



IRISH SPORTS AND SOCIAL SOCIETY

12546 - 126 Street, Edmonton, Alberta T5L 0X3
Phone: (780) 453-2249 or Fax (780) 451-5969

HALL RENTAL FORM

PLEASE PRINT and COMPLETE IN FULL

Member

Non Member

Today's Date: _____

Date of Booking: _____

Time of Event: _____

First & Last Name: _____

Phone: _____

Number Attending Event: _____

Catering Required

Yes

No Food

Bringing in Own Food

Deposit Taken \$200

Amount: _____

CATERING REQUIREMENTS

Standard Meal Rate

\$ 23.00

The standard meal includes 1 meat, 2 potatoes, 2 vegetables, salads, buns and desserts.

There will be a \$5 per plate charge for additional meat. If you are bringing your own desserts, it is \$1 less per plate.

Add ons or substitutions are available in consultation with the Kitchen, which may result in greater per-plate pricing.

Additional requests: _____

Table Cloths Required:

Yes \$100 charge for table cloths

No

FOR OFFICE USE ONLY

Bar Staff Required

Receipt # _____

Date Received _____

Kitchen Staff Required

Table Cloths Ordered _____

Set Up Requirements _____

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HALL RENTAL GUIDELINES

Please Read and Sign

All Parties:

1. Numbers for all parties must be provided 2 weeks in advance of the event.
2. All decorations must be taken down and removed after the function, including tape on the walls. Please leave the garbage bag tied and ready for removal.
3. All beverages, alcoholic and non-alcoholic, must be purchased through the bar, as per Alberta Gaming and Liquor Commission regulations.
4. If there is more than one party booked for the evening, please try to stay to the tables designated for your party.
5. You must be a member in good standing for three months prior to the event booking in order to be eligible for member rates.
6. A \$200 deposit will be required to confirm your booking. \$150 will be returned to members if the hall is left in satisfactory condition.
7. You are responsible for the cost of entertainment if it has not been booked for the evening you wish to have your event.
8. Any sound equipment that is taken out, must be put away after the function.

Catered Events:

1. You are responsible for paying for the number of plates you confirmed at, at the confirmed rate.
2. Full payment is required for dinners two weeks prior to the event.

Bringing In Food:

1. If you bring in your own food, you are responsible for the removal of all leftovers.
2. Use of the kitchen is not permitted beyond the use of the fridge to keep the food cold and the use of the ovens to warm food.

I, _____, agree to follow the Date: _____

Signed _____