

Art Gallery of Windsor Venue Rental and Catering Terms & Conditions

Planning an Event at the Art Gallery of Windsor

The Art Gallery of Windsor staff looks forward to working with you in planning the details of your event. Staff will assist you with selecting the suitable space, catering, and finishing touches that will make your event a memorable event.

Invoicing & Deposits

Fifty percent (50%) of the **venue rental fee** is required as a deposit to secure the space. The balance owing is due five (5) working days prior to the event.

A deposit of \$500 or 50% of the estimated **catering** invoice (whichever is less), is to be paid at the time you select your menu. The remaining balance of your account is due ten (10) working days prior to your event.

Venue Rental & Catering will be invoiced separately, but must be paid directly to the Art Gallery of Windsor. Payments can be made by Visa, Mastercard, American Express, Cash, Debit, Certified Cheque, Draft or Money Order.

Guaranteed Numbers

When booking your event, you will be asked to give an estimate of the number of guests you expect will be in attendance. A final number of guests attending is required ten (10) working days prior to your event.

Catering for Your Event

Your menu must be finalized and booked a minimum of fifteen (15) days in advance. You can speak with the AGW Events Manager by calling (519) 977-0013 xt. 133. Customized menus are also available.

Cancellation Policy

Twenty-five percent (25%) of the **Venue Rental** invoice will be retained in case of a cancellation of the event, once the event has been confirmed. The Venue Rental cancellation fee will be applied to a rental, provided it takes place in the same calendar year as the original booking.

If cancellation of your event occurs less than 30 days prior to the scheduled service, fifty percent (50%) of the catering deposit will be retained.

If cancellation of your event occurs less than five (5) working days prior to the scheduled service, you are subject to all **catering** costs on the final number of guaranteed guests.

Liquor Services

Complete bar services are provided by the caterer. The client will be invoiced according to consumption.

A Service Bar Option is also available at a cost of \$9 per person. The client must obtain a "No Sale Special Occasion Permit" from the LCBO. Using the permit, the client must purchase the liquor, wine and beer from the LCBO, Beer Store and/or Ontario Wine Store. The service charge will include bartender fees, glassware, ice, soft drinks and juice. Delivery time of the alcohol and Special Occasion Permit is to be pre-arranged with the AGW Events Manager. Please be sure to include an inventory of all the items delivered (to be checked upon arrival with our staff) and that all items are in boxes with your names on them.

Dessert Table

You are permitted to provide your own “home-made” dessert platters and/or bring in your own wedding cake. A \$3 per person fee will be applied for plating and additional china.

Set-Up

Included in the catering prices are standard black and/or white linen tablecloths and napkins, china, glassware and cutlery.

Removal of Decorations/Equipment/Bar Stock

Your bar stock for a Service Bar, decorations, DJ/band equipment and all personal belongings are to be removed during the tear-down period of your event. Arrangements can be made for next day removal. Please note the AGW is not responsible for any decorations, personal belongings and/or equipment left unattended or over night.

Taxes & Gratuity

Rates are subject to taxes and a 15% gratuity.

SOCAN

SOCAN fees/tariffs are setup by the Copyright Board and will be invoiced directly to the client whenever music is performed or played.

I have read and hereby agree to the Art Gallery of Windsor Venue Rental & Catering Terms & Conditions

Client Signature(s) _____ Date _____