



CFB Esquimalt Wardroom  
PO Box 17000 Stn Forces, Victoria BC V9A 7N2 PH (250) 363-2689 Fax (250) 363-2272

## Private Function Contract

### Sponsor Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Member Type: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Service Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### Customer Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell/Email: \_\_\_\_\_

### Function Info:

Type/Name of Function: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start / End Time: \_\_\_\_\_

Number of People: \_\_\_\_\_

Deposit Info (Name of Credit Card): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_



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- 1. Deposit:** A confirmation / damage deposit of \$500.00 is required at the signing of the contract to secure the use of the facility. This deposit is non-refundable.
- 2. Confirmation:** A guaranteed number of guests are required 7 days prior to your event. The guaranteed number is not subject to a reduction.
- 3. Payment Terms:** Deposit; 100% of function estimate is required 30 days prior to your event. If the function estimate is not paid within 30days, the Wardroom reserves the right to cancel the function. If there is a remaining balance owing, it must be paid within 5 working days on completion of the function.
- 4. Food and Beverage:** Food or beverages (including alcohol) must NOT be brought onto the property of the Wardroom, with the exception of a wedding cake. Due to health regulations, leftover food or beverages may not leave the property.  
**\*\*\*The Wardroom menu prices are based on market prices and subject to change without notice\*\*\***
- 5. Decoration:** The Event Coordinator or Mess Manager must be consulted regarding any decoration, display or signage to be used on the property by the organizer or guests. Decorations are not to be fastened to the interior / exterior of the building. Items such as nails, tacks, pins, screws, tape or any other material that may cause damage to the walls are not permitted. The use of confetti, rice or metallic glitter is not permitted. No open flame, all candles have to be LED.
- 6. Furniture:** Shall not be moved before or during any function without the prior approval of the Mess Manager.
- 7. Conduct and Dress of Guests:** The conduct and dress of all guests shall conform to Mess Dress Regulations. You can view the regulations on the Wardroom website at [www.wardroom.ca](http://www.wardroom.ca). The Wardroom reserves the right to deny access for unsatisfactory conduct or dress.
- 8. Event:** In the event of extraordinary circumstances the Wardroom reserves the right to change or cancel bookings. Should cancellation occur, the Wardroom will issue a full refund. The Wardroom will advise the customer of any changes or cancellation as soon as possible after it is determined

**Sponsor:** As the sponsor of the above function, I will be in attendance and assume full responsibility for any damage or lack of payment to the Wardroom within 10 working days of the function. Any questions or problems during the function shall be directed to myself.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Customer:** I have read and agree to the Event Outline and Terms of the CFB Esquimalt Wardroom Private Function Contract. I understand that I will pay for the full cost of the function within 5 working days of the function.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_