

# Banquet Services

## Deposit, Payment Policy and Guarantees

A non-refundable deposit is required to permanently hold any banquet space. A second deposit of \$2500 is required 9 months before the date of the event. So that we may 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 will be 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.

Coat check is offered October through April based on 100 guests in attendance.

## Empty Seat Charge

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

## Ceremonies

All Ceremonies will incur a setup fee of \$495.00 for setup and teardown. Rehearsals can be accommodated dependent on College business and must be booked in advance. We offer audio equipment that includes two Speakers, 6-Channel Soundboard, one Wireless and one Lapel Microphone that can be rented for \$175.00.

## Bartender

We offer one Bartender per 75-100 guests in attendance. Should you require an additional bartender, a labour fee of \$20.00 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 provide children's menu and pricing options for guests under 10 years of age. Your Client Service Representative can assist with selecting special meals to compliment your main menu.

## Outside Food

We are a full service catering facility and do not allow outside food or food vendors due to third party improper food handling transportation and storage. 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 and labeled pastries to be served buffet style. We will provide cutlery, china, paper napkins and service utensils for the buffet at a cost of \$1.50 per guest. The client is responsible to platter and label all pastries and provide takeout containers for the pastry table. We are pleased to provide the service of cutting your cake at a cost of \$1.50 per slice. This includes china cutlery, and paper napkins. **We are not responsible for platters and other items left behind after an event.**

# Banquet Services - continued

## **Group and Private Menu Tasting**

Throughout the year we offer a group event that provides an opportunity to taste many of the food dishes as well as view the food presentation of the courses. Private tastings are subject to an additional fee based on menu requests. Please speak with a Client Service Representative for details and applicable fees pertaining to these options.

## **Insurance**

Functions with alcohol require liability insurance in the amount of \$2,000,000 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 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.

## **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		

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## 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		

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## 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		

Prices Subject to Applicable Taxes and Change.

January 1, 2023

# Ballroom Rental

## 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

Available Saturday and Sunday

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## 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

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## Toldo Lounge

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

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## Port of Windsor

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

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# 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 \$2.75 per 1 oz. Drink

Wisers Whisky	Kahlua
Polar Ice Vodka	Bailey's Irish Cream
Ballantines Scotch	McGuinness Peach Liqueur
Lambs White Rum	Sambuca
Lambs 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
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### Cider \$4.50 each

Thornbury Premium Apple Cider

Alternative Beer and Alcohol including non alcoholic can be added to your event by speaking with your Client Service Representative.

# 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	\$19.95
Pelee Island Winery, Sauvignon Blanc VQA, Ontario	\$19.95
Pelee Island Winery, Pinot Grigio VQA, Ontario	\$20.95
Colio Estate Winery, Select Chardonnay VQA, Ontario	\$19.95
Colio Estate Winery, Select Pinot Grigio VQA, Ontario	\$20.95
Jacos Creek, Chardonnay, Australia	\$23.95
Havenscourt, Chardonnay, California	\$25.95

## Red Wine

Pelee Island Winery, Merlot VQA, Ontario	\$20.95
Colio Estate Winery, Select Cabernet Merlot VQA, Ontario	\$20.95
Pelee Island Winery, Cabernet Sauvignon VQA, Ontario	\$21.95
Pelee Island Winery, Pinot Noir VQA, Ontario	\$21.95
Jacos Creek Shirza, Australia	\$24.95
Havenscourt Cabernet Sauvignon, California	\$26.95

## Sparkling

Served in a champagne flute with a strawberry garnish and White Glove butler service.

Colio Estate Winery, Viva Spumante, Ontario	\$18.95
Pelee Island Winery, Lola Secco VQA Sparkling, Ontario	\$19.95
Pelee Island Winery, Lola Rose Sparkling VQA, Ontario	\$19.95

Any special ordered wines and champagnes will be charged 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 Spiced Rum

5.75 each

## Liqueur

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

5.75 each

## Standard Beer Offerings

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

5.75 each

## Imported Beer Offerings

Heineken, Corona

6.25 each

## Wine Offerings

Pelee Island Merlot and Chardonnay

Glass

5.75 per glass

Bottle

\$28.00 per bottle

Pelee Island Secco VQA Sparkling

\$32.00 per bottle

## Non Alcoholic Beverages

Pitcher of Fountain Pop \$11.25 each

Individual Fountain Pop \$2.25 each

Bottled Water or Juice \$2.25 each

Non Alcoholic Beer \$3.50

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

# Audio Visual

## Large Sound System with 4 Hours of Technical Support

Allen and Heath 48 channel Digital audio desk \$350.00  
with 4 x 15" JBL SRX700 Speakers and 2 x 18" JBL SRX700 sub woofers

## Small sound system with 4 Hours of Technical Support

Yamaha 12 channel audio desk with 2 x 12" Yorkville speakers \$250.00  
Additional Speakers and Sub Woofers \$35.00

## Microphones

Wired \$25.00  
Wireless Handheld with transmitter receiver \$50.00  
Wireless Lapel or Headset with transmitter receiver \$50.00

## Conference items

Polycom Conference phone \$50.00  
Radial press box \$10.00  
Radial 6 channel DI box \$10.00

## Projectors and Screens

Skyline Rooms are equipped with the following in the East and West Windows:  
Epson 7000 lumen full HD projectors \$395.00  
16 by 9 rear projection, drop down screens

## Portable Projectors

Epson 3500 Lumen HD projector HDMI input \$85.00  
Epson 3500 Lumen projector VGA \$85.00  
Epson 2000 Lumen projector VGA \$75.00  
Adaptors for HDMI to VGA are available

## Portable Screens

Da lite Fast fold screen 14' x 12' with dress kit, rear or front projection \$175.00  
Da lite Fast fold screen 6' X 8' with dress kit, rear or front projection \$95.00  
Tripod screen \$55.00

## Miscellaneous

Laptop PC (PowerPoint installed) \$75.00  
HDMI splitter or HDMI extender \$15.00  
IPod or iPad \$35.00

Technical Labour per Hour, minimum four hours \$35.00