

# Facility Information

## **Confirmation of Event/Deposits**

A non-refundable deposit and signed Contract is required to confirm every event.

Signed Banquet Event Orders need to be received by the Sales Office fourteen (14) days prior to the event date in order to ensure the availability of all items.

## **Extended Hours Service**

In the event that we are able to accommodate an extension to contracted times, a service fee of \$300.00 per hour will be applied. Any event booked/extended beyond midnight shall be charged a service fee of \$300.00 per hour.

## **Menu Selection**

Menus may be personalized. Cost/possibility will depend on items and requirements.

For special dietary restrictions or needs, please do not hesitate to contact your Event Coordinator.

## **Multiple Entrée**

When requesting more than one menu item, a multiple entrée fee of \$1.50 per person shall be applied for each additional selection.

The same accompaniments will be selected for all entrees.

Identification in the form of color-coded place cards or other method must be provided for multiple entrée selections.

## **Prices**

Prices are quoted in advance of an event, but are subject to change due to fluctuating market prices. Menu prices will be guaranteed for a maximum of sixty (60) days.

All menu prices are subject to a 20% service charge and applicable sales tax.

All hosted beverages are subject to a 20% service charge and applicable sales tax.

## **Children's Menus**

Children's meals are available for those 12 and under. Children's meals are priced at \$7.99.

## **Exclusivity Rights**

Outside food and beverages are not permitted within Park Place Event Centre, with the exception of specialty cakes. Specialty wine/champagne may be brought in with prior written agreement. A \$15.00 corking fee per bottle opened shall be applied.

## **Health and Insurance Regulations**

Food safety and licensing regulations prevent the removal of prepared food from the premises once it has been served. Additional, non-cut wedding cake may be removed with prior permission and must be taken the night of the event.

## **Guarantees**

The number of guaranteed guests must be confirmed by 12:00 noon, three business days prior to the event.

Park Place Event Centre will allow for numbers greater than the guarantee by preparing seating, place settings and meals for 5% over the guaranteed attendance to a maximum of 30.

When requesting additional seating above the standard overset, a \$5.00 fee per additional place setting shall be applied. The client is responsible for the payment of the final guaranteed number, plus any additional guests.

## **Bartender Fee**

A bartender will be provided free of labor charges if sales exceed \$150.00 per bartender, per one (1) hour period. If sales are not reached, a fee of \$35.00 will be applied for each period the minimum is not met.

## **Security**

Park Place Event Centre requires security on site for any event where alcohol service is contracted for 2 or more hours. After the initial 2 hour period, a security fee of \$30.00 per hour for the duration of the alcohol service will apply.

## **Cleaning**

The Facility Fee covers standard clean up after an event. Additional charges may apply for beyond standard clean up.

## **Audio Visual**

Park Place Event Centre requires that any presentation be tested at least three (3) business days prior to said event in order to test compatibility. Park Place will not be held responsible for non-compatible or non-functioning equipment, should testing not have taken place.

***Park Place Event Centre will not be held responsible for decorations or other personal items left on premises prior to or after the event booking time.***