



Private Dining Terms & Conditions

- 1) The Club reserves the right to ask for a deposit to confirm your booking. The deposit will be applied against your invoice.
- 2) A final guaranteed number is required 2 business days prior to the event. Although the Club may attempt to confirm attendance at your event, it is incumbent upon the organizer to contact the Club and register their guarantee with the Catering Manager. Cancellations must be received in writing by email or fax not phone call. You will be charged for the guarantee or number in attendance, whichever is higher.
- 3) The Club reserves the right to substitute a comparable function room if necessary.
- 4) The Club reserves the right to change pricing at any time. Prices guaranteed upon signed contract.
- 5) The Organizer agrees that the function will be conducted in a proper and orderly fashion, not disturbing other functions or other guests, and following the Albany Club House Rules (available on our website www.albanyclub.ca or below).
 - a. Décor
You are welcome to bring in your own decorations for your event, keeping in mind that nothing should be taped, nailed, stapled, or glued to the walls. The use of confetti is restricted, and a cleaning fee will be applied if used. Please ensure you have everything taken down after the event as the Club is not responsible for any lost articles. Club staff are also prohibited from moving, carrying, loading or unloading any décor items and are not responsible for any damages that may occur from their use.
 - b. Entertainment
All applicable events will be subject to the SOCAN & Re: Sound Fees which are based on the fees outlined below. SOCAN is the Society of Composers, Authors and Music Publishers of Canada and Re: Sound is the Canadian not-for-profit music licensing company, dedicated to obtaining fair compensation for artists and record companies for their performance rights.
 - c. Parking
The Club does not have on-site parking, however, there are several public lots around the area including Green P parking. Please ask the Club to provide you with a parking map which you can send to your guests. (We have a parking with direct access to the club- payable)

d. Smoking

Smoking is not permitted in the Club. If your guests wish to smoke, they must exit the front doors to do so on King St. The rooftop patio is for member use only and is not a designated smoking area for non members

e. Alcohol Policy

The Club is the only licensed authority to sell beverages on the premises. All beverages must be purchased through the Club. Therefore, no alcoholic beverages can be brought into or removed from our licensed premises. Absolutely no alcohol is allowed outside of the Dining Room entryway or front doors. The regulations as set out by the Alcohol and Gaming Commission of Ontario (AGCO) will be strictly always enforced. The Club reserves the right to refuse alcohol to any member or guest at any time. No alcohol will be served after 1:00 am as per our policy. Children under 12 Any child under 12 attending any event on the Club premises must always be supervised.

- 6) The Organization holding the event agrees to indemnify the Club from any losses or damages suffered by the Club directly or indirectly in any manner whatsoever arising in connection with the function.
- 7) Any placement of promotional materials or signage must first be approved by Club Management. No materials may be attached to the walls, lighting or blinds using thumbtack, staples, tape or nails.
- 8) The organizer must be aware of the dress code policy and cell phone policy, which is available on the website.
- 9) If the organizer cancels a function, the organization agrees to pay the amount set forth below:

TIME OF CANCELLATION & SUM PAYABLE

90 or more days prior to function	No charge.
31 - 89 days prior to function	Full room rental (All Rooms)
15 - 30 days prior to function	Full room rental (All Rooms) & ½ anticipated food
14 or less days prior to function	Full room rental (All Rooms) & full anticipated food

The Albany Club reserves the right to update these conditions if necessary.