

# Event Contract



Date of Issue: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Dear Reserving Party;

Thank you for selecting TacoTaco to host your upcoming event. Your tentative reservation is as follows pending return of this event contract and deposit.

Your date of reservation: \_\_\_\_\_

Time: \_\_\_\_\_

Room: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Type of party: \_\_\_\_\_

The rental fee to be paid for your event is \$\_\_\_\_\_ (inclusive of tax).

Your event is also subject to a minimum alcohol and food spend of \$\_\_\_\_\_ before tax and tips.

For those who booked us via event platforms, most platforms impose a service charge of 10-15% of total fees. As a courtesy, TacoTaco will pay the service fee on behalf of the host up 15% of the rental rate. By accepting this contract, the event host agrees to pay any fee beyond this rate.

The Restaurant agrees to provide (check if true):

Other notes:

- ☐ A DJ;
- ☐ Live band;
- ☐ A private bar staffed with a bartender;
- ☐ Catering
- ☐ Drink Package;
- ☐ Party lights; and
- ☐ All audio equipment necessary for:
  - ☐ Music and dancing,
  - ☐ karaoke.

## Terms and Conditions

### FEES

A rental deposit of half the rental rate is required to be paid to reserve the date. Fees can be paid e-transfer to [info@eattaco.ca](mailto:info@eattaco.ca). Any outstanding fees must be paid at the start of the event. Auto gratuity of 18% will be added to catering and bar packages.

### DAMAGE DEPOSIT

A \$250 damage deposit may be required. This deposit is subject to the discretion of the Management. The deposit will be reimbursed within 24 hours of the end of the event, provided that no damages were caused and the terms and conditions in this contract are not breached.

### DECORATIONS

Any materials brought into TacoTaco by you/guests and/or vendors must be removed by the event coordinator or client following the event, unless other arrangements have been made with the Restaurant Manager. TacoTaco will not be responsible for items left at the facility, lost or stolen. Nothing may be nailed to the walls of the Restaurant.

### CONDITIONS OF AGREEMENT AND RESERVING PARTY RESPONSIBILITIES

The Reserving Party agrees to begin and end the event at the scheduled times. Extended time purchases are contingent on room availability. The Reserving Party agrees to assume full responsibility for the conduct of his/her guests and to conduct the event in an orderly and respectable manner in compliance with the applicable laws. Damages resulting from guests in attendance of an event will be charged to the Reserving Party.

### ALCOHOL AND MINORS

Outside alcoholic beverages are prohibited on our premises. Friday and Saturday events are 19+ only, unless approved by Management. We reserve the right to request a photo ID of any person of questionable age and reserved the right to refuse alcoholic beverages to anyone that appears in our judgment to be intoxicated. If it is determined that minors are being served alcohol at your event, we reserve the right to close the bar and amounts paid for the bar are non-refundable. You and your guests are responsible for minors at your event and you indemnify us from any liability created from the minors consuming alcohol at your event.

The service of alcohol will always be in accordance with liquor laws.

### HOURS AND SOUND LEVELS

The event space will be exclusively available for the client during the agreed upon hours. Use of the event space outside of the hours in this contract is subject to availability, and based solely on the discretion of Management.

In accordance with Ontario laws, alcohol will not be served after 2am. Music will stop at 2:15am and all alcohol must be removed by 2:45am. All guests exit by 3:00am.

Given the residential nature of the Kensington Market, music will be limited to 100 decibels. There will be no subwoofers. Management will monitor sound levels throughout the night and will work with the client to ensure noise levels are within limits. Clients are able to conduct sound checks prior to their events.

## CANCELLATION POLICY


Guest may cancel three weeks prior, without cause, with full refund of deposit; a week prior with 50% deposit refund.

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Client Signature

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Date



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TacoTaco Representative Signature

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Date

# Information Package

## Payment Information

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Reservation and payment terms for event bookings are as follows:

- A 50% deposit of the rental fee is required to secure a booking for either venue. Payment can be made via e-transfer or credit card (with a 2.4% surcharge).
- Catering and drink packages also require a 50% deposit, with the same payment options as the rental fee.
- The balance is due on the day of the event. Acceptable forms of payment include e-transfer, debit, or credit card (with a 2.4% surcharge applicable to credit card payments).

## Catering Options

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We offer various catering packages for events hosted at our venues:

### Appetizer Package - \$6 per person

Includes a selection of appetizers such as nachos, jalapeno poppers, fries, and pizza slices. Guests may choose 3-5 items from the options provided. The full menu is available on our website at [eattaco.ca/menu](http://eattaco.ca/menu)

### Tacos and Appetizers Package - \$16 per person

This package includes two tacos per person. You can choose between 4-6 different tacos and 3-5 different appetizers. A list of taco and appetizer options can be found on our website at [eattaco.ca/menu](http://eattaco.ca/menu)

### Plated Buffet - \$30 per person

The buffet includes a variety of appetizers, mains, sides, and desserts. Main dishes offered include jerk chicken, beef brisket, pulled pork, and vegetarian options. The full menu is available upon request.

# Drink Packages

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Our venues provide flexible options for beverage service to accommodate your event's needs:

- **Cash Bar:** The default setting for events is a cash bar, where guests have the option to purchase a wide selection of liquors, beers, and cocktails individually. Payment methods at the cash bar include cash, debit, or credit card.
- **Drink Tickets:** As an alternative to a cash bar, we offer drink tickets that can be purchased in advance for \$8 each. These tickets can be given to guests to exchange for their choice of beverage at the bar. This allows for controlled distribution of drinks and helps manage consumption.
- **Open Bar Tab:** For hosts who wish to provide drinks for their guests, we can establish an open bar tab. We work closely with the event host to set a pre-agreed limit to ensure budget control. Regular updates on the tab's status will be provided throughout the event, so hosts can monitor spending. Once the pre-set limit is reached, the host can decide whether to extend the limit or revert to a cash bar.

These options are designed to offer flexibility and control over the beverage service for your event, ensuring that both guests and hosts can enjoy the occasion with ease and convenience.

## Amenities

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Our venues are equipped with an array of amenities to support your event's success and create a comfortable, engaging experience for all attendees.

### Cash Bar

The venues include a cash bar that offers a variety of liquors, beers, and cocktails. Payment can be made using cash, debit, or credit card.

### Sound System

A mixer is available to connect to our sound system, supporting a range of inputs including Bluetooth, XLR, 1/4 inch, or RCA. We provide a tablet for guests who wish to create a Spotify playlist to set the mood for their event. Additionally, two microphones are at your disposal for any announcements or toasts.

## Karaoke

Karaoke is a fun way to engage your guests and add excitement to your event. We provide access to the Karafun app, loaded on our TV, and guests can manage the karaoke playlist directly from their smartphones.

## Photo Opportunities

Capture the memories with our dedicated photo wall, complete with professional ring lights to ensure your guests' photos are beautifully lit and social media ready.

## Tablecloth Rentals

To enhance the elegance of your event, tablecloths can be rented for \$2 each, providing a sophisticated touch to the venue's aesthetic.

## Coat Check

For the convenience of your guests, especially in cooler seasons, we offer a coat check service at \$3 per item.

## Cleaning

Post-event cleaning is handled by our staff, allowing you and your guests to depart without worry. We kindly ask that personal belongings are taken and that the venue is respected. Please note, excessive cleaning required due to negligence (e.g., gum on the floor, confetti, or food stains on furniture) may result in additional charges.

## Security

Security service is included for all Friday and Saturday evening rentals. For events taking place at other times, security service can be provided at an additional cost of \$25 per hour. This service includes dedicated security personnel to ensure that access to the event is controlled and restricted to you and your guests.