



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 – NO CATERING

| NON-CATERED EVENT (only available when club is open) | | |
|---|--|--|
| <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 – NON-CATERED | | FACILITY BOOKING FEE – NON-CATERED |
| <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 TYPE FOR DEPOSIT: Minimum of 4 weeks before event date | | PAYMENT TYPE FOR BOOKING FEE: Minimum of 2 weeks before event date |
| <input type="checkbox"/> EFT – edmontonirishcentre@gmail.com <input type="checkbox"/> CHEQUE <input type="checkbox"/> IN-PERSON DEBIT/CREDIT | | <input type="checkbox"/> EFT – edmontonirishcentre@gmail.com <input type="checkbox"/> CHEQUE <input type="checkbox"/> IN-PERSON DEBIT/CREDIT |
| Notes: | | |
| Date: | | Completed by: |



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NON-CATERED EVENT HOST BAR Options

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

- | | |
|--|---|
| <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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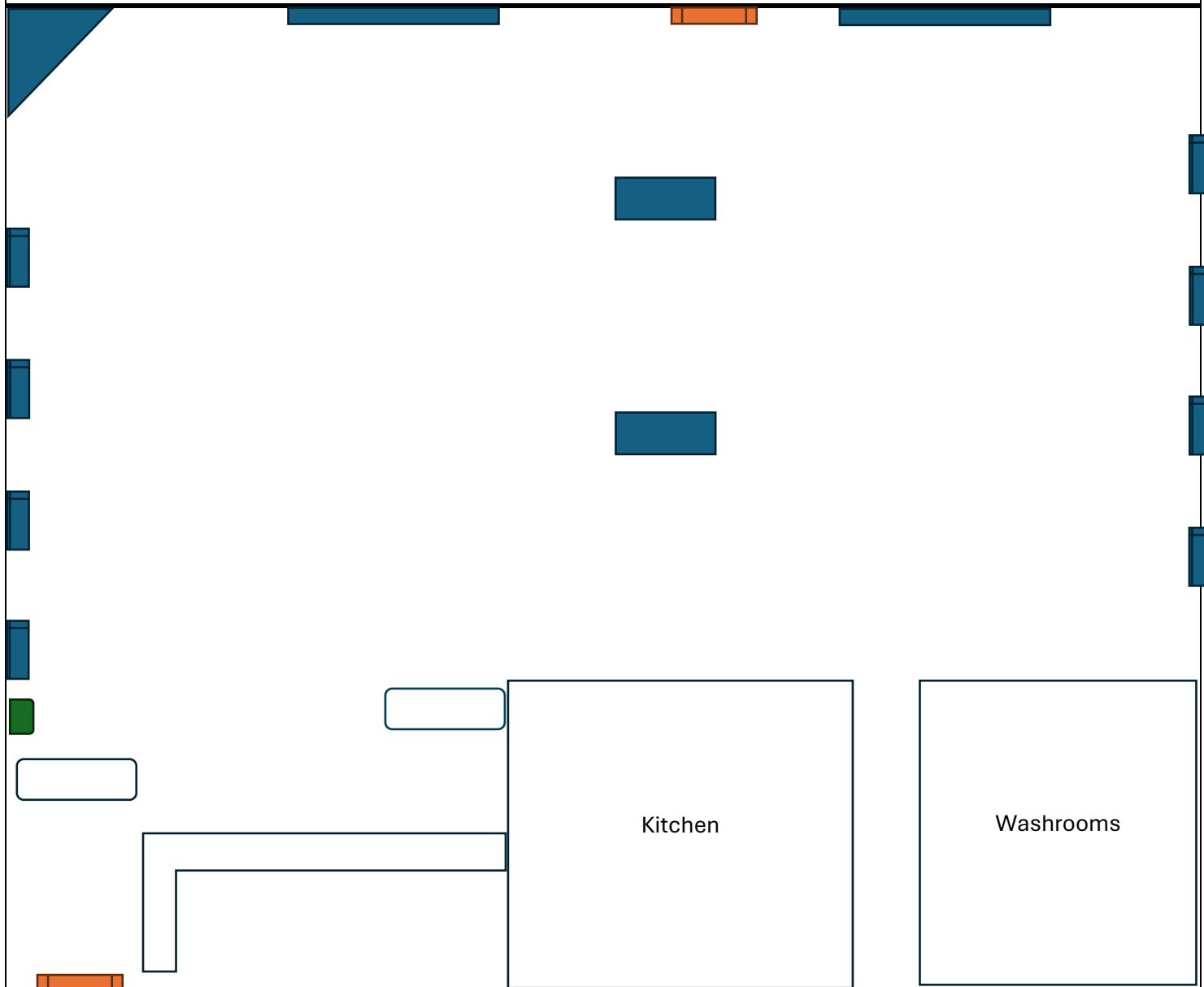
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Room decorating & table dressing plan:



Room teardown and room reset plan:



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EVENT BOOKING FORM – NO CATERING

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 birthday 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 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 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: | | | |