



*Catering
Information & Policies*

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www.edsonrecreationcomplex.com

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1. *Our enclosed menus are suggestions only. Our catering staff will be pleased to create menus to suit your needs and to meet your budget.*
 2. *We ask that you advise us of your menu selection three (3) weeks prior to the function date; approximate (+/- a few) number 1 week before and final guaranteed number required 48 business hours prior.*
 3. *The Complex will set up for five percent (5%) over the guaranteed number, space permitting. The customer will be charged for the guaranteed number or the number served whichever is greater.*
 4. *As is customary, banquet prices are subject to change due to fluctuating food costs. Prices for all meal functions will be guaranteed for three (3) months from the booking date.*
 5. *The original expected figure would automatically become the guarantee if the Complex were not notified by this time. Notification for Monday events is due on the previous Thursday.*
 6. *The Complex reserves the right to provide alternate function space if changes in numbers, set up requirements or time changes occur.*
 7. *To confirm a booking for a private, social or cultural event for the Weyerhaeuser Room or Ice surface, a two hundred fifty dollar (\$250) non-refundable deposit is required. Refund will be made if room is re-rented.*
 8. *Cancellation of any function will be subject to a cancellation fee amounting to the retail value of the space held for you. Should the Complex resell the space, this fee would be waived.*
 9. *Billing privileges may be requested by the convener through the Complex. Private, social, and cultural events are required to pay an initial deposit and 100% of the estimated charges (certified cheque or credit card) 3 business days prior to the event. Any additional charges must be paid within 48 hours following function.*
 10. *To avoid damage to walls or paint, we do not allow taping or attachment of any posters, flyers or any written material to walls or doors. We will try to accommodate any special requests you may have. If any damage results from your event, we will get an estimate from a contractor and you will be billed that dollar amount.*
 11. *The Complex will not be responsible for loss of, or damage to, any articles left in the Complex prior to, during or following any function.*

*We thank you for considering the Edson Recreation Complex for your special event.
We look forward to being of service to you.*