

# 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 and birthday cakes.

In accordance with Health and Safety Regulations, the Union Club prohibits guests from removing any food or beverage products after a function.

All alcohol is to be provided by the Union Club.

From time to time in exceptional circumstances the Club may allow other outside food to come into the Club, but this needs to be approved by the General manager.

#### Executive Service

Our Executive Service can be offered with any dinner menu for groups up to 200 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, one week prior to the dinner along with a seating chart.

\$7.00 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 approximate number of guests attending the event 14 days prior to the event, with a final guaranteed number confirmed one week prior to the event. The host will be charged the guaranteed or the actual number of guests served, whichever is greater. In the event that a guarantee is not received, the host will be charged the original estimated amount, or the actual number of guests served, whichever is greater.

#### Allergies

The Union Club requires dietary information for any guests who require a special meal due to allergies at least one week prior to an event in order for us to take the necessary precautions when preparing the food. The Union Club cannot 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 charged directly to a members account.

A non-refundable deposit is required at the time of booking to confirm all events. 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 1 week 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. Please contact the Catering Manager for more information on this policy

A minimum of one month is required for processing a credit application.

## **Cancellation**

Events cancelled within one week 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 ensure that all items being delivered are properly labeled with the group name and function date.

Please co-ordinate the pickup 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.

## **Dress Code**

The Union Club requires Members, Guests & Visitors to adhere to a dress code when they are using common areas of the Club.

Members and their Guests, Visitors and Room Guests are required to observe the Dress Code whenever they are using the Club's common areas, except when entering or exiting the building or when traveling through the corridors of the building to a private event or bedroom. In the case of a private function, association meeting or special member event, the dress code that is specified for the event by the organizers will supersede the Club Dress Code. Please contact the Catering Manager 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 devices 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 \$32.00 & Re: Sound \$14.00  
Event with Dancing Socan \$64.00 & Re: Sound \$27.00

### Miscellaneous Charges

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 Centennial Ballroom \$1,000 rental plus tax.

### 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.

To set up a bar for groups, a minimum net spend of \$250 will apply or a bartender fee of \$75 will be added to your bill.

### Member Discount

Our valued members will receive a 20% discount on the wine for their private event when the following conditions apply:

- The member is present for the event
- The charges for the event are processed directly on the members account

This discount is non-transferable

### 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.	\$2,000	\$2,750	\$5,000	\$9,000
Reading Room	\$5,000	\$6,000	\$8,500	\$12,000
Begbie Lounge	\$750	\$1,000	\$1,500	\$2,000
McKenzie Room	\$500	\$550	\$1000	\$1,500
McKenzie Lounge	\$500	\$550	\$1,000	\$1,500

**Minimums spends will be combined for events lasting more than 1 time period.**

**Cash bars are *NOT* included in the minimum spend**

**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 Rentals**

LCD Projector	\$150.00	Additional Microphones	\$ 50.00
Laptop Computer	\$100.00	50" Flat Screen TV	\$150.00
85" Flat Screen TV	\$250.00	HDMI cable	\$ 10.00
Bluetooth Connection	\$ 50.00	Presentation Clicker	\$ 50.00
Flipchart/White board	\$ 10.00		

Sound Pack for Video Presentations in the Centennial Ballroom \$ 50.00

A customized quote can be provided for additional needs.

***Service Charge & Taxes***

All catering charges are subject to a 18% service charge, 5% GST and 10% liquor tax or 7% PST (if applicable).

All customers using catering bars, members and non-members, pay the same prices.

***Liability***

The Union Club is not responsible for damage or loss for any articles left on the premises prior to, during or following an event.