



89 Meadowvale Drive, St Catharines, ON L2N 3Z8
905-934-5400

Sales/Catering Terms & Conditions

Name:	Nishnawbe-Aski Legal Services
Address :	138B Mission Road, Fort William First Nation, ON P7J 1K7
Contact Information:	Chantel Nowegijick cnowegijick@nanlegal.on.ca (807) 627-7698
Sales Manager:	Maria Warden
Sales Manager Phone Number:	905-704-5646
Sales Manager Email:	Maria.warden@honhotels.com
Function Event Date:	Tue, 06/13/23

GENERAL INFORMATION:

All prices are subject to change up to ninety (90) days prior to the confirmed date of the function in order to meet increasing operation costs. All quoted rates and charges are in Canadian Funds and are subject to all applicable taxes. Harmonized Sales Tax at 13% and Administration Fees are subject to 18% on all Food & Beverage.

The Hotel reserves the right to inspect all private functions prior, during and after. If there is unruly behavior, damages etc. we have the right to escort the guest (s) off the property.

The Hotel is not responsible for the damage of personal property or equipment brought into the hotel, nor does it accept responsibility for items left in the function room before, during or after the function.

In the event the Patron is a corporation, partnership, association, club or society, the person signing this agreement for such entity represents to the Hotel that he/she has full authority to sign such contract and that in the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this contract.

DIRECT BILLING:

- a) Direct Billing is offered by completing a Credit Application and is subject to approval.
- b) Initial Deposit is still required to confirm the booking (Non Refundable)
- c) Valid Credit Card Number and Expiry Date is required for our files
- d) Accounts approved for Direct Billing are required to be paid in full, 30 days of receipt of invoice.
- e) NSF cheques are subject to a \$45.00 service fee and must be replaced with a certified cheque or money order within 24 hours of notification. Service fees are subject to change without notice

PAYMENT DETAILS:

- a) Deposit in the amount of **\$282.50** is required in order to confirm the booking
- b) Second Deposit based on estimated meeting room fees, food & beverage is required three months prior to the event date
- c) All Deposits are Non Refundable
- d) Final payment is due one week prior to the event, again using the guaranteed number. If for any reason this results in an overpayment, a refund will be issued. Any balance owing must be settled with the Credit Card Number on file. Should you wish to pay your account with a Credit Card, and the total invoice amount is over \$3,000.00 a 3% Processing Fee on the Total Invoice Amount will apply.

I have read this page and understand the terms and conditions. Date: June 7, 2023

Customer Initials: AN



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Credit Card Number: 4537 5000 1147 9063 Expiry Date: 10/29

Cardholders Name: Chantel Nowegijick Signature: *Chantel Nowegijick*

Three Digit Security Number 087 (Located on back of the card)

CANCELLATION INFORMATION

- a) All cancellations are to be submitted in writing and may be faxed to 905-704-5665 to the Sales & Catering Office during business hours 8:00 am to 5:00 pm Monday to Friday
- b) Meetings with no Food or Beverage require three weeks notification of cancellation, for each meeting room reserved, without being charged full room rental fee per room.
- c) Events with Food & Beverage require three months notification of cancellation, without being charged, if notified after this time you will be charged a holding fee based on the total meeting room fees.

Menu selection, room arrangements and other details pertaining to the function must be received four weeks prior to the function. Guaranteed Numbers for all events are required 96 hours prior to the event date. Guaranteed Numbers are the minimum numbers you are invoiced for. Any changes to original signed contract must be received in writing.

The Hotel reserves the right to change function rooms, without notice at any point in planning, should the amount of people decrease, increase or when the Hotel deems necessary.

Damage Clause: You will be liable for extraordinary damages, other than normal wear and tear caused to meeting rooms, exhibit areas and suites by employees, delegates and/or decorators and suppliers hired directly by your organization. Typical examples of extraordinary damages: broken windows, trucks backing into pillars, trucks damaging overhead sprinklers, torn carpets or irreparable spillage, damage to walls from nails, tape, thumb tacks etc. (Fees will apply)

Outside food or beverage of any kind is not permitted to be brought onto hotel property.

Floor Plan Information:

Once the floor plan is created & confirmed with the Catering department, the function room will be set-up according to the specified plan. The set-up of the room may not be changed once the room is set, with the exception of only minor adjustments such as adding a chair or eliminating a chair to a table.

In order to confirm your booking with us, we will require this contract to be signed and forwarded to the hotel by **June 7, 2023**, with proper payment information.

Print Name: Chantel Nowegijick

Signature: *Chantel Nowegijick*

Date: June 7, 2023

I have read this page and understand the terms and conditions. Date: June 7, 2023

Customer Initials: CN



Hampton Inn St. Catharines Niagara

89 Meadowvale Drive, St Catharines, ON L2N 3Z8
Phone: 905-934-5400

BEO #: 299
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Date Printed: 6/06/2023

Banquet Event Order

Group Catering

Post As:	Nishnawbe-Aski Legal Services	Event Date:	Tuesday, June 13, 2023
Account:	Misc SMERF 2023	Contact:	Chantel Nowegijick
Address:	138 B Mission Rd Fort William, First Nations, P7J 1K7	Phone:	(807) 627-7698
		Email:	cnowegijick@nanlegal.on.ca
		Onsite Contact:	
		Onsite Phone:	
		Catering Manager:	Maria Warden
		Phone:	905 704 5646
		Email:	Maria.warden@honorhotels.com

Event Time	Event Name	Room	Setup	Agr	Gtd	Set	Rental
9:00 AM - 5:00 PM	NAN Legal	Meeting Room	Special Setup Instructions				\$250.00

Setup

Meeting | Meeting Room | 9:00 AM - 5:00 PM

Special Set Up

20 Chairs in a circle

2 tables for paperwork at the back of the room

Chantel Nowegijick
Organization Authorized Signature

June 7/23
Date

Hampton Inn St. Catharines Niagara
Approval

Date