

CONTRACT for EVENT CATERING and RENTAL

It is hereby agreed that the equipment listed on reverse hereof is rented from the owner, **PELICAN PARTY TIME CATERING & RENTALS** by the renter, for the agreed specified time. Failure to return the above listed equipment on the acknowledged return time and date, without prior consent of the owner, may result in charges of theft by conversion. It is further agreed that the said equipment is rented from the owner is for renter's use only and will not be loaned, sublet, mortgaged, encumbered in any manner or disposed of by the renter. The renter will return the same in good working order and pay for lost or damaged items. It is understood that the owner makes no warranty of any kind on said equipment and the renter agrees to immediately return any rented equipment which develops indication of defect or improper working condition and that the renter agrees to use said equipment entirely at his own risk and to be liable for any damage done to persons or property and to protect and save harmless the owner, its agents, servants and employees from any and all liability resulting from the operation or use of the said rental equipment and the renter agrees to be liable for all costs and fees that may be incurred to recover said equipment.

Rentals

Terms & Deposit - All rentals require a 20% NON-REFUNDABLE deposit to reserve your order. Responsibility for rented items remains with the renter from time of delivery to time of return. Renter agrees to secure equipment when not in use and protect it from the weather. Replacement charges will be applied for missing, damaged or broken items.

Delivery & Pickup - Our delivery charge includes door to door delivery only. Items, including tables and chairs, will be stacked neatly in a pre-arranged place. Renter will do the same and keep ready for pick-up. If equipment needs to be carried further, please specify, as this may cost extra.

Return - Renter is not required to wash any of the rental items. Renter is required to rinse off or wipe off food from plates and empty the glasses. All items must be returned in their respective containers. Cutlery in cutlery bins, linens in bags, plates and cups in crates. Items returned not meeting these conditions are subject to a minimum of additional charge of 10%. All skirting must be returned folded and in the original bag or a \$10.00 service charge per skirting will be applied. All rentals are subject to a 10% damage waiver. Additional charges will apply on any rental item returned later than the required time of return. There are NO refunds on rental items that are NOT USED (even if the wrapping has not been removed). Our policy is to re-wash every item that has left our premises.

CANCELLATIONS - Cancellation of the order will forfeit all the deposits paid to the date of cancellation. Furthermore, if the cancellation is made 7 (seven) days or less before the order date, the entire order becomes due and payable.

Event Catering

Terms and Deposits - \$500.00 NON-REFUNDABLE deposit to reserve the date.

20% additional deposit required upon confirmation of the event write-up or 6 (six) months prior the event. 30% additional deposit 1 (one) month prior the event. The Balance is due and payable 7 (seven) business days before the event. All food & beverage prices are subject to 5% GST & 8% PST and further 15% catering Service Charge. Any rentals ordered separately from the catering are subject to an additional 10% Damage Waiver which covers breakages & damage of rental items but not shortages or malicious damage. Pre-authorized Security Deposit is required by Visa or Mastercard. All late payments are subject to a charge of 2% per month on the amount due.

CANCELLATIONS – Social Event of Individuals. Cancellation of the event will forfeit all the deposits paid to the date of cancellation and become non-refundable.

CANCELLATIONS – Corporate Event. 20% of the total bill will be payable if cancelled within 4 (four) business days of the event. 50% of the total bill will be payable if cancelled within 2 business days of the event and 100% will be payable if cancelled on the day of the event. If postponement of the event is required due to severe weather conditions, cancellation charges will be waived if the event is postponed to within 5 (five) business days of the event.

Guest Count Confirmation - Minimum guest count is confirmed 14 (fourteen) working days before the event. Confirmation must be done in writing. Any count increase should be done at least 2 (two) working days prior to the event. Any count increase after that, if accepted, will be subject to additional charges. After the initial event papers, Pelican will make up to three changes to the event papers without charge but any changes made after that will be chargeable on the basis of time spent at \$50.00 per rewrite. Any changes whatsoever within the last seven working days of the event will be subject to charge of \$35.00 per hour (Minimum Charge of One Hour).

Acceptable Method of Payment - Payments may be made by Cash, Interac, Visa & MasterCard, or by Personalized Cheque with appropriate ID.

Refunds - Any refunds due to overpayment will be done by cheque or credit card after verification and authorization by management.

Clean-Up and Garbage Disposal - When catering out of a hall or public venue, Pelican will take every measure to properly dispose off refuse into garbage dumpsters (if provided). Due to health and hygiene concerns, Pelican will not transport garbage in their trucks. When catering at a private home, Pelican will not be responsible for taking any garbage offsite.

CREDIT CARD AUTHORIZATION:

I HEREBY AUTHORIZE Pelican Party Time Catering & Rentals TO CHARGE MY ACCOUNT VIA CREDIT CARD

VISA / MASTERCARD / OTHER _____ # _____ EXPIRATION DATE ___/___/___

VID Code: _____ ALL PURCHASES RELATING TO THIS CONTRACT AND FUTURE PURCHASES.

I, _____ of address _____ and

Tel: (_____) _____ hereby acknowledge that I have understood the terms and conditions of this contract and accept to be bound by the same.

Signature _____ Date _____

INITIAL DEPOSIT \$ 500.00 DUE ON _____ PAID ON _____

20% DEPOSIT \$ _____ DUE ON _____ PAID ON _____

30% DEPOSIT \$ _____ DUE ON _____ PAID ON _____

50% (BALANCE) \$ _____ DUE ON _____ PAID ON _____

THESE AMOUNTS ARE BASED ON INITIAL INFORMATION and CALCULATIONS PROVIDED AND ARE SUBJECT TO CHANGE.

REWRITES FOR THE EVENT WILL BE DONE AND SUBMITTED ONLY AFTER EACH DEPOSIT IS PAID. ANY REWRITES BEYOND THREE WILL BE CHARGED FOR AT THE RATE OF \$50.00 FOR EACH REWRITE.

NON-PAYMENT OF DEPOSIT ON THE DUE DATE WILL RESULT IN NO MORE WORK BEING DONE ON THE FILE UNTIL THE PAYMENT IS MADE AND NON-PAYMENT OF FINAL BALANCE ON DUE DATE WILL RESULT IN ALL WORK ON THE EVENT BEING PUT ON HOLD AND THE CUSTOMER WILL BE RESPONSIBLE FOR CONSEQUENCES.