



## EVENT POLICY

### GENERAL

- The Client is responsible for any loss and/or damage to the premises or Keystone Centre property by his/her guests or independent contractors on his/her behalf during the time the premises are under the client's use.
- Liquor consumption is not permitted in any general area of the Keystone Centre (i.e. washrooms, concourse, outside, etc.); it is only permitted in the room in which it is sold.
- Keystone Centre enforces the City of Brandon no smoking policy by-law #6696 throughout entire facility.
- A \$50.00/hour service fee will be levied for room set-up adjustments on the day of the event.
- Cancellations received in writing 90 days prior to event will result in no penalty. Functions cancelled within 90 days of the event will be subject to a \$200.00 service charge.
- The Keystone Centre will not be responsible for any damage or loss of any article left in the Keystone Centre prior to, during, or following any event.
- The Keystone Centre reserves the right to provide an alternate function room suitable for the event.
- All published pricing is valid at time of printing and subject to change. Prices will be confirmed no more than six months prior to event date.
- Event applicable deposit/payment policy and schedule will be forwarded with function contract through the Sales Department.
- Use of the Keystone Centre's name or logo in advertising is prohibited without prior approval from management.
- If room availability allows, the Keystone Centre will permit an event to move in the day prior to the event. Move out will be on the final day of the event or if available the following day. Any additional out side of the above will be subject to a full days room rental.

### BANQUET & CATERING SERVICES

- The Keystone Centre will provide all food and beverage services to any function at the Keystone Centre. The Keystone Centre will charge a catering fee if any outside catering is brought on-site.
- All food and beverage prices are subject to Provincial Sales Tax, Goods and Service Tax and a Service Gratuity.

- Guaranteed numbers must be confirmed 3 business days (72 business hours) in advance of the function. The charge for the function will be the guaranteed number or the actual number of people served whichever is greater.
- If numbers exceed 5% of the guaranteed amount, the Keystone Centre reserves the right to provide a meal substitute of equal value.
- A room rental charge will be applied if the final guarantee for banquet food service is less than half the original guarantee.
- Due to Health and Safety Regulations, we require that all food products remain at the Keystone Centre after an event.

**ADDITIONAL EVENT SERVICES**

- Keystone Centre recommends security for all events. This service is coordinated, upon mutual agreement, by the Sales office through our approved provider, OBO. Client is responsible for all expenses incurred.
- Canteen service is available upon request. Sales must exceed \$250 per 8-hour shift. If this requirement is not met, a labor fee will apply.
- A Bartender fee of \$10/hour per bartender will be applied to all bar service with sales of less than \$250.00.
- All pre-recorded entertainment is subject to S.O.C.A.N. fee of 59.17
- All signage should be of professional quality. Use of staples, nails and strong adhesive tapes are not permitted. Please see the banquet department for approved hanging materials.
- Please contact the sales department for a listing of preferred and exclusive suppliers for Security, Electrical, Audio Visual and Display Companies for the Keystone Centre.

This agreement is subject to all the terms and conditions stated above. The signing of this agreement constitutes your responsibility of any and all participants (i.e. committees, contractors, guests).

EVENT REPRESENTATIVE: \_\_\_\_\_ REPRESENTATIVE POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_