

## HOTEL SASKATCHEWAN

### Labour Charges & Equipment Rental

Extra Attendant\* ~ bartender/cashier, carver, omelet station,  
\$20/hr coat check

### SOCAN Fees\*\*

Dependant on size of group & type of function

Portable Dance Floor – if required

\$150 (maximum 12' x 12')

Note: For any additional equipment or props the Hotel does not stock, there will be a charge based on the amount invoiced by the supplier plus a 15% service charge.

\* Minimum of 3 hours

\*\* Please refer to Terms & Conditions

### All Meetings and Banquets are subject to the following guidelines:

It is understood and agreed upon by the parties hereto that the Radisson Plaza Hotel Saskatchewan shall not be liable or responsible in any manner whatsoever for any damages sustained by any party to the Contract or by any other person, firm or corporation for any loss or damage resulting from:

- Radisson Plaza Hotel Saskatchewan being unable to perform the services set out in the Contract as a result of any strike, flood, fire, force majeure or Act of God.
- The conduct of any person or persons attending the function.
- The conduct of the Convenor or the management of the function by the Convenor.

The Convenor agrees to indemnify and save harmless the Radisson Plaza Hotel Saskatchewan against any and all claims and expenses presented by any person or persons, firm or firms, corporation or corporations, attending the function for loss or damage sustained in the areas of the Hotel designed for the holding of a function.

The Convenor agrees to reimburse the Radisson Plaza Hotel Saskatchewan for any damages done to any part of the Hotel premises or equipment that is caused by any person attending the function.

A guaranteed number of attendees must be confirmed 72 business hours prior to the function. Should a guaranteed number not be received, the Hotel will invoice for the original number of guests expected, or for the actual number in attendance, whichever is greater. Should the guaranteed number be reduced significantly from the estimated attendance the Hotel will apply extra charges. Should it be necessary to cancel, a cancellation fee will be charged.

Cancellation of your booking within 1 week prior to your event may result in cancellation charges equivalent to 50% of

the total revenue; within 3 days prior 75% of the total revenue and within 1 day 100% of the total revenue will apply.

Once the credit card holder signs the contract(s), the Radisson Plaza Hotel Saskatchewan is authorized to charge the credit card number for payment.

Should the convenor/group have reservations in the Cortlandt Dining Room noted, and have to change the time, number of guests or cancel please call 337-4311. Should the convenor/group fail to show, reservation charges may apply. Should attendance fall significantly from the guaranteed number of guests, charges may apply.

Charges to the meeting room set up after the room has been set, per the contract, can result in additional labour fees.

The Radisson Plaza Hotel Saskatchewan reserves the right to reassign functions to alternate space of equal suitability.

Prices quoted are guaranteed for 90 days from Contract date and subject to change thereafter.

All invoices will have an automatic 15% gratuity added for all food, beverages and applicable services.

In order that you may be assured of your menu choice we ask that you advise the Hotel of your selection two weeks prior to the function date. Dietary substitutes can be made available upon prior request.

To ensure that all requirements stated on the Banquet Event Contract are as agreed upon, we ask that the customer sign a copy of the contract and return the same to the Catering Office 10 days prior to your event..

Due to the historical nature of our Hotel we ask that no tape, tacks, hooks or nails be used under any circumstances in any room. The Catering Department will make arrangements for easels, corkboards and sticky tac, should they be requested.

All materials to be shipped to the hotel must be marked clearly with function name, contact name, function room and date. The Hotel will not accept any responsibility for damage to or loss of any merchandise or articles left in the Hotel prior to, during, or following the function. All boxes shipped are to be sent to the attention of the Banquet Department. The Radisson Plaza Hotel Saskatchewan reserves the right to levy a handling and storage fee.

All live or recorded entertainment is subject to SOCAN fees (Society of Composers, Authors and music Publishers of Canada), and is automatically applied to function invoices;

This is an extension of all Banquet Event Contracts. Once Event Contracts are signed this document is legally binding.