

Calgary Winter Club Event Contract

THE CALGARY WINTER CLUB WOULD LIKE TO EXTEND OUR APPRECIATION IN SELECTING OUR FACILITIES. TO ENSURE YOUR EVENT IS SATISFACTORY FROM START TO FINISH, AND TO ALSO ENSURE BOTH PARTIES UNDERSTAND THE SPECIFIC TERMS AND CONDITIONS REQUIRED TO HOST AN EVENT AT THE CALGARY WINTER CLUB, WE HAVE DEVELOPED THE FOLLOWING TERMS & CONDITIONS. IT IS VERY IMPORTANT TO COMPLETE THIS CONTRACT AND RETURN IT SIGNED WITH YOUR SIGNED CONTRACT.

1. CALGARY WINTER CLUB IS DEFINED IN THESE TERMS AND CONDITIONS AS THE "CWC"
2. ***ALL CONTRACTED EVENTS MUST NOTIFY THE CWC / FOOD & BEVERAGE DEPARTMENT WITH A GUARANTEED NUMBER OF GUEST FOURTEEN (14) WORKING DAYS PRIOR TO YOUR SELECTED EVENT DATE, WITH A FINAL GUARANTEED GUEST COUNT A MINIMUM OF SEVENTY-TWO (72) HOURS (3 WORKING DAYS) PRIOR TO THE CONTRACTED DATE OF YOUR EVENT.***
3. SHOULD AN EVENT EXCEED THE COMMUNICATED GUARANTEED GUEST COUNT, THE CWC WILL INVOICE FOR THE GREATER AMOUNT SERVED. THIS GREATER NUMBER WOULD BE BASED UPON ACTUAL PLATE COUNT AND PHYSICAL COUNT DURING THE EVENT.
4. THE CWC RESERVES THE RIGHT TO SUBSTITUTE A COMPARABLE ROOM WITH OR WITHOUT NOTICE. ALL EFFORTS WILL BE MADE TO COMMUNICATE A CHANGE OF THIS NATURE WITHIN A REASONABLE TIME FRAME, PRIOR TO YOUR EVENT DATE.
5. EVENT CANCELLATION OF A CONFIRMED EVENT BOOKING WITHIN 180 DAYS OF THE EVENT, WILL INCUR ALL CHARGES AS DEFINED IN THE NON-REFUNDABLE DEPOSIT REQUEST OR EVENT CONTRACT OR BOTH. CONSIDERATION WILL BE GIVEN SHOULD THE CLUB HAVE THE ABILITY TO RE-BOOK AN EVENT TO REPLACE THE ORIGINAL EVENT AT A SIMILAR VALUE.
6. ***FINAL COMMUNICATED GUARANTEE NUMBERS, REDUCED LOWER THAN 80% OF THE TWO WEEK ADVANCE CONFIRMATION NOTICE ARE SUBJECT TO REVIEW BY THE CWC. ALL COSTS ASSOCIATED WITH EVENT PLANNING FOR ADMINISTRATION, WAGES AND PRODUCT PURCHASES ARE FACTORS IN OUR CONSIDERATION. INVOICES WILL BE ACCESSED BASED UPON THE GUARANTEED NUMBER GIVEN AT THE TWO WEEK NOTICE PERIOD.***
7. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS CONTRACT FOR CATERING SERVICES AS DOCUMENTED ON THE CATERING CONTRACT WILL BE THE SOLE RESPONSIBILITY OF THE ORGANIZER OR PLANNER DOCUMENTED BELOW.
8. THE PROVISION OF ALCOHOLIC BEVERAGE AT ANY EVENT HELD AT THE CWC WILL BE THE JOINT RESPONSIBILITY OF CLIENT AND THE CWC. ALBERTA SERVER INTERVENTION PROGRAM (ASIP) AND THE CWC RESPONSIBLE ALCOHOL PROGRAM ARE THE PARAMETER AND THE BASIS FOR ALL ALCOHOLIC BEVERAGE SERVICES.
9. CONTRACTED EVENT AT THE CWC ARE SUBJECT TO A 17% GRATUITY AND 5% GOODS AND SALES TAX (GST).
10. ALL CWC EVENTS MUST BE BOOKED BY A CWC ACTIVE MEMBER IN GOOD STANDING, OR SPONSORED BY A CWC ACTIVE MEMBER IN GOOD STANDING. EXCEPTIONS FOR THIS POLICY ARE REVIEWED UPON REQUEST BY MANAGEMENT.
11. ***THE CWC MAINTAINS THE SOLE SUPPLIER OF ALL FOOD & BEVERAGE SERVICES ON THE PREMISES AT THE CWC. THE PROVISION OF ANY OR ALL FOOD, BEVERAGES OR SUPPLIES RELATED TO A CONTRACTED EVENT, MUST BE SERVED OR DISPENSED BY CWC EMPLOYEES. EXCEPTIONS SUCH AS WEDDING CAKES, SPECIAL OCCASION CAKES, OR SERVICES NOT PROVIDED BY THE CWC WILL BE CONSIDERED, BUT MUST HAVE PRIOR APPROVAL BY CLUB MANAGEMENT. NO HOME BAKED FOOD PRODUCT'S ARE ALLOWED BY THE CWC AND ALL WEDDING CAKES AND ANY OTHER THEME CAKES, MUST BE SUPPLIED BY A LICENSED VENDOR.***
12. THE CWC FACILITIES ARE AVAILABLE FOR CONTRACT UNTIL 1:30 AM. THIS TIME DEFINITION IS TO ALLOW THE CWC SUITABLE TIME TO RESET THE ROOMS FOR EVENTS THE NEXT BUSINESS DAY. ALL CLIENTS DÉCOR, (FOR EXAMPLE CHAIR COVERS, BACKDROPS, PROPS ETC.) MUST BE REMOVED AFTER THE END OF THE EVENT, BY NO LATER THAN 2:00 AM. SHOULD YOU REQUIRE ADDITIONAL TIME, PLEASE CONTACT THE FOOD & BEVERAGE OFFICES FOR CONSULTATION.

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13. ALL EVENT CONTRACTS RECEIVED BY THE ORGANIZER MUST BE CAREFULLY REVIEWED, SIGNED AND RETURNED WITHIN FOURTEEN (14) WORKING DAYS OF THE RECEIPT OF THE CONTRACT. THE CONTRACT DEFINES INFORMATION RELATING TO FEES AND SERVICES REQUIRED BY THE ORGANIZER. SHOULD ANY CORRECTIONS BE REQUIRED, WE ASK THAT YOU NOTE THE CORRECTIONS AND INITIAL THESE CORRECTIONS BEFORE RETURNING THE CONTRACT. WE WILL THEN FORWARD A NEW COPY OF YOUR CONTRACT, TO YOU AFTER RECEIPT AND EDITING HAS BEEN COMPLETED.
14. THE CALGARY WINTER CLUB FACILITIES ARE AVAILABLE BASED UPON FULL-PUBLISHED RENTAL RATES. THESE RATES VARY ACCORDING TO THE CONTRACTED SPACE AVAILABLE FOR YOUR PARTICULAR EVENT. THE RENTAL RATES ARE ALSO BASED UPON THE DEFINED ROOM (SEE ATTACHED), AND AS IT RELATES TO THE DURATION OF YOUR CONTRACTED EVENT. ALL RENTAL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
15. THE CALGARY WINTER CLUB DOES NOT GUARANTEE PARKING FOR CONTRACTED EVENT CLIENTS, AS THE MEMBERS OF THE CWC HAVE FIRST RIGHT TO ALL AVAILABLE PARKING SPACE AT THE CWC. WE ALSO RESERVE THE RIGHT TO RESTRICT PARKING ACCESS FOR OUR PROPERTIES AT ANY GIVEN TIME.
16. ALL CONTRACTED PATRONS ARE REQUESTED TO UTILIZE THE UPPER PARKING LOT (NORTH SIDE) OF THE CWC PARKING LOTS, WITH DIRECT ACCESS TO OUR FACILITIES THROUGH THE UPPER SOCIAL ENTRANCE. THE CWC RECOMMENDS ALL PATRONS UTILIZE CAR POOLING, TAXIS, OR DROP-OFF SYSTEMS WHEN ATTENDING SPECIAL EVENTS AT THE CWC. EVENTS SCHEDULED FOR THE UPPER & LOWER BOARD ROOMS, McCALLUM ROOMS AND HERITAGE ROOMS ARE REQUESTED TO ENTER THROUGH THE FRONT ENTRANCE OF THE CWC, ALL GUESTS MUST PASS THROUGH A SECURITY CHECK POINT BEFORE ENTERING OUR FACILITIES. THE CALGARY WINTER CLUB APPRECIATES YOUR UNDERSTANDING ON PARKING, AS PARKING IS LIMITED AND THE MEMBERS OF THE CWC WILL ALWAYS MAINTAIN PRIORITY FOR PARKING AT THE CLUB.
17. ALL SUB-CONTRACTORS OR OFF-SITE VENDORS OF THE CLIENT OR THE ORGANIZERS ARE RESPONSIBLE FOR ANY OR ALL DAMAGES CREATED BY THE OFF-SITE SERVICE. ALL OFF-SITE SERVICE PROVIDERS MUST ALSO PROVIDE PROOF OF LIABILITY INSURANCE UPON REQUEST BY THE CWC. SHOULD THE CONTRACTOR UTILIZE A WORK FORCE TO COMPLETE THE SERVICES, A SAFE WORK PERMIT WILL BE REQUIRED TWO FULL WEEKS PRIOR TO ARRIVAL AT THE CWC. OFF-SITE CONTRACTORS PROVIDING SERVICE MUST MAINTAIN A CONGENIAL AND POSITIVE BUSINESS FORMAT WHILE AT THE CWC, WITH THE CWC RESERVING THE RIGHT TO DISMISS THE CONTRACTOR AT THE DISCRETION OF CWC MANAGEMENT.
18. ALL DELIVERIES AND MATERIAL HANDLING FOR CONTRACT CLIENTS MUST BE ORGANIZED A MINIMUM OF THREE (3) WORKING DAYS PRIOR TO THE EVENT, BY CONTACTING THE FOOD & BEVERAGE OFFICES AT (403) 338-2427. SHOULD THE CONTRACTED ORGANIZER NOT MAKE SUITABLE ARRANGEMENTS, THE CWC RESERVES THE RIGHT TO ISSUE FEES RELATED TO MANAGEMENT OF CLIENT MATERIALS. CLIENTS ARE REMINDED THAT THE CWC WILL NOT BE RESPONSIBLE FOR THE SECURITY OF THE GOODS AND MATERIALS DELIVERED TO THE CWC, UNLESS DEFINED IN THE EVENT CONTRACT.
19. THE CALGARY WINTER CLUB REQUESTS THAT ALL CONTRACTED EVENTS BE RESTRICTED TO THE SPACE DEFINED IN THE CONTRACT, AS THE CWC IS A PRIVATE MEMBER CLUB, AND CONTRACTED EVENTS MUST RESPECT THE SPACE AND RIGHTS OF ALL CWC MEMBERS.
20. ***CONTRACTED SPECIAL EVENTS ARE NOT CONFIRMED A FIRM BOOKING UNTIL A DEPOSIT PAYMENT IS RECEIVED, AS DEFINED IN A DEPOSIT REQUEST OR CONTRACT. THIS NON-REFUNDABLE DEPOSIT WILL BE APPLIED TO THE EVENT INVOICE IN FULL.***
21. ALL PUBLISHED FOOD & BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
22. ANY FIRST TIME CLIENT OF THE CALGARY WINTER CLUB ARE REQUIRED TO FOLLOW THE FOLLOWING PAYMENT SCHEDULE, UNLESS AUTHORIZED CREDIT HAS BEEN PRE-APPROVED.
 - * BOOKING, WITH FUNDS APPLIED TO THE FINAL INVOICE.
 - * 75% PAYMENT OF THE ESTIMATED INVOICE, LESS DEPOSIT A MINIMUM FOURTEEN (14) DAYS PRIOR TO THE CONTRACTED EVENT DATE.
 - * 25% OF THE REMAINING BALANCES MUST BE GUARANTEED BY AN APPROVED CREDIT CARD PRE-AUTHORIZATION TRANSACTION PRIOR TO EVENT DATE.
 - * ALL INVOICES MUST BE SETTLED A MINIMUM OF 30 DAYS AFTER THE ACTUAL EVENT DATE, WITH A **2% SERVICE CHARGE** WILL BE APPLIED AFTER 30 DAYS.

23. ***CONTRACTED EVENTS ON OFFICIAL CANADIAN OR ALBERTA STATUTORY HOLIDAYS ARE SUBJECT TO AN ADDITIONAL SERVICE CHARGE.***
24. THE CWC PROHIBITS THE USE OF CONFETTI, TABLE CONFETTI, RICE, OR ANY OTHER SUBSTANCES IN OUR FACILITIES THAT WOULD REQUIRE ADDITIONAL CLEANING SERVICES AFTER AN EVENT. SHOULD THIS RESTRICTION OCCUR, THE CWC WOULD APPLY AN ADDITIONAL CLEANING SERVICE CHARGE AT \$100.00 PER HOUR FOR THE TIME REQUIRED TO COMPLETE THE CLEANING PROCESS.
25. ***EARLY ACCESS TO THE CWC FACILITIES MUST BE DEFINED AND PRE-ARRANGED IN THE CONTRACT, AS GENERALLY THERE IS A TWO-HOUR ALLOWANCE PRIOR TO THE EVENT START TIME. ALL ADVANCE ACCESS WILL RESULT IN ADDITIONAL RENTAL FEES, UNLESS OTHERWISE APPROVED BY THE CWC IN WRITTEN FORM ON YOUR CONTRACT. FEES ARE BASED UPON \$100.00 PER HOUR FOR EACH ADDITIONAL HOUR REQUIRED BY THE ORGANIZER. ADVANCE ACCESS CANNOT BE CONFIRMED UNTIL TWO (2) DAYS PRIOR TO THE EVENT.***
26. THE USE OF THE CWC LOOK-OUT PATIO DECK LOCATED OFF THE PANORAMA / SKYLINE ROOMS IS NOT CONSIDERED PART OF THE SPACE AVAILABLE FOR RENTAL BY CWC CLIENTS. THIS LOOK-OUT PATIO DECK IS A CWC MEMBER AREA, WITH A FULLY LICENSED RESTAURANT FACILITY DURING THE SPRING / SUMMER & FALL PERIODS OF EACH YEAR. SPECIAL GROUPS CAN BOOK THIS SPACE DURING THE SPRING AND SUMMER PERIODS, PROVIDING THE LOOK-OUT DECK IS NOT SCHEDULED FOR ANY OTHER CWC PROGRAMS OR SERVICE. THE CONFIRMATION OF THE DECK USAGE WILL NOT BE CONFIRMED TO A MINIMUM OF THREE (3) WEEK IN ADVANCE OF YOUR EVENT DATE.
27. EVENT PHOTOGRAPHY AT THE CWC MUST BE CO-ORDINATE A MINIMUM FOURTEEN (14) DAYS PRIOR TO THE EVENT DATE, AND MUST BE LIMITED TO THE ROOM CONTRACTED ONLY. FOR SPECIAL CONSIDERATION PLEASE CONTACT OUR SALES OFFICE. THIS IS A PRIVATE MEMBER CLUB, AND USE OF THE FACILITIES IS LIMITED TO MEMBERS ONLY.
28. LIVE ENTERTAINMENT IS SUBJECT TO AN APPLICABLE SOCAN (SOCIETY OF COMPOSERS, AUTHORS, AND MUSIC PUBLISHERS OF CANADA) FEES. THESE FEES ARE DEFINED BY SOCAN AND APPLIED FOR LIVE ENTERTAINMENT ONLY. THE FEES ARE ALSO BASED UPON THE SOCAN FEES DOCUMENTED IN THE CONTRACT YOU HAVE ARRANGED WITH THE ENTERTAINER. A FLAT SOCAN FEE OF \$35.00 HAS BEEN DETERMINED AS THE STANDARD FEE FOR LIVE ENTERTAINMENT.
29. ALL EVENTS MUST BE ORGANIZED IN CONJUNCTION WITH CITY OF CALGARY FIRE REGULATIONS AND CITY OF CALGARY BY-LAWS AND REGULATIONS. SPECIAL FLOOR PLANS SHOULD HAVE PRIOR APPROVAL AND STAMP.
30. CWC IS A NON-SMOKING FACILITY. SMOKING IS ONLY PERMITTED IN SPECIFIED AREAS OUTSIDE THE BUILDING. THESE SMOKING AREAS ARE IN COMPLIANCE WITH THE CITY OF CALGARY / SMOKING BY-LAWS, AND WILL BE STRICTLY ENFORCED BY ALL CWC PERSONNEL. EXCESSIVE LITTERING BY SMOKERS OUTSIDE OUR ENTRANCES WILL INCUR ADDITIONAL SERVICES FEES FOR HOUSEKEEPING RELATED FEES BASED UPON \$25.00 / HOUR.
31. THE CWC FOOD & BEVERAGE DEPARTMENT PROVIDES A GUIDELINE TO ALL CATERING SERVICES BY SPECIFIC SECTION OF THE MENU PACKAGE. FAILURE TO FOLLOW THE DEFINED GUIDELINES COULD RESULT IN THE APPLICATION OF ADDITIONAL CHARGES IN RELATION TO THE SITUATION THAT ARISES FROM THE EVENT.
32. SHOULD YOU REQUIRE SPECIAL SERVICES AND ADDITIONAL HANDLING BY THE CWC, PLEASE CONTACT OUR OFFICES FOR ASSISTANCE OR ADDED INFORMATION.

After reading these terms and conditions, please sign following contract and return to the CWC / Sales Office @

josefw@calgarywinterclub.com
palminam@calgarywinterclub.com
alfs@calgarywinterclub.com

Phone: (403) 338-2427
Phone: (403) 338-2406
Phone: (403) 338-2417

Calgary Winter Club Event Contract

CWC Contact Name _____ Title: _____

Event Date: _____ (DD/MM/YY)

E-Mail Address: _____

Contact Number (_____) _____ Cell Number (_____) _____

Folio Number / Account #: _____

Catering Contract Number _____

Client Signature _____ Date _____

Sales Office Signature _____ Date _____