

Societa Italiana di Copper Cliff

Italian Club of Copper Cliff

BANQUET AND HALL RULES AND PROCEDURES

BALLROOM

- Available for larger functions such as weddings, banquets and holiday parties
- This area has its own bar, stage, dance floor and projection screen
- 260 GUESTS with rectangular tables (available at Club no charge)
- 240 GUESTS with 10-seater round tables (Head Table on stage)
- Serving dinner for 200 to 260 = FREE
- Serving dinner for 150 to 200 = \$100
- Serving dinner for 100 to 150 = \$200
- Serving dinner for 0 to 100 = \$300
- If no meal is being served then the Ballroom Rental is \$600

ESPRESSO LOUNGE

- Available for medium size parties such as stags, birthdays and team gatherings
- This area has its own bar, dance floor and separate entrance from the main hall
- Maximum occupancy is 100 guests
- Rental fee is \$150
- For parties of less than 50 people, a bar rental charge of \$3/guest applies

CONFERENCE ROOM

- Available for smaller functions such as luncheons, showers and meetings
- This area has its own separate washroom and kitchen facilities included
- Maximum occupancy is 50 guests
- Rental fee is \$100
- This room is also available for rental to the Wedding Party at a discounted rate of \$75 when their reception is being held in the Ballroom

DEPOSIT

- A \$500 non-refundable deposit is required at time of booking
- Deposit will be deducted off final bill after function occurs

CONTRACT

- A contract is to be signed 3 (three) months prior to the event at which time a preliminary guest count is to be given
- No later than one week (7 days) prior to the event a tentative statement will be issued and signed

Italian Club of Copper Cliff

BANQUET AND HALL RULES AND PROCEDURES

SET-UP/TAKE DOWN

- A standard 5% fee applies for the assembly of the rental space, to a maximum of
- Ballroom: \$200
- Espresso Lounge: \$50
- Conference Room: \$25

DAMAGES

- The client accepts full responsibility for any damages to the halls, contents or building by patrons or decorations used for said event
- A standard damage clause is included in the contract that needs to be signed by the client a minimum of 3 (three) months prior to the event
- For Family Reunions, Birthday Parties, Stag & Does your booking deposit acts as a damage deposit and the \$500 will be with-held in full if any damage to the hall occurs

GRATUITIES

- A 10% gratuity, based on the cost of the food before taxes is added
- This is divided amongst the servers, dishwashers, cooks and kitchen staff

PAYMENT

- Full payment is due no later than ten days following and event or an interest fee of 5% will be charged per month on all remaining outstanding balances
- Payment can be made using cash, cheque, debit, credit card or money order
- Any returned NSF cheques will be subject to a \$50 penalty as well as bank fees
- For any balances over \$1000 paid by a credit card a processing fee of 4% will be applied

MEMBERS

- For larger events, members in good standing for at least two years will be entitled to a 5% discount off the cost of food

Italian Club of Copper Cliff

BANQUET AND HALL RULES AND PROCEDURES

LINEN RENTAL

- White table linens and white napkins \$0.80/guest
- White table linen and colour napkin \$1.00/guest
- White table linens, colour overlay and colour napkin \$1.12/guest

TABLE RENTAL

- 60" round (8 guests) \$11.00 each
- 72" round (10 guests) \$13.00 each

DECORATIONS

- Candles are allowed to burn as long as they are encased in a vase/candle holder
- The club does offer rental of select decorations such as centre pieces, lattice, pillars, a grape-vine chair and arch-way, please enquire for pricing details
- No tape, stickers or decals are allowed to be placed on the floor or walls
- All decorations must be discussed and approved by the Manager prior the event
- Decorating for Saturday events is done between 3-9pm on Friday evenings only
- Tear down of Saturday events is done that evening or on the following Monday
- Any decorating that needs to take place later then 9pm Friday or on the Saturday of the event may be subject to an additional charge and will need written approval by the Manager in order to occur

FAVORS

- The dispensing of alcoholic and wine gifts are not permitted under any liquor license be it your own bar or the Clubs bar and therefore are not permitted on preeminence or allowed to be given out to guests attending the event

MUSIC/BAND/DISC JOCKEY

- Music systems, speakers, etc. can be set-up during decorating hours on Fridays from 3-9pm or anytime after 3pm on the Saturday of the event
- The customer is responsible for hiring their own entertainment which is only permitted to entertain until 1am
- Whether your music is live or played on a tape, CD, computer, jukebox, video or karaoke machine a S.O.C.A.N. licensing fee of \$62.13 will apply

Italian Club of Copper Cliff

BANQUET AND HALL RULES AND PROCEDURES

MENU SELECTION

- The club does offer a standard menu, however substitutions and customizing is available to suit your catering needs
- Final menu selection must be made a minimum of one month prior to the function
- A final head count of guests must be provided at the latest a week (7 days) prior to the event

MENU PRICES

- Current menu prices are only guaranteed for 30 days due to market inflation
- We reserve the right to raise prices based on demands of certain food items

CAKE SERVICE

- If the cake is to be sliced and placed out buffet style a \$35 charge applies
- If the cake is to be sliced and served a \$55 charge applies

LATE COFFEE SERVICE

- A 150+ cup pot will be placed out for a cost of \$90/pot
- ONLY ethnic/traditional desserts may be brought in by the client to be served during the mid-night buffet/late coffee

WINE SERVICE (ONLY AVAILABLE DURING WEDDINGS)

- Home-made wine and/or personal wine may be brought in by the client to be placed on the tables during the dinner hour for a maximum of two hours
- Clients must have acquired their own permit for this from the LCBO
- Club policy allows for a maximum of 2 (two) bottles per table
- A corkage fee of \$130 will apply

Italian Club of Copper Cliff

BANQUET AND HALL RULES AND PROCEDURES

CLUB BAR

- The Club is responsible for the liquor license and liability insurance
- The Club provides and pays the Bartenders
- No bar rental will apply

OPEN BAR

- All bar prices include ice, glasses, mixes and Bartenders for the group

BEVERAGE PRICES

- Domestic Beer and Standard Liquor brands: \$4.25 (tax included)
- Liqueurs and Coolers: \$4.50 (tax included)
- Wine (per glass): \$4.75 (tax included)

CLIENT BAR (PERMITTED ONLY FOR FUNCTIONS HELD IN THE BALLROOM)

- The client will be responsible for obtaining their own liquor license also known as a Special Occasions Permit (S.O.P.) from the LCBO.
- Liability insurance is mandatory, this must be purchased by the client and the Italian Club of Copper Cliff must be listed as a certificate holder as an additional insured on the policy
- In accordance with your S.O.P. the client is responsible for providing and paying certified security person(s) during the time the bar is first opened until close
- The client will need to set-up a date and time with the Manager before hand to arrange when the liquor and beer is to be delivered
- An inventory list of what items are delivered/brought in will need to be signed by both the client and the Manager upon delivery, pick-up and for any items returned
- All receipts from alcohol purchased under the S.O.P. must be available at the event
- Pop, mixes, ice, etc. must be purchased from the Club
- The client needs to employ/pay Club bartenders at a rate if \$12/hr. which is due on the same evening of said event
- Bartenders are to be paid a half hour before the bar is set to open and a half hour after the bar closes
- A bar rental charge of \$3/guest applies
- The Club requires one bartender for every 60 guests