



IRISH CENTRE

12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 Fax: (780) 451-5969

Email: culturaldirectoriss@edmontonirishcentre@gmail.com OR edmontonirishcentre@gmail.com

EVENT BOOKING FORM – LUNCHEON

☐ 1 st time Member (less than 3 months)		☐ Member	☐ Honorary Member
☐ Non-member		☐ External Irish Community Group:	
Name:		Email:	
Phone:		Address:	
City:		Postal Code:	
Event Name:		Date:	
Start Time:	End Time:	Number of Guests (Max 160):	
Included options			
- Reserved seating - 6ft rectangle or 5 ft round tables - Decorations permitted - Cake permitted - NO outside food (cutlery, napkins & plates included) - Bose PA System w/1 mic & podium - Computer Projector(s) - Soundboard w/2 speakers/2 mics & podium - Stage set up - (for a DJ/Band/etc.)			
REFUNDABLE DEPOSITS – CATERED		FACILITY BOOKING FEE - CATERED	
☐ \$200.00 – All Member Types		☐ \$0.00 – External Irish Organization Event ☐ \$200.00 – Member OR Honourary Member ☐ \$250.00 – 1 st time New Member ☐ \$300.00 – Non-Member	
		A: FACILITY BOOKING FEE:	\$
		B: - DEPOSIT	\$
		A. + B. = C: TOTAL BOOKING FEE	\$
PAYMENT TYPE FOR DEPOSIT: Minimum of 4 weeks before event date		PAYMENT TYPE FOR BOOKING FEE: Minimum of 2 weeks before event date	
☐ EFT – edmontonirishcentre@gmail.com ☐ CHEQUE ☐ IN-PERSON DEBIT/CREDIT		☐ EFT – edmontonirishcentre@gmail.com ☐ CHEQUE ☐ IN-PERSON DEBIT/CREDIT	
Notes:			
Date:		Completed by:	



IRISH CENTRE

12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 Fax: (780) 451-5969

Email: culturaldirectoriss@gmail.com OR edmontonirishcentre@gmail.com

CATERING FORM – LUNCHEON

EVENT TITLE:		DATE:	
Doors open:	Estimated # Adults:	Estimated # of U12:	
Bar service start time:	Number of bar staff required:	Food service start time:	
Presentation/Speeches timeline:		Entertainment/Music timeline:	
Food Selections			
<i>1 Tray serves 30 people</i>	\$/tray& order	per person add/del	Total \$ per line
Build your own Cold Cut Combo on a bun – mixed meat trays of roast beef, black forest ham & turkey with pickles, mayo, mustard, butter and buns on the side.	\$85.00 X _____	# x 3.00 =	\$
Assorted Dessert Squares Tray	\$85.00 X _____	# x 3.00 =	\$
Tuna Salad Sandwiches - (1/2 White & 1/2 Wheat)	\$80.00 X _____	# x 3.00 =	\$
Egg Salad Sandwiches - (1/2 White & 1/2 Wheat)	\$80.00 X _____	# x 3.00 =	\$
Caesar or Tossed Salad	\$35.00 X _____	# x 1.25 =	\$
Assorted Cheese & Cracker Tray	\$75.00 X _____	# x 2.50 =	\$
Seasonal Fruit Tray - w/yogurt dip	\$65.00 X _____	# x 2.25 =	\$
Assorted Vegetable Tray - w/ranch dip	\$50.00 X _____	# x 1.75 =	\$
Special Order: can include hot food items off regular menu – subject to staff & product availability			
Appetizer Platter: Chicken Wings (2 flavours max), Chicken Fingers, Onion Rings, Spring Rolls, Mozza Sticks, Fries – assorted veggies and dips – serves 12	\$60.00 X _____	# x 5.00 =	\$
Special order:	#	\$	\$
BBQ, Cajun, Honey Garlic, Honey Hot, Lemon Pepper, Plum, Salt & Pepper, Sweet Chili, Teriyaki	D: LUNCHEON FOOD ORDER -SUB-TOTAL		\$



IRISH CENTRE

12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 Fax: (780) 451-5969

Email: culturaldirectoriss@gmail.com OR edmontonirishcentre@gmail.com

CATERING FORM – LUNCHEON

Beverage/Alcohol/Bar Service Options					
Included with luncheon catering order- Please select option	COFFEE URN	☐	COFFEE PODS-Keurig	☐	
	TEA URN	☐	TEA BAGS-Kettle	☐	
TABLE WINE	☐ Bottles on the table – ordered in advance				
POUR AS YOU GO WINE	☐ Wine poured at the bar only – total # of bottles opened added to this invoice after event				
Wine Options: Check with bar liaison for current selections		\$/Bottle	#/Ordered/ poured	Name of Wine	Total \$ per line
Red Wine – 750ml Bottle – 4oz glasses = 6 servings		\$29.00	#		\$
White Wine – 750ml Bottle – 4oz glasses = 6 servings		\$29.00	#		\$
E. WINE ORDER SUB-TOTAL:					\$
ADD - SELF SERVE – 7 UP & ORANGE JUICE MIX	8L Beverage Dispenser – (max 2)	\$/Dispenser	#/Ordered	Total \$ per line	
		\$25.00	#	\$	
F. JUICE ORDER SUB-TOTAL:					\$
HOST BAR OPTIONS	☐ No Host Bar ☐ Host gives drink tickets to guests. A tab is run at bar – 15% gratuity added to tab at end of event ☐ Host has an open tab at the bar. – 15% gratuity added to tab at the end of event				
	☐ Limit total estimate including 15% gratuity: \$_____				
	☐ N/A for No \$ Limit total				
Please indicate which Drink Types that can be added to a host bar tab					
☐ Hi-balls			☐ Wine		
☐ Domestic Draft			☐ Coolers/Ciders		
☐ Import Draft			☐ Bottle Beer		
☐ Cocktails			☐ Pop - ☐ Juice - ☐ 0.5%		
☐ Top Shelf (Whiskey/Scotch/Brandy/Aperitifs/Sherry/Tequila/Shooters)					
D. LUNCHEON FOOD, E. WINE, F. JUICE - SUB-TOTALS					\$
ADD 15% GRATUITY					\$
G. FOOD & BEVERAGE SERVICE TOTAL					\$



IRISH CENTRE

12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 Fax: (780) 451-5969

Email: culturaldirectoriss@edmontonirishcentre@gmail.com OR edmontonirishcentre@gmail.com

CATERING FORM – LUNCHEON

Optional/Additional		
ADDITIONAL SERVICES	\$/per	Total \$ per line
(Service Requirement: 1 Beverage Server per 50 people)		
Server(s) X ____ - in addition to regular staffing complement and/or outside of regular operating hours (To be discussed/may not be applicable)	# ____ X \$15.00/hr.	\$
Server 1 Shift time:		
Server 2 Shift time:		
White Linen Tablecloths for tables # ____ Rounds # ____ Rectangle	# ____ X \$8.00	\$
White Linen Napkins for dining tables	# ____ X \$1.25	\$
Plastic Tablecloths for Round Tables only Colour(s): _____ # ____ Rounds	# ____ X \$6.00	\$
Plastic Tablecloths for Rectangle Tables only Colour(s): _____ # ____ Rectangle	# ____ X \$3.25	\$
Centerpiece rental – ☐ Client agrees that if centerpiece is missing or damaged that a \$25/centerpiece fee will be deducted from the \$200 Facility Damage Deposit – Extra fees may be charged if this fee is exhausted	# ____ X \$5.00	\$
H: OPTIONAL ADD-ON SUB-TOTAL		\$
G. FOOD & BEVERAGE SERVICE TOTAL		\$
B: DEPOSIT \$	A: FACILITY BOOKING FEE:	\$
J. Miscellaneous Surcharges (if applicable)		\$
H. + G. + A. + B. + J. = K: TOTAL INVOICE		\$
Payment options	☐ Paying on date of event	☐ Paying in advance of event



IRISH CENTRE

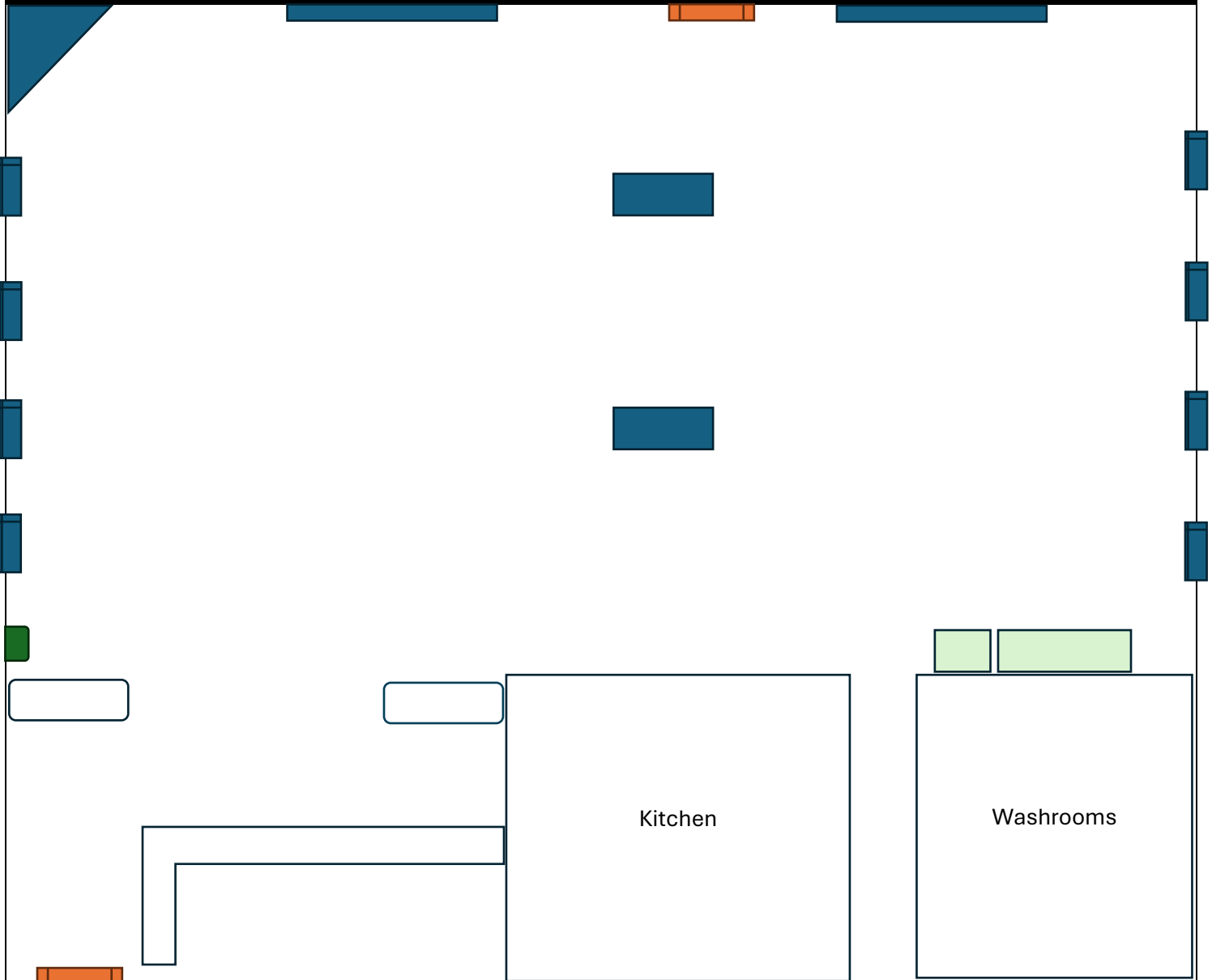
12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 **Fax:** (780) 451-5969

Email: culturaldirectoriss@ gmail.com OR edmontonirishcentre@ gmail.com

CATERING FORM – LUNCHEON

Room decorating & table dressing plan:



Room teardown and room reset plan:



IRISH CENTRE

12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 Fax: (780) 451-5969

Email: culturaldirectoriss@ gmail.com OR edmontonirishcentre@ gmail.com

CATERING FORM – LUNCHEON

Facility Rental Agreement

1. All bookings during regular operating hours are considered semi-private to keep the club accessible to all our members. ☐
2. Unless previously booked by the Irish Sports and Social Society, any costs associated with booking bands, DJs, or other forms of entertainment for your scheduled event are the responsibility of the renter named on this agreement. ☐
3. **Renter on this agreement must be present at the event for the duration scheduled.** ☐
4. Renter acknowledges that no outside food (other than event cake) or outside drink is permitted. ☐
5. Renter agrees not to affix décor or signage to club property with nails, screws or staple guns and agrees to remove all décor and signage directly following the event
 - a. Decorations may be attached to walls and doors using PAINTER'S MASKING TAPE only. ☐
 - b. NO CONFETTI or CONFETTI BALLOONS inside or on Club premises is permitted. ☐
 - c. Any balloons brought into the space must be removed at the end of the night due to the sensitivity of our security sensors or an additional call out fee of \$50 will be assessed against the renter's deposit total. ☐
 - d. Any items left behind after the event will become property of the club to be disposed of at its sole discretion unless arrangements to remove items after the event has been prearranged. ☐
6. The Irish Sports and Social Society shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the renter named on this agreement, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this rental agreement or any extension of such term. ☐
7. The deposit for your booking is fully refundable, but a \$50.00 cleaning fee will be charged if the event space is not left in good order, or in extreme custodial cases, the entire \$200.00 deposit for your event will be forfeited. ☐
8. A refundable deposit is required a **minimum of 4 weeks prior** to the date of event to secure the date. ☐
9. The room rental fee is due a **minimum of 2 weeks prior** to the date of the event or the event will be cancelled and the deposit returned. ☐
10. All catering items must be finalized a **minimum of 2 weeks prior** to the date of the event booking. ☐
 - a. A 15% gratuity will be added to all catered food & beverages orders. ☐
 - b. A 15% gratuity will be added to the beverage/alcohol tab for hosts who run a tab for their guests attending their event. ☐
 - c. Payment for catering can be submitted in advance or on the date of the event. ☐
 - d. Full payment for events must be paid on the night of your event (cash, card, cheque). ☐

Signatures

By signing below, the RENTER acknowledges having read and agrees to the contents of this contract.

Date:		Renter's Full Name:	
Renter's Signature:			
ISSS Representative Name and Position:			
ISSS Representative Signature:			