



EVENT BOOKING CONTRACT

Welcome to La Fromagerie!

Thank you for considering booking your event with us! Whether it's your wedding, rehearsal dinner, bridal or baby shower, anniversary, birthday party, retirement dinner, or even a divorce party - we've done it all!

Our event team specializes in tailoring your event to your unique and individual specifications and requirements. We strive to make your exactly as you imagined, within a budget that works for you.

Here's what you need to know:

We're a locally owned and operated boutique restaurant located in the heart of Downtown Sudbury on 80 Elgin Street. We offer an intimate, open concept, 70-person venue fully equipped with unique and stylish rustic tables and chairs.

Private Events:

- Credit card is required at time of booking.
- \$100 non-refundable venue retainer required to hold your date.
- Room rental fee of \$375.
- If your event is Sunday-Thursday, the rental fee is waived if \$1500 is spent on food and drinks before tax and gratuity.
- If your event is Friday or Saturday, the rental fee is waived if \$2000 is spent on food and drinks before tax and gratuity.
- Includes room for five (5) hours, additional time may be added for \$100 an hour.
- We prefer to reserve Saturday nights and Sundays for private events. If you wish to book another day, we will do our best to work with you.
- If your guest count is 20 or more, all food orders are required to be pre-ordered 14 days prior to your event.

Cancellation Policy: If the event is canceled within 30 days of the reserved event date, the credit card on file will be charged the room rental fee.

Public Events:

- Credit card is required at time of booking.
- \$100 non-refundable venue retainer required to hold your date.
- Room rental fee of \$250.
- Rental fee waived if \$500 is pre-ordered in food and drinks before tax and gratuity.
- Includes room for three (3) hours, additional time may be added for \$50 an hour.
- The restaurant will not be closed off to other guests.
- You may have your guests order off the restaurant menu individually or event hosts can pre-order cold items from our catering menu.

Cancellation Policy: If the event is canceled within 10 days of the event date the credit card on file will be charged the room rental fee.



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Food Service:

- All prices are based on buffet or family style service. For plated style service, an additional \$2 is charged per person. The space can accommodate up to 75 people for plated service.
- Buffet food service is approximately one and a half hours. A buffet set-up will reduce the maximum seating capacity for the specific function room. Buffet service cannot be accommodated for more than 50 guests. For more information, please contact your Event Coordinator.
- Children under 10 years of age will be priced at half the cost per plate.

Meal Guarantees

- Final guarantee numbers for all food and beverage requests are due fourteen (14) business days prior to your function date.
- In the event that the guarantee is not given to La Fromagerie by the agreed upon due date, the initial number documented on this contract will be considered final.
- Day-of changes to the menu selections may result in additional charges to prepare the extra meals.

Allergy Statement

- Menu items may contain or come into contact with wheat/gluten, milk, eggs, peanuts, tree nuts, fish, shellfish, and soy. For more information, please speak with your Event Coordinator. In the event there is an allergy we will do everything possible to prevent cross-contamination but it is not something we can guarantee.

Bar Services

La Fromagerie is able to extend our liquor license to your off-site event, and a full-service bar can be provided. Please inquire for more information.

Alcohol Consumption

- All La Fromagerie bartenders are Smart Serve certified. If alcoholic beverages are to be served on the venue premises, La Fromagerie will require that beverages be dispensed only by their certified employees. La Fromagerie's alcoholic beverage license requires the venue to:
 - Request proper identification (government photo I.D.) of any person of questionable age, and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced.
 - Refuse alcoholic beverage service to any person who, in the bartender's sole judgment, appears intoxicated.



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Outside Food and Drinks Policy

- No outside alcohol will be permitted on the premises. If outside alcohol is discovered, your event will be shut down and a penalty of \$1000 will be applied.
- The following exceptions apply:
 - Wine Corking Fee \$15 per bottle
 - Cake Cutting Fee \$2.00 per person

Damages or Lost Items

- Any costs raised to the venue by the Fire Department or Police as a result of your event, caused by inappropriate actions by the client, guest or their contracted representatives will be charged to you directly.
- If there are damages to any part of the venue, repair charges will automatically be applied to your overall bill, as well as a penalty fee of up to \$2000.
- Any items deemed lost or missing from our venue following your event must be returned or replaced within 48 hours or replacement charges will automatically be applied to your overall bill as well as a penalty fee of up to \$2000. This often happens with our audio/visual cables, table vases, etc. if you are unsure what belongs to your party please ask before assuming.

Decorations

- You are welcome to use your own decorator and decor for your wedding. Please check on the availability of our space for appropriate access times. A set up fee will apply if you require more than the allotted one and a half hour set up time.
- Any decorations belonging to La Fromagerie shall not be removed from the venue. If decorations belonging to La Fromagerie are removed the replacement cost plus 20% will be charged to the credit card on file.
- Outside décor must be picked up immediately after the event, as the venue is not responsible for any items left behind after the event.
- La Fromagerie prohibits: any kind of confetti, sparkles or any kind of rice, flammable candles, sparklers, vinyl's, fire works, special effects, including fog machines, pyrotechnics or devices that will create heat, smoke or mist.
- La Fromagerie prohibits any items to be fastened to interior walls or floors; i.e. tape, nails. If prohibited items are used, a penalty of up to \$1000 will be charged.
- Any additional clean-up will result in a clean-up fee of up to \$500. Both fees will be automatically applied to your bill.
- If permanent damage occurs, then repair costs will also be added to your final bill.
- Our staff is pleased to accept any non-perishable decor 24 hours in advance of the wedding.
- All items left on premises are at the person's own risk. We do not accept any responsibility for loss, theft or damage of items. All leftover flowers, cakes, vases and other items brought into the restaurant must be removed at the end of the wedding. La Fromagerie will assume any items left behind are unneeded and will therefore be discarded.



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Room Captain

A Room Captain is assigned to supervise the events taking place. The Room Captain will be your day-of contact if you have any questions. Any concerns with food and beverage should be directed to your Room Captain on the day of the event. However, as they are often behind the scenes, if you require their assistance during the event, please speak to one of the staff members or use the house phone located in each event room.

Their duties include:

- Ensuring that your function room is set up according to our floor plan and notes.
- Overseeing that the bartenders and wait staff are on schedule and provide service as requested.
- Cueing the timing of catering behind the scenes with your MC, the kitchen and the wait staff.

Booking

La Fromagerie's booking contract must be signed and returned within 14 business days after receiving the contract. Your date will not be guaranteed until the contract is returned and the venue retainer of \$100 is paid. Final guarantee of attendance, room setup, menu and all other details involving your event are required fourteen (14) business days prior to the function date, excluding holidays. For retainer and payment guidelines, please refer to the terms and conditions.

Cancellation Policy

- If the client must cancel their event, they are to do so in writing to La Fromagerie. The client must also inform their Event Coordinator as soon as possible.
- Any notice of cancellation by the client received by La Fromagerie will not be refunded the payments up-to-date. This includes the deposit and or any additional payments made.
- La Fromagerie reserves the right to cancel or revoke this contract due to non-payment of fees or breach of contract. La Fromagerie will issues one written reminder if payment is not received before cancelling or revoking this contract. If La Fromagerie exercises this right they are not required to refund the payments up-to-date or the deposit.
- Though it is not likely, La Fromagerie reserves the right to cancel or revoke this contract at any time prior to the event date due to extreme circumstances. This notice shall be in writing to the client. If La Fromagerie cancels or revokes this contract for reasons other than non-payment of fees or breach of contract, La Fromagerie agrees to refund the client the full amount in connection with this agreement.



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Terms and Conditions

- The client's full name, current residential address, primary contact information and valid credit card information must be obtained to secure event date.
- Upon the return of this signed contract, a \$100 venue retainer is due to secure date. Payment made by cash, cheque, e-transfer or credit card payment. This amount is not applied to the bill or returned to the client; it is used to hold your date for you.
- The balance of your bill is due no later than 11:59PM the night of your event. Your total cost may be paid in installments prior to your event if arranged with your Event Coordinator.
- A 1% surcharge will be added daily to any past due balance.

In conclusion,

I am hosting a _____ (type of event) on _____ (month, date, year)

I am expecting _____ people and agree to confirm the number of people fourteen business days prior to my event.

I _____, have read La Fromagerie's booking contract in its entirety. I agree that

I have asked or addressed any concerns I may have with my Event Coordinator. I am aware of all the listed minimum orders, cancellation policies, services fee and additional charges. I agree to all of the above terms and conditions.

Signature of Client

Date

Signature of Event Coordinator

Date

Client Details

Renter 1 Name: _____

Address: _____

City, Province, Postal Code: _____

Renter 1 Phone Number: _____

Primary E-Mail: _____

Credit Card Number: _____

Expiry: _____

CVV: _____