

Dear Sir/ Madam,

Thank you for considering the Lindsay Inn for your celebration.

Our ballroom is located on the main floor of the Lindsay Inn. It is a lovely room with a home like atmosphere. With windows on one end covered by drop curtains, and the hard wood dance floor on the other end, there tends to be a good flow in this room for your guests. This is a wheelchair accessible room.

We take care of all the little details, from making sure the room is set up the way you want it, to cleaning up after you're gone.

Our experienced staff is well versed in all aspects of food and beverage service and our in house coordinators are able to ensure your every need is met.

With our home style menus, available both in buffet and plate service, we can promise wonderful tastes and comfortable guests. All the food served at the Lindsay Inn is prepared at the Lindsay Inn.

We have 44 motel style rooms on the property as well. There are standard rooms with one double bed, King executive rooms with a workspace and finally our Standard rooms with 2 double beds. Three different styles of rooms ensure everyone's individual needs are met. These rooms have all been renovated over the past few years and promise to please.

You can feel confident that we will make your wishes our priority. We understand that small details are very important and pay close attention to them. We look forward to working with you to make sure your event goes exactly as you wish it to.

Thank you once again for your consideration.

### **Room Charge**

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

### **Taxes**

All room rates are subject to applicable taxes.

### **SOCAN**

We are required by law to collect a royalties fee on behalf of the Society of Composers, Authors and Music Publishers of Canada, when copyrighted music is played:

Events with Dancing - \$57.55, plus applicable taxes

Events without Dancing - \$28.75, plus applicable taxes

### **Number of Guests**

The maximum number of guests permitted in the ballroom for a bar or meal service is 110.

### **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.

### **Kitchen**

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

### **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) No Drip 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.

**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.

**Damages**

The Lindsay Inn reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly.

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)