

Autism Society, Newfoundland & Labrador
Wedding Package
Terms and Conditions

Overview of Services:

The Autism Society, Newfoundland & Labrador (ASNL) is a provincial charitable organization dedicated to promoting the development of individual, lifelong and community-based supports and services for individuals living with autism, their families and caregivers. The Pantry Café & Catering is a social enterprise of ASNL. All rental and catering revenues generated are returned to ASNL to support the services and programs it offers to its families.

Points of Contact:

Candace Moakler, Community Relations & Fund Development

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722-2803 x 227

Brenda Williams, Chef & Manager, The Pantry Café & Catering

thepantry@autism.nf.net

722-8200

Wedding Package:

\$1500 + HST

General Terms and Conditions:

1. All function arrangements will only be considered confirmed by ASNL pending receipt of the signed Facility Rental Agreement from the client and payment of \$1500 deposit.
2. Cancellations are fully refundable within two weeks prior to event.
3. Once your Exclusive Menu is finalized and the Catering Agreement is signed, there can be no substitutions or revisions.
4. Guaranteed number in attendance for food service is required 72 hours in advance of the event.
5. The Pantry must supply all food and beverage requirements within the ASNL venue.
6. No food or beverages are permitted to be brought onto the premises, with the exception of wedding cakes and/or specifically designed items for take-away, etc. These exceptions to be approved in advance.
7. All food and beverage charges are subject to a 15% gratuity.
8. ASNL is not responsible for any loss of materials or personal belongings as a result of them being left on the premises.
9. The client will not hold ASNL and The Pantry Café and Catering responsible for any and all claims arising from the content of its event, presentations, the action of its employees and/or representatives within the premises of ASNL, however caused.
10. ASNL is not held responsible for injury in the use of our facility or equipment.
11. The convener of the event will be held liable for the cost of repairs to the property resulting from damages incurred as a result of their contracted event.

12. The areas rented must be left in the condition in which they were received. ASNL reserves the right to charge the client a cleanup fee if the facility and equipment are not left reasonably clean and orderly.
13. All ASNL buildings are non-smoking. Smoking is only permitted in the designated areas outside the building where proper receptacles are provided. It is the client's responsibility to inform guests of this policy.
14. All exits and exit signs must be kept clear of obstructions in compliance with fire regulations.
15. ASNL is fully wheelchair accessible with blue zone parking and elevator.
16. Absolutely no fireworks, sparklers or wish lanterns are permitted on the property.
17. No open candles permitted on tables. Tea lights and/or hurricane lanterns are permitted.

On-Site Coordinator:

An on-site coordinator will be assigned to support you as you plan the myriad of details of your special day. All communications should be directed to this individual.

Catering Services:

The Pantry Café & Catering is the sole food provider to ASNL.

Your menu will be exclusively designed for your event in consultation with the The Pantry Café Chef & Manager.

Bar Service:

1. The Pantry Café & Catering holds a liquor licence (through ASNL) and retains the exclusive right and responsibility to serve and control alcohol throughout the facility and to keep any and all profits generated from the sale of alcohol.
2. Sale of alcohol must be accompanied with the purchase of food.
3. All alcoholic beverages must be purchased from The Pantry/ASNL. Absolutely no alcoholic beverages may be brought onto the premises from outside sources. Requests for specific brands can usually be accommodated.
4. Bar prices are as indicated on The Pantry Café & Catering menu. Prices are subject to change without notice.

Deliveries and Storage:

1. ASNL has limited storage space, but will make every effort to store and secure décor and/or items relating to your wedding.
2. Deliveries and storage must be confirmed thru the onsite coordinator.

Event Set-Up, Break-Down and Decorating:

1. ASNL will provide table set up.
2. Clients are responsible for contracting their own third party service providers, i.e. decorators, audio-visual providers, photographers, etc.
3. Clients and/or third party service providers can set up during regular business hours no earlier than the day before the event providing the space is available. Set up outside of regular business or rental hours may be subject to additional charges.
4. Break-down must be completed by 9:00 a.m. the following day.