



## WEDDINGS 2020

700 Hespeler Road, Cambridge, ON N3H 5L8 | Phone: 1-866-622-1505 | Email: [weddings@cambridgehotel.ca](mailto:weddings@cambridgehotel.ca)



## Weddings



## Congratulations

*On your upcoming wedding day!*

*Your Wedding Day is one of the most meaningful days of your life. Let us be a part of the memories that will last a lifetime. Whether it's an intimate exchange of vows amongst close friends and family, or the ultimate fairytale wedding, the staff at The Cambridge Hotel and Conference Centre are committed to making your day extraordinary.*

*We will ensure that your wedding reflects your personal style, and we will make your day a beautiful event that you will always cherish.*



### *We Provide...*

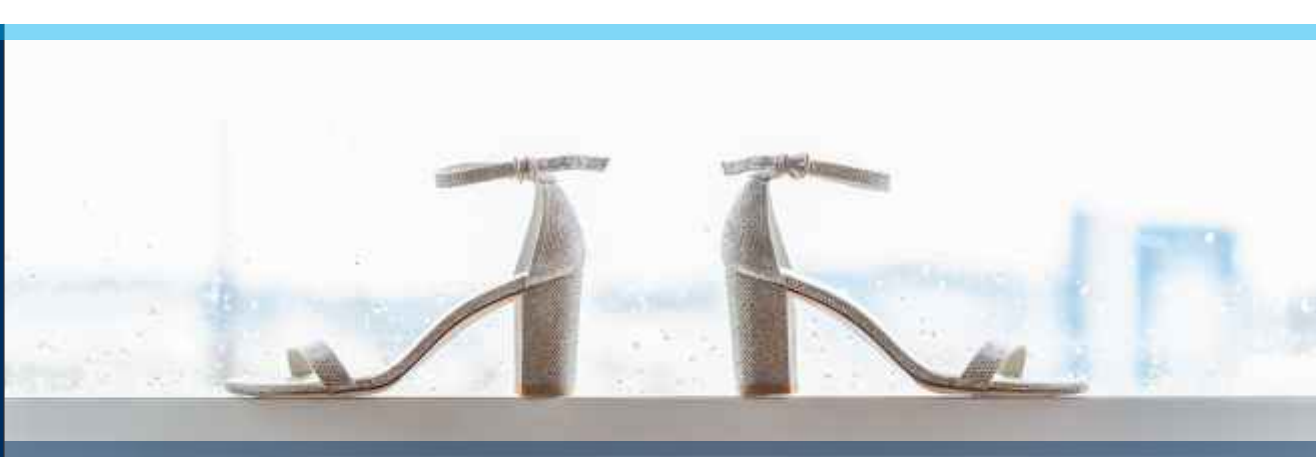
*Draped head table, cake table, gift table and registration table  
Complimentary black or white table linens, napkins, flatware, china and glassware  
Complimentary centerpieces - vases with stones and tea lights/black lanterns  
Complimentary black or white chair covers  
Complimentary ceiling canopy (in Ballroom)  
Complimentary table numbers and holders  
Special guestroom rates for guests  
Complimentary parking  
Placement of favours and centerpieces  
Slicing and serving of your wedding cake  
Guest reservation reply cards  
Custom table menus*

### *For the Couple:*

*Complimentary best available suite for your wedding night  
Late check-out and breakfast for two in "The Bruce Craft House" restaurant  
Complimentary menu tasting for two (for plated meals only)*



## Wedding Shower Packages



### *Laughter & Happily Ever After Brunch*

*Freshly Baked Assorted Pastries & Croissants  
Butter & Preserves  
Assortment of Seasonal Sliced Fruit  
Green Salad, Shaved vegetables, Sherry Vinaigrette  
Farm Fresh Scrambled Eggs  
Country Style Breakfast Sausage  
Homemade Breakfast Potatoes  
Mac and Cheese, Aged Cheddar, Breadcrumbs  
Grilled Sirloin Steak, Red Wine Jus  
Freshly Brewed Regular and Decaffeinated Coffee, Assorted Teas  
Chilled Fruit Juices and Assorted Soft Drinks*

### *Afternoon Delight*

*Variety of Fresh Seasonal Vegetables with Assorted Dips  
Assorted Finger Sandwiches  
  
Seasonal Cheese Board  
Imported, Domestic and Local Cheeses, Served with Crackers  
  
Fresh Fruit Platter  
Assortment of Seasonal Sliced Fruit  
  
Chefs Choice of Finger Desserts  
Freshly Brewed Regular and Decaffeinated Coffee, Assorted Teas  
Chilled Fruit Juices and Assorted Soft Drinks*

*All prices subject to 15% service charge and 13% HST. Prices subject to change.*



## All Inclusive Packages



### *From the Beginning...*

*One Hour Butler Service, Red, White Wine and Fruit Punch  
Chef's Choice Passed Hors D'oeuvres (based on three per person)  
Three Course Plated or Buffet Dinner  
Sommelier's Choice of Dinner Wine – Two bottles per table  
Late Night Service of Freshly Brewed Regular and Decaffeinated Coffee,  
Assorted Teas*

### *Unique Elegance...*

*Three Hour Standard Host Bar (including signature drink)  
Chef's Choice Passed Hors D'oeuvres (based on three per person)  
Your Choice of Five Food Stations  
Late Night Service of Freshly Brewed Regular and Decaffeinated Coffee,  
Assorted Teas*

### *Forever at Last...*

*One Hour Standard Host Bar During Reception  
Chef's Choice Passed Hors D'oeuvres (based on three per person)  
Three Course Plated or Buffet Dinner  
Sommelier's Choice Unlimited Wine Pour throughout dinner  
Three Hour Host Bar after dinner  
Choice of One Late Night Food Station  
Freshly Brewed Regular and Decaffeinated Coffee, Assorted Teas*

### *Always & Forever...*

*One Hour Standard Host Bar During Reception  
Chef's Choice Passed Hors D'oeuvres (based on three per person)  
Antipasto Platter  
Four Course Plated or Buffet Dinner  
Sommelier's Choice Unlimited Wine Pour throughout dinner  
Four Hour Host Bar after dinner  
Choice of One Late Night Food Station  
Freshly Brewed Regular and Decaffeinated Coffee, Assorted Teas*





## Plated Dinners



**3 Course Plated Dinner:** Includes Freshly Baked Buns and Butter  
Choose One Appetizer, One Entrée and One Dessert

### Soup

Roasted Sweet Potato, Spiced Yogurt  
Smoked Tomato, Basil Oil  
Potato, Smoked Bacon, Scallion  
Wild Mushroom, Gorgonzola

### Salad

Dressed Greens, Shaved Vegetable Crudite, Shallot Vinaigrette  
Kale Salad, Goat Cheese, Blueberry, Toasted Sunflower Seeds,  
Balsamic Vinaigrette  
Caesar Salad, Smoked Bacon, Shaved Parmesan Cheese, Croutons,  
Garlic Dressing  
Wedge Salad, Buttermilk Ranch Dressing, Crumbled Blue Cheese,  
Radish

### Entrée

Grilled Sirloin Steak, Red Wine Jus  
Seared Chicken Supreme, Red Wine Jus  
Smoked Pork Chop, Apple Jus  
Rainbow Trout, Chimichurri  
Goat Cheese Stuffed Portobello Mushroom, Chimmichurri  
**(Served with Roasted Potatoes and Seasonal Vegetables)**

### Entrée Upgrades (priced per person)

Grilled Cut Striploin Steak, Red Wine Jus  
Seared Pork Tenderloin, Apple Jus  
Seared Atlantic Salmon, Chimichurri  
Roast Prime Rib of Beef, Red Wine Jus

### Dessert

Vanilla Bean Creme Brulee, Fresh Berries  
Chocolate Pot du Crème  
NY Cheese Cake, Fruit Compote  
Chocolate Fudge Brownie, Caramel, Spiced Walnuts  
Apple Crumble with Whipped Cream  
**(Served with Freshly Brewed Premium Coffee and Assorted Teas)**

All prices subject to 15% service charge and 13% HST. Prices subject to change.



## Dinner Buffet



*Includes Freshly Baked Buns and Butter, Seasonal Vegetables, Freshly Brewed Regular and Decaffeinated Coffee, Assorted Teas.*

### Salads

#### **(Select Three)**

*Dressed Greens, Shaved Vegetable Crudité, Shallot Vinaigrette  
Kale Salad, Goat Cheese, Blueberry, Toasted Sunflower Seeds,  
Balsamic Vinaigrette  
Caesar Salad, Smoked Bacon, Shaved Parmesan Cheese, Croutons,  
Garlic Dressing  
Creamy Potato Salad, Pickled Mustard Seeds, Gherkins, Green Onion  
Pasta Salad, Grilled Broccoli, Red Onion, Baby Kale, Sundried Tomato  
Vinaigrette*

### Entrees

#### **(Select Two)**

*Grilled Sirloin Steak, Red Wine Jus  
Seared Chicken Breast, Pan Jus  
Seared Rainbow Trout, Chimichurri  
Grilled Smoked Pork Chops, Apple Jus  
Braised Chicken Leg, Red Wine Sauce*

### Pasta

#### **(Select One)**

*Aged Cheddar Mac and Cheese, Toasted Breadcrumbs  
Grilled Ratatouille Vegetable Penne, Fire Roasted Tomato Sauce, Torn  
Mozzarella, Basil  
Pasta Putanesca, Capers, Garlic, Blistered Tomato, Olive Oil, Herb*

### Starch

*Crushed Buttered Potatoes  
Garlic Thyme Roasted Potatoes  
Sweet Potato Wedges  
Garlic Mashed Potatoes*

### Dessert

*A Selection of Chefs Choice of Sweets and Treats*

### Buffet Entrée Upgrades *(priced per person)*

*Striploin Steak, Red Wine Jus  
Chicken Supreme, Pan Jus  
Seared Pork Tenderloin, Apple Jus  
Seared Atlantic Salmon, Chimichurri  
Roasted Prime Rib of Beef, Red Wine Jus*

*All prices subject to 15% service charge and 13% HST. Prices subject to change.*



## Cocktail Reception



### *Passed Hors D'oeuvres*

*(minimum of three dozen per Hors D'oeuvres)*

*Wild Mushroom Bruschetta/Herbed Goat Cheese (V)  
Tanjo Family Farms Pork Meatball, Fire Roasted Tomato, Scallion (GF)  
Arancini, Fresh Mozzarella, Smoked Tomato Sauce (V)  
Braised Beef Tart, Potato, Goat Cheese  
Brie, Caramelized Onion Jam, Tart Cranberry Compote Crostini (V)  
Pulled Chicken Tostada, Pico di Gallo Cilantro (GF)*

*Smoked Salmon Salad, Crostini, Dill, Crème Fraiche  
Frenched Chicken Wing, Smoked Garlic, Chili and Honey Sauce  
Beef Meatball, Mascarpone Cheese, Scallion (GF)  
Fresh Ricotta, Endive Wrap, Toasted Walnuts, Honey (V)  
Caramelized Onion and Aged Cheddar Grilled Cheese, Bacon Jam*

*California Rolls, Wasabi Aioli Pickled Ginger (GF)  
Beef Slider, Caramelized Onion Jam, Arugula, Brioche Slider Bun  
Smoked Duck Breast, Grilled Bread, Wild Blueberry Mascarpone  
Thai Style Beef Laab, Endive  
Wild Mushroom and Goat Cheese Perogi, Caramelized Onion  
Crème Fraiche*

***Chef's Choice of Cold and Hot Hors D'oeuvres also available for one hour and are three pieces per person***





## Cocktail Reception Platters



### *Antipasto Platter*

*Seasonally Inspired Cheeses, Meats, Pickled and Marinated Vegetables and Olives*

### *Seasonal Cheeseboard*

*Imported, Domestic and Local Cheeses garnished with Fruit and Crackers*

### *Crudites & Dip*

*A Mixture of Cold, Seasonal Vegetables, served with Garlic Basil Dip*

### *Dips & Spreads*

*Middle Eastern and Mediterranean Inspired Dips and Spreads, Armenian Flat Bread, Lavash and Naan*

### *Fresh Fruit Platter*

*Assortment of Seasonal Sliced Fruit*

### *Chef's Choice of Finger Desserts*

*An Assortment of Petit Fours, Cheesecake, Macaroons, and Tarts*

*All prices subject to 15% service charge and 13% HST. Prices subject to change.*





Food

## Stations



**Chef Attended/Action Station Flat fee of \$100 for 2-hour service**

### Salad Bar

*Tuscan and Butter Blend Lettuces, an Assortment of Toppings, Shaved Heirloom Vegetables, Gluten Free Dressings and Vinaigrette*

### Carnitas

*Shredded Seasoned Pork, Assortment of Fresh Salsas, Corn and Flour Tortillas  
Upgrade to Chicken \$2 | Upgrade to Beef \$4*

### Pizza Station

*Choice of Freshly Made Stone Oven Pizza with In-house Dough, Sauce & Fresh Toppings*

### Mac & Cheese Bar

*Semolina Pasta, Aged Cheddar, Smoked Bacon, Scallion, Diced Tomato, Bread Crumbs, Cheddar Cheese, Ketchup*

### Nacho Bar

*Loaded Nachos with variety of toppings including Monterey Jack Cheese, Pico De Gallo, Black Olives, Jalapenos with Salsa & Sour Cream*

### Pretzel Bar

*Freshly Baked German Style Warm Pretzels with a Selection of Mustards & Cheese Sauce*

### Slider Bar

*Ontario Beef Sliders, Garlic Aioli, Mustard, Ketchup, Lettuce, Cheddar, Smoked Bacon  
Veggie or Chicken available*

### Bao Buns Station

*Smoked Hoisin Glazed Pork Belly, Pickled Vegetables, Hot Sauce, Green Onion*

### S'more Station

*Chocolate, Graham Crackers, Jumbo Marshmallow Skewers, Open Flame for Roasting*

### BYO Poutine Bar

*French Fries, Local Cheese Curds, Beef Gravy, Smoked Bacon, Sour Cream, Scallion, Aged Cheddar*

### Sushi Bar

*Assorted California and Hand Rolls, Assorted Sashimi, Pickled Ginger, Wasabi, Soy Sauce*

### Donut Station

*A Variety of Bite Sized Donuts filled with Chocolate Hazelnut, Red Berry or Caramel and with a variety of Toppings and Sauces including – Cinnamon Sugar, Sprinkles, Icing Sugar, Chocolate Sauce, Caramel Sauce and Fruit Compote*

*All prices subject to 15% service charge and 13% HST. Prices subject to change.*



## Host and Cash Bar Prices



**Punch Reception** (Serves approximately 40 people, priced per bowl)  
Fruit Punch Non-Alcohol **\$75** | White Wine or Red Wine Sangria **\$175** | Rum Punch **\$175**

### *All Inclusive Standard Bar Options*

*An assortment of domestic beer, whiskey, rum, vodka, scotch, gin and our house red and white wine. Assorted soft drinks and a variety of mixers and garnish is also available.*

### *Cash Bar*

*(Includes Tax)*

*Standard Liquor (per oz)*

*Premium Liquor (per oz)*

*Shooter (per oz)*

*Beer (Domestic)*

*Beer (Craft)*

*Beer (Imported)*

*Coolers*

*House Wine, Glass*

*House Wine, Bottle*

*Soft Drinks, Juice*

*Bottled Water*

### *Host Bar*

*(Plus, 15% Service Charge and 13% HST)*

#### **Standard Bar Includes:**

*Liquor (per oz)*

*Beer (Domestic)*

*Beer (Craft)*

*House Wine, Bottle*

*Soft Drinks, Juice*

*Bottled Water*

#### **Upgrade Options:**

*Beer (Imported)*

*Coolers*

*Premium Liquor (per oz)*

*Shooter (per oz)*

*Upgrade your wedding bar to premium brands*

*\*No shots or doubles will be offered on our all-inclusive bar options.*

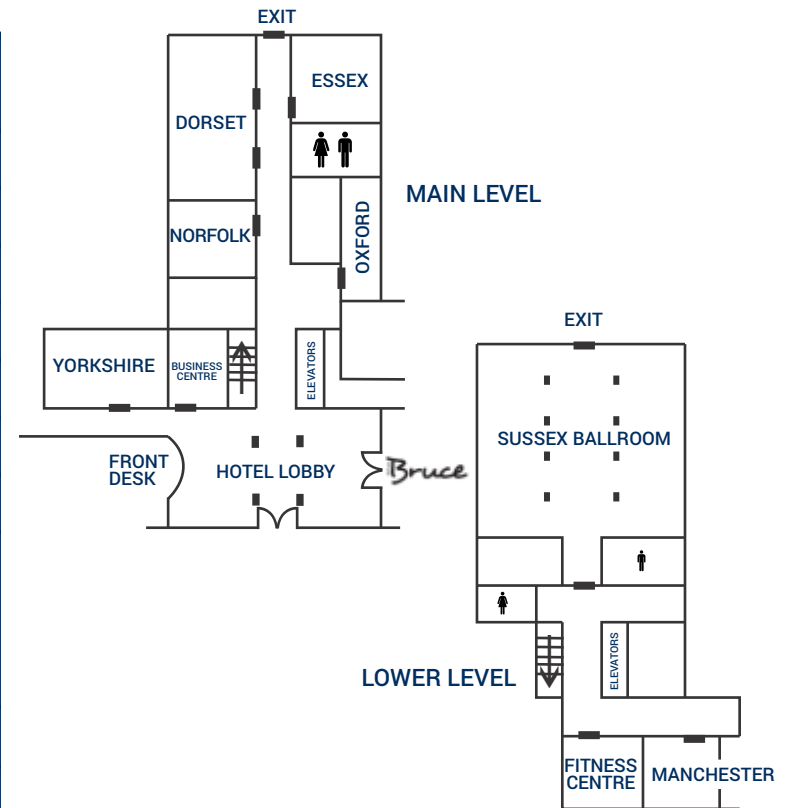
*When bar revenue is less than \$350.00, a bartender charge apply for a minimum of four hours*



# Floor Plan

## CAMBRIDGE HOTEL AND CONFERENCE CENTRE WEDDINGS

| FUNCTION ROOM                                      | DIMNS (W x L) | SQ. FT | CEILING HEIGHT | ROUND 8-10                            | 1, 2 ROUND 6 | RECP | T, S | C, L | B, R | U, S | H, R |
|--|---------------|--------|----------------|---------------------------------------|--------------|------|------|------|------|------|------|
| Sussex Ballroom                                    | 63 X 63       | 4085   | 10'            | 240                                   | 150          | 400  | 400  | 200  | 42   | 34   | 40   |
| Dorset, Norfolk                                    | 27 X 68       | 1836   | 10'            | 112                                   | 84           | 150  | 200  | 112  | 60   | 60   | 64   |
| Dorset   | 27 X 38       | 1026   | 10'            | 64                                    | 48           | 88   | 100  | 56   | 34   | 36   | 40   |
| Norfolk  | 27 X 30       | 810    | 10'            | 48                                    | 36           | 68   | 80   | 48   | 26   | 27   | 30   |
| Yorkshire  | 29 X 24       | 660    | 10'            | 32                                    | 24           | 50   | 50   | 32   | 20   | 20   | 24   |
| Essex  | 25 X 25       | 625    | 10'            | 32                                    | 24           | 50   | 50   | 32   | 20   | 20   | 24   |
| Oxford   | 13 X 26       | 335    | 10'            | -                                     | -            | -    | -    | -    | 12   | -    | -    |
| <b>Hospitality Suites:</b><br>Cosmopolitan, 2nd Fl |               |        |                |                                       |              |      |      |      |      |      |      |
| Manhattan, 3rd Fl                                  | 17 X 20       | 340    | 8'             | -                                     | -            | -    | -    | -    | 12   | -    | -    |
| Champagne, 4th Fl                                  |               |        |                |                                       |              |      |      |      |      |      |      |
| Manchester   | 38 X 26       | 998    | 10'            | 48                                    | 36           | 70   | 68   | 32   | 26   | 27   | 30   |
| The Bruce Restaurant Lounge & Patio                | N, A          | N, A   | 10'            | SEATING FOR 100, PATIO SEATING FOR 65 |              |      |      |      |      |      |      |







## Preferred Vendors



The Cambridge Hotel and Conference Centre is pleased to offer our personal recommendations of florists, decorators, wedding cake specialists and gift ideas.

*These companies have contributed to the success of previous celebrations with The Cambridge Hotel and Conference Centre*

### Decorators

**Awe Events** - Tanya Wormsley  
(519) 267-6888  
AWEevents.ca | info@aweevents.ca

### Florist

**My Flower Shop**  
519 650-0755  
Myflowershop.ca

### Wedding Cakes

**Boutique Baker** - Sharon McConnell  
(226) 224-7000  
cakediva@boutiquebaker.com  
boutiquebaker.com

### Officiant

**Kettle Creek Weddings** – Richard Kaufman  
519-716-5248  
Richard@kettlecreekweddings.com

### DJ Services/Entertainment

**Flashpoint Productions**  
(519) 745-2558  
Flashpointpro.com

**Magical Mirror Photo Booth** - April Moody  
888-876-1112  
magicalmirrorphotobooth.ca

**Nitro Music** - Neil Laiviere  
(519) 841-4187  
nitromusic.ca

### Photographer

**Anne Edgar Photography**  
519-616-2214  
www.anneedgarphoto.com

**Anna Sofiya Photography**  
647-741-4511  
Annasofiyaphotography.com

### Transportation

**VIP Limousine** - Mario Temlin  
(519) 221-5466  
viplimos.ca

### Wedding Invitations

**Red Bicycle Paper Co.** - Heather Nagle  
(519) 222-6240  
redbicyclepaperco@gmail.com  
redbicyclepaperco.com

### Other

**Emily Paints Events** - Emily McDougall  
(519) 222-6613  
emilypaintsevents@gmail.com  
emilypaintsevents.com

**Thunderstorm Production** - Eric Hoshoooley  
(519) 741-2005  
Production/Amusement Rentals  
info@thunderstormpro.com  
thunderstormpro.com



## Catering Policies



### DEPOSIT & CANCELLATION OBLIGATION SCHEDULE

In order to confirm your event, you will be asked to sign a contract and return with an initial deposit.

In the event that you cancel your entire event, the following Deposit and Cancellation schedule will apply:

\*\*\* Payments will be automatically charged to credit card on file based on the time frame below \*\*\*

| DATE, TIME FRAME                 | DEPOSIT AND CANCELLATION OBLIGATION SCHEDULE  |
|----------------------------------|---|
| <b>With Signing the Contract</b> | \$2000.00 Minimum deposit client forfeits the Deposit   |
| <b>6 Months Prior to Event</b>   | 50% of estimated catering, meeting charges including taxes, less deposit on file.<br>** All Deposits made are forfeited **                            |
| <b>2 Weeks Prior to Event</b>    | 100% of all catering, meeting charges including taxes and service charges, less deposit on file.<br>** All Deposits made are forfeited **             |
| <b>Day of Event</b>              | All charges over and above the estimate will be charged to the credit card on file, less the deposit on file<br>** All Deposits made are forfeited ** |

### ATTRITION OBLIGATION

Final guaranteed numbers are required 5 business days prior to your group's arrival date. The Clients minimum guarantee of attendance must be at least 80% of your contracted number of guests. This number is the minimum and may not be lowered. If the guaranteed confirmation number is not received on time, the expected attendance will become the guaranteed number. All charges are based on your guaranteed number or the actual attendance, whichever is larger.

### EXAMPLE OF CATERING ATTRITION POLICY

Contracted , Guaranteed Number of Guests for event: 150 guests  
Minus (-) Attrition allowance 20%: 30 guests  
= minimum number of paid guests to avoid Attrition: 120 guests

### GUARANTEED NUMBERS:

A guaranteed number of persons are required before 12 pm (Noon), Five (5) **business days** prior to your function date. All charges are based on guaranteed attendance, or for the actual number of persons served, whichever is greater.

\*Cambridge Hotel & Conference Centre reserves the right to reassign function space should your numbers fall below guarantees \*

### ROOM RENTAL:

- Ceremony Room Rental is \$650, which includes standard black chairs. \*Chair covers available at additional cost.
- Saturday reception space rental fees apply; Contact your Catering Manager to discuss.
- Friday and Sunday incentive - Book your wedding on a Friday or Sunday and receive a complimentary ballroom rental (based on a minimum of 100 people with dinner service).



## Catering Policies



### FOOD AND BEVERAGE POLICY:

The Cambridge Hotel & Conference Centre is the sole supplier of food and beverage onsite, therefore, the removal of any food & beverage from the hotel premises is prohibited. All items must be purchased from us and consumed onsite.

### BAR CHARGES, ALCOHOL POLICY:

The Cambridge Hotel and Conference Centre is licensed through the Alcohol and Gaming Commission (AGCO) and is responsible for all alcoholic beverage sales and service.

All alcoholic beverages must be dispensed by the Hotel servers & bartenders who are Smart Serve Certified. The Hotel's liquor license requires the Hotel to request proper identification from any person of questionable age & refuse alcoholic beverages to anyone suspected to be under the age of 19 years if proper identification cannot be produced. The Hotel will also refuse alcoholic beverage service to any person who is in our judgement intoxicated. Termination of beverage services is at 1:00am and all alcohol must be removed from function rooms by 1:30am.

### MENU SELECTIONS:

Our Catering Office must receive your final menu selections at least 60 days prior to your function.

Special dietary requirements, child and vegetarian alternatives are available – in conjunction with the menu selection and guaranteed number policy.

Plated meals have a pre-selected Starter and Dessert – if you would like your guests to have choice of main course that must be pre-determined and pre-ordered 30 days prior with a floor plan.

Please note due to unforeseen circumstances, menus may need to be modified, in all instances, we would substitute a comparable or greater quality product that is consistent with the menu.

We are very happy to customize our menu offerings, should you prefer something that is not listed in our menu.

### PRICING & ADDITIONAL CHARGES:

Due to fluctuating market prices, our menu prices are subject to change.

The Cambridge Hotel and Conference Centre will gladly lock in and guarantee menu selection and pricing within 365 days prior to your catered event with a signed contract, signed event orders and a deposit per our stated deposit policy.

All food & beverage and meeting room rental prices are subject to a 15% service charge & 13% HST.

- A service charge of 10% will be added to the food charges for any meals that are delayed in service by the client by more than 30 minutes.
- Due to overtime wages on statutory holidays and special occasions, a premium charge per person will be levied.
- A clean up fee of \$150 may be applied if the room is not left in satisfactory condition as per Hotel.

### CHILDREN'S MEALS

The Cambridge Hotel and Conference Centre is pleased to offer a variety of meal options for Children and Youth based on the following structure:

- 0-3 Years of Age: Complimentary!
- 3-13 Years of Age: Choice of the Regular Menu or Chicken Fingers, Fries, and an Ice Cream Sundae (offered at a special rate)
- 13-18 Years of Age: Regular Menu.

\*Should you select an all-inclusive package, the cost of all alcoholic beverages will be removed from the per person price for underage guests.





## Catering Policies



### S.O.C.A.N. FEE:

Any event with either live or recorded music is subject to fees as per tariff No. 8 of the copyright laws of Canada. Under the copyright laws of Canada and in accordance with S.O.C.A.N., we are required by law to charge an additional fee for the Society of Composers, Authors & Music Publishers of Canada. The prices below are subject to HST.

| CAPACITY | WITH DANCING | WITHOUT DANCING |
|----------|--------------|-----------------|
| 1-100    | \$44.13      | \$22.06         |
| 101-300  | \$63.49      | \$31.79         |

### RE:SOUND FEE:

Any event with the use of sound recording is subject to fees as per tariff No. 5B of the Copyright law of Canada. Under the copyright law of Canada and in accordance with Re:Sound, we are required by law to charge an additional fee. This fee represents and safeguards the rights of it artists and record companies and ensures that they are fairly compensated for the broadcast and public performance of their music in Canada. The prices below are subject to HST.

| CAPACITY | WITH DANCING | WITHOUT DANCING |
|----------|--------------|-----------------|
| 1-100    | \$18.51      | \$ 9.25         |
| 101-300  | \$26.63      | \$13.30         |

### ACCESS TO EVENT SPACE & DECORATIONS:

Arrangement must be made with your Catering Manager for access to the hotel for the purpose of delivery, decorations and special set-up requirements. Room rental and, or additional staffing fees may apply for early access to the room. Additional staffing fee of \$25.00 per hour for a minimum of (4) hours.

The hotel prohibits any items to be fastened to walls or floors with tape, tacks, nails, pushpins etc. Open flame candles, sparklers & smoke machines are not allowed due to fire regulations. All items including wedding cakes, decorations and equipment must be removed from the function room at the end of the event as indicated on the catering agenda (Banquet Event Order). The Cambridge Hotel and Conference Centre prohibits the traditional throwing of confetti or rice.

### SECURITY, DAMAGES & LOST ITEMS:

The Cambridge Hotel and Conference Centre reserves the right to inspect and control private functions. Guests reserving space with the hotel agree to reimburse The Cambridge Hotel and Conference Centre for any damage done to any part of the Hotel premises and or equipment by any person attending the function. The Hotel does not assume responsibility for any damaged or lost articles left in the hotel or function rooms prior to, during, or following the event. Any Group requiring services from an outside sub-contractor must complete a liability form before entering the premises. It is the responsibility of the company to request the waiver and to ensure it is returned before the function. Failure to do so will result in the company, person stated on this contract to take full responsibility. Please note that anyone entering to deliver, set-up or pick-up anything on our premises must sign in at our Front Desk.