



ITALIAN
CULTURAL
CENTRE

ITALIAN CULTURAL CENTRE SOCIETY

CATERING BOOKING POLICIES 2021/2022

La Trattoria

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

BOOKINGS

In general, bookings are based on a first come, first serve basis. However, as a matter of courtesy, returning Clients are given an opportunity to book the same day as in the previous year.

MENUS

We do not allow outside caterers to cater at our facilities. All food must be purchased from the ICCS. We can customize sit-down plated dinner or buffet menus to meet your requirements. Clients will be given a selection of dinner items to create their own menu, however, please keep in mind that we can only offer **one menu choice** to all your guests. We cannot provide the option of different Main Courses for your attendees, but we are more than happy to accommodate any dietary restrictions that your guests may have.

RENTAL FEES

A room rental fee will apply for all bookings in the Trattoria Hall. Please inquire for further information. All room rentals include tables and chairs, set-up and cleaning, complimentary microphone and podium, white linens, and napkins, all the small wares for the tables as well as free parking.

DEPOSIT AND PAYMENT

Once a date has been agreed upon a deposit will be required to hold and secure your event date for you. Your booking is confirmed upon receipt of the deposit as we do not tentatively book or put holds on the Trattoria.

Deposits must be secured by Credit Card, which we will keep on file for processing after the event (if required). All deposits are non-refundable on cancellation of booking. Deposits cannot be moved to an alternate date.

DINNER SEATING CAPACITY

The maximum capacity with dance floor is 120 dinner guests at round tables

The maximum capacity without dance floor is 130 dinner guests at round tables.

CONFIRMED ATTENDANCE

Clients must confirm 4 working days in advance the number of dinner guests to be served. The confirmed guests or actual attendance, whichever is greater, will be the number of meals billed by the ICCS.

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

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 that we have 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.

BAR SERVICE

- a) You may bring in your own wine or champagne for corkage of \$15.00 per bottle.
- b) You may **not** bring your own liquor or beer to serve in the Trattoria.
- c) Hard liquor and beer must be purchased from the Trattoria bar.
- d) Bar list: highballs and local beer - \$6.00; import beer, ciders, coolers, \$7.00; glass of Italian wine - \$8.00; Italian House wine - \$30.00 per bottle.
- e) Specialty wines are also available.
- f) Bartenders will be charged at \$22.50/hour - minimum 4 hours and are required for Bar Service.

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 out of the Hall, enabling catering staff to lock and secure the building 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. Staff is scheduled to work based on start times as indicated on the contract. The Italian Centre cannot shoulder the cost of customer tardiness.

DECORATIONS

You may decorate the Hall only after getting approval from our Catering Manager. 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 Manager.

The Italian Cultural Centre will not accept responsibility for any items left overnight.