



# CLYMONT COMMUNITY LEAGUE

## Rental & Catering Checklist and Information

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### Menus and Alcohol

- To assist us in making your event the best it can possibly be, please notify us of the final guaranteed number of attendees two (2) weeks prior to the function. We need this number so we can order the food for your meals.
- Menu selections should be submitted to the Catering Department no less than two (2) weeks prior to the function date.
- If there are any concerns with allergies, please notify the Catering Department well in advance of the function date.
- It is recommended that the **Party Alcohol Liability (P.A.L.)** insurance certificate is obtained no later than thirty (30) days prior to the function date.
- Clymont requires the original copy of the P.A.L. certificate two (2) weeks prior to the function date and must name Parkland County and Clymont Community League as “additional insured”.
- A valid, dated **liquor permit** and licence must be produced and provided by the Renter. Clymont reserves the right to refuse or terminate service of alcoholic beverages at any time if there is a breach of the Alberta Gaming and Liquor Commission’s regulations.

### Rental Deposits

- Reservation Deposit:** In order to reserve a date for an event in or at the Clymont facilities, a Reservation deposit in certified funds or bank draft payable to Clymont Community League is required. **50% of the Rental Fee** is required and must be submitted within two (2) business days of the execution of the agreement to the appointed Clymont representative.
- The balance owing of the Rental Fee is due no later than ninety (90) days prior to the function date.
- Damage Deposit:** A damage deposit of Four Hundred (\$400.00) is in addition to the Reservation Deposit and is not refundable until all terms and conditions have been satisfied and inspections/estimates are complete in the sole opinion of Clymont. The Damage Deposit is to be paid in full no later than thirty (30) days prior to the function date.
- Catering Deposit:** The Catering Deposit is due no later than thirty (30) days prior to the function date.
- The balance of the Catering Deposit is **due no later than 24 hours** prior to the function date.