

Lindsay Inn

Things you need to know

Room Charge

The rental price of the ballroom is \$ 385.00. This entitles you to the room from the agreed upon start time until 1:00am.

Taxes

All room rates are subject to applicable taxes. There is also a government applied music tax called: "SOCAN". This is a mandatory charge and is forwarded in full to the government of Canada. Currently, this tax is \$ 59.17 (+ GST)

Number of Guests

The maximum number of guests permitted in the ballroom for a bar or meal service is 120.

Bar charges

If you are opting to have a bar at your function, you need to decide if it is a cash or host bar. A host bar is calculated at the same prices a cash bar would be and an additional 15% gratuity will be added to the total without tax. This will all be posted to your folio and payment is expected the night of the function. If a cash bar is your preference our bartender will charge each guest, each time they order a drink and a tip jar will be placed on the bar. Either way there is a bar set up fee charged to your folio

Other Bar information

If a bar service is required, there is a one time bar set up fee of \$ 75.00 regardless of whether you choose to have a cash or host bar.

A second bartender can be requested by you for an additional charge of \$ 50.00.

Our bartenders reserve the right to discontinue alcohol service to anyone we deem intoxicated.

The main building is fully licensed; however the parking lot is not. No alcohol can be carried outside at any time.

Kitchen

No access will be permitted into our back of the house/ kitchen facilities under any circumstances.

Room set up

The rental price of the room includes one room set up. We will move the tables and chairs around to meet your needs and have the room ready for your arrival.

Additional set ups can be arranged for a fee. (An example would be if a wedding is set up chapel style, and then needs to be turned around for a reception.)

Linens

We supply all linens required (tablecloths and napkins) for full meal service only. If we are providing any other service (such as light food or a coffee service) the tables for the food will be clothed.

All of our linens are white, allowing most other colors to be blended nicely with decorations.

Decorations

We do have a few simple rules regarding decorations

- 1) No scotch tape or thumb tacks can be used for decorating. Masking tape and painters tape is fine.
- 2) If you are using table confetti, you must have cloths on the tables
- 3) Candles must have a base wider than the candle itself. Hurricanes or bowls are preferred.
- 4) If you are putting balloons in the room the night before, please talk to us first. Balloons in a room with a security system can become a problem

Set up the night before

If the room is ready for you the night before, we will allow you to come in to decorate. Other than that, if you require the room for an extended period of time the night before, there will be an additional charge on your folio for this.

Alcohol

It is against our policies to allow any alcohol to be brought onto our property. The only exception to this is gifts and prizes. These may not be handed out until the end of the function

Damages

The client is responsible for any loss or damage to property of the Lindsay Inn incurred by the client or any guest of the client.

I understand all the regulations listed above and agree to the terms as they are listed.

(Date)

(Signature of client)

(Date of function)

(Print name of client)