



# ITALIAN CULTURAL CENTRE SOCIETY

## CATERING BOOKING POLICIES 2023

### Grand Ballroom

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

#### BOOKING

Bookings for Saturdays are based on availability. As a courtesy to returning Clients they are given the opportunity to book the same day in the following year. Weekday bookings (Monday to Friday) are also based on availability.

#### 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 of 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.

#### BAR

You must use ICCS bartenders @ \$25.00/hour for each bartender. The ICCS does not allow outside bartenders.

#### MINIMUM CHARGES

All Friday, Saturday and Sunday Ballroom rentals must include catering.

On Friday or Sunday, the minimum spend inclusive of catering and hall rental is \$8,000.

On Saturday, the minimum spend, inclusive of catering and hall rental is \$15,000.

If you wish to rent the hall on a Saturday night without catering the minimum charge is \$15,000.

Parking is free.

#### RENTAL FEES

The Grand Ballroom Rental rates are as follows:

##### **Catered Functions:**

Saturday	\$ 5,000.00
Monday-Thursday	\$ 1,500.00 and up
Friday/Sunday	\$ 3,000.00 and up

## **DEPOSIT AND PAYMENT**

Your booking is confirmed when we have received the deposit of \$1,000. 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.

## **DINNER SEATING CAPACITY**

The maximum capacity for dinner in the Grand Ballroom is 700 dinner guests. If you require a dance floor for your 700 guests, we are limited to a specific table configuration.

Please ask for further details.

## **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 strictly enforces that it is against food regulations to provide any leftover catering to leave the premise. Should your group not consume all the ordered catering, we provide the food to Britannia Community Centre's Homework Club and Union Gospel Mission to feed individuals in need.

## **ADDITIONAL CHARGES/INFORMATION**

### **DEPARTURE CHARGES**

All guests must depart by 1:30am. The bar and music must stop at 1:00am 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 from the Ballroom, by 2:30am 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.

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

## **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.**