



# Jurassic Policies & Procedures

The Canalta Jurassic Hotel & Cretaceous Conference Center is dedicated to making your event memorable. We ask that you read these guidelines to assist our professional staff in exceeding your expectations.

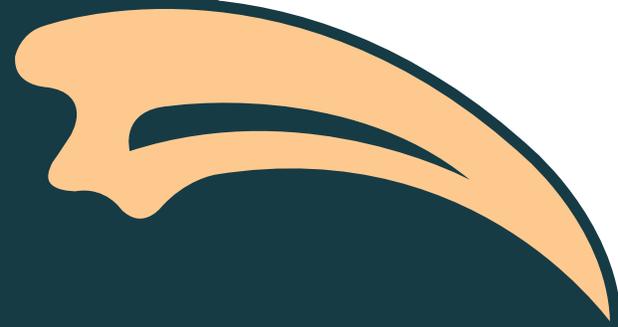
## Bookings and Payments

- ☞ To ensure that all requirements stated are agreed upon, we ask that the customer sign a copy of the contract and return it to the Event Specialist, to confirm the event.
- ☞ Once the booking is confirmed we will require a 50% deposit at this time of booking. The balance is due 7 days prior to the function unless billing privileges have been established through the Accounting Department of the Canalta Jurassic Hotel.
- ☞ Should the event be cancelled within 30 days of the function date, the deposit will be non-refundable. Other special cancellation terms may be defined at the time of booking and will appear on the Banquet Event Order.
- ☞ Any expense incurred by the Hotel in preparation for the event, which has been cancelled, will become the responsibility of the client.
- ☞ Based on the size of your group the Canalta Jurassic Hotel reserves the right to move your function to another Canalta Banquet Room if it is absolutely necessary.
- ☞ When booking please consider time for set-up and tear-down.

## Food and Beverage

- ☞ All inside food and beverage charges are subject to 15% gratuity and 5% GST
- ☞ The Event Specialist must be notified of the guaranteed number of guests attending the function one week prior. Only the guaranteed number of meals is prepared.
- ☞ If alcoholic beverages are being served, it is imperative that the contact person for the function be available for any questions or concerns that may come up.
- ☞ If you are providing your own liquor services a liquor licence issued by AGLC and liability insurance must be obtained. A copy of both these documents must be given to the Event Specialist at least 1 week prior to the event.
- ☞ Please contact the Event Specialist in regards to our in house coffee and snack pricing.

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## Decorating

👉 Please discuss your decoration plans with the CCC Event Specialist. Decorations are limited to free standing and table top decorations. The client may NOT use tacks, nails, screws or tape to affix objects in the hotel or conference centre. We ask that any other items such as confetti, flower petals, or rice not be

used to decorate. Unless otherwise negotiated the client must remove all the decorations at the end of the event.

👉 The Canalta Jurassic Hotel reserves the right to charge a fee if there is any damage to the facility or for any extra cleanup costs.

## Liability

👉 Liability of any and all damages to the Canalta Jurassic Hotel & Cretaceous Conference Center will be the responsibility of the individual whose signature appears on this contract.

👉 The Canalta Jurassic Hotel requires that the Event Specialist be informed of any accidents or incidents that occur during the use of the facility. The client will be required to fill out an incident report.

👉 The Canalta Jurassic Hotel & Conference Centre is not responsible for damages or loss of any articles during the rental period of any function, by the customer or his/her guest.

👉 The Canalta Jurassic Hotel reserves the right to inspect and control all private parties, meetings, and receptions being held on the premises.

## Smoking

👉 The Canalta Jurassic Hotel & Cretaceous Conference is a smoke-free environment. If damages cannot be recovered from the person caught smoking in the facility, than the individual whose signature appears on the contract will be responsible for any damages that have been caused to the premises or its contents.