



15 Scott Street Unit #2, Kitchener ON N2H 2P6
519 954 7300 stonegatebistro.com

Group Booking/Reservation 2-50 people Information with Terms & Conditions

Seating Requests

- We will do our best to seat your group in your requested area, however we are unable to guarantee this unless you have booked a private dining room (minimum spends apply). We have a range of seating styles and arrangements.
- Minimum spends apply to guarantee private function space.

Celebration and Occasion

- Please ensure you advise us if you are celebrating a special occasion, or if you have a post dining engagement to attend and thus have specific timings you would like us to adhere to.
- We welcome all parties to order a set menu for ease and speed of service, a deposit is required.
- Please note as we operate and prepare food in commercial kitchen we cannot guarantee against allergic reactions.

Deposits / Accounts For Groups of 10 -50 guests;

- A \$20.00 per person holding deposit is required per person to confirm your booking.
- All bills must be settled in full upon conclusion of the reservation.
- The deposit will be deducted from your final food and drink bill. (The deposit is the minimum that must be spent on the menu per person). Should an individual not show the deposit is charged as a no - show fee.
- A no show fee cannot be used as any credit.
- Credit card or cash will be accepted for payment no cheques,
- For special dates/events you may be required to pay the entire menu/package price in advance (like a ticketed event)

Beverage Service options

- As wine vintages are limited and to assist with the ease and speed of service for your group booking we strongly suggest that you pre -order your wine selection. You are welcome to order a specific number of bottles of wine choice to be served to your table.
- We do not accept BYO (Bring Your Bottle)
- Your beverage service can be completely pre arranged
- Let us know what you would like to have served on arrival and we can have this ready for you, no waiting!

Service charge

- A 15% service charge applies to food and beverage total for groups of 10+.

Children (Minors)

- Stonegate Bistro is family friendly! Please, let us know if there are minors within your group.
- We are a fully licensed venue operating in accordance with the principles of Responsible Service of Alcohol Laws, which are Law in Ontario, Canada.

Proof of Age

- Identification must be provided if required.
- Guests may be asked to show legal proof of age at any time.
- Please note minors must be accompanied by a parent or legal guardian at all times and may not be seated at the bar.
- The parent or legal guardian is responsible for ensuring that no alcohol is consumed by / bought for the minor.
- In accordance with liquor licensing law, the manager on duty is authorized to determine if a person is a responsible adult.

Cancellation Policy

- Deposits are not refundable. Stonegate Bistro will retain the deposit as the cancellation fee, if less than the below required hours notice is given:
 1. 02 January to 31 October- Minimum 48 hours (2) days cancellation notice (or deposit is lost).
 2. 01 Nov ember to 01 January Minimum 72 hours (3) days cancellation notice (or deposit is lost).

Special Dates/Events

- ☐ (NYE, Canadian Day, Valentine's Day, Easter, Mother's Day, Father's Day, Christmas eve)

*Minimum five (5) days cancellation notice or deposit and (ticketed/ set menu/package) price is lost

Private Dining Rooms & Groups of 10+

- ☐ 02 January to 31 October Minimum 7 days (1 week) cancellation notice (or deposit is lost).
- ☐ 01 November to 01 January Minimum 14 days (2weeks) cancellation notice (or deposit is lost).

Responsible Service of Alcohol

Stonegate Bistro actively promotes a Responsible Service of Alcohol. House policy prohibits us from supplying alcohol to an intoxicated patron. Intoxicated persons will not be permitted to enter any SSTRO venue. Service of alcohol is at the discretion of the bar attendants, management and security. We reserve the right to refuse service and remove any person from any of the STONEGATE BISTRO premises if the relevant venue manager believes the person is intoxicated or is behaving in a violent, quarrelsome or disorderly manner or is smoking outside of designated areas.

Stonegate Bistro Management reserves the right to:

- ☐ Grant or refuse entry;
- ☐ End the reservation at any time; and
- ☐ Extend the hours of the reservation or reduce as necessary.

By paying the deposit, you personally agree to be responsible for this reservation; including any costs associated with the deposit, consumption /cash bar that are incurred during the above reservation ,in addition to any previously agreed beverage arrangements and/or to reach the minimum spend as stated if and as required. By paying the \$20.00 per person booking deposit, you person booking deposit, you understand, accept and agree to adhere to the policies, details and Terms & Conditions outlined in this document.

Parties of over 50 Whole Restaurant Buyout

- Thank you for your interest in booking Stonegate Bistro. The entire restaurant will be at your disposal for lunch or dinner. Our bookings packages are based on minimum spend that includes space, serving staff, food. Contact us for details.
- We do not permit any food or drink to be brought by guests. Food, wine and other drinks only arranged, bought, prepared and served by Stonegate Bistro and Team only.
- We book only by minimum spend amount base only, WE DO NOT RENT SPACE. .

Events and Catering Contract and Terms

The following terms and conditions are established to assist you in arranging your function. These terms and conditions are intended to ensure the highest level of quality in your food & beverage services.

- Your event will be confirmed when you have read and signed the following policies, and supplied Stonegate Bistro with non-refundable deposit of 25% of the total estimated quote.
- Attendance final guest count for an event must be received five full working days prior to the event. This count becomes your guaranteed number and is not subject to reduction.
- If attendance is more than 10% above the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will be substituted accordingly.

Late Bookings

- We encourage you to reserve and book your date as soon as possible. Dates will not be held or reserved until contract is signed and the non-refundable deposit is made.
- We reserve the right to refuse events that are requested late or exceed our capacity to provide service.
- Payments and Deposit Fee Billing arrangements for all events must be made in accordance with policies, unless otherwise negotiated.
- A 25% estimated non-refundable deposit is due at time of booking.
- An additional 50% deposit is due no less than one week prior to event date.
- Balance payment must be paid prior to service unless otherwise specified and arranged.
- Cheques are made payable to Stonegate Bistro.
- We accept major credit cards, cash, interac and certified cheques.

Cancellations

If the client cancels a contracted food and beverage event, Stonegate Bistro will retain all deposit/retainer fee as liquidated damages. In some special circumstances, deposits for cancelled events may be held for up to one year, to be put towards another catering event this new booking must adhere to a new catering contract. Please speak to your catering Manager about this policy.

Unused Food & Beverage

Any leftover food or beverage remains the property of Stonegate Bistro.

Equipment

We reserve the right to charge for missing or damaged linens or equipment attributed to individuals attending the event. Final bill for any damaged or missing linens or equipment will be sent to the organizer/contract holder within 14 days after the event. Payment is due upon receipt.

Service

- Where extra service staff is requested at the event, a 4 hour minimum guarantee will be quoted.
- We reserve the right to increase or decrease the number of staff if guaranteed guest count is 10% higher or lower than the number included in this contract.
- 20% will be added as service charge ((gratuity).
- Where overtime is incurred, the actual hours worked by staff at the event will be reflected on the invoice one day following the event. Payment is due upon receipt.
- Where staff is necessary for the over all success of the event, including presentation of the food and assistance to the team, staff will be non -negotiable for dinner parties.

Taxes

- All applicable government taxes will be imposed and paid by the client.

Pricing Guarantee

Stonegate Bistro can only guarantee pricing for events for up to one year from date of signed contract. We reserve the right to substitute items that become available in the open market or that exceed reasonable market costs. We will contact the client for approval if time allows.

This agreement coincides with the STONEGATE BISTRO INVOICE which outlines the type of food, times, and equipment to be provided by STONEGATE BISTRO for the client.

A copy of this must accompany this agreement to make it whole.

Client

Date

STONEGATE BISTRO

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