

AMBASSADOR[®]

Banquet & Conference

CENTRE

GENERAL INFORMATION

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At Ambassador Banquet & Conference Centres, we understand the planning and attention to detail required to create the "Perfect Special Function" for you and your guests. To ensure your function is executed flawlessly, we ask and appreciate that the following are respected:

1. Menu selections are submitted to the Sales & Catering office at least Twenty-Eight (28) days prior to your function to ensure availability of menu items.
2. All food and beverages in the licensed banquet and meeting rooms must be supplied by Ambassador Banquet & Conference Centres. We prepare more food than is required for presentation purposes, all leftover food must remain in the hotel.
3. All prices are guaranteed for Sixty (60) days unless agreed to in writing on the Event Order Agreement or Reservation Contract.
4. The hotel/venue must be advised as to the guaranteed number of guests by 12 noon, three working days prior to the event. The number of guests for events on Mondays or Holidays is due on the previous Wednesday.
5. The hotel/venue will charge for the number of guests guaranteed or the actual number of guests in attendance, whichever is greater. If a guarantee has not been provided, the estimated number of guests stated in the Event Order Agreement or Reservation Contract will be charged for.
6. The hotel/venue, as its discretion, may provide alternative function space. We will make every effort to contact you in advance should this be the case.
7. Upon request, the hotel will set up for Two Percent (2%) above the guaranteed number. Should an overflow occur beyond the control of the client, the hotel/venue will service the guests to the best of its ability.
8. Event Invoices are subjected to a Seventeen percent (17%) Gratuity Fee; Grand Forks and North Dakota Sales Taxes are applicable as regulated.
9. Alcoholic beverages will be served only in accordance with the Liquor Authority of North Dakota. Under the Liquor Authority of North Dakota, all function bars must close no later than 1:00am and function rooms must be vacated by 1:30am.
10. The Ambassador Banquet & Conference Centres reserve the right to inspect and control all private functions.
11. Special Events/Functions/Receptions: A deposit of Five Hundred Dollars (\$500) for events and One Thousand Dollars (\$1000) for weddings is required at the time of booking the space. An additional deposit of Ninety Percent (90%) of the total estimated charges will be required Two (2) weeks prior to the function date. The remaining balance is due at the end of the function. In the event of cancellation, the hotel will experience significant monetary losses. Should the client cancel the booking, his/her deposit is forfeited, in addition liquidated damages (and not as a penalty) as follows:

CANCELLATION FEES

Within Ninety (90) days of the event date, Twenty-Five Percent (25%) of the estimated value of the function as determined by the hotel/venue.

Within Thirty (30) days prior to the event date, Fifty Percent (50%) of the estimated value of the function as determined by the hotel/venue.

12. Any major changes to the original room set-up as stated on the Event Order Agreement or Reservation Contract may be subject to additional costs.
13. The hotel/venue is not responsible for any equipment and belongings brought in by the client. The client is held liable for all persons associated with his/her function, and any damages or losses will be billed to the function sponsor.
14. Starting and ending times of all functions are to be adhered to. The space is only booked for the time indicated as "Ingress" and "Egress" times in the Reservation Contract. Set-up and dismantle times are to be specified at the time of booking. Any delay in starting times of food & beverages services more than 30 minutes will result in a labour fee being charged. Personal effects must be removed from the hotel/venue(s) at the end of each function unless reserved on a 24-hour basis.
15. Use of the hotel name or logo in advertising is prohibited without prior approval and a signed Schedule A agreement.
16. Functions with live and/or taped music are subject to various fees as stipulated by agencies of the Government of Canada and as outlined in the Copyright Act. Fees vary based on the capacity of the function room, the type of event, and/or on whether dancing will occur at the event.
17. Applicable coat check charges will apply when using coat check facilities.
18. Delivery/loading instructions - please ask your Sales Representative.
19. All advance deposits are to be determined by sales department.