



CODE'S MILL ON THE PARK

EVENTS



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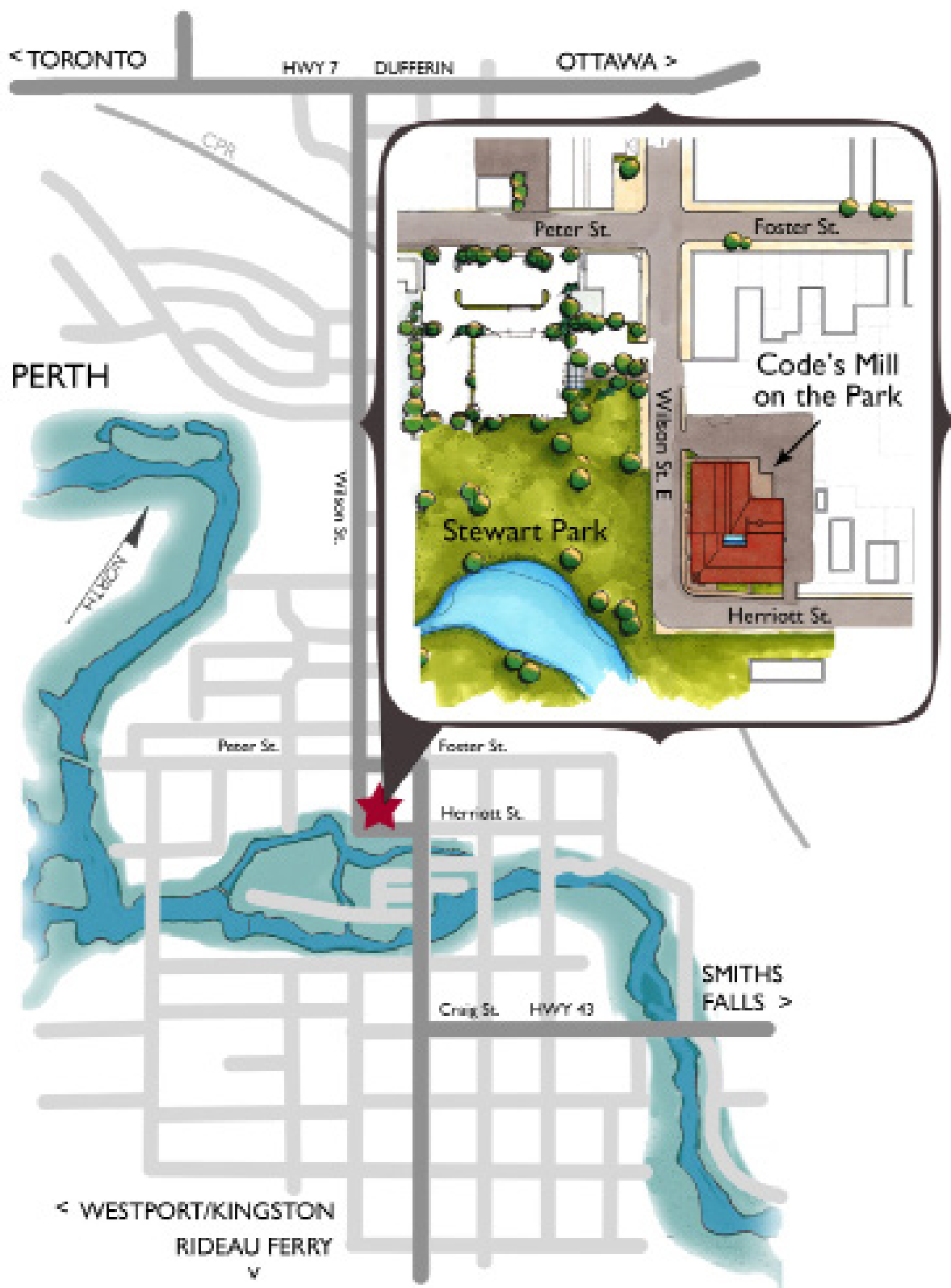
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Welcome

Within an hour's drive of Ottawa or Kingston, Code's Mill on the Park overlooking the Tay River and Stewart Park is Perth's classic venue. Are you looking for a meeting venue that will inspire your group? Escape to Perth and take a fresh approach to your next corporate meeting, community workshop, or day long training session. Code's Mill is unique; it can provide your group with a comfortable setting conducive to accomplishing your agenda. We are suited for small staff retreats and executive meetings to large corporate luncheons, cocktail receptions, fundraisers and company parties.

- Over 5,000 sq. ft. of meeting space, suitable for groups between 10 to 275 people.
 - 5,000 sq. ft ballroom with breakout-out/ rooms
 - Parkside loft for cocktail receptions and meeting breaks
 - High-speed Internet access in all meeting rooms
 - Award-winning catering menus
 - Dedicated on-site Event Coordinator

Location



Facilities

Carding Ballroom Capacity: 50 - 275

Fri. - Sat..... \$2,000.

Sun.-Thurs.....\$1,400.

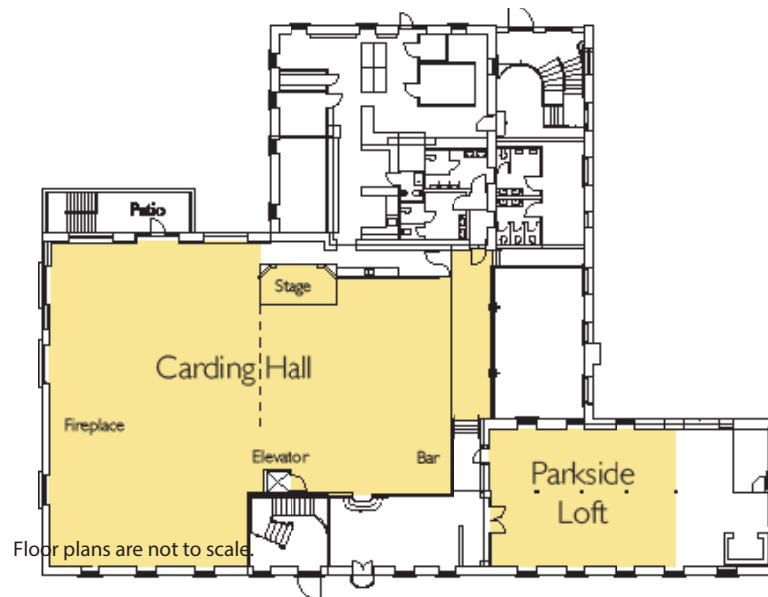
Parkside Loft Capacity up to 125.....\$450

(Formal Plated Banquet service limited to 60 guests)

Code's Mill offers discounted facility fee & reduced minimums for low season bookings from January 1 - April 30.

Facility Rental Fee includes:

- An experienced Event Coordinator to assist you prior to and on the day of your event.
- Standard white linen tablecloths (90" round), white napkins, standard dishware, tables & chairs
- Beautiful gardens and landscaped park for photographs at Stewart Park just across the street.
- Complete set-up of the meeting space and the reception.
- Large gas fireplace with formal mantle, planters and urns filled with flowers and seasonal decorations in the atrium and at the entrances to the banquet facility.
- Friendly and efficient staff serving you at our licensed bar and dining service.
- On-site parking .



Room	Size (sq ft)	Classroom	Theatre	Boardroom	U-Shape	Hollow Square	Banquet	Reception
Carding Hall	90 x 70	N/A	345	N/A	N/A	N/A	300	345
Parkside Loft	36 x 28	60	100	30	N/A	30	60	110

Menu Selection and Prices

Chef J.J. understands the importance of a tasty, satisfying menu that doesn't bog down the proceedings. He also recognizes that some of the most important decisions are made over a meal. Our menu offers options for morning start-up, breaks, and afternoon pick-me-ups.

Services include:

Planning services and on-site coordinator the day of the event for groups from 10 to 275.

The undisturbed use of the Main Hall, Parkside Loft, or one of the meeting rooms, chair and table configuration as specified, and breakout areas.

On-site parking and complimentary WI-Fi.

Menu and wine selections must be submitted twenty one (21) days in advance in order to guarantee delivery of products and services.

Special dietary substitutes are available and must be arranged twenty one (21) days prior to the function. Guests ordering special meals must be identified to the Event Coordinator in advance of the meal service.



Refreshments, Breaks & Breakfast

Beverages

Milk (8 oz.), Juice, Soft Drinks, Bottled Water, Coffee/Tea \$2.50

Light Fare

Coffee/Tea/Juice with Banana and Lemon Loaf \$5.00

Coffee/Tea/Juice with Banana and Lemon Loaf with Fruit Platter \$8.30

The Cookie Jar a tray of fresh baked cookies by the dozen \$18.00

Croissants, Assorted Loafs (Banana/Lemon), Assorted Muffins,
Bagel with Cream Cheese \$4.00

Fresh Sliced Fruit Platter \$3.00/p



Breakfast Buffet \$8.50

Start with juice selection, coffee and tea, fresh fruit salad complimented with yogurt and granola (contains nuts), toast and assorted jam.

Add the following for \$2.00 each:

*Bacon * Sausage *Scrambled Eggs *Home Fries
*Buttermilk Pancakes *Cinnamon-Dusted French Toast.

Breakfast Burrito on the go \$8.50

Start with juice, coffee or tea,
Two Burritos stuffed with scrambled eggs, cheese, bacon, peppers with a spicy salsa on the side.

A Buffet Luncheon

Available Sundays - Fridays year-round 11 AM to 3 PM
Minimum 60 adult guests.

Tables of eight dressed with linen, ivory chair covers, centre piece

Featuring:

A full-service buffet luncheon menu.
Scones, Baby Brioche, & Croissants

Buffet

French Toast with Berry Romanoff, Crème fraîche, Maple Syrup
Cheddar Chive Bomb Scrambled Eggs
Crispy Bacon & Sausage
Caesar Salad
Steak & Eggs - "AAA" Black Angus Strip Loin Medallions
Topped with Soft Poached Egg, Pepper Corn Hollandaise Sauce
& Fried Shallots

Dessert

Choose one
Montreal Style Cheesecake, Chocolate Mousse, or
Artisan Cheese and Fruit Selection,
Coffee, Decaf and a selection of Herbal Teas

\$60.00

Optional Wine with Lunch \$45.00/table (2 bottles)

Lunch

Soup & Sandwich \$16.00

Choose either a Soup or a Salad from our Menu

A Sandwich Platter with Assorted fillings including Turkey, Ham, Roast Beef, Egg Salad, Salmon Salad, and Tuna Salad featuring a Variety of Breads and Wraps.
Dill Pickles, Mustard, Mayonnaise, and Hot Peppers

Smoked Meat on Rye \$23.00

A good ole' fashioned Corned Beef Sandwich.
'Piled High and served on Rye' with Dill Pickle, Coleslaw and Some Fries
Add a Mug of Beer from Perth Brewery (121 Lager or Easy Amber)

Buffet \$21.00

The buffet includes an assortment of sliced Fruit, Fresh Vegetables & Dip,
Breads, Whipped Butter, and Dessert.

Choose one Option

Ginger Chicken Stirfry, Marinated Cucumber Scallion and Tomato Salad,
Penne Primavera, Garlic Green Beans and Bell Pepper, Rice Pilaf
or

Carved Roast Beef, Herb Roasted Potatoes, Parsley Butter
Baby Carrots, Mixed Green Salad, Almond Chicken Stirfry

Dessert Choice

Chocolate Mousse, Montreal Style Cheesecake, Fruit Parfait w/Brownie

Plated Lunch \$19.00

Each of the following plated lunches includes your choice of either
Caesar Salad with Bacon & Croutons, or Grilled Vegetable with Feta,

Choose one Option

Cajun Grilled Chicken Wrap

Spinach-Ricotta Cannelloni with Garlic

Ham and Swiss Melt on Croissant with Roasted Bell Peppers

Broccoli & Bacon or Spinach & Tomato Quiche

Turkey Pot Pie in a Phyllo Nest with Fresh Vegetables and Rice Pilaf

Coffee and Tea, with cookies and squares Menu

Dinner

All Dinner Packages include:

Entrées are served with Herb Roasted Potatoes and Seasonal vegetable Medley

Your Choice of either a Soup or Mixed Field Greens w/House Vinaigrette

Choose one Main

Spinach & Ricotta Stuffed Chicken Breast
with Natural Jus & Seasonal Vegetable Medley

or

Grilled Salmon Fillet with Citrus Butter
with White Wine Saffron Reduction

\$40.00

Grilled Beef Tenderloin (6oz.) with brandy peppercorn
sauce, Portabella Mushroom and Bell Pepper Brunoise

\$46.00

Desserts

Your Choice of One Dessert from our Menu
and Freshly Brewed Coffee & Tea

THE STOCK PORTFOLIO PACKAGE

ALL INCLUSIVE

Complimentary Hall Rental
Tables of Eight, Linens, Runners, Chair Covers, Centre Pieces
Two Bottles of House Wine per Table (8 Guests/table)

PRE - RECEPTION

Host Bar for one Hour before Dinner
Bottomless Non-Alcoholic Punch
&
Chef's Selection of Assorted Hot & Cold Canapés
One Fruit and Cheese Platter, & one Fresh Vegetables and Dip

SOUP OR SALAD

YOUR CHOICE from our Menu

MAIN COURSE

YOUR CHOICE of 1 OPTION from our Menu

DESSERT

YOUR CHOICE OF
One Dessert from our Menu

Dinner Rolls & Whipped Butter,

Coffee, Decaf & Selection of Teas

\$115/p based on 100 GUESTS

Optional Host Bar throughout the Evening \$45.00/p

Buffet or Family Style Package

STARTERS

(either buffet selection)

15 dozen Chef's Choice Hors D'oeuvres (butler pass)

HARVEST TABLE \$50.00

House Garden Salad

Creamy Cole Slaw

Roast Turkey with Cranberries

Sausage Pan Stuffing and Rich Gravy

Sweet Potato and Squash

Fresh Seasonal Vegetable Medley with herb butter

Butter Whipped Potatoes

Michelle's Sweet Table

Fresh Roasted Coffee/Tea

TAY VALLEY WELCOME \$60.00

House Caesar Salad

Marinated Onion, Tomato and Cucumber Salad

Pesto Cream Tortellini with Roasted Tomatoes & Peppers

Prime Rib au Jus

Chicken Chasseur

Fresh Seasonal Vegetable Medley with Herb Butter

Herb Roasted Potatoes

Assortment of Baked Breads and Whipped Butter

Michelle's Sweet Table

Fresh Roasted Coffee/Tea

LATE NIGHT

Late night Fajita Station or Poutine Stop \$8.00/p

A DJ to dance the night away \$8.00 /p.

Wine with Dinner \$45/table (two bottles/table)

Both of these options are good value and can be presented either as a Full Buffet for larger groups or Family Style Service for smaller groups desiring a-get-together feel to the occasion. priced per person - minimum 75 guests Children under 12 accompanied by an adult - \$18.00. (Complimentary hall rental January - April)

After-Dark at Code's Mill

Receptions are a popular alternative to full sit down banquets. At Code's Mill, we endeavor to satisfy varied tastes. We offer an elegant stand-up and mingle reception with cruiser tables, along with seating and guest tables dressed with linens. The following reception menus can create the perfect solution following either a day of meetings or celebrating an event.

Priced Per Person - Minimum 75 Guests in Carding Hall and 25 Guests in the Parkside Loft. The menu is available Sunday through Friday.

Menu 1

Fresh Fruit Tray
Veggies and Dip
Artisan Cheese Board
Assorted Sandwiches
(Ham, Egg, Tuna & Beef)
Coffee & Tea

\$25.00

Menu 2

Assortment of Hors D'oeuvres
(Choice of 5 from the menu)
Artisan Cheese Board
Charcuterie Board
Veggies & Dip
Coffee & Tea

\$28.00

Menu 3

Stuffed Pumpernickel
Whole Wheel of Warm Brie
Fresh Fruit Tray
Gourmet Pizza Wedges
Munchie Platter
Veggies & Dip
Deli Platter
Coffee & Tea

\$30.00

Menu 4

Assortment of Hors D'oeuvres
(Choice of 5 from the menu)
Hungry Man's Station
(Carved Hip of Beef & Kaiser Rolls)
Caesar Salad, Bacon & Croutons
Artisan Cheese and Fruit Board
Shrimp Platter
Veggies & Dip
Coffee & Tea

\$34.00

Add additional party trays from page 13 & 14

Add Dessert from page 17

Add a DJ to dance the night away \$8.00 /p. based on 100 Guests
Price Per Person - Minimum 75 Guests in Carding Hall and 25 Guests in the Parks Loft.
Children 10 with an adult - \$10.00

Hors D'oeuvres by the Dozen

A selection of canapes butler passed amongst your guests creates a welcoming and hospitable occasion before dinner!

Cold \$24.00

Mini Pita Stuffed with Sesame Hummus
Goat Cheese Ratatouille Crostini
Olive and Feta Stuffed Cherry Tomatoes
Crab Stuffed Cucumber Rolls
Brie & Apple Brandy Mousse
Spicy Vegetarian Spring Rolls
Melon and Prosciutto
Shrimp & Scallop Fire Crackers

Hot \$24.00

Spanakopita
Sweet Potato Cheddar Cheese Poppers
Maple Bourbon Meatballs
Sesame Sriracha Chicken Satays
Lime Cilantro Beef Satays
Pork Belly & Scallop Wraps
Egg Rolls

*Suggested Quantities based on 4/p.
35 guests (12 dozen), 100 guests (34 dozen)*

Priced Per Dozen - Minimum 5 dozen of each selection.



Reception & Party Trays

Stuffed Pumpernickel Loaf \$67.00

Everyone's favourite! Filled with Garlic and Warm Spinach Dip, surrounded by Pumpernickel for Dipping.

Whole Wheel of Baked Brie.....\$104.00

Wrapped in Puff Pastry served with a Chutney Accompaniment

Poached Salmon Display\$185.00

A Whole Poached Atlantic Salmon artistically decorated. Served with Medallions of Citrus Butter and Rosettes of Dill Cheese.

Pizza Platter..... \$55.00

A Variety of Scrumptious Pizza Selections.

Fresh Fruit Platter.....\$87.00

A Selection of Seasonal Fruit accompanied with a Dip

Veggie & Dip Platter\$104.00

Assortment of Fresh Vegetables accompanied with a House Dip.

Artisan Cheese & Fruit Board.....\$155.00

A Variety of Imported and Domestic Cheeses including Saint Honore, Triple Cream Brie, Bleu Benedictin, Cheddar, Havati, served with an Assortment Crackers.

Charcuterie Board\$188.00

Prosciutto, Salami, Hot Soppressata, Chorizo, Grilled Italian Sausage, Marinated Artichoke Hearts, Mushrooms, Onions, Vine-ripened Tomatoes, Olives.

Deli Platter\$185.00

Allow your guest to create their favourite sandwich with an assortment of deli meats, including: Roast Beef, Virginia Ham, Breast of Roast Turkey, Hungarian Salami, Mortadella and Capicola. Served with an Assortment of Rolls, Butter, and all the Fixings.

Platter of Jumbo Shrimp..... \$185.00

Jumbo Shrimp Platter, with Lemon Wedges and Cocktail Sauce.

Munchie Platter..... \$123.00

Including Chicken Wings, Onion Rings, Mac & Cheese Bites, Zucchini Sticks, Chicken Fingers and Poppers.

Poutine Stop or Fajita Station.....\$8.00/pers.

Hardy Poutine with Balderson Curds smothered in JJ's Gravy or A Fajita Station with Beef a Chicken.

Sandwich Tray \$130.00

Assorted fillings including Turkey, Ham, Roast Beef, Egg Salad, Salmon Salad, and Tuna Salad, featuring a variety of Breads and Wraps.

Cookie Store \$18.00 per dozen
Chocolate Chip, Oatmeal and Raisin, Peanut Butter, Macadamia Nut, (Gluten Free Available)

CREATE YOUR OWN PACKAGE

Soups, Salads and Dessert can be added to your choice of entrée, as you desire.
As much or as little as you want!

SOUPS \$6.50

Cream of Cauliflower

Tomato Florentine with Cheese Tortellini

Basil Tomato Cream

Ginger Carrot with Curried Walnut

Minestrone

Beet and Pear Puree

Maple Butter Nut Squash Cream

Lobster Bisque add \$3.00

SALADS \$6.00

Mixed Field Greens with house vinaigrette

Caesar Salad with Bacon, Croutons and Creamy Garlic Parmesan Dressing

Spinach and Bacon Salad with Caramelized Onion and Red Wine Honey Vinaigrette

Grilled Vegetable with Feta, Drizzled with Balsamic and Herb Infused Olive Oil

Vietnamese Noodle Salad with Pickled Vegetables, Rice Vermicelli, Fresh Greens,
and Ginger Vinaigrette

Accent Courses

Artisan Cheese & Fruit - \$6.00/p.

Smoked Salmon & Shrimp Cocktail \$9.00/p.

Create your own package continued

Dinner Entrées

All entrees are served with herb roasted potatoes and seasonal vegetable medley unless otherwise indicated (for other potato or rice selections please ask).

Chicken (choose from).....\$35.00

Oven-Roasted Chicken Breast with sautéed Leek Ragoût

Rosemary and Sage Marinated Chicken Breast grilled
with Smoked Tomato Jus

Spinach and Ricotta Stuffed Chicken Breast with Natural Jus

Pork (choose from).....\$36.00

Maple Shallot Marinated Grilled Pork Loin with Port
Reduction

Roast Pork Loin Seasonal Vegetables
with Wild Mushroom and Scallion Ragout

Beef (All Beef dishes are cooked medium rare unless otherwise specified).....\$42.00

Beef Wellington with Horseradish Mash, and Caramelized Onion, Sherry Jus

Prime Rib au Jus with Herbed Yorkshire Pudding, Confit of Onion

Sliced Roasted Loin of Beef with red wine reduction,

Grilled Beef Tenderloin (6oz) with Brandy Peppercorn Sauce,
Portabella Mushroom and Bell Pepper Brunoise

(Surf and Turf add Garlic Prawn \$5.00)

Specialty.....\$36.00

Duck Leg Confit with Sweet Potato Galette and a Blueberry Gastrique

create your own package continued...

Fish (choose from)..... \$34.00

Baked Salmon Fillet with Creamy Citrus Risotto and Seasonal Vegetables

Pesto Crusted Halibut with Steamed Spinach and Caper Butter, Grilled Fennel and Tomatoes

Seared Albicore Tuna Steak
with Crispy Wontons, Mango Wasabi Aioli and Honey Roasted Beets

Vegetarian (Choice of one Vegetarian Option).....\$35.00

Baked Spinach Cannelloni with Herbed Goat Cheese, Roasted Roma Tomatoes, Ricotta Cheese, Yellow Pepper Coulis and Balsamic Reduction

Sweet Potato and Portobello Mushroom Tart with Grilled Marinated Onion, Bell Pepper and Zucchini with Roasted Garlic and Smoked Tomato Coulis.

Grilled Fennel Risotto with Baked Leek, Peppered Anisette Reduction and Bell Pepper Tapenade

Children's Menu (12 and under) Choice of one Children's Option.....11.00

Chicken Fingers with French Fries

Hamburger with French Fries

Kids Noodles with Butter, Marinara or Meat Sauce

Pepperoni Pizza

Please Remember...
to let us know if your DJ or photographer require a meal.

Duck Leg Confit



Grilled Fennel Risotto



Beef Wellington



create your own package continued...

Desserts\$6.50

Dark Chocolate Mousse Kissed with Grand Marnier
Apple Blossom with Caramel Sauce
White Chocolate Rice Crisp with Macerated Berries and Soft Meringue
Maple Tiramisu
Frozen White Chocolate Hazelnut Cream Quenelle
NY Style Cheesecake with Berry Coulis
Maple Bourbon Pecan Tart with Caramel & Whipped Cream. (2015 Pick)
Lemon Cream Pot with Berry Compote and Pistachio Biscotti
Hazelnut Coffee Flan with Belgium Chocolate Truffle

Please note: there will be a \$4.00 per plate cake cutting fee if you would like us to serve your wedding cake as a dessert. Add \$2.50/p. coffee service with dessert.

Michelle's Sweet Table\$8.00/p.

A delicious assortment of Cheese Cakes, Chocolate Pate, Pecan Tart, Macaroons, Fruit Salad, and Assorted Squares.

Caramel Croque en Bouche Cremeuse\$138.00

A tower of rich cream filled puff pastry coated in Grand Marnier caramel.

Coffee Full Urn (100 Cups)\$95.00

Price includes Regular, Decaffeinated Coffee and Tea - Herbal Tea can be served if requested. Served with Dessert add \$2.50 P. P.

Other

Cake & Cupcakes (Client provides)\$85.00
Candies (Client provides).....\$30.00



OUR WINE LIST

Alcoholic Punch 4 Litre:

Cranberry, sassafras with fresh fruit (Vodka Based)	\$120.00
New England Tea (Rum Based)	\$120.00
Sangria (Red or White Wine) with fresh fruit	\$112.00
Mimosas (Champagne & Orange Juice)	\$120.00

Non-Alcoholic Punch 4 Litre:

Tangy Cranberry and Ginger Beer	\$75.00
Warm Apple Cider with Cinnamon	\$72.00

Wines:

White Wines

Price per bottle

Ontario Pelee Island Vidal	24.00
Ontario Pelee Island Pinot Grigio	27.00
Ontario Pelee Island Chardonnay Barrique	33.00
South African Chenin Blanc, The Vine Crafter	24.00
France Hob Nob Chardonnay	31.00
California Menage a Trois Gold Chardonnay	39.00
Ontario Riesling Dry VQA	26.50

Red Wines

Ontario Pelee Island Baco Noir	24.00
Ontario Pelee Island Merlot	26.75
Chile Cabernet Sauvignon Central Valeey	24.00
California Sycamore Lane, Cabernet Sauvignon	26.00
Australian Yellow Tail Shiraz	27.00
France Hob Nob Pinot Noir	32.00
California Menage a Trois	39.00
Italian Amarone DOC, Veneto	80.00

Champagne & Specialty

Argentina Sparkling Brut Tapiche	30.00
Australian Yellow Tail South Eastern Bubbles	33.00
France Grand Cuvee Cremant Blanc, Roussillion	37.50
California Sutter Home White Zinfandel	24.00
Ontario Icewine- Vidal	80.00
Australian Yellow Tail Sangria	24.50

All of the above prices are subject to applicable taxes

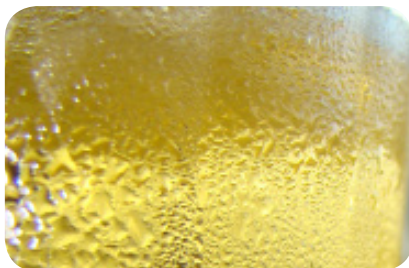
Tips for Entertaining

- *When ordering wine for a meal you should calculate approximately 4-5 glasses per bottle.*
- *During dinner we suggest 2 glasses per guest, to allow for top-up for toasting.*
- *When ordering champagne for a toast you should calculate approximately 6-8 glasses per bottle.*

THE BAR ON THE PARK

The following is a list of beverages regularly carried by Code's Mill on the Park. Due to Ontario Liquor Laws, no unused alcohol may be removed from the premises.

House Selection Wine (6oz.).....	\$7.00
Domestic & Premium Beer.....	\$6.50
Coors Light Budweiser Bud Light Canadian Alexander Keith's Imported Beer.....	\$7.25
Guinness Stella Corona Heineken Draft Beer featuring Perth Brewery.....	\$7.00
Coolers.....	\$7.50
Cocktails (1 oz.).....	\$8.00
THE HOUSE OF Gin, & Vodka, Bombay Sapphire Gin Polar Ice Vodka Bacardi White Rum Wiser's Special Blend Rye Ballantine's Scotch	
Martinis, Caesars, (1 oz.).....	\$8.00
Liqueurs (1oz)	
Punches and Non Alcoholic Drinks	
Pop (Pepsi, Diet Pepsi, Ginger ale, 7-Up).....	\$2.50
Juice (Cranberry, Apple, Orange,)	\$2.00
Non-Alcoholic Sparkling Wine.	\$22.00





EVENT CONTRACT TERMS AND CONDITIONS

Event: _____

Date: _____

Name of Client/Organization

Address

Contact Person

Phone

Fax

E-mail

GUESTS

To be confirmed within twelve (12) days prior to the event.

Arrival Date/Time: _____

Departure Date/Time: _____

Approximate # of Guests: _____

Food Service

- Formal Plated
- Buffet
- Reception

Early Contract Bookings: Clients who book in advance of six (6) months should be aware that fluctuations in market prices of certain items may affect the final price of the event. If the fluctuation is drastic, Code's Mill reserves the right to charge the client up to a maximum of 10% over, and above the prices set out in our conference package.

Services/Products Offered: Code's Mill on the Park Inc. is contracted to provide products and services set forth in this contract. Any other products or services either actual or implied must be written into the contract. Code's Mill will not be held responsible if the terms of this contract are unable to be carried out due to any fire/flood/act of God/Force-majeur.

Included in Rental: Code's Mill will provide the client with: clean facilities, all set up necessary for food and alcohol services, appropriate staffing for service of food and alcohol, clean-up and laundering of linens, and coordination services for the smooth running of the event.

Guaranteed Number: Final dinner numbers must be confirmed no later than twelve (12) days prior to the event. *You will be charged for the Guaranteed Number or the actual number of attendants*

Lost/Damaged Articles: Code's Mill will not be responsible for lost or damaged articles left on the premises. Any items left after an event will go into the lost-and-found and will be the responsibility of the owner to claim. Any items not claimed within ninety (90) days will be sent to a charity.

Guest Conduct: Code's Mill reserves the right to eject any guest from any event. Code's Mill reserves the right to restrict the alcohol consumption of any guest as per the liquor control act of Ontario.

SOCAN (Society of Composers, Authors and Music Publishers of Canada): This allows a client the right to play musical works from SOCAN's repertoire at receptions, conventions, assemblies and fashion shows taking place at our establishment. The tariff rates are as follows:

CAPACITY	WITHOUT DANCING	WITH DANCING
100	\$20.56	\$41.13
101-300	\$29.56	\$59.17

Decorating and Setup: Any decorating or personal setup of the facility must have prior approval of the Event Coordinator. Access to the hall is guaranteed three (3) hours prior to the event. All equipment/rentals etc. must be removed immediately. *All containers and disposable goods brought into Code's Mill are the responsibility of the client (e.g. – empty boxes used to bring in items). A fee will apply for ANY trash not removed. Confetti, dried hydrangea, and helium balloons are not permitted.*

Private Alcohol: Due to LCBO regulations, no private alcohol in any form may be brought onto the licensed premises. For example: bottles of wine used as centerpieces and as favours for your guests, are not permitted by law. Code's Mill does allow private alcohol or homemade wine.

Alcohol Services: Code's Mill staff will dispense all alcoholic beverages. The bar will operate as a cash bar unless alternate arrangements are made with the Event Coordinator. No alcoholic beverages shall be carried into or out of the hall; this is a violation of liquor laws.

Outside Caterers: Code's Mill is a fully catered facility and does not allow outside caterers.

Bar Hours of Operation: Alcohol services are available from 11 a.m. to 1 a.m.

Payment: Code's Mill on the Park accepts payment by cash, cheque, Master Card, Visa and Interac. A deposit equivalent to the hall rental fee is required at the time of booking. Payment is due seven (7) days prior to the event. As part of the host bar, there is a requirement for a pre-approved amount against your credit card. A statement of adjustments (including host bar, etc.) will be provided the first business day following the event. Payment is due immediately following the event. Delinquent accounts will incur interest of 2% charged monthly on account balance.

Private Events: A flat rate security fee of \$150.00 is charged for all evening events where alcohol is being served. The cost will be added to the client's bill.

Cancellation Policy: The arrangements as outlined in this Agreement are to be protected on a definite basis upon receipt of this signed confirmation. **Cancellation of the event will result in the following charges:**

- 30-14 days prior to the event: 50% of estimate to be paid.
- 13 days or less prior to the event: client to pay full value of this estimate.

In case of rescheduling, your deposit can be transferred without penalty if the event is held within six months of your initial arrival date. If you are unable to reschedule within the 30 days, the cancellation policy will apply.

Option Date: To confirm arrangements for your event, please sign and return one copy of this Contract by e-mail to michelle@codesmill.ca or fax 613-267-1635 along with payment of a deposit equivalent to the hall rental charge. If we have not received a signed contract, we reserve the right to release the space being held for you. Should you have any questions, please call Michelle at 613-264-9604. Thank you once again for bringing your business to Code's Mill on the Park.

Valid until December 31, 20____. Prices are subject to current taxes and are subject to change.

Service Charges/Taxes:

- *All prices are subject to current applicable taxes: HST.*
- *15% gratuity/service fee is applied to all invoices.*
- *A damage deposit credit card swipe is required at the time of signing.*

I have read and fully accept all conditions and information as outlined in this contract.

Signature

Name (Printed)

Date

8310557 Canada Inc. operating as Code's Mill on the Park

Date