



13226 Macleod Trail SE
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CATERING CONTRACT

We are committed to ensuring every detail of your private function is administered to your complete satisfaction. We request your cooperation in the following policies:

We require a signed contract 30 days prior to the event.

We require notification of the guaranteed number of guests attending your function no later than 3 days prior to the event. If the actual number of guests attending is less than the guaranteed number provided, the guaranteed number will be reflected on the final bill.

Any cancellation of a function of 50 or more guaranteed guests within 3 days of the event date is subject to a \$500.00 cancellation fee.

All food and beverages consumed must be purchased from Halo Steak, Seafood & Wine Bar, and served by Halo staff.

We guarantee food and beverage prices 30 days prior to the date of the function. Applicable service charges and G.S.T will apply.

A major credit card number is required to book your function and will be charged for any damages which may occur.

We require all food and beverage charges to be settled at the conclusion of the event. If payment is not received, all charges will be applied to the aforementioned credit card on file.

We reserve the right to relocate the function to a room of appropriate size should the number of guests increase or decrease.

Decoration of the function room must be done the day of the event. The use of confetti of any kind including table-top confetti is prohibited.

A minimum spending of \$5000.00 in food and beverage before applicable tax and service charge is required to reserve the entire second level of the restaurant on a Friday or Saturday after 5:00pm and a minimum spending of \$8000.00 in food and beverage before applicable tax and service charge is required to reserve the entire first floor of the restaurant on a Friday or Saturday after 5:00pm. In the case where less is spent the difference will be charged as a room charge to reach the minimum required.

Your signature below confirms your agreement to the above. Please return this signed agreement.

Thank you for choosing Halo Steak, Seafood & Wine Bar for your special event. We look forward to being of service to you.

Function Name: _____

Function Date: _____ Organizer's Name: _____

Credit Card #: _____ Expiry: _____

Signature: _____ Date: _____