

### GUEST RESERVATIONS

1. Reservations by the event organizers must be received on or before 45 days prior to arrival, (the "Cut-Off Date"). This includes a full rooming list, indicating the number of guests per room.
2. Tyax will provide a rooming list template in advance for the organizer's convenience.
3. Should the organizers have their guest's pay Tyax directly for the room(s), the reservation guest must confirm and provide payment in full no later than the cut-off date.
4. At the cut-off date, any reservations that have not been confirmed or paid for by the guests will be charged in full to the organizers at the standard rates. No refunds will be issued after the cut-off date.

### MEETING & BANQUETS

1. Final menu selection is required 45 days prior to the event. Should those requirements be received after that time, Tyax cannot guarantee availability of these services. If you have guests with special dietary or allergy requirements, we must be notified in advance, including the guests' name(s).
2. The guaranteed number of guests is required 45 days prior to your event. The guaranteed number is not subject to reduction. On the day of the event a head count will be conducted. If there is a discrepancy in the number of people attending, we shall deem the larger number correct.
3. All food and beverage services are subject to an automatic 18% service charge.
4. Service hours with regards to food and beverage will be provided according to the liquor license.
5. Food and beverage must not be brought into the resort's restaurant and/or lounge, apart from a wedding cake and wine. Corkage charges on wine, and cake cutting fee will apply. Due to health regulations, leftover food and beverages may not leave the property after an event, other than the cake which must be collected and taken upon completion of the event or wine that is properly corked.
6. All alcoholic beverages within the licensed areas are to be purchased and supplied by Tyax. Wine purchased that remains after the event may be taken upon departure as long as each bottle is still fully corked. Alcohol is only permitted in the designated licensed areas.
7. Tyax will supply all tables and chairs for the event, including white linens during dinner service.

### DEPOSITS

1. A non-refundable deposit of 25% of the facility rental is due upon contract signing. This includes estimated set up fees, resort buyout fee including the 28 lodge rooms, campground plus chalets if reserved.
2. Should the organizers have their guests pay for their own rooms, the deposit on the 28 lodge rooms paid by the organizers will then be transferred to the organizers "house account", which can contribute to additional costs incurred during the event, such as food & beverage costs.
3. Final payment of the estimated total, including preselected menus and/or meal plans, services and taxes, is due 45 days in advance of the event.
4. Any additional amounts are to be paid in full, guaranteed by credit card, at time of

departure.

5. A \$2000 damage deposit must be paid 45 days in advance of the event which will be returned in full should no damage be suffered. Should damage occur, the expense of the repairs/replacements will be deducted from this damage deposit.

#### GENERAL

- All products and services sold will be taxed according to federal and provincial regulations.
- Tyax must be consulted regarding any display or signage to be used on the property by the organizer or guest. Décor set up is the responsibility of the guest. Any use of nails, staples, glue, or any like materials is not allowed on any walls, doors, or ceiling. Decoration cleanup is the responsibility of the function organizer. Confetti is not permitted.
- Tyax reserves the right to inspect and monitor your event and discontinue services to all guests in the case of any violations of Tyax or provincial laws. Should Tyax discontinue services to any or all your guests, you will remain liable for all amounts owed to Tyax. Tyax assumes no responsibility for any loss or damage to foods, property, and/or equipment brought into the facility by the organizer and guests.