



**THE RANCH AND BRADLEY LODGE TERMS AND  
CONDITIONS OF BOOKING 2010**

### **Deposits and Payments**

A contract is considered tentative until the receipt of a signed contract, advance deposit and a credit card number to hold on file. For bookings more than one year out the deposit required is equal to the site rental fee and is non-refundable and 50% of the estimated amount is due 6 months prior to the event. For all other bookings, a deposit equal to 50% of the estimated total of the event charges is due on confirmation of the booking. The estimated balance owing on all events is due 10 business days prior to the date of the event.

Following the event you will be provided with a final billing for any adjustments. Any outstanding balances are due 5 business days following the event. Accounts that have not been settled within 30 days will be charged to the credit card number on file.

### **Guest Count and Food & Beverage Order Requirements**

Final menu selection must be received 30 days prior to the event date. A confirmed guest count must be received 11 business days prior to the event date. These numbers may be increased, to a maximum of 10% over the original confirmed guest count up to 10 business days prior to the event date. Due to the nature of our venue we cannot guarantee to provide service for guest numbers in excess of the final confirmed number.

Minimum revenue requirements before taxes apply to all bookings. These minimums vary depending on the date booked.

Minimum guaranteed bar sales of \$300.00 before taxes are required for set up of bar service. Should the event not meet the minimum, an additional labour charge will be levied for the difference.

As per licensing requirements, last call for alcoholic beverages is made 45 minutes prior to your event departure or 12:15am at the latest. Licensing requires that all requests for bar service be received a minimum of 10 business day prior to the event date.

### **Service Fees**

Service fees cover all Food & Beverage setup, service and tear down of events and are calculated as follows:

For Food Service - 15% of all food revenues or \$150 at The Bradley Lodge and \$210 at The Ranch (whichever is greater)

For Host Bar Service - 15% of host bar sales or \$17.50 per hour per bartender (whichever is greater)

For Cash Bar - \$17.50 per hour per bartender, with a minimum 4 hour time slot

For BBQ Service - \$17.50 per hour per grill cook, with a minimum 4 hour time slot

Service fees for events on statutory holidays are subject to premium rates.



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**Rental Equipment**

Set up of rentals arranged through Lone Star is included in our service fees above, except where specifically noted. Set up of any equipment supplied by the client is subject to additional service fees.

**Security**

Some events held at either the Lone Star Ranch or The Bradley Lodge will require the services of an off-duty police officer to assist with the safe coordination of traffic in the area. The need varies but is typically only required for rush hour arrivals and departures during the week or groups of over 500 on the weekend or those exceeding our parking maximums. The Ottawa Carleton Regional Police Service charges per hour for a minimum of 4 hours per officer required, as well as a vehicle charge per hour for a minimum 4 hours plus 5% GST.

**Pricing changes, taxes and gratuities**

Prices are subject to change without notice. All charges are subject to applicable taxes. With the exception of host bar items, employee gratuities are optional.

**Cancellation General**

In the event of cancellation of a booking, cancellation fees will be deducted from the deposit held and any balances owing in excess of the deposit held will be charged to the credit card on file.

Cancellation fees will be based on the total estimated revenue for all food, beverage, facility, equipment and service requirements. Estimates will be based on the original booking or the most recent numbers confirmed, whichever is greater and will be levied as follows:

- 5 business days prior to the event or less – 100% of the event total
- 6 to 14 business days prior to the event - 75% of the event total
- 15 business days to one month prior to the event– 50% of the event total
- 31 days to 90 days prior to the event - 25% of the event total
- 91 days to 180 days prior to the event – 15% of the event total
- Beyond 181 days the cancellation fee will be equal to the site rental fee

Unfortunately, we do not control Mother Nature and therefore cancellations on outdoor events, due to inclement weather, are subject to the same cancellation fees as indoor events.



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**ATTRITION**

We understand that it is not always possible to guarantee exact guest counts when first booking. To assist with this, we do allow numbers on estimated guest counts to be reduced according to the following schedule:

15 business days prior to the event, decreases to a maximum of 15% of the original booking number will be allowed with no fees levied.

14 business days prior to the event – no decreases permitted

Note - for decreases that result in the booking becoming less than the required minimum booking size for the space allotted, additional fees will be levied to bring the event revenue up to the minimum requirement .