

Hilton Lac-Leamy

3, boulevard du Casino, Gatineau, QC J8Y 6X4

Banquet and Convention Department

Telephone: 819 790-6471

Fax: 819 790-6450

www.hiltonlacleamy.com

Terms and Conditions – Banquets and Weddings (2011-2012)

Date:

Banquet Room:

Number of guests:

Room Rental Fees:

Time:

Function:

FOOD AND BEVERAGE

The Hilton Lac-Leamy is licensed to serve food and beverages. No food or beverage may be brought into the Convention Centre. The sole exception is for wedding cakes.

The Hilton Lac-Leamy prohibits that food and beverages leftover from an event be taken off the premises.

In order to serve you better, we suggest that the menu selection for plated meals be unique for the entire group. No menu changes will be allowed the night of the event. However, we are pleased to make an exception for special dietary restrictions including vegetarian menus and allergies.

If the agreed setup is modified within 72 hours of the event, labour fees (minimum of \$250.00) will be applicable to the final invoice.

You may reduce the number of anticipated guests by 5% for this event, provided you send written notice of the reduction to the Hilton Lac-Leamy's Banquet and Convention Department at least 30 days prior to the event. After this date, you may reduce the number of guests up to 5% without penalty. For any additional reduction over and above 5%, you will be responsible for the reduction in anticipated food and beverage revenues of the Hilton Lac-Leamy. The anticipated food and beverage revenues are based on the actual menu prices for the selected items. The guaranteed number of guests is required 72 hours prior to the event date.

The menu prices and room rentals indicated are subject to change and guaranteed 90 days prior to the start of your event. Please note that PST (Provincial Sales Tax of 9.5 %) and GST (Goods and Services Tax of 5 %) are applicable to all prices and a 15 % service charge is applicable to menu prices. Taxes are subject to change without notice.

If sales of the bar (cash or host) are under \$400.00, a charge of \$100.00 per bar will be applicable to the final bill.

The client is responsible for ensuring compliance with the minimum age for the consumption of alcoholic beverages (18 years). The Hilton Lac-Leamy reserves the right to require proof of age.

No liquor service is permitted after 2:00 am as per Québec legislation and the function room should be vacated no later than 2:30 am.

LABOUR CHARGES

Labour charges are applicable for installation of banners or flags and all other non-official requests. The charge is \$40.00/ hour / employee (minimum of 4 hours).

If presentations or speeches delay service time, additional labour charges may be applicable (minimum of \$100.00).

If the agreed setup is modified within 72 hours of the event, labour fees (minimum of \$250.00) will be applicable to the invoice.

Day events

Room rental fees are applicable

Evening events

Room rental fees are applicable for food and beverage events (minimum 3 services) for groups of less than 50 persons.

Please note that a labour charge of \$250.00 is applicable in addition to the room rental for dinner service for groups of less than 20 persons.

Receptions

Room rental fees are applicable at all times. We require a minimum sales of food and beverage of 20.00\$ per person.

AUDIOVISUAL EQUIPMENT

The in-house audiovisual supplier at the Hilton Lac-Leamy is SPECS Groupe Media. We invite you to contact them directly to further discuss your audiovisual needs. If you choose to use another audiovisual company, an additional charge of \$125.00 per meeting room per day will be billed. Additional charges will apply for the use of the in-house sound system and electricity.

SPECS Groupe Media
819 790-6464 extension 5570
www.specs-av.com

Additional Charges

The following charges do not include taxes and will be billed directly to the Company:

Description	Price more than 5 business days prior to the event	Price less than 5 business days prior to the event
1500 Watt, 120 Volt, Plug approx. 15 amp	\$ 75.00	\$150.00
120 Volt, 20 amp, Plug approx. 18 amp.	\$100.00	\$200.00
208 Volt, 15 amp (configuration required)	\$110.00	\$220.00
208 Volt, 20 amp (configuration required)	\$130.00	\$260.00
208 Volt, 30 amp (configuration required)	\$150.00	\$300.00
208 Volt, 40 amp (configuration required)	\$180.00	\$360.00
208 Volt, 50 amp (configuration required)	\$200.00	\$400.00
208 Volt, 60 amp (configuration required)	\$275.00	\$550.00
208 Volt, 80 amp (configuration required)	\$300.00	\$600.00
Connection for DJ (2 x 15 amp.)	\$150.00	\$300.00
Power bar	\$10.00 / each	\$10.00 / each
Extension cord	\$10.00 / each	\$10.00 / each
Special CAMLOCK "J" Series connection: 120 Volt / 208 Volt, 3 phase, 100 amp (Walker only)	\$295.00 / connection	\$395.00
With power box	\$395.00 / connection	\$495.00
120 Volt / 208 Volt, 3 phase, 200 amp	\$325.00 / connection	\$425.00
With power box	\$650.00 / connection	\$750.00
120 Volt / 208 Volt, 3 phase, 400 amp	\$525.00 / connection	\$625.00
With power box	\$850.00 / connection	\$925.00
Special installation requirements: Monday to Friday 9 am to 4 pm Labour fee	\$55.00 / hour (minimum of 4 hours)	\$85.00 / hour
After office hours and on weekends: Labour fee	\$85.00 / hour (minimum of 4 hours)	\$85.00 / hour
Electric Scissor Lift with a qualified operator from the hotel	\$125.00 / hour (minimum 3 hours)	\$250.00 / hour
Vertical Genie Lift with a qualified operator from the hotel	\$95.00 / hour (minimum 4 hours)	\$95.00 / hour

Date : _____

Client initials : _____

Hotel initials : _____

Articles	Price
Telephone line (analog) and handset telephone (installation by the Hilton Lac-Leamy)	\$75.00 / line (for 7 consecutive days)
High speed internet land line (installation by the Hilton Lac-Leamy)	\$300.00 / line (for 7 consecutive days)
Local calls	no charge
Long distance calls received	no charge
Long distance calls sent	charged based on amount
Security Guard (provided by the Hilton Lac-Leamy)	\$40.00 / hour/guard (minimum of 4 hours)
Tub chair	\$50.00 / day
Anchor point	\$25.00 / anchor point

SOCAN FEES (The Society of Composers, Authors and Music Publishers of Canada)

SOCAN is the Canadian copyright collective for the public performance of musical works. They are in charge of administering the performing rights of their members (composers, lyricists, songwriters and their publishers) and those of affiliated international societies by licensing the use of their music in Canada. Charges vary depending on room and event.

Mozart room: \$123.38

Beethoven and Chopin rooms: \$123.38

Beethoven room: \$59.17

Chopin room: \$59.17

Grand Salon: \$59.17

FUNCTION SPACE

The Hilton Lac-Leamy reserves the right to change the assigned banquet room dependant on final numbers and / or other conditions that may occur and to the discretion of the Banquet and Convention Department.

SECURITY

Please note that the Hilton Lac-Leamy is not responsible for lost or damaged items that have been delivered or rented and that this is applicable prior, during and following an event. The Hilton Lac-Leamy reserves the right to require that certain events hire security services provided by the Hilton Lac-Leamy at the client's expense.

DEPOSITS AND BILLING

A non-refundable deposit representing \$1 000.00 or 20% of the estimate is required to confirm an event. Moreover, 50% of the estimated cost of the Banquet Event Order (BEO) is required 2 months prior to the event and the balance is due 14 days before the event with a certified cheque and/or credit cards, and based on the final estimate. A valid credit card number is mandatory to clear any balance due after the event. The client is personally liable for the payment of the full amount of the deposits and invoices, unless a written agreement is reached between the client and Hilton Lac-Leamy allowing for other billing arrangements. The signature of this document is required when the first deposit is received.

DECORS

Decorations provided by the Hilton Lac-Leamy remain its property and may not be moved without prior authorization by the Hilton Lac-Leamy.

Decorating material the client intends to bring must be approved by the Hilton Lac-Leamy and must conform to fire department regulations. Exposing, hanging or attaching decorating material, or securing such material is prohibited without prior approval from the Hilton Lac-Leamy.

It is forbidden to hang signage on the walls and furniture using any type of adhesive, tape, nails, pins or any other material.

The Hilton Lac-Leamy reserves the right to prohibit the use of any advertising, promotional or written material, which in its judgement, might compromise its reputation, or that of the Hilton Lac-Leamy's clients or occupants.

Real petal flowers thrown on the floor or placed on table linens are prohibited. There is a minimum cleaning charge of \$250.00 for the use of confetti in the banquet rooms.

GENERAL RULES

No storage is available at the Hilton Lac-Leamy.

Pipes, cigars and cigarettes are prohibited in the Convention Centre.

Parking is complimentary at the Hilton Lac-Leamy unless valet service is requested.

Access: The client must ensure that his/her guests and suppliers do not obstruct corridors, elevators or stairways of the Hilton Lac-Leamy. No fire exits are to be blocked as per provincial regulations.

Music: The Hilton Lac-Leamy reserves the right to control music sound levels. No music or sound checks are permitted before 21:00 without special permission.

Hilton Lac-Leamy guidelines: The client is required to ensure that his/her guests comply with Hilton Lac-Leamy guidelines.

Compliance with scheduled hours: The client undertakes to ensure his/her event begins and ends at the designated times. The client shall pay the overtime wages and other costs associated with non-compliance with this paragraph.

The client shall not assign or transfer this contract, nor sublet the room in whole or in part, without prior written approval from the Hilton Lac-Leamy, which may refuse such an assignment or subletting at its discretion.

The undersigned acknowledges that he/she has read and accepted the terms and conditions of this contract. If the signature is on behalf of a designated association, group, society or company, the signatory states and guarantees that he/she is authorized to sign on behalf of the association, group, society or company.

Entire understanding: This contract embodies the entire agreement between the parties with regards to the subject matter hereof and replaces all other previous written and oral understanding or agreement pertaining to such subject matter. All modifications to the present contract must be done by written agreement signed by both parties.

Should any provision of the present agreement be held invalid, such invalidity should not affect the validity or operation of this Contract.

This contract is governed by the laws of Québec. All proceedings or lawsuits concerning any breach or interpretation of this Contract must be subjected to the jurisdiction of the courts of Québec in the district of Montreal.

As per Quebec law, access to the Casino, including Le Théâtre, the Salon Royal, L'Exécutif, the Baccara, the Banco and Le Café restaurants is prohibited to persons under the age of 18.

The Casino du Lac-Leamy is the exclusive supplier of gaming tables for the banquet rooms at the Hilton Lac-Leamy.

LIABILITY

The client is liable for any damage to the Hilton Lac-Leamy and surroundings caused by his/her guests, suppliers or other persons under his/her control. The client shall ensure that such persons behave in such a way so as not to inconvenience or harm other clients of the Hilton Lac-Leamy. In regard to its event, the client undertakes to respect all laws and by-laws in the province of Québec.

Outside suppliers: The client is fully responsible for paying all his/her outside suppliers. The client undertakes to indemnify and hold harmless the Hilton Lac-Leamy, its officers, administrators, franchisers and companies within its group against any and all liabilities or claims whatsoever on their part.

Additional services: The client agrees to pay for the cost of additional services ordered by himself /herself and required by the event, including, but not limited to, the services of an audiovisual or other firm, and additional water and electrical connections.

The Hilton Lac-Leamy shall not be liable for any damage or prejudice suffered by the client or his/her

Date : _____

Client initials : _____

Hotel initials : _____

guests as a result of its failure to perform the services stipulated herein owing to a labour conflict, disaster or any other circumstances beyond its reasonable control. If the event has to be cancelled owing to such circumstances, the Hilton Lac-Leamy's liability shall be limited to reimbursing the client's deposits.

CANCELLATION :

In the event of a cancellation by the client 6 months or more prior to the date of the event, the Hilton Lac-Leamy shall retain the initial deposit received by the client as liquidated damages.

In the event of a cancellation by the client more than 2 months and less than 6 months prior to the date of the event, the Hilton Lac-Leamy shall retain the initial deposit, and the client shall be required to pay 100% of the rental fees and 25% of estimated food and beverage. The food and beverage will be based on a minimum anticipated revenue of \$70.00 per person.

In the event of a cancellation by the client more than 7 days and less than 2 months prior to the date of the event, the Hilton Lac-Leamy shall retain the initial deposit, and the client shall be required to pay 100% of the rental fees and 50% of estimated food and beverage. The food and beverage will be based on a minimum anticipated revenue of \$70.00 per person.

In the event of a cancellation by the client less than 7 days prior to the date of the event, the Hilton Lac-Leamy shall retain the initial deposit, and the client shall be required to pay 100% of the rental fees and 100% of estimated food and beverage. The food and beverage will be based on a minimum anticipated revenue of \$70.00 per person.

In all such cases, the client is responsible for advising his/her outside suppliers and all guests of the cancellation of the event and remains entirely responsible for the payment of all expenses and / or penalties that such suppliers may require. The Hilton Lac-Leamy assumes no responsibility in this regard.

Clients Signatures and Date:

Print name:

Organization:

Date:

Hotel's signature:

Société des Casinos du Québec Inc. doing business under the name "Hilton Lac-Leamy"

Date : _____

Client initials : _____

Hotel initials : _____