



The Canadian Schwaben Sick Benefit Association

Schwaben Club

1668 King Street E. Kitchener, ON N2G 2P1
schwaben@kitchenerschwabenclub.com

Phone: 519-742-7979 Fax: 519-742-0004
www.kitchenerschwabenclub.com

Hall Rental Information

Here at the Schwaben Club we are dedicated to providing you with superior service. We are proud of our heritage, facilities, cuisine and hospitality, and promise to make your event a success.

The following guidelines will provide you with an understanding in regards to renting our facilities:

<u>Hall Rental</u>	<u>Price</u>	<u>HST</u>	<u>Total</u>	<u>Capacity</u>
Main Hall (Lenau/Donau Halls)	\$ 550.00	\$ 71.50	\$ 621.50	400
Main Hall not incl. food or drink	\$ 1,500.00	\$ 156.00	\$ 1,656.00	400
Schwaben Hall *	\$ 475.00	\$ 61.75	\$ 536.75	240
Donau Hall *	\$ 425.00	\$ 55.25	\$ 480.25	180
Lenau Hall *	\$ 375.00	\$ 48.75	\$ 423.75	140
* S/D/L/ Hall without our food or drink	\$ 1000.00	\$ 104.00	\$ 1104.00	see above
Keller and Stube	\$ 300.00	\$ 39.00	\$ 339.00	140
Keller	\$ 250.00	\$ 32.50	\$ 282.50	90
Boardroom	\$ 175.00	\$ 22.75	\$ 197.75	40

The following is included in all Hall Rentals:

- Table set-up, if floor plan is supplied at least 2 weeks prior to the event
- Hall Floor Plans available from the office
- Microphone and podium upon request
- White linen table cloths (with food only)
- Dishes and cutlery (with food only)
- Cash bar - all glasses are included

Decorating

Decorating is possible the day prior to the event, **during office hours (9:00 am to 5:00 pm)**, if the hall is not booked. If you wish to reserve the hall or decorating, 60% of the hall rental cost plus HST is required at time of booking. To assist with decorating, all floor plans must be handed in to the office **at least one (1) week before the event**. There are no open flame candles allowed as per Fire Department regulations. All tables are to remain in the hall and clear of the dance floor and fire exits. Please use masking tape and poster tacky only; NO staples or scotch tape please. No throwing of confetti or rice allowed in the club. (\$60.00 charge will be applied for clean up, if used.)

Management

A Manager/Supervisor is present for the evening to ensure the event runs smoothly and problem free.

Taxes and Gratuities

13% HST is applicable on all food prices. Gratuity is 15%



Rental Information

SOCAN

SOCAN (www.socan.ca) is a non-profit Canadian corporation, owned and operated by music copyright owners - composers, lyricists, songwriters and their publisher - on behalf of the world's copyright owners. Its role is to license the public performance of music in return for performing rights fees. It then distributes these fees as royalties to composers, lyricists, songwriters, and music publishers, based on the performances of their musical works in Canada.

The SOCAN fee is required at time of booking.

Capacity:	1-100	\$41.13 + 5.35 HST = \$46.48
	101-300	\$59.17 + \$7.69 HST = \$66.86
	301-400	\$123.38 + \$16.04 HST = \$139.42

RE:SOUND

Re:Sound (www.resound.ca) is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and new media.

The RE:SOUND fee is required at time of booking.

Capacity:		Fee Without Dancing	Fee With Dancing
	1-100	\$9.95	\$18.51
	101-300	\$13.30	\$26.63
	301-500	\$27.76	\$55.52
	Over 500	\$39.33	\$78.66

Deposit/Cancellation

A non-refundable deposit is required at the time of booking in order to reserve the hall. The total of the deposit is equal to the hall rental cost and SOCAN fees. All event cancellations must be received in writing by mail, fax or e-mail. The deposit is non-refundable if the event is cancelled, unless we re-book the hall for the same date; then 50% of the deposit will be refunded.

Payment

A final invoice will be prepared and must be paid on or before the event. Additional deposits may be made prior to the event. A service charge of 2% monthly will be applied to overdue invoices. For your convenience the Schwaben Club accepts cash, cheque, Visa, MasterCard and Debit. A \$50.00 fee will be charged on all NSF cheques.

Corkage

There is a fee charged to open and serve a bottles of wine brought in by clients of \$7.50 per bottle + HST. A separate "*Special Occasions Permit*" must be obtained from the LCBO by clients to bring in their own wine. All bartenders have completed the *Smart Serve* course. Bar can be closed during dinner and speeches or presentations upon request. Bar and music must be done at 1:00 a.m.

No alcohol is allowed outside the rental hall, in the hallways or lobby.



Rental Information

Menu Selection

Our office is available to help you select your menu. Please submit your final dinner selection and number of guests to our office, **3 weeks prior to the event**. Remember to include the Bride, Groom, Wedding Party, DJ, and photographer (if included for dinner) in your final count.

Please refer to menu options brochure for pricing and options.

Other menu items may be available upon request.

Our chef can accommodate all dietary restrictions with notice two weeks prior to your event.

*** NOTE MEAL PRICE ONLY APPLICABLE IF THE BAR IS PROVIDED BY SCHWABEN CLUB (CLUB BAR);
IF YOU BRING IN YOUR OWN ALCOHOL (HOST BAR),
ADD \$8.00 PER PERSON PLUS APPLICABLE TAXES AND GRATUITY TO COST.**

Children ages 5-9 receive meals at ½ price

Children ages 4 and under receive free meals

(Chicken Fingers & Fries available upon request)

Bar Options

Cash Bar	Guests pay for own drinks.
Open Bar	Client pays for guest's drinks at the end of the night.
Toonie Bar	Guests pay a 'toonie' for all drinks, and client pays the balance at the end of the night.
Donation Bar	Guests make donations at bar for all drinks; client pays the balance at the end of the night.
Host Bar Option	Client supplies alcohol, Liquor License & Liability Insurance and mix - we supply bartender (at \$12.50/hr) and barware. We can also provide the mix for \$3/person. (Weddings only)

Guarantee

Your final dinner count (guaranteed number) is the minimum number of guest for which the client will be charged. **No refunds are given on meals if there is less than your guaranteed number of guests for dinner.** Full payment for meals is required 2 weeks prior to your event. Guaranteed prices will be provided at 6 months prior to the event.

Damages

Any damages occurring to the property of the Schwaben Club by a client, his/her guests or contractors will be added to the client's bill. The Schwaben Club is not responsible for any items left on the premises, which are lost, stolen or damaged. Children are to be supervised at all times.

Coat Check Room

Coat/boot check is available in winter months on an individual basis or total charge.

Parking

Parking is FREE with additional parking nearby. Accessible parking is available. Overnight parking is also available.

PLEASE NOTE The Schwaben Club is not responsible for any damage or loss to any vehicles using our parking lot.



Rental Information

Smoking

According to City By-Law, there is no smoking allowed inside the Schwaben Club. Outdoor smoking areas are provided for your convenience.

Storage

The club office must be notified of expected delivery of materials for an event. Articles stored after completion of the event, are NOT the responsibility of the Schwaben Club and must be cleared at the conclusion of the event unless otherwise approved by management.

Inspection

The Schwaben Club reserves the right to inspect and control all events held on the premise. All laws governing the purchase and consumption of food and beverages will be strictly adhered to.

Advertising

The Schwaben Club management must approve any advertising and ticket sales prepared by the client.

Accommodations

Our guests receive a special rate at the following hotels:

Best Western Plus: 2899 King St E Kitchener ON 519 894 3500 or Toll Free 1 866 373 4910

Radisson: 2960 King St E Kitchener ON 519 894 9500 or Toll Free 1 800 333 3333

Additional Rentals

White Linen Tablecloths (if No Dinner)	\$50.00 plus tax per 25 tables
Linen Napkins (assorted colours available)	\$20.00 plus tax per 25 napkins

Additional Services

Non-Alcoholic Punch	\$20.00 plus tax per bowl
Alcoholic Punch	\$35.00 plus tax per bowl
Wedding Cake Cutting and Service	\$35.00 plus tax
Staff to Set Up and Take-Down Late Night Buffet	\$35.00 plus tax
Bar Mix, If providing own alcohol and not using own mix	\$3.00 plus tax per person
Game Wave Game System (Keller only – up to 6 players)	\$50.00 plus tax
Decorated Arch	\$35.00 plus tax

<u>A/V Equipment Rentals (taxes extra)</u>	<u>Half-Day (4 hrs)</u>	<u>Full-Day (8 hrs)</u>	<u>Weekend (Fri-Mon)</u>
Data or Mini Projector	\$30.00	\$50.00	\$75.00
Portable Projection Screen	\$15.00	\$25.00	\$35.00

LET US HELP MAKE YOUR EVENT MEMORABLE!

** All terms, prices and menus are subject to change without notice.**

Don Egley
Manager