



# TERMS & CONDITIONS

## FOOD AND BEVERAGE

**FOOD AND BEVERAGE SUPPLIER:** The Hampton Inn Ottawa Conference Centre reserves the right to be the sole supplier of all Food and Beverage requirements on property. The only exceptions to this are wedding cakes.

Alcoholic beverages will be served in accordance with the regulations of the Ontario Liquor Board. The Conference Centre specifically prohibits the removal of food and beverage from any catered function by the client.

**FUNCTION GUARANTEES:** A minimum guarantee of anticipated attendance is to be supplied to the Conference Centre by 12:00 noon, four (4) business days prior to the event date. You will be charged for this number or the number served whichever is greater, not subject to reduction. If not received, guaranteed numbers will be based on original numbers provided at time of booking. The Conference Centre will prepare food for and set 5% above the guaranteed number to a maximum of twenty people. If the count exceeds the guarantee by more than 5%, we will do our best to provide similar meals for the additional number at an additional charge of \$2.50 per person plus the pre-arranged per person price.

**MENU PLANNING:** We request that menu selection for plated meals (starter, entrée and dessert) are the same for all guests in attendance. All split menus (more than one entree) are subject to a \$8.00 per person surcharge in addition to menu prices. Starter and dessert are limited to one. Entrée splits are limited to two. The client must provide a guarantee of each entrée four (4) business days in advance as well as entrée designating place cards.

**DIETARY CONSTRAINTS:** The Conference Centre is please to offer alternative meals for those guests with special dietary constraints. Special requests must be made one (1) week prior to your event.

**FOOD ALLERGIES:** In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food. We undertake to provide, on request, full information on the ingredients of any items served to your group. Should you not provide the names of the guests and the nature of their food allergies, you shall indemnify and hold us forever harmless from, and against, any and all liability or claim of liability for any personal injury that occurs as a direct result of our negligence or the negligence of any of our representatives. In the event of such negligence by any of our representatives, we shall be responsible for all expenses reasonably incurred in the defense of such liability or claim of liability.

**PRICE GUARANTEE:** All menu prices and published room rental charges are subject to change without notice. All prices will be honoured sixty days prior to any event.

**TAXES AND GRATUITIES:** Gratuities are 15% on food and alcoholic beverages. Our current provincial taxes are 8% on food and 10% on alcoholic beverages. The 5% goods and services tax will be applied to both food and alcoholic beverages before provincial sales tax, as well as to the gratuity.

**LIQUOR SERVICE:** No liquor service is permitted after 1:00 a.m. All entertainment must cease at that time in order to vacate all function rooms by 2:00 a.m. All liquor service must be accompanied by Catering.

**BAR:**  
A. Full Bar: Beer, wine, bar brands, liqueurs, mineral water and soft drinks.  
B. Limited Bar: Beer, bar brands, wine, mineral water and soft drinks.

**SURCHARGES:** A labour charge will be assessed for meal functions of less than 20 persons. Should a minimum consumption on a cash or host bar be less than \$400.00 in sales, a labour charge of \$30.00 per hour, per bartender, min of 4 hours will apply.

## FUNCTION SPACE

**FUNCTION REQUIREMENTS:** All requirements and details pertaining to functions/meetings are required a minimum of thirty days prior to arrival. Should this deadline not be observed the Conference Centre can not guarantee menu contents and or other necessary arrangements. To ensure the accuracy of all information, signed and approved copies of Banquet Event Orders and program notes are required from the convenor prior to group arrival.

**RENTAL OF SPACE:** The Conference Centre reserves the right to assign appropriate function space based on in-house requirements. Reallocated function space could result should the final number of guests either exceed the maximum capacity or not meet the minimum required for that event. The setup and dismantle times, if required, are not included and should be specified at time of booking. Should an event extend past the allocated amount of time, the Conference Centre may assess extensive labour and damage fees including, but not limited to, charges affecting inconveniences to other groups committed to the Conference Centre.

**MEETING ROOM SET UP:** Meeting room rental includes set up of room. Any changes to the original room set-up on the day of the function will result in additional labour charges.

**AUDIOVISUAL EQUIPMENT:** Equipment can be arranged directly via our in house supplier. Advantage Audio Visual Rentals Ltd., and will be billed at current rates directly from the supplier. Additional charges of \$100.00 per meeting room/section of space will be billed to the Company for the use of audio visual outlets by an outside audio-visual company.

Advantage Audio-Visual – Telephone number: 613-727-9200 Fax: 613-727-1224, e-mail: sales@advantageav.com

**DELIVERY OF MATERIALS:** Delivery of materials will only be accepted 24 hours prior to the function set-up day. All deliveries must be clearly labeled with the name and date of the function, name of the meeting room and Convention Services Representative. All items must be removed from the Conference Centre within 24 hours of the ending time of the event. The Conference Centre will not be responsible for items left on the premises after 24 hours. Daily cartage and storage fees will apply. A delivery schedule should be provided one week prior to the scheduled event. Please note the maximum weight for a delivery in the convention centre is 1 tonne.

### Receiving Fee for Deliveries and Shipments

1-19 boxes or packages*	Complimentary
21-30 boxes or packages*	\$100.00
31-40 boxes or packages *	\$200.00
41-50 boxes or packages*	\$300.00 .....and so on

\* a box or a package is 25lbs or less

**EXHIBITS:** Arrangements for exhibits, displays and /or products, arrival, unloading and shipping must be made with your Convention Services Representative. Exhibits, displays and /or products are the responsibility of the exhibitor. The Conference Centre will not be responsible for the exhibits; display or products locked in the function room.

**TEAR DOWN:** Following the exhibit, it is the Company's responsibility to ensure that Conference Centre property is returned to the state it was originally found in. If boxes, crates or other materials are left behind or signage not removed, additional charges may be applicable to the Company for clean up.

[ ] I have read and understood the Terms of Reference as stated above  
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# TERMS & CONDITIONS

## FUNCTION SPACE *(continued)*

**LABOUR CHARGE:** Labour charges are applicable for installation of banners or flags, deliveries to booths and all other non-official requests. The charge of \$40.00 / hour (minimum of 4 hours). If presentations or speeches affect service time, additional labour charges may be applicable (minimum of \$100.00)

**VEHICLES:** For the exhibit of a motor vehicle the Company must: 1. Disconnect all battery wires 2. Lock gas cap with key. 3. Push the vehicle into the convention room. 4. Have a protective carpet under the vehicle from the point of entrance to the location desired in the room. 5. The Company will be responsible for all damage caused to Hampton Inn Ottawa and Conference centre.

**CLEANING OF THE EXHIBIT AREA:** The Conference Centre will maintain the main areas and wastebaskets of each individual booth. Additional cleaning is the Company's responsibility. An extra fee of \$20.00 per booth is applicable and billed to the Company if it requested that the Conference Centre vacuum each booth.

**SECURITY:** The Hampton Inn Ottawa and Conference Centre cannot assume responsibility for damage to, loss of, any merchandise or articles left in the Conference Centre prior to, during or following the event. If valuable items must be left in any banquet area, it is recommended that a security firm be retained at the client's expense.

**POLICE OFFICERS:** 2 Paid Police Officers (Constable or above) are required at all functions when the guests include a majority of minors or at any function that HCC deems necessary.

**INSURANCE:** The Company must possess the insurance required to hold their event, including a civil liability insurance of \$2,000,000.00. In the 15 days prior to the schedule event, the Company shall provide the Conference Centre with an attestation that certifies this insurance.

## MISCELLANEOUS

The Hampton Inn Ottawa and Conference Centre reserves the right to inspect and control all private functions.

The convenor for any function is held responsible for any damage to the premises by their guests or any independent contractors working on their behalf. Liability for damages to the premises will be charged accordingly.

Only pre-authorized signage, promotional materials, etc. will be allowed in the Conference Centre. Promotional materials and signage must be of a professional nature and are restricted to certain areas of the Conference Centre.

**There will be additional charges for SOCAN applied for the copyright of music played both live and recorded. Required by law the charge will be as follows:**

Room Capacity (seating and Standing)	Fee Per Event with Dancing	Fee Per Event without Dancing
1-100 Persons	\$41.13	\$20.56
101-300 Persons	\$59.17	\$29.56
301-500 Persons	\$123.38	\$61.69
Over -500 Persons	\$174.79	\$87.40

In accordance with provincial fire regulations, no fire exits are to be blocked and they must remain clearly visible and accessible.

**No confetti, sparkles or glitter are used on the premises.**

## CANCELLATIONS

Should it become necessary for you to cancel any and or all of the functions as listed in the agreement, the Conference Centre will be entitled to liquidated damages based on the estimated Food and Beverage Revenue and applicable room rental. Estimated Food and Beverage Revenue is calculated by referencing the agreed attendance for the event(s) listed on the agreement. This numeric value is then multiplied by the lowest retail price in that meal period. The meal periods are as follows: Continental Breakfast, Hot Breakfast, Lunch, Dinner and Reception. The following scale will determine the cancellation fee to apply:

- If a function cancellation is made anytime after the contract is signed, a cancellation fee equivalent to the full-published room rental will apply, less any revenue recouped by the Conference Centre through the resale of this space.
- If a function cancellation is made within 30 days prior to a pending event. A cancellation fee equivalent to 50% of the actual Food and Beverage Revenue and the Published Room Rental will be levied as liquidated revenue damages less any revenue recouped by the Conference Centre through the resale of this space.
- If a function cancellation is made within four (4) business days prior to a pending event. A cancellation fee equivalent to 100% of the actual Food and Beverage Revenue and the actual Room Rental will be levied as liquidated revenue damages less any revenue recouped by the Conference Centre through the resale of this space.

**Please note all cancellations must be received in writing.**

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Conference Center

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## FORCE MAJEUR

The execution of this contract by either party is subject to acts of God, war, government regulations, disaster, strike, civil disorder, curtailment of transportation facilities (which prohibit 25% or more of the meeting delegates from attending your conference), or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting/program/conference. It is provided that this contract may be terminated for any on or more of such reasons by written notice from one party to the other provided that the reason for said termination is in effect seven (7) days prior to the arrival of the first (1st) members of the group.

The Hampton Inn Ottawa and Conference Center reserves the right to escort/remove without compensation any person(s) or groups from the facility should they not comply with our policies, procedures and common courtesies of our facility, staff and guests. This includes but is not limited to inappropriate behaviour, foul language and any noise or action that is considered disruptive to other guests and events in the facility.

## ELECTRICITY CHARGES

### TRADESHOW AND EXHIBIT ELECTRICAL NEEDS EXCLUSIVE:

Bowie Electrical Services  
 1010 Thomas Spratt Place, Suite #1  
 Ottawa, Ontario  
 K1G 5L5  
 Tel. (613) 739-0700  
 Fax. (613) 739-8050  
 info@bowie.ca  
 www.bowie.ca

It is requested that the company submit to the Conference Centre the specific electrical requirements for each event. Please note that all charges are to be centralized and billed directly to the Company and the information is required, a minimum of 14 days prior to set-up. All prices are valid for a period of 5 consecutive days and do not include taxes.

Note that the electrical prices include installation by a qualified electrician (During regular business hours – Monday to Friday from 8:00 a.m. to 4:00 p.m.)

\* Note all plugs in Conference Floor space and walls

\*\* Note only available in the service corridors

### ADDITIONAL CHARGES

The following charges do not include taxes and will be billed directly to the Company.

Articles	Price
Telephone line (analog) installation by Conference Centre	\$60.00 per line
High Speed Internet Access Line (Hardwired) installation by Conference Centre	\$150.00 per line
Wireless High Speed Internet Access provided by Air Roamer	\$50.00 per connection per day
Local Calls	Complimentary
Long Distance calls received	Complimentary
Long Distance Calls sent	Charges based on long distance supplier
Security Guard (Provided by the Conference Centre)	\$40.00 per hour/per guard(minimum of 4 hours)
Electric Scissors Lift	\$115.00 per hour
Tables (6 foot or 8 foot)	\$35.00 per day
Chairs	\$10.00 per day
Rigging Points	\$50.00 each
Staging	Rental fee reflected on size required and additions (number of steps and size, wheelchair ramp, etc.)

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## RULES

1. Nails, thumbtacks, screws or tape are not permitted on the walls, carpets, doors or ceiling of the Conference Centre. Painters Tape is permitted.
2. All floor plans, electrical equipment and wiring must be approved by the Conference Centre representative and the Ottawa Fire Department. If additional charges are incurred for the floor plans approval, it is the Company's responsibility to pay this amount.
3. Obstruction of an exit and / or blocking of a fire extinguisher is not permitted.
4. All material must be anti-inflammable. No combustible items are permitted.
5. The Conference Centre reserves the right to refuse any booth not in adherence with municipal regulations, (including: toxic fumes, combustion, security), they should not include a theme with sexual connotations, racism, violence (arms of any kind) and should not be linked to criminal activities.
6. No vehicle is permitted indoors without approval.
7. Each booth should include a 10x10 protective carpet.
8. The Company is responsible to ensure that its personnel, exhibitors and all other persons within their employment are visibly identifiable.
9. The Conference Centre should approve the contract between the Company and its exhibitors before distribution to the latter.
10. The Company accepts to indemnify the Hampton Inn Ottawa and Conference Centre for any and all damages to the Conference Centre property as a result of inadequate transportation equipment caused by the Company, its agents, contractors and employees.
11. The Company respects the Conference Centre's security regulations concerning crowd control and maximum capacities of the exhibit areas.
12. Animals are not permitted at the Hampton Inn Ottawa and Conference Centre with the exception of Guide Dogs for the visually impaired.
13. Dress Code: Business casual.
14. Pipes, cigars, and cigarettes are prohibited in the Conference Centre.
15. Access: The client must ensure that his/her guests and supplies do not obstruct corridors, elevators or stairways of the Conference Centre.
16. Music: The Conference Centre reserves the right to control music sound levels.
17. Compliance with Scheduled hours: The client undertakes to ensure his/her event begins and ends at the designated times. The client shall pay the overtime wages and other costs associated with non-compliance with this paragraph.
18. Guests' Property: The Conference Centre is not responsible for loss, theft, or damage to the clients or his/her guests' property.
19. Loading and Unloading: The loading and unloading of merchandise, supplies, materials, refuse or waste shall be carried out by way of the doors (excluding front main doors), corridors, elevators and loading docks designated by the Conference Centre.

## DISPLAYS AND DECORATIONS

1. Decorations provided by the Conference Centre remain its property and may not be moved without prior authorization by the Conference Centre. The Conference Centre reserves the right to display signs it deems appropriate in the corridors, elevators, rooms, or public areas within the Conference Centre.
2. Decorating material the client intends to bring for the reception must be approved by the Conference Centre and must conform to fire department regulations. Exposing, hanging or attaching decorating material or securing such material is prohibited without prior written approval from the Conference Centre.
3. The Conference Centre reserves the right to prohibit the use of any advertising, promotional or written material, which in its judgement, might compromise its reputation, or that of the Conference Centre's clients or occupants.

## OTHER TERMS AND CONDITIONS

- A. **LIABILITY:** The client is liable for any damage to the Conference Centre and surroundings caused by his/her guests, suppliers or other persons under his/her control. The client shall ensure that such persons behave in such a way so as not to inconvenience or harm other clients of the Conference Centre. In regard to its function or event, the client undertakes to respect all laws and by-laws in the province of Ontario.
- B. **OUTSIDE SUPPLIERS:** The client is fully responsible for paying all his/her outside suppliers. The client undertakes to indemnify and hold harmless the Conference Centre, its officers, administrators, franchisers and companies within its group against any and all liabilities or claims whatsoever on their part, except for claims where the Conference Centre has been adjudicated responsible due to negligence.
- C. **ADDITIONAL SERVICES:** The client agrees to pay for the cost of additional services ordered by himself / herself and required by the event, including, but not limited to, the services of an audiovisual or other firm, and additional water or electrical connections.
- D. **CHANGE IN ROOM:** The Conference Centre reserves the right to change the room reserved for the event to another appropriate room.
- E. **SECURITY:** The Conference Centre reserves the right to require that the client engage the services of a security agency for the reception (with the agency and level of service subject to prior approval by the Conference Centre).
- F. **INSURANCE:** The Conference Centre reserves the right to require that the client take out a general liability insurance policy for the amount specified by the Conference Centre from an insurer acceptable to the Conference Centre, acting reasonably. The client shall submit a certificate of insurance establishing the coverage specified herein at least 30 days prior to the date of the reception. Should the client fail to do so, the Conference Centre may do so and charge the cost of the policy to the client.

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## TERMS & CONDITIONS

### GENERAL

- A. The Conference Centre shall not be liable for any damage or prejudice suffered by the client or his/her guests as a result of its failure to perform the services stipulated herein owing to a labour conflict, disaster or any other circumstances beyond its reasonable control. If the event has to be cancelled owing to such circumstances, the Conference Centre liability shall be limited to reimbursing the client's deposits.
- B. The client shall not assign or transfer this contract, nor sublet the room in whole or in part, without prior written approval from the Conference Centre, which may refuse such an assignment or subletting at its discretion.
- C. The undersigned acknowledges that he/she has read and accepted the terms and conditions of this contract. If the signature is on behalf of a designated association, group, society or company, the signatory states and guarantees that he/she is authorized to sign on behalf of the association, group, society or company.
- D. Entire understanding: This contract embodies the entire agreement between the parties with regards to the subject matter hereof and replaces all other previous written and oral understanding or agreement pertaining to such subject matter. All modifications to the present contract must be done by written agreement signed by both parties.
- E. Should any provision of the present agreement be held invalid, such invalidity should not affect the validity or operation of this contract.
- F. This contract is governed by the laws of Ontario.

"Client"

Signature:

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Print Name and Title:

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Date:

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Hampton Inn Ottawa and Conference Center

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