

Banquet Services

Deposit, Payment Policy and Guarantees

A Series of deposits are required to hold any space. The first deposit of \$1695 plus HST is due at the time of booking. A second deposit of \$2500 plus HST is required 9 month's prior to the event date. To ensure the availability of menu items, final menu selections and guest guarantees are required 14 days prior to the event.

Payment is due in full 7 days prior to the event and is based on the established guarantee. For host bars, the cost will be based on an estimated consumption.

Ballroom Rental

Room rental fee includes all china, silver and glassware, tables, chairs, dance floor, risers, podium, microphone and easels. We provide standard white, ivory or black linen tablecloths and linen napkins in a variety of colours. White or black skirting for head tables, cake and gift tables. Complimentary Coat check is available as weather permits beginning October through April based on 100 guests in attendance.

Ballroom Rental Rate

The rental rate is based on a sliding scale contingent upon the actual number of guests guaranteed. There is a minimum guest count required for events, as set out below. The rental rate currently in effect as set out in Schedule A attached to this Agreement. Final rental rate will be determined by the final guest count.

Empty Seat Charge

A fee of \$16.95 per open seat will be charged based on not attaining the minimum capacity per room.

Rental minimum capacities are as follows:

(i) Saturday minimum guests: Skyline--400, Skyline B--250, Skyline A--150, International - 100

Ceremonies

All Ceremonies will incur a setup fee of \$495.00 for setup and teardown. Rehearsals can be accommodated based on availability and must be booked in advance. For Outdoor Terrace ceremonies we have speakers, and a wireless microphone available for a \$175.00 rental fee.

Bartender

We offer one Bartender per 100-125 guests in attendance. Should you require an additional bartender, a labour fee of \$30.00 per hour will apply with a minimum 3 hour charge.

Special Menu Options

We proudly cater to all guests with dietary and or allergy restrictions. We also have options and pricing available for guests under 10 years of age.

Outside Food

We are a full service catering facility and do not allow outside food or food vendors. If you have a special request please speak with a Client Service Representative.

Pastry Table and Cake Cutting

As an enhancement to dessert service, you may bring in homemade plattered & labeled pastries to be served buffet style. We will provide cutlery, china, paper napkins & service utensils for the buffet for \$1.50 per guest. The client is responsible to platter & label all pastries and provide takeout containers for the pastry table. We are pleased to provide the service of cutting your cake for \$1.50 per slice. This includes china, cutlery & paper napkins. We are not responsible for platters or items left behind at the end of the event.

Group and Private Menu Tasting

Throughout the year we offer a group event; for a fee which provides an opportunity to taste a variety of food dishes we offer. Private tastings can also be arranged and are subject to additional fees based on menu requests. Please speak with a Client Service Representative for details about our menu tasting options.

Insurance

Functions with alcohol require liability insurance in the amount of \$2 Million Dollars naming St Clair College as the additional insured. The insurance slip is required 7 days prior to the event.

Hours

The facility hours of operation are Monday to Friday 7am-1am, Saturday 9am-1am and Sunday 9am-5pm. Security fees are applicable for additional hours outside of the regular hours of operation.

Vendor Insurance

All vendors hired by the client or its subcontractors must provide a certificate liability insurance with at least \$2 Million Dollars naming St. Clair College as the additional insured. The insurance slip must be provided 7 days prior to the function.

Vendor Set up and Teardown

Requests for any vendors to be in the building outside of regular hours will incur a \$35.00/hour fee.

Bands and DJ's

All bands are requested to start no earlier than 9pm as to not disrupt other events at the College. All bands and DJ's requiring the freight elevator must be set up prior to 11am on the day of the event.

SOCAN Fees and Re Sound

Functions involving musical entertainment will be charged a mandatory flat fee payable to SOCAN and Re-Sound. Both organizations have established a fee system for all events providing copyrighted music. Charges are based on the maximum occupancy of a rented room and not the number of guests in attendance. Fees range from \$31.31 to \$266.21 and are subject to change.

Video Presentation

Skyline Room A and B are equipped with a ceiling mounted projector and screen that can be rented for video presentations at rates starting at \$175.00.

Lobby Furniture

The common area furniture may be arranged to accommodate any additional space needs that are required but cannot be removed from the area it is in.

Decorations

Affixing to any walls ceilings furniture or fixtures with tape/fasteners/hooks of any kind is prohibited. All pipe and drape placed in the room and found to be covering any exit or fire apperatus must be clearly labled with the appropriate signage (exit signs must be illuminated). Latex balloons/gloves are not permitted in the college. Should you wish to have balloons at your event they must be made of materials that do not contain latex.

Gratuities

We do not automatically add gratuities. If you wish to thank your servers with a gratuity, you may include it with your final payment or present it directly to the Banquet Supervisor on duty.

Ballroom Rental

Discounted room rental is offered on Friday. Restrictions apply.

Alumni Skyline Ballroom AB Combined

Second Floor

1150 Person Capacity

<u>Number of Guests</u>	<u>Rental Cost</u>		<u>Event Capacity</u>
600-Above	\$1,895.00	Seated with Head Table & Dance Floor	700
550-599	\$2,095.00	Seated without Dance Floor	900
500-549	\$2,295.00	Cocktail Reception	1150
450-499	\$2,395.00		
400-449	\$2,495.00	Saturday Room Minimum	400
350-399	\$2,795.00		
300-349	\$2,995.00		

Alumni Skyline Ballroom A

500 Person Capacity

<u>Number of Guests</u>	<u>Rental Cost</u>		<u>Event Capacity</u>
300-Above	\$1,095.00	Seated with Head Table & Dance Floor	230
275-299	\$1,195.00	Seated without Dance Floor	350
250-274	\$1,295.00	Cocktail Reception	500
225-249	\$1,395.00		
200-224	\$1,495.00	Saturday Room Minimum	150
175-199	\$1,595.00		
150-174	\$1,695.00		
125-149	\$1,895.00		
100-124	\$2,195.00		

Alumni Skyline Ballroom B

650 Person Capacity

<u>Number of Guests</u>	<u>Rental Cost</u>		<u>Event Capacity</u>
459-Above	\$1,095.00	Seated with Head Table & Dance Floor	320
400-449	\$1,195.00	Seated without Dance Floor	490
350-399	\$1,295.00	Cocktail Reception	650
325-349	\$1,395.00		
300-324	\$1,495.00	Saturday Room Minimum	250
275-299	\$1,595.00		
250-274	\$1,695.00		
225-249	\$1,895.00		

200-224	\$1,995.00
175-199	\$2,095.00
150-174	\$2,295.00

Ballroom Rental

Available Saturday Only

International Ballroom ABCD and Viewpoint Terrace Fourth Floor

<u>Number of Guests</u>	<u>Rental Cost</u>	<u>Event Capacity</u>
320	\$1,295.00	Seated with Dance Floor 170 Seated without Dance Floor 250 Cocktail Reception 320
		Saturday Room Minimum 100

Dieppe Ballroom AB

	<u>Number of Guests</u>	<u>Rental Cost</u>
Dieppe AB	150-300	\$995.00
Dieppe A	50-140	\$495.00
Dieppe B	50-160	\$495.00

Toldo Lounge

	<u>Number of Guests</u>	<u>Rental Cost</u>
Toldo Lounge	80	\$495.00

Port of Windsor

	<u>Number of Guests</u>	<u>Rental Cost</u>
Port of Windsor	40	\$495.00

Host Bar Option One - Liquor and Beer

St. Clair College Centre for the Arts supplies all liquor, wine and beer.

Host Open Bar

A host open bar is offered at \$12.95 per person and includes all service requirements associated with the bar including bar staff, bar mixes, pop, juices, condiments and glassware.

Your Client Service Representative can assist you with pricing based on your bar selections.

Standard Alcohol \$2.95 per 1 oz. Drink

Wisers Whisky	Kahlua
Polar Ice Vodka	Bailey's Irish Cream
Ballantines Scotch	McGuinness Peach Liqueur
Lambs White Rum	Sambuca
Captain Morgan Spiced Rum	McGuinness Cherry Whiskey
Beefeater Gin	Amaretto

Domestic Beer \$2.95 each

Molson Canadian	Coors Light
Sleeman Original	Sleeman Honey Brown
Sleeman Clear	

Imported Beer \$3.50 each

Heineken	Corona
Sapporo	

Cider \$4.50 each

Thornbury Premium Apple Cider

Nespresso Specialty Coffee Enhancement

Espresso \$2.75	Cappuccino \$3.95
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Alternative Beer, Alcohol & Non Alcoholic Beverages can be added to your event for and additional fee. Please Speak with your Client Service Representative for Details.

Host Bar Option One - Wine Selection

St. Clair College Centre for the Arts supplies all liquor, wine and beer.
Bar House Wine Offering is the Pelee Island Chardonnay and Merlot.

White Wine

Pelee Island Winery, Chardonnay VQA, Ontario	\$20.95
Pelee Island Winery, Sauvignon Blanc VQA, Ontario	\$20.95
Pelee Island Winery, Pinot Grigio VQA, Ontario	\$21.95
Jacobs Creek, Chardonnay, Australia	\$23.95

Red Wine

Pelee Island Winery, Merlot VQA, Ontario	\$21.95
Pelee Island Winery, Cabernet Sauvignon VQA, Ontario	\$22.95
Pelee Island Winery, Pinot Noir VQA, Ontario	\$22.95
Jacobs Creek Shiraz, Australia	\$25.95

Sparkling

Pelee Island Winery, Lola Secco Sparkling VQA, Ontario	\$20.95
Pelee Island Winery, Lola Rose Sparkling VQA, Ontario	\$20.95

All Special Ordered Sparkling & Still Wines Will be Charged the Retail Cost Plus a Handling fee of
\$12.00 per bottle.

Some restrictions may apply.

Host and Cash Bar Options

Bar pricing for host and cash option includes tax.

Standard Bar Liquor

Wisers Special Whisky, Polar Ice Vodka, Ballantines Scotch , Beefeater Gin,
Lambs White and Captain Morgan Spiced Rum

\$6.75 each

Liqueur

Kahlua, Baileys Irish Cream, Peach Schnapps, Sambuca, Cherry Whiskey, Amaretto

\$6.75 each

Standard Beer Offerings

Molson Canadian, Coors Light, Sleeman Original, Clear and Honey Brown

\$6.75 each

Imported Beer Offerings

Heineken, Corona, Sapporo

\$7.25 each

Wine Offerings

Pelee Island Merlot and Chardonnay

Glass

\$6.75 per glass

Bottle

\$34.00 per bottle

Pelee Island Secco VQA Sparkling

\$34.00 per bottle

Non Alcoholic Beverages

Pitcher of Fountain Pop \$14.00 each

Individual Fountain Pop \$2.75 each

Bottled Water \$2.50 each

Juice \$3.00 each

Non Alcoholic Beer \$4.00 each

If cash or host bar sales do not exceed \$500.00, a labour charge of \$300.00 will be added.



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CENTRE FOR THE ARTS



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