



# OLV Banquet Hall

5338 Bank Street, Ottawa, On K1X 1H1

## QUOTE

CHEQUES PAYABLE TO: OUR LADY OF THE VISITATION

<b>PUBLIC RECEPTION QUOTE</b>	Invoice No :
	Date :
	Contract Date : TBA

Item Description	Quantity	Unit Price	Total
OLV Banquet Hall Base Rental Fee includes tables and chairs only.	1	\$1,700.00	
<u>REFUNDABLE Security/Damage Deposit</u>	1	\$500.00	
IF NEEDED Use of Kitchen stoves to reheat food - NO primary cooking	1	No additional charge	
Use of large walk-in cooler		No additional charge	
IF NEEDED Use of Bar Facility	1	No additional charge	
<b>Note: If licensed caterer does not provide Smart Servers, Hall will at \$25 per hr per server</b>			

Client must provide \$2 million event liability insurance (form & pricing on OLV Banquet Hall Website)

<b>DEPOSIT TO HOLD DATE</b>	<b>1</b>	<b>\$500.00</b>	<b>\$500.00</b>
<i>3 Hours of complimentary decorating time THE DAY PRIOR TO EVENT from 3 pm to 5 pm. After 3 hours a \$75.00 charge per hour applies</i>			

RENTAL DESPOSIT PAID BY -	<b>Subtotal</b>	<b>\$500.00</b>
<b><u>NOTE: The \$500 rental deposit is deducted from the \$1700 rental fee. Balance due ONE MONTH BEFORE EVENT.</u></b>	Taxes	n/a

QUESTIONS: Contact Marie Trojan 613-769-7570 **\$500.00**