



ITALIAN CULTURAL CENTRE SOCIETY

CATERING BOOKING POLICIES 2023

La Trattoria

The following guidelines are used for Clients reserving the Trattoria from Monday to Sunday.

BOOKINGS

Bookings are based on availability. As a courtesy to returning Clients they are given the opportunity to book the same day in the following year.

MENUS

We do not allow outside caterers at our facilities. All catering must be purchased from the ICCS. We can customize sit-down plated dinners or buffet menus to meet your requirements. Clients will be given a selection of dinner items to create their own menu, however, we can only offer **one menu choice** to all your guests. We cannot provide different Main Courses for your attendees, but we are more than happy to accommodate any dietary restrictions of your guests.

RENTAL FEES

A room rental fee of **\$500.00-\$1000.00** will apply for all bookings in the Trattoria Hall, depending on day of the week. Our screen and projector are available at a cost of **\$200.00 plus taxes**. Please inquire for further information. Room rental fee includes tables and chairs, set-up and cleaning, complimentary microphone and podium, white linens, and napkins, and all the small wares (plates, cutlery glasses etc.) for the tables as well as free parking.

DEPOSIT AND PAYMENT

Your booking is confirmed when we have received the deposit of \$500.00. We do not do "tentative bookings". Deposits must be secured by Credit Card, which we will keep on file for processing the final invoice. All deposits are non-refundable upon cancellation of booking. Deposits cannot be moved to an alternate date. Cancellation of your event, without penalty, requires 3 months' notice prior to your event date. Cancellation within 3 months, a **\$5,000 fee** will be charged to the credit card on file

We require 100% of the total bill to be paid three days in advance of the function by credit card or e transfer.

DINNER SEATING CAPACITY

The maximum capacity with dance floor is 100 dinner guests at round tables.
The maximum capacity without dance floor is 120 dinner guests at round tables

Policies may change without notice – policies are confirmed once a contract is signed

CONFIRMED ATTENDANCE

Clients must confirm the final number of dinner guests, 4 business days in advance of the event. ICC will bill your confirmed guests or actual attendance, whichever is greater. The menu must be confirmed 2 weeks prior to the date of the event.

FULL PAYMENT

Full payment is required prior to the event or the day of event, no exceptions. Should there be any remaining balance owing after the event, we will process that amount to the credit card on file.

LEFT OVER CATERING

The City of Vancouver enforces food regulations that preclude leftover catering to leave the premises.

BAR SERVICE

- a) You may bring in your own wine or champagne for **corkage of \$20.00 per bottle.**
- b) You may **not** bring your own liquor or beer to serve in the Trattoria.
- c) Hard liquor and beer must be purchased from the Trattoria bar.
- d) Bartenders will be charged at \$25.00/hour - minimum 4 hours and are required for Bar Service.
- e) You will need to confirm if the bar is hosted, where the host pays for the guests drinks or cash bar service, each guest pays for their own.

DEPARTURE CHARGES

All guests must depart by 12:00am. The bar and music must stop at 12:00am or a surcharge of \$250.00 will apply for the first 15 minutes and an additional charge of \$250.00 per quarter hour or portion thereof will apply. The band must remove all equipment 1:00am or a charge of \$500.00 will apply.

LATE DINNER FEE CHARGES

Dinner start times are on the contract. If you are late in starting, a fee will be added to the invoice. One half hour late – no charge, 45 minutes late, a penalty of \$2.00 per confirmed guest will be charged. A fee of \$2.00 per person will be charged for every 15 minutes thereafter. Our staff is scheduled according to the contract to ensure the highest quality food and service for your guests, delays compromise your guest experience.

DECORATIONS

You may decorate the Ballroom with approval of the Catering Director.

- Absolutely no nails, tape or staples are to be used to attach anything to the walls.
- Decorations must come down the same day as the event.
- Nothing is to be left overnight unless approved by the Catering Director

The Italian Cultural Centre will not accept responsibility for any items left overnight.

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