



ARTS CLUB  
THEATRE  
COMPANY

# EVENT GUIDELINES 2010/2011

## Booking an Event

The Arts Club Theatre Company ("Arts Club") has a variety of venues available for rental. Event bookings at our venues may be arranged only through our Catering Office or Rentals Manager.

The Arts Club considers tentative bookings to be those made by clients for whom no event deposit is received and no Confirmation Letter is signed. The Arts Club reserves the right to cancel tentative bookings.

In the event of another client wishes to book the same date/venue, the Arts Club will give the client with the initial (tentative booking) a 48 hour first right of refusal, at which time a non-refundable deposit is required.

## Initial Deposit

A non-refundable Initial Deposit of 50% of the estimated cost of the event is required at the time of booking to secure an event date and venue. Event dates and venues cannot be reserved without an Initial Deposit. The Initial Deposit is considered to be a down payment towards the events final bill.

Please note: if an Initial Deposit has not been received 30 calendar days prior to the event, the event will be cancelled.

## Second Deposit

A second deposit, equal to the remaining estimated cost of the event is due 30 calendar days in advance of the event date, together with a signed Event Order.

The second deposit is non-refundable if a cancellation occurs less than 30 days prior to the event. See cancellation policy for further details.

Second deposits not received 30 days prior to an event date are required by a certified cheque or by credit card.

In the event of an overpayment, The Arts Club will issue a refund.

## Final Payment / Invoicing

Final payment is due at the completion of the event, unless prior invoicing arrangements have been made.

## Type of Payment

Payment can be made by certified cheque, bank draft, credit card or cash. The Arts Club will not invoice a third party.

## Confirmation of Guests

The Arts Club requires Rental clients to provide the number of guests attending an event by 12 (noon), three business days in advance of the event date. The number may only be increased not decreased after this time. The Arts Club at its sole discretion, may substitute menu items and services, to best accommodate increased numbers of guests after the confirmation due date.

If the guaranteed number of guests is not received by the Arts Club three business days in advance of the event date, billing and meal preparation will be based on the estimated number of guests in the signed event order, or the number in attendance, whichever is greater.

Please advise the Catering Office of any special dietary needs at least 5 business days prior to the event date.

Confirmation of guest numbers is to be made in writing to the Catering Office during normal business hours (Monday-Friday 9 am to 5 pm)

## Cancellation Policy

Cancellation of an event in writing at least 30 calendar days prior to the event date will incur no cancellation fees as noted below except for a \$50 administration fee.

Events cancelled between 15 and 30 days of the date of the event are subject to a cancellation fee equal to the room rental and 75% of the total net food and beverage costs.

Events cancelled within 14 days prior to the event date are subject to a cancellation fee equal to the room rental and 100% of the total net food and beverage costs.

If for any reason beyond our control, including but not limited to labour disputes, accidents, acts of war, weather, acts of god, fire, flood or other emergency conditions, the Arts Club is unable to perform our obligations under this contract, such non-performance is excused and the Arts Club may terminate the Event Contract without liability of any nature, upon the return of the rental deposit(s). In no event shall the Arts Club be liable for consequential damages of any nature for any reason whatsoever.

## Room Rental Rates

Room rentals rates vary based on venue. Please ask our Rentals Manager for rates that apply to the room best suited for your event and layout.

## Tent Arrangements

The Arts Club reserves the right to be the sole provider of tenting. All tenting arrangements must be confirmed 30 days prior to the event date.



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## Tent Cancellation Policy

Tents cancelled 30 days or less prior to the event date are subject to a cancellation fee of 100% of the tent cost.

## SOCAN

Functions incorporating music are required to pay a "Music Royalty Fee" to SOCAN (Society of Composers, Authors and Music Publishers of Canada).

	Without Dancing	With Dancing
1-100 guests	\$20.56	\$41.13
101-300 guests	\$29.56	\$59.17

## Equipment Rentals

The Arts Club will not be responsible for loss, breakage or damage to event rentals and decor arranged and delivered directly by the client. All event rentals will be at the client's expense. All event rentals and decor organized by the client are to be removed immediately after the conclusion of the event and are the responsibility of the client.

## Allergies

The Arts Club will do our utmost to accommodate guests with specific allergies, however please be advised our kitchen may contain seeds or nuts and therefore we cannot guarantee there is no cross contamination in the special preparation for the allergy alternate meal.

## Event Order

Full event details will be outlined in an Event Order, prepared by the Catering Office/Rental Manager and sent to the organizer for approval.

Food and beverage selections are required by the Arts Club six weeks prior to the event date. Menu prices and liquor prices will be confirmed six weeks prior to the event dates. Notwithstanding the above, the prices of all products and services are subject to change without notice.

## Health Regulations

No food or beverage will be permitted to be brought in or taken from Arts Club Venues with the exception of wedding or speciality cakes. Health regulations prohibit the removal of food remaining after a function by guests. Due to federal food service regulations all buffets and food displays can be displayed for a maximum of 2 hours.

## Event Room

The Arts Club must be consulted prior to setting up any displays or banners. The use of nails, staples, push pins, tape, glue or any like materials is not permitted on any walls, doors or ceilings of the venue. Damage will result in a charge being levied.

## Audio Equipment

Full audio service is provided by the Arts Club and the Backstage Lounge by our in-house operators and will be arranged through the Rentals Manager. Equipment and price list available upon request.

## Taxes & Gratuities

All prices outlined in the event order are subject to the following taxes, charges / gratuity:

Category	Gratuity	HST
Food	15%	12%
Beverages	15%	12%
Labour		12%
Room Rentals		12%
AV Equipment rentals		12%
Tent Rentals		12%
Flowers		12%
SOCAN Fee		12%

## Service Charges

Bartender labour charge per bartender	\$100
Waived when net bar revenue exceeds	\$400 Stanley \$200 Revue \$200 USL
Security (minimum 4 hours)	\$40/per hour

## Deliveries

Subject to prior arrangements, The Arts Club will accept deliveries of materials for use during an event. All boxes should be numbered, well packed and labeled with event name and venue.

The Arts Club cannot be held responsible for items lost, stolen or not delivered intact before, during or after an event.

## Liability

The Arts Club reserves the right to inspect and monitor an event and discontinue services in the case of any violations of Arts Club policy or provincial law.

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## Wine and Bar Menu

### White

#### House White:

Sonora Ranch Chardonnay	BC	\$7.75
Penfolds Semillon Chardonnay	Australia	\$8.00
White Bear Pinot Blanc	BC	\$8.00
JJ McWilliams Semillon Chard	Australia	\$8.00
Nederburg Riesling	South Africa	\$8.50
Mission Hill 5 Vineyards Sauvignon Blanc (BC)		\$8.50
Morande Sauvignon Blanc	Chile	\$8.75
Oxford Landing Pino Grigio	Australia	\$8.75

#### By The Bottle

Penfolds Semillon Chardonnay	Australia	\$37.00
White Bear Pinot Blanc	BC	\$37.00
JJ McWilliams Semillon Chard	Australia	\$37.00
Nederburg Riesling	South Africa	\$38.00
Morande Sauvignon Blanc	Chile	\$39.00
Oxford Landing Pino Grigio	Australia	\$39.00
Mission Hill 5 Vineyards Sauvignon Blanc (BC)		\$39.00

### Red

#### House Red:

Sonora Ranch Cabernet Sauvignon	BC	\$7.75
JJ McWilliams Shiraz Cabernet	Australia	\$8.00
Santa Rita Merlot	Chile	\$8.00
Yellow Tail Shiraz	Australia	\$8.20
JP Chenet Pinot Noir	France	\$8.50
Dona Paula Los Cardos Melbec	Argentina	\$9.00
Dancing Bull Zinfandel	USA	\$9.25
Valpolicella Classico-Masi	Italy	\$8.75
Mission Hill 5 Vineyards Cabernet Merlot (BC)		\$8.50

#### By The Bottle

JJ McWilliams Shiraz Cabernet	Australia	\$37.00
Santa Rita Merlot	Chile	\$37.00
Yellow Tail Shiraz	Australia	\$38.00
JP Chenet Pinot Noir	France	\$39.00
Dona Paula Los Cardos Melbec	Argentina	\$40.00
Dancing Bull Zinfandel	USA	\$42.00
Valpolicella Classico-Masi	Italy	\$42.00
Mission Hill 5 Vineyards Cabernet Merlot (BC)		\$43.00

### Bubbles

Freixnet Cordon Negro (GLASS)		\$9.50
Mionetto IL Prosecco (375ml)		\$21.00
Sumac Ridge Stellars Jay-Brut		\$55.00
Mumm Cordon Brut		\$125.00
Veuve Cliquot Ponsardin Brut		\$130.00
Pol Roger Cuvee De Reserve Brut		\$145.00

### Punch Selection

(One gallon serves approximately 30 persons)

Non-Alcoholic Fruit Punch	\$65.00
Spirit Punch (Rum or Vodka)	\$99.00
Champagne Punch	\$120.00

### Bar Menu

House Brand Highballs	\$6.25
Premium Highballs	\$7.75
House Brand Liqueurs	\$6.75
Premium Liqueurs	\$7.75
Domestic Bottle Beer	\$5.75
Domestic Draft	\$5.75
Import Bottle beer	\$6.75
Import Draft	from \$6.75
Cider	\$7.75
Coolers	\$6.50
Non-Alcoholic Beer	\$3.75
Juice	\$3.50
Soft Drinks	\$2.75
Coffee/Teas	\$2.00
Water	\$3.00
Sparkling Water	\$3.75



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## Revue & Upstage Lounge Wine & Bar Menu

### White

#### House White:

Sonora Ranch Chardonnay	BC	\$7.75
Mission Hill 5 Vineyards Sauvignon Blanc (BC)		\$8.50

#### By The Bottle

Penfolds Semillon Chardonnay	Australia	\$37.00
White Bear Pinot Blanc	BC	\$37.00
JJ McWilliams Semillon Chard	Australia	\$37.00
Nederburg Riesling	South Africa	\$38.00
Morande Sauvignon Blanc	Chile	\$39.00
Oxford Landing Pino Grigio	Australia	\$39.00

### Red

#### House Red:

Sonora Ranch Cabernet Sauvignon	BC	\$7.75
Mission Hill 5 Vineyards Cabernet Merlot (BC)		\$10.00

#### By The Bottle

JJ McWilliams Shiraz Cabernet	Australia	\$37.00
Santa Rita Merlot	Chile	\$37.00
Yellow Tail Shiraz	Australia	\$38.00
JP Chenet Pinot Noir	France	\$39.00
Dona Paula Los Cardos Melbec	Argentina	\$40.00
Dancing Bull Zinfandel	USA	\$42.00
Valpolicella Classico-Masi	Italy	\$42.00

### Bubbles

Freixnet Cordon Negro	(GLASS)	\$9.50
Mionetto IL Prosecco	(375ml)	\$21.00
Sumac Ridge Stellars Jay-Brut		\$55.00
Mumm Cordon Brut		\$125.00
Veuve Cliquot Ponsardin Brut		\$130.00
Pol Roger Cuvee De Reserve Brut		\$145.00

### Punch Selection

(One gallon serves approximately 30 persons)

Non-Alcoholic Fruit Punch	\$65.00
Spirit Punch (Rum or Vodka)	\$99.00
Champagne Punch	\$120.00

### Bar Menu

House Brand Highballs	\$6.25
Premium Highballs	\$7.75
House Brand Liqueurs	\$6.75
Premium Liqueurs	\$7.75
Domestic Bottle Beer	\$5.75
Domestic Draft	\$5.75
Import Bottle beer	from \$6.75
Import Draft	\$6.75
Cider	\$7.75
Coolers	\$6.50
Non-Alcoholic Beer	\$3.75
Juice	\$3.50
Soft Drinks	\$2.75
Coffee/Teas	\$2.00
Water	\$3.00
Sparkling Water	\$3.75

### Snacks

Candies	\$2.50
Chocolate Bars	\$3.50



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## ***Stanley Wine & Bar Menu***

### White

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#### House White:

Peller Estates Un-oaked Chardonnay (BC)      \$7.75

### Red

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#### House Red:

Tarapaca Cabernet Sauvignon      Chile      \$7.75

### Bubbles

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Freixnet Cordon Negro      \$9.75

### Punch Selection

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*(One gallon serves approximately 30 persons)*

Non-Alcoholic Fruit Punch      \$65.00

Spirit Punch (Rum or Vodka)      \$95.00

Champagne Punch      \$120.00

### Snacks

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Candies      \$2.50

Chocolate Bars      \$3.50

### Bar Menu

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House Brand Highballs		\$6.25
Premium Highballs		\$7.75
House Brand Liqueurs		\$6.75
Premium Liqueurs		\$7.75
Domestic Bottle Beer		\$5.75
Domestic Draft		\$5.75
Import Bottle beer		\$6.75
Import Draft	from	\$6.75
Cider		\$7.75
Coolers		\$6.50
Non-Alcoholic Beer		\$3.75
Juice		\$3.50
Soft Drinks		\$2.75
Coffee/Teas		\$2.00
Water		\$3.00
Sparkling Water		\$3.75



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## Breaks

Coffee Breaks	per item
Banana Bread	\$3.50
Mini Croissant	\$2.50
Assorted Muffins	\$2.50
Scones With assorted Jam	\$2.50
Cinnamon Buns	\$2.50
Assorted Bagels with Cream Cheese	\$3.50
Apple Turnovers	\$2.50
Assorted Cookies	\$2.50
Whole Fruit	\$1.75
Assorted Chocolate Bars	\$3.50
Haagen Dazs Ice Cream Bars	\$4.50

Beverage Menu	per item
Pot of Freshly Brewed Regular and Decaf Coffee	\$12.00
A selection of Teas	\$2.00
Hot Chocolate	\$2.50
Bottle Water	\$3.00
Sparkling Water	\$3.75
Soft Drinks	\$3.00
Assorted Bottled Juices	\$4.00
Ice Tea	\$3.00
V8 Juice	\$3.00
Non-Alcoholic Fruit Punch (Serves 30)	\$65.00

## Breakfast

Continental Breakfast	\$27.00
Grapefruit, Orange Juice and Apple	
Seasonal Fresh Cut Fruit	
Assorted Pastries and Muffins with Jams, Honey and Butter	
Granola and Yogurt	
Freshly Brewed Regular Coffee, Decaf Coffee and Tea	

*\*For groups of 20 persons or more\**

## Lunch

Plated Lunch
A plated lunch service is available in the Backstage Lounge. Please contact Bar Management for menu and details. <a href="http://www.thebackstagelounge.com">www.thebackstagelounge.com</a> or 604-687-1354

## Lunch Buffet

*Menu includes Regular Coffee, Decaf Coffee and Tea*

Appetizers	\$35.00
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### Soups (Choose 1)

- \*Grilled Vegetable and Tomato Soup
- \*Broccoli Cheddar Soup
- \*Thai Chicken Soup

### Greens (Choose 2)

- \*Caesar
- \*Organic Mixed Greens
- \*Spinach *Grapefruit segments and Feta*

### Dressings (Choose 2)

- \*Raspberry
- \*Caesar
- \*5 Spice Ginger Vinaigrette
- \*Grainy Mustard Vinaigrette

### Composed Salads (Choose 2)

- \*4 Bean Salad
- \*Italian Pasta Salad
- \*Potato Salad
- \*Macaroni Salad

### Make Your Own Sandwich (choose 5 Fillings)

- \*Egg Salad
- \*Black Forest Ham
- \*Roast Beef
- \*Prosciutto
- \*Turkey
- \*Salami
- \*Tuna Salad
- \*Pastrami

### Breads, Condiments and Accompaniments

- \*Freshly Baked Croissants and Focaccia
- \*Dijon and Prepared Mustard
- \*Roasted Garlic Aioli
- \*Mayonnaise
- \*Spinach
- \*Cheddar and Swiss Cheese
- \*Tomato
- \*Red Onion

### Dessert

- \*Seasonal Fresh Cut Fruit

### Dessert (Choose 2)

- \*Butter Tart
- \*Nanaimo Square
- \*Brownie
- \*Carrot Cake

*\*For groups of 20 persons or more\**



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## Reception Menus

### Display Platters

	10ppl	25ppl	50ppl
<b>Array of Cheeses</b>	\$100	\$200	\$370
<i>A selection of Domestic and Imported Cheeses and Fresh Cut Fruit</i>			
<b>Basket of Vegetable Crudités</b>	\$58	\$122	\$230
<i>Buttermilk Ranch dip</i>			
<b>Fresh Seasonal Fruit Platter</b>	\$65	\$135	\$252
<b>Deli Cold Cuts with Condiments</b>	\$90	\$190	\$360
<i>Pickled onions, gherkins, Olives, Grainy and Dijon Mustard with fresh baked bread rolls</i>			
<b>Wild BC Smoked Salmon</b>		Half \$165	Whole \$335
<i>Dark Rye Bread, Red onion, Cream Cheese, Lemon and capers.</i>			

### Oyster Station Per Person

<b>BC Oyster Station</b>	\$15.00
<i>Lime Cocktail Sauce, Cucumber Salsa, Shallots and Red Wine Mignonette</i>	

*\*For groups of 40 persons or more\*  
\*Does not include a chef to serve\**

### Dessert Station Per Person

<b>Chocolate Fondue</b>	\$16.00
<i>Select Dark or Milk Chocolate Scented with the Liqueur of your choice: Grand Marnier, Amaretto, Kahlua, Bailey's Irish Cream or Whiskey Fresh Fruit and Vanilla Cake.</i>	

*\*Does not include a chef to serve\**

### Cold Canapé Platter 60 Pieces \$190.00

**Includes:**  
*Mousse Pate Crostini, Parisian Salami Cone Crostini, Ham and Mandarin Duo Crostini, Smoked Salmon and Caper Crostini, Matane Shrimp and Shrimp Mousse Crostini.*

### Hors D'oeuvre Per Dozen

<b>Crab Salad Crostini</b>	\$13.00
<i>Dungeness Crab salad on toasted brioche with lemon and grainy mustard aioli,</i>	
<b>Albacore Loin</b>	\$20.00
<i>Seared Albacore Loin with miso aioli, caramelized onion salsa served on wonton spoon</i>	
<b>Coconut Curry Mussel</b>	\$18.00
<i>Steamed mussel with coconut curry broth and spiced vegetables served on a wonton spoon.</i>	
<b>Tequila Lime Chicken Crostini</b>	\$17.00
<i>Tequila lime chicken with lime cilantro aioli, served with pico de gallo on focaccia</i>	
<b>Roasted Rosemary Flank Steak Crostini</b>	\$14.00
<i>Roasted rosemary flank steak with a smoked tomato sauce, served on focaccia</i>	
<b>Braised Short Rib Crostini</b>	\$14.00
<i>Wine braised short rib with fig and rosemary compote on toasted focaccia</i>	
<b>Duck Spring Roll</b>	\$13.00
<i>Hand rolled braised duck spring roll served with chili plum aioli</i>	
<b>Cranberry Brie Crostini</b>	\$16.00
<i>Brie, cranberry wine compote and roasted garlic puree on a crostini</i>	
<b>Shiitake Spring Roll</b>	\$13.00
<i>Hand rolled shiitake spring roll served with chili plum aioli</i>	
<b>Butternut Squash</b>	\$12.00
<i>Curried butternut squash puree with roasted seasonal vegetables served on a wonton spoon.</i>	
<b>Soup Shooters</b>	\$11.00
<ol style="list-style-type: none"> <li>1) <b>Split Pea and Roasted Garlic soup Shooter with slivered prosciutto</b></li> <li>2) <b>Spiced white wine tomato broth with lemon roasted wild salmon</b></li> </ol>	
<b>Ginger Melon Puree</b>	\$12.00
<i>Ginger melon puree with crispy bacon and fresh basil served on a wonton spoon</i>	
<b>Teriyaki Beef Skewers</b>	\$23.00
<i>Grilled beef tenderloin skewers basted in a Teriyaki sauce</i>	
<b>Smoked Salmon Croquette</b>	\$19.00
<i>Smoked Salmon with dill lemon aioli and a smoked tomato purée and pickled onions on a crostini</i>	
<b>Smoked Salmon Tartare</b>	\$16.00
<i>Smoked Salmon with diced shallots, diced roasted red peppers, capers, parsley, Fresh lemon served on a wonton spoon</i>	
<b>Bacon Wrapped Scallops</b>	\$17.00
<i>Scallops wrapped in bacon and baked till golden brown</i>	