



OLV Banquet Hall

5338 Bank Street, Ottawa, On K1X 1H1

QUOTE

CHEQUES PAYABLE TO: OUR LADY OF THE VISITATION

.February 2024

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	\$1,800.00	
REFUNDABLE Security/Damage Deposit	1	\$500.00	
IF NEEDED Use of Kitchen stoves to reheat food - NO primary cooking	1	Included	
Use of large walk-in cooler	1	Included	
IF NEEDED Use of Bar Facility for Alcohol	1	Included	
Client provides Special Occasion Permit from AGCO for Alcohol			
Note: If licensed caterer does not provide Smart Servers, Hall will provide at \$25 per hour 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
3 Hours of complimentary decorating time THE DAY PRIOR TO EVENT after 3:30 pm. After 3 hours a \$75.00 charge applies			
If recorded music is played, music copyright fee applies - fee paid to ENTANDUM		Included	
RENTAL DEPOSIT PAID BY -		Subtotal	\$500.00
NOTE: The \$500 rental deposit is deducted from the \$1800 rental fee. Balance due ONE MONTH BEFORE EVENT.		Taxes	n/a
QUESTIONS: Contact Marie Trojan 613-769-7570			\$500.00