UNION CLUB OF BRITISH COLUMBIA
CATERING
General Information & Policies

Menu & Wine Selection

All food and beverage served at The Club is to be provided by the Union Club with the exception of wedding cakes.
In accordance with Health and Safety Regulations, the Union Club prohibits guests from removing any food or beverage products after a function.

Presidential Service

The Union Club is delighted to offer Presidential Service for dinner events for any groups *up to 100 guests*. Our Chef will create a special dinner menu offering your guests a choice of 3 entrées. This menu will be customized and printed for your dinner guests. Our service staff will then take the guests' dinner order prior to the first course being served on our Gold Band china.
$10.00 per person

Executive Service

Our Executive Service can be offered with any dinner menu for groups up to 150 guests. A menu selection offering a choice of 2 entrées will be presented to your guests prior to the dinner. The number of each entrée will then be confirmed to your Catering Coordinator, 3 business days (72 hours) prior to the dinner.
$4.00 per person

Club Service

Our Club Service is the standard offered with any dinner menu for groups up to 200 guests.
You, as host or event coordinator, will choose a menu consisting of a single starter, a single entrée and a single dessert that will be served to all your guests. Alternatives for those with food allergies or dietary concerns will be made available if requested in advance.

Event Guarantees

The Union Club requires a menu choice and an *approximate number* of guests attending your event 14 days prior to your function with a final guaranteed number confirmed 3 business days (72 hours) prior to the event. The Union Club will prepare and set 3-5% above the guaranteed number of guests. You will be charged the guarantee or the actual number of guests served, whichever is greater. In the event a guarantee is not received, you will be charged the original estimated amount or the actual number of guests served, whichever is greater.

Allergies

In the event that any of the guests in your group have food allergies, you shall inform us of necessary service details such as names of the guests and the nature of their allergies, in order for us to take the necessary precautions when preparing their food at least 72 hours prior to your event. We will undertake to provide, upon request, full information on the ingredients of any items served to your group prior to the event. We can not under any circumstances guarantee that a reaction will not occur even though the utmost care will be taken.

Payment

A valid credit card number is required for all events that are not being paid directly by a member.
A non-refundable deposit is required at the time of booking to confirm all weddings.
For all member sponsored events, 50% of the estimated costs are due 30 days prior to the event with the balance of the estimated charges due 72 hours prior to the event when the guaranteed number is provided.
Any variance in costs will automatically be processed on the credit card following the event unless prior arrangements have been made.
Credit may be arranged through our Accounting Department.
A minimum of one month is required for processing a credit application.

Cancellation

Events cancelled within 72 hours of the event will be charged 100% of the estimated amount. This will be processed to the credit card on file or in the case of a member, charged directly to the member account.

Deliveries & Shipping

The Union Club will be pleased to assist in the handling of a limited number of boxes and packages. Due to the limited storage at the Club, we are unable to accept shipments that arrive earlier than two (2) days prior to your event. Please co-ordinate the pick up of items immediately following your event. The Union Club is not responsible for damage or loss of any articles left on the premises prior to, during or following an event.
Please ensure that all items being delivered are properly labeled with the group name and function date.

Dress Code

As in all private clubs of note, The Union Club requires members, guests and visitors to adhere to a dress code whenever they are using the Club. The dress code seeks to provide members with an atmosphere of fellowship while not unduly restricting Members where relaxed standards are appropriate.

Please contact your Union Club representative for more information on this policy

Electronic Devices

The Union Club has a strict **NO CELL PHONE** policy in the public areas of the Club, please inform all members of your event that all cell phones are to be turned off before entering the Club. Use of your phones and electronic devises is permitted in your private event space.

SOCAN & Re: Sound Charges

The Society of Composers, Authors and Music Publishers of Canada and Re: Sound have license fees for each event held where music is played, live or recorded.

Event without Dancing:	Socan $30.00 & Re: Sound $13.50
Event with Dancing	Socan $60.00 & Re: Sound $27.00

Miscellaneous Charges

Charge for Dance Floor set up (12' x 20') $500.00 plus taxes in the Reading Room.
Printed menus customized with company logo or personal slogan, $2.00 per menu.
Use of the Reading Room for a 1 hour pre-dinner reception for an event in the Main Dining Room $1,000 rental.

Bar & Music

In consideration of our overnight guests we maintain a completion time of 12am for bar and music with all guests departing by 12:30am. (11pm in the Reading Room)
To set up a bar for groups, a minimum net spend of $250 will apply or a bartender fee of $25 per hour (minimum 3 hours) will be added to your bill.

Room Charges

All private events must have member sponsorship. If you require sponsorship please contact the Catering Manager for further information.
All room charges are waived for events that are sponsored by a Union Club member or a member of an affiliated club; however the following minimum spend requirements do apply.

Food Service Minimums

Minimum Spends	**7am-10am**	**11am-4pm**	**5pm-12am Mon-Thur**	**5pm-12am Fri & Sat**
Centennial Ballroom.	$1,000	$1,500	$2,500	$6,000
Reading Room	$3,500	$4,000	$5,000	$10,000
Begbie Lounge	$400	$500	$800	$1,000
McKenzie Room	$300	$400	$600	$800
McKenzie Lounge	$250	$350	$500	$600

Minimums spends will be combined for events lasting more than 1 time period.
all amounts are before service charge and taxes

Publication

All artwork or any other use of the Club's image or brand must be approved both initially and at final design stage by the Club's management.

Audio Visual

LCD Projector	$150.00	42" Flat Screen TV	$100.00
Laptop Computer	$100.00	32" Flat Screen TV	$ 75.00
Flipchart/White board	$ 10.00	54" Flat Screen TV	$150.00

A customized quote can be provided for additional needs.

All catering charges are subject to a 15% service charge, 5% GST

and 10% liquor tax (where applicable).

The Union Club of British Columbia accepts no responsibility or liability for items brought onto the premises for an event.