

SandCastle Resort Conference Rental Agreement

Menus

Our wide variety of appetizers, entrées and desserts has been designed to offer you the customer flexibility in creating a menu. We would welcome the opportunity of creating a special menu for you.

Choice of Menu

When selecting your menu, please remember that for each function the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged well in advance of the function. Menu Choices must be made 1 week prior to your stay.

Guaranteed Attendance

A guaranteed number of overnight rooms is required at time of booking. A guaranteed number of guests attending your food and beverage function is required one week prior to the event. If the number is not received, the estimated number of guests at the time of booking will be taken as the guarantee for billing. Should the actual attendance be greater, the difference will be added to the bill. The resort will prepare 5% more food based on your guarantee.

Prices

All prices (menu and packages) are subject to change, but are guaranteed six (6) months prior to the event. Please contact us for further details on children's pricing.

Method of Payment

For corporate functions, a 50% non-refundable deposit on facility rental charges as well as a credit card number is required to secure all reservations. The resort currently accepts cash, debit, cheque or credit card as method of payment. The remaining amount is to be settled the day of the function.

Function Room Assigned

A more suitable function room may be assigned to your group should the number of guests and/or set-up requirements change. Room rental will be charged accordingly.

Holidays

Functions held on statutory holidays are subject to a labour surcharge.

Security

The resort cannot assume liability or responsibility for damage or loss of personal property or equipment left in the function room. We also reserve the right to inspect and control all private functions, including conduct and performance of entertainers and audible levels of music.

Damage Deposit

We reserve the right to charge the customer for all damages incurred outside of normal usage situations. This amount will not be charged providing the facility is left in the original state prior to the function (ie cleanliness, free from damages etc).

Alcoholic Beverages

Alcohol brought in from outside the facility is only to be consumed in private bedrooms. **Registered overnight guests** (18 maximum) renting out the entire lower level may consume alcohol on the adjacent deck or first level common area. Alcohol wishing to be consumed in other common areas (banquet room, upper decks, games room, turret etc.) must be purchased from SandCastle Resort. Alcohol is forbidden around the hot tub and permitted only in designated pool areas when purchased from the resort in accordance with provincial liquor legislation. **Glass is forbidden in the pool and hot tub areas as well as around the outside fire pit.** Violation of these policies may result in fines.

Display Materials

To avoid damage to wall coverings, we do not allow the use of strong tape, tacks or any other attachments for any decorations, posters, flyers or written materials to the walls or doors. Corporate groups will be provided with green painters tape for adhering charts and other material. All decoration use must receive prior written consent from the resort. Please contact us with further inquiries.

Cancellation Policy

Cancellation should be received in writing. Should cancellation of a confirmed reservation occur within three months of your event, a cancellation fee of 50% of the estimated revenue derived from the event will apply. This amount is transferable to another date for up to 6 months. A 75% cancellation fee will occur within one month of the event unless the space is resold. Cancellation of a confirmed reservation less than seventy-two business hours prior to the date of arrival will incur a cancellation charge of 100%.

Gratuity/Tax

A 15% gratuity will be added to the food portion of your bill. GST and PST & LCT is applied to the balance of your bill.

Organization Name _____

Date _____

Authorized Signature _____

Credit Card # _____