



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

EVENT BOOKING FORM -

EVENT BOOKING INFORMATION		
<input type="checkbox"/> 1 st time Member (less than 3 months) <input type="checkbox"/> Member <input type="checkbox"/> Honorary Member		
<input type="checkbox"/> Non-member <input type="checkbox"/> External Irish Community Group:		
Name:		Email:
Phone:		Address:
City:		Postal Code:
Event:		Date:
Start Time:	End Time:	Number of Guests (Max 160):
BOOKING INCLUDES		OPTIONAL ADD-ONS
<ul style="list-style-type: none"> Reserved seating Decorations permitted Cake/Dessert permitted - NO outside food (cutlery, napkins & plates <u>not</u> included) 		<ul style="list-style-type: none"> Bose PA System w/1 mic - \$25 = \$_____ Computer Projector - \$25 = \$_____ Soundboard Mixer w/2 speakers/2 mics - \$100 = \$_____ Stage set up - \$100 = \$_____ White Table Linen - #____ x \$8 per table = \$_____ Plastic Tablecloths - #____ x \$4 per table = \$_____
		C: - Optional Add-On Total \$
REFUNDABLE DEPOSITS		FACILITY BOOKING FEE
<input type="checkbox"/> \$200.00 – All Member Types		<input type="checkbox"/> \$0.00 – External Irish Organization Event <input type="checkbox"/> \$50.00 – Member OR Honourary Member <input type="checkbox"/> \$75.00 – 1 st time New Member <input type="checkbox"/> \$100.00 – Non-Member
		A: FACILITY BOOKING FEE: \$
		B: - DEPOSIT \$
		C: -OPTIONAL ADD-ON TOTALS \$
		A. + B. + C. = D: TOTAL BOOKING FEE \$
PAYMENT FOR DEPOSIT:		PAYMENT FOR BOOKING FEE:
Minimum of 4 weeks before event date		Minimum of 2 weeks before event date
<input type="checkbox"/> EFT – edmontonirishcentre@gmail.com		<input type="checkbox"/> EFT – edmontonirishcentre@gmail.com
Notes:		
Date:		Completed by:



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BEVERAGE SERVICE OPTIONS				
ADD - BREWED – COFFEE AND/OR TEA URN	Cups, creamers & sugar supplied	\$/URN	#/Ordered	Total \$ per line
		\$25.00		\$
ADD - SELF SERVE – 7 UP & ORANGE JUICE MIX	8L Beverage Dispenser – (max 2)	\$/Dispenser	#/Ordered	Total \$ per line
		\$25.00	#	\$
E. BEVERAGE ORDER SUB-TOTAL:				\$

HOST BAR OPTIONS	
HOST BAR OPTIONS	<input type="checkbox"/> No Host Bar <input type="checkbox"/> Host gives drink tickets to guests. A tab is run at bar – 15% gratuity added to tab at end of event <input type="checkbox"/> Host has an open tab at the bar. – 15% gratuity added to tab at the end of event <ul style="list-style-type: none"> ○ 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	
<input type="checkbox"/> Hi-balls	<input type="checkbox"/> Wine
<input type="checkbox"/> Domestic Draft	<input type="checkbox"/> Coolers/Ciders
<input type="checkbox"/> Import Draft	<input type="checkbox"/> Bottle Beer
<input type="checkbox"/> Cocktails	<input type="checkbox"/> Pop - <input type="checkbox"/> Juice - <input type="checkbox"/> 0.5%
<input type="checkbox"/> Top Shelf (Whiskey/Scotch/Brandy/Aperitifs/Sherry/Tequila/Shooters)	



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FOOD OPTIONS		
<input type="checkbox"/> No food required <input type="checkbox"/> Guests may order off regular menu from the kitchen	<input type="checkbox"/> Special Order Food (see below)	
Special Order Option: Only available if ordered in advance of event		
Appetizer Platter: Chicken Wings (2 flavours max), Chicken Fingers, Onion Rings, Spring Rolls, Mozza Sticks, Fries – assorted veggies and dips – serves <u>12</u> ➤ BBQ, Hot, Cajun, Honey Garlic, Honey Hot, Lemon Pepper, Plum, Salt & Pepper, Sweet Chili, Teriyaki	\$60.00 X _____	\$
E: FOOD ORDER SUB-TOTAL		\$
E + F: FOOD & BEVERAGE -SUB-TOTAL		\$
ADD 15% GRATUITY		\$
G: FOOD & BEVERAGE TOTAL		\$
Payment in full for food & beverage due 2 weeks before event	<input type="checkbox"/> EFT – edmontonirishcentre@gmail.com	



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Room decorating & table dressing plan: Please note: If changes/additions/deletions to the seating are required for your event, clients will need to provide the labour for this task. ISSS staff will be on site to assist, but room set up is the responsibility of the client. ☐

Room teardown and room reset plan: If there are events that immediately follow your event, the room may need to be adjusted back to its original set up before your event began. Please review with ISSS staff as needed. ☐



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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 celebration cake/dessert) 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 and 100% of food order (if applicable) is due a **minimum of 2 weeks prior** to the date of the event or the event will be cancelled and the deposit returned. ☐
 - a. A 15% gratuity will be added to all special food 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. ☐

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:			
Additional notes:			