



OLV Banquet Hall

5338 Bank Street, Ottawa, On K1X 1H1

QUOTE

CHEQUES PAYABLE TO: OUR LADY OF THE VISITATION

SAMPLE PUBLIC RECEPTION QUOTE		Invoice No :	
		Date :	
		Contract Date :	TBA
			\$500.00
Item Description	Quantity	Unit Price	Total
OLV Banquet Hall Base Rental Fee includes tables and chairs only.	1	\$1,400.00	
<u>Security/Damage Deposit (REFUNDABLE.)</u>	1	\$500.00	
IF NEEDED, Use of Kitchen stoves to reheat food- NO primary cooking	1	\$200.00	
<i>Note: If licensed caterer only needs kitchen to ready for for serving there is no charge.</i>			
No charge for use of large walk-in cooler			
IF NEEDED, Use of Bar Facility	1	\$200.00	
Note: If licensed caterer does not provide Smart Servers, Hall will provide at \$25 per hr per server			
Client must provide \$2 Million Event Liability Insurance (form & pricing on OLV Banquet Hall Website)			
DEPOSIT TO HOLD DATE	1	\$500.00	\$ 500.00
Up to 3 hours of complimentary decorating time THE AFTERNOON PRIOR TO EVENT. After 3 hours a \$75.00/hour charge applies			
If recorded music is played music copyright fee applies-fee paid to ENTANDUM		\$101.84	
RENTAL DESPOSIT PAID BY -	Subtotal		\$500.00
<u>NOTE: The \$500 rental deposit is deducted from the \$1400 rental fee. Balance due ONE MONTH BEFORE EVENT.</u>	Taxes		n/a
QUESTIONS: Contact the Hall Manager: info@olvbanquethall.com			\$500.00