

THE FOREST AND STREAM CLUB

HOUSE RULES AND GENERAL INFORMATION

GENERAL MANAGER:	Shirley McLeod
ADDRESS:	1800 Lakeshore Drive Dorval, Quebec H9S 2E6
TELEPHONE:	(514) 631-7101 / After 5:00 pm direct line: (514) 631-7101 #238
FAX:	(514) 631-3239
E-MAIL ADDRESS:	info@forestandstream.ca
WEBSITE ADDRESS:	www.forestandstream.ca
CLUB HOURS:	Tuesday to Friday: 9:00 a.m. to 10:30 p.m. Saturdays from 5:00 p.m. to 10:30 p.m. Closed on Sundays, Mondays & Public Holidays Meeting rooms can be available as of 7:30 a.m. with advance reservation Members may request a private function on a Sunday or Monday, provided the reservation is for a minimum of 40 people
LOCATION:	16 km from Downtown Montreal, 4 km from Montreal-Trudeau Airport, 10 minutes by taxi from the airport
ROOM ACCOMMODATION:	Montreal Airport Marriott In-Terminal Hotel Tel.: (514) 636-6700 (preferential rate available)
FOOD & BEVERAGE SERVICE:	LUNCHEON: Tuesday to Friday 11:30 p.m. to 2:30 p.m. DINNER: Tuesday to Saturday 5:00 p.m. to 10:30 p.m.
ADMINISTRATION CHARGE:	15% will be added to the invoice (tipping is not permitted)
DRESS CODE / DINING ROOM:	Gentlemen: Jacket required, ties are optional Ladies: Appropriate Dress Jeans, shorts, runners & t-shirts are not permitted
DRESS CODE / BISTRO BEL-AIR:	Gentlemen: Jackets may be removed while dining outdoors. Ladies: Appropriate Dress Jeans, short, runners & t-shirts are not permitted
AVAILABLE FACILITIES:	Main Dining Room (seating up to 80 people) Private Dining Rooms (seating from 4 to 20 people) Meeting rooms
PARKING:	Ample free parking on our own grounds
RECIPROCAL CLUBS:	Letter of introduction is required from the General Manager except for Canadian clubs with which a reciprocal agreement has been signed. Members wishing to use the services at a reciprocal club must give notice to the General Manager.
PAYMENT:	Payment to reciprocal clubs shall be made via credit card, where credit card facilities exist; or as per reciprocal club policy.

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The Club is open Tuesday through Friday from 9:00 a.m. to 10:30 p.m. and on Saturdays from 5:00 p.m. to 10:30 p.m. Reservations may be made for non-traditional operating hours for private functions as well as meeting room reservations. Meeting rooms can be made available from 7:30 a.m. Members may request a private function on a Sunday or Monday, provided the reservation is for a minimum of 40 people.

MEALS

Reservations are preferable to ensure prompt service and satisfactory table arrangements. A 24 hour notice is required for breakfast. A minimum of \$150 revenue is required for breakfast. Table d'hôte menus are available for lunch and dinner. Special requests may be ordered in advance.

RESERVATION OF THE ENTIRE DINING ROOM

Members may request the exclusive reservation of the dining room for receptions, dinners, meetings or any other social or business engagement for twenty-five or more guests. A room rental fee will apply.

ADDITIONAL EQUIPMENT

Additional equipment or supplies (i.e. china, glassware, tables, chairs, etc.) which are required will be ordered and handled by the Club and will be charged additionally to the member's account. Additional staff if required by the client will be charged extra on their account.

MEETING ROOMS

Meeting rooms can be reserved for a half-day or a full day. Refreshments and working luncheons are available at an additional cost.

ADMINISTRATION CHARGE

A supplementary charge of 15% will be added to all food and beverage services.

SPECIAL WINES

A wine list is available at the Club. Members wishing to be served a particular wine not listed on the wine list should give adequate notice to the Club Manager.

PRIVATE WINE CELLARS

Ordinary, Ordinary Senior, Honorary Senior, Corporate – Primary & Associate, Spousal and Intermediate Members can have access to having their own private wine cellar at the Club. It must be noted that once wine is brought into a private cellar – it cannot be removed from the premises; this is to comply with regulations of the Régie de l'Alcool, Courses et Jeux du Québec; no exceptions are permitted. New Members on trial memberships do not have the privilege of a private wine cellar until such time that they become full members.

DRESS CODE

Gentlemen must wear jackets at all times, tie is optional. Business casual attire is acceptable for meetings and luncheons in private rooms. Jackets may be removed while dining outdoors. Special events may provide for a relaxed dress code. It is the responsibility of the member to ensure that their guests are properly attired. Jeans are prohibited.

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GUESTS

Members are asked to register the names of their guests in the Guest Registry. As per the Club Constitution, **spouses of members** may entertain in the Club at any time.

CELLULAR PHONES AND BUSINESS DOCUMENTS

Briefcases, cellular phones and business papers are permitted in meeting rooms only.

CLUB STATIONERY

No member or guest shall use the Club's name or address for any communication intended for publication.

CLUB PROPERTY

No member shall remove from the Clubhouse any book, map or other article, which is the property of the Club. Club property that may be broken or damaged by a member or his guest will be reported to the General Manager and shall be paid for by the member concerned.

CHILDREN

Members may entertain children aged 8 or over at any time in the main dining room, younger children are welcome in our private rooms. Special menus for children can be arranged. Children are expected to remain at their seats during the entire meal. Members are responsible for minors at all times.

PETS

Pets are not allowed on the Club property, or in the Clubhouse.

SMOKING

Smoking is not permitted inside the Clubhouse.

CONSTITUTION AND REGULATIONS

Each member receives a copy of the Constitution and Regulations upon election to the Club. Please contact the General Manager for any additional information.

CLUB YEAR

The Club's fiscal year runs from May 1st to April 30th the following year.

ANNUAL GENERAL MEETING

The Annual General Meeting of Members is held within 90 days of year end, on a date determined by the Board of Directors. A written notice of the AGM is mailed to each Member at least ten days prior.

WINTER BREAK

The Club usually closes on December 24th for a period of three weeks.

SUGGESTIONS AND COMPLAINTS

All suggestions, comments concerning the staff, food, beverages and service should be addressed to the General Manager.

HOUSE ACCOUNTS

Members' accounts shall be mailed to them at the beginning of each month and they shall be due and payable upon receipt of such mailing.