOMS	TIME	FUNCTION	SETUP	PPL	SPACE

### ADDITIONAL RENTALS:

The London Club endeavors to supply all equipment and rentals normally necessary to service a function. When rental items are needed, these items will be identified and rental charges for the equipment will be added to the master account.

### CONTRACTEE'S RESPONSIBILITY

It is the responsibility of the Bride and Groom to assign someone from the wedding party to review the set up, table seating arrangements and any special requests prior to the wedding party arriving into the room for the Function. ( At least 1 hour in advance).

The London Club is open on Saturdays usually from 5 pm to 12midnight. The Club extends their hours for special occasions. Please arrange your suppliers to bring in cakes, décor etc when it is convenient for the Club. The Club usually opens at approximately 1pm for functions that start at 4 or 5pm. Should any of your guests damage the London Club or cause breakage due to negligence, The London Club will levee a charge to the convener.

### DECORATIONS & OUTSIDE WEDDING PLANNERS

All items used to decorate for the Wedding must be removed at the end of the evening by the decorator or by the bridal party. If it is impossible to remove items that evening after the wedding, then the Bridal Party is required to assign people to pack it up and The London Club will store it until the first day that the Club is open. The London Club is not usually open on Sundays or statutory holidays. In order to keep the historical décor of the Club we do not permit any decorations, with the exception of flowers arrangements and candles, within the function rooms. The London Club prohibits any items to be fastened to walls or floors with tape, tacks, nails, etc. All Candles must be contained within a glass flue, no open flames – review the votive with the wedding planner prior to making arrangements. A clean up charge will be automatically levied when confetti, rice or sparkles are thrown or used on Club property. Due to the safety of guests, wedding bubbles are only permitted outside the building. The London Club cannot assume responsibility for any materials, merchandise, articles or items, regardless of value, function rooms or public areas, at any time. It is the responsibility of the guest to provide security for any such materials, etc. and assume liability for any such loss or damage. The London Club will provide a Floor Plan for all Weddings. Decorating is allowed during the event set-up time, pre-determined one month prior to the wedding. Decorators are responsible for the removal of all décor items immediately following the function and pre-determined by the London Club. Outside decorators are not able to store their containers at the Club during a function. If the decorations are supplied by the Bridal party then they must also be removed prior to departing the club on the night of their wedding.

**DEPOSIT AND SETTLEMENT ARRANGEMENTS:**

A non-refundable initial deposit of \$ 1000.00 is required upon booking. A deposit of 50% of the final estimate is due 90 Days Prior to the Wedding and the remainder is due the Friday 15 Days Prior to the wedding. This last payment must be by valid credit card or Certified Cheque. ((We request Initial Deposit and Final Deposit by Cheque)) Once your deposit has been received all space outlined on the contract will be considered definite. If not received within the date noted above the London Club reserves the right to terminate this agreement and release the space for re-booking without notice. We will prepare a written estimate for your function 90 days prior to the date. Discuss all of the above with our Event Planner.

**DRESS CODE**

Dress Code at The London Club is Smart Casual, so no baseball caps, jeans, t- shirts, shorts, flip flops etc.

**EVENT PLANNER**

The Club Event Planner will work with you on the planning of your special day and do the following for you as part of your agreement with the London Club if you so wish:

Place name cards on your tables

Favours Place seating plan on an easelSet up your candy bar

Set up your gift, cake & guestbook table

Place candles for you on the dinner tables

Place your centerpieces

Number your tables

Assisting in sourcing and renting various items for the Bride & Groom.

The Event Planner will also organize your line up and enter the Room for your ceremony(if on site) and cue up the music with the musician. They will also do this when you are introduced into the Room for Dinner.

This person will also assist you in anything else you require to make your day perfect.

<b>Wedding Space Fees</b>	<b>January-April</b>	<b>May, June, September, October, November, December</b>	<b>July, August</b>
<b>Reception and Dinner</b>	350	750	550
<b>Ceremony, Reception &amp; Dinner</b>	650	1050	850

**FINAL PAYMENT**

A final invoice will be prepared the first business day following your function. Should the total of the final invoice exceed the amount on deposit this balance is due the first business day following your function. If there happens to be a balance, it will be taken automatically from your credit card on file. If you choose to make payment by other means this must be arranged with the catering office prior to the function, however, a credit card number will be held as a guarantee. If your final invoice is less than deposits on file a credit will be processed immediately following your function.

## **FOOD & BEVERAGE**

Where food and/or beverage functions have been scheduled, an estimated number of people expected to attend will be required fourteen days prior to the date of the function. This number should not exceed the room maximums. Menu selections are required at least 30 days prior to your function in order to guarantee selected items. A final guarantee, not subject to reduction is required 72 business hours in advance of your function. The London Club cannot be responsible for service more than 1% over this guarantee. On all food and beverage charges a 15% service charge will be added to the account. All food and beverage charges including the service charge are subject to 13% HST.

You will be provided an Event Order based on the information provided. Upon signing, this Banquet Event Order becomes a substantive addition to this agreement.

## **FUNCTION SPACE**

The London Club reserves the right to change function rooms assigned, should the number attending the function differ from the original number quoted. The Club will then provide the best alternate room suited for your group's size. All rates quoted are based on your total function. Should your requirements change, the London Club reserves the right to review and modify all pricing. The bridal party is allowed to use the Main Floor of the London Club for pictures, but when pictures are done the Bridal Party is to move back to the Wedding Floor. Please inform your guests that we open for Ceremonies and receptions 30 minutes before and we will not allow access to the Club by guests prior to that. If the wedding is held on a Statutory Holiday, then there will be an additional fee for labour.

## **LONDON CLUB**

The London Club Supplies, as part of your package: White linen napkins and white table cloths, room set up, tables, chairs, china, silverware, glassware, votive holders, table number signs, 50 foot white carpet runner for your Ceremony staffing, podium and microphone for speeches, neck mica for the Celebrant, wedding arch, white or black skirting for the feature tables. Tables for Cake, Gifts, Signing, Candy, Photo Booth are supplied. The London Club endeavors to supply all equipment and rentals normally necessary to service a function. When rental items are needed, these items will be identified and rental charges for the equipment will be added to the master account. At your request The London Club will rent the following items to assist you with planning; chair covers, alternate coloured linen, runners, flowers etc. (Whatever we can do to help you plan your special Day.)

## **L.L.B.O**

The London Club is licensed under the LLBO

## **NUMBERS GUARANTEED**

Final numbers are required 72 hours in advance of the event. Estimated numbers are required 3 weeks in advance. All Billings will be based on the guaranteed number or actual attendance, whichever is greater. Additional guests added within 72 hours of the event may have a 25% surcharge added to the bill. Please advise us one month prior should there be a dramatic change from the original number of guests reserved for.

## **PRICE GUARANTEED**

Prices are guaranteed for up to 90days. Changes will only take place if there is a substantial increase in a particular Food Product. At that time the client may want to choose a different menu option.

## **SECURITY**

The London Club will have a security Person at the Front Door of the London Club to insure your security.

## **WEDDING REHEARSAL**

If you require a wedding rehearsal for logistics, the London Club will be happy to arrange one for you at a convenient time for both parties that does not impede other Club business. There is no Fee to have a rehearsal and the date and time is selected two weeks before the wedding. If you have any other questions, please feel free to contact the London Club and speak to the Wedding & Event Planner.

## **WEDDING TASTINGS**

You may choose the following for your Wedding Tasting:

- Two Appetizers
- Two Main Courses (Not Roast Beef or Stuffed Veal)
- Two Desserts

If you want to taste a third option then you will be charged at the regular menu price.

From Banquet Wine List:

- 3 Red Wines & 3 White Wines

The wedding tasting is arranged complimentary for the Bride & Groom, if you wish others to be present then it is \$ 45.00 per person plus tax and service charge.

## **PLEASE PROVIDE FOR OUR FILES CREDIT CARD NUMBER AND EXPIRY DATE**

Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

## **CONFIRMATION DATE**

After the above noted deposit date, cancellation charges will apply. In addition, all rates quoted are based on your total program. Should your requirements change, the London Club reserves the right to review and modify all pricing. Should it be necessary to cancel your entire function or any portion of the function, monetary restitution will be paid to the London Club on the following basis:

- 90 or fewer days from scheduled date of arrival - 100% of all function room, food & beverage charges. These charges may be waived should the London Club be able to re-sell the cancelled rooms and function space.

On behalf of the London Club:

David Unger  
Director of Food & Beverage

Date:

**Acknowledgement and Acceptance**

It is our understanding that the undersigned has reviewed all terms and conditions on this form and accepts this agreement.

Approved Accepted by \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_