

CROATIAN CANADIAN CULTURAL CENTRE

CATERING AND EVENT DETAILS



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Prices subject to change – All Prices Subject to 5% GST and 15% Gratuity

Catering Services and Policy

The Croatian Canadian Cultural Centre has hosted many catered events since our grand opening in July 1984. Our professional and knowledgeable staff is dedicated to the success of your every function and we look forward to coordinating your next event.

Banquet Room Capacities

Venue	Min Guests	Max Guests (Capacity)	Seating	Deposit (Fri. Sat or Sun) 1:00PM-2:00AM
Great Hall	200	375	375	\$1000.00
Red/White/Blue Room	210	336	315	\$1200.00
Red Room	50	85	85	\$600.00
White Room (Dance Floor)	50	81	70	\$600.00
Blue Room	100	170	160-170	\$800.00
Blue & White	130	251	160-170	\$800.00

* Meeting rooms for seminars, corporate meetings, etc. are available during the week, and are subject to availability on the weekends.

* Our Games Room, perfect for team building or for your special event, is subject to availability. Includes bowling alley, pool tables, bocce ball, ping pong, and a full service bar.

Room Rental

Minimums: The above rates are based on minimum guarantees (minimum \$ menu x minimum number of guests) – client is responsible for minimum attendance rates OR the actual attendance, whichever is greater. If final guest numbers will fall below the minimum requirements for your room, this can be remedied by a move to a more suitable venue within the facility (if available) or a room rental cost may apply.

Closing times for banquet rooms is 1:30 AM. Alcohol can be served until 12:30AM. All entertainment will cease promptly at 1:00AM. If any personnel or equipment related to your function is not removed from the premises by closing plus half an hour, overtime billing at a rate of \$250/hour (and portions thereof) shall commence. The first hour is billable on the hour, in addition to any overtime charges for staff at their respective hourly rates. (See staffing services). If you wish to extend the bar until 1:30AM and Closing time until 2:30AM you may at an additional charge of \$250.00.

Deposit

Deposits are non-refundable, unless the venue is rebooked for the function date at an equivalent value. In such case, the client agrees to the forfeiture of an administrative charge of 25% on the deposit or \$100.00 whichever is greater, to be held until the conclusion of the function and ensuring that the Centre can cover all liabilities incurred on the behalf of the client.

- ❖ The deposit is to reserve the venue and is used as a damage deposit for the event in question, and returned in full the week after the function by cheque.

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- ❖ The deposit required on Premium rates is in addition and preface to the applicable catering minimums (which tantamount to rental fees), and is required to reserve the venue.

Food Services

All food service is subject to a 15% gratuity and 5% GST. Attached menu prices for buffet and plate service will be guaranteed 30 days prior to function. Requested variances (additions or substitutions) will affect per person charge. A Banquet Event Order will confirm all selections made and price, in addition to discuss times, set-up styles etc. The banquet event order shall be issued to client for review and co-signature.

Mid-night Snack: The client may opt to provide their own evening snacks at a charge of \$1.50/person for related service, rental, and maintenance charges. Heat can be made available in our kitchen for another additional \$.50/person.

- ***All outside catering is prohibited, unless otherwise authorized by The Croatian Canadian Cultural Centre.***

Guest Guarantee

Confirmation of the following details is due no less than **14 days prior** to function date:

- ❖ Total number of guests (**due 7 working days prior** to function date)
- ❖ Head table guest count
- ❖ Seating/table/room set-up
- ❖ Bar/Wine arrangements
- ❖ Itinerary; cocktails, meals, snacks, dancing schedule

Payment

Payment in full is due no less than three days prior to your function and can be accepted by cash, certified cheque, bank draft, money order, debit or credit card (VISA & MasterCard). Late charges MAY apply to 'overdue' accounts.

Beverage Services

All beverage services are subject to 5% GST.

- ❖ Coffee or tea is available, exclusive of Food Service, at a rate of \$150/urn (100 cups) or \$15.00/pot (10 cups).
- ❖ A fruit punch is also available, exclusive of Food Service, at a rate of \$60/60 serving lot.
- ❖ **Host Bar (Croatian Centre provides alcohol)** – Bartender & ticket seller wages paid by client. 15% gratuity will be applied on beverage services provided by the Croatian Centre only.
- ❖ **Corkage service (when client provides their own alcohol)** - provides high-ball and wine glasses, ice and mixes including Coke, Sprite, Ginger Ale, Club Soda, Orange Juice, Clamato Juice, spices, lemons, limes, and celery sticks, as well as the bussing and maintenance service of glasses – **at a rate of \$5.75 per person**. A charge of \$1.00 applies for wine corkage should you elect to provide wine on tables for a total of \$6.75 corkage if supplying own Alcohol. Corkage applies to guests bringing in their own alcohol, with a valid liquor license and insurance.
- ❖ Alcoholic beverages that are supplied by the client must provide the appropriate permits/licenses/insurance obtained from the Alberta Liquor Control Board and presented to Croatian Cultural Centre Management, with all appropriate receipts for alcohol purchased.

Staffing Services

All staffing services are subject to a 4-hour minimum charge.

- ❖ **Event supervisors** are mandatory for every function, billable from the first hour of access at a rate of \$25/hour (* **included in fully catered packages**) and doubling for every overtime hour that he/she is required on the premises.
- ❖ **Chefs** may be required for the delivery of special or particular menus/requests; variable additional charges apply (* **included in fully catered packages**).
- ❖ **Bartenders**, billable at \$18.00/hr, fully trained and certified by the Centre, are required in order to operate the bar at a recommended rate of one-bartender/100 guests.
- ❖ **Ticket sellers**, billable at \$16.00/hr, are required to sell tickets for a 'cash bar' - clients are encouraged to exercise the option to supply their own personnel for this position.
- ❖ **Coat checkers**, billable at \$16.00/hr, are required to administrate the coat check – clients are encouraged to exercise the option to supply their own personnel for this position.
- ❖ **Set-up porters**, subject to additional charge depending on requested configuration.
- ❖ **Cleaning charges** (minimum \$150.00) will apply to functions that drip wax on establishment fixtures or other rental surfaces, distribute confetti on the property, and any other infraction that otherwise compromises the serviceability, sale ability and presentation of the venue and equipment.

Decoration Services

Our extensive decoration package ranges from \$600.00 to \$900.00 depending on which room is rented and what items are selected. Price can be lowered for reduced customized packages.

- ❖ This package includes a beautiful and professionally designed back drop for your head table (this can be viewed in our photo gallery under decorations), a variety of white silk flower arrangements, white and pink flower balls, crystal pillars, white floral pillars, a silk flower archway, head table risers, LED backdrop up-lighting, dance floor lighting, vases for centre pieces, cake cutting station, table numbers, tripod easels, chalk board, table skirting for head table and any other table required (three different styles), guest signing table, cake station, etc. We have recently added a sequin line in blush pink/rose gold, and champagne gold. We have sequin table cloths to rent for Head tables and cake tables as well as sequin sash bands for chair covers. Different packages and prices are available depending on the hall that you select.
- ❖ Chair covers and colored sashes are also available at an additional cost of \$4.75 per chair.

*Clients who wish to decorate themselves are allowed to do so the day before at no additional cost (if the room is available and during business hours only.)

*The placement or incorporation of outside materials or requests for differing or additional services/decoration may constitute additional charges and are subject to availability.

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SOCAN (*The Society of Composers, Authors and Music Publishers of Canada*) fees are charged to all functions that have music (DJ, Live Band Etc.).

0-100 guests	\$41.13
101-300 guests	\$59.17
301-500 guests	\$123.38

Linens & Audio Visual

Table Skirts	\$75.00/e	Screen (6 foot)	\$40.00
Linen Napkins	\$.50/ea	Screen (8 foot)	\$50.00
Silk Napkins	\$.95/ea	Podium	No Cost
Table Cloths	Included	Projector	\$175.00
Table Overlays	\$10.00/ea	Projector, Screen, Mic	\$225.00
Sequin Table Cloths	\$35/ea		
Rosette Table Cloths	\$30/ea	Cordless Microphone	\$50.00/ea
Extra Long Table Cloths	\$5.75/ea		

* Further audio visual rentals are available through our third party vendor ABCAN Audiovisual Inc. Pricing available upon request.

We invite you to contact us with any additional questions
or special needs that you may have.

Banquet Plated Dinner Menu

All banquet dinners are served with a garden tossed salad and choice of dressing, Fresh buns & butter, coffee and tea. Hall rental (if minimum is reached) is included in the pricing, except for the Great Hall which is a standard \$500.00 room rental fee with a minimum of 200 people.

Entrees (1)

Prices are per plate and subject to 15% Gratuity and 5% GST

Roast Prime Rib	\$42.95
Alberta's finest beef, served au jus	
Roast Baron of Beef	\$32.95
Tender sliced AAA roast beef with pan gravy	
Chicken Hunter Style	\$32.95
Chicken breast in mushroom wine sauce	
Chicken Cordon Bleu	\$32.95
Breaded chicken breast stuffed with ham and Swiss cheese	
Baked Salmon	\$34.95
Marinated salmon baked on a cedar plank, served with seasonal sauce	
Roast Turkey	\$32.95
A combination of white and dark meat with sage dressing	
Mustard and Brown Sugar Baked Ham	\$29.95
Mouthwatering ham, served with sweet mustard sauce	
Herb and Garlic Roasted Pork loin	\$29.95
Savory pork loin, stuffed with sage dressing	

Choices of starch (rice or potato), two vegetables and dessert on next page.

****The Croatian Centre has our own in-house cooks, able to cater to your every need. Should there be something that you do not see on our menu and would like it to be part of your special occasion please feel free to let us know, so we can accommodate you and your request.***

Two Entrée Plate

Combination Entrees

Price per plate and subject to 15% Gratuity and 5% GST

Filet Mignon and Baked Salmon	\$43.95
Roast Beef, gravy and Baked Chicken	\$36.95
Roast Beef, gravy and Chicken Breast	\$36.95
<i>Chicken breast choice of mushroom or cream sauce</i>	
Baked Salmon and Chicken Breast	\$38.95

Above selections include:

Two choices Vegetables (2)

One choice Potatoes or Rice (1)

Desserts (1)

❖ *The Croatian Centre can accommodate substitutions or requests, please ask for more details.*

Rice & Potatoes

Vegetables

Desserts

Oven Roasted with savory herbs and spices

Creamy Mashed Potatoes

Scalloped Potatoes (add \$0.75)

Stuffed Baked Potato (add \$2.50)

Rice Pilaf (red and green peppers)

Steamed Rice

European Style Perogies (add \$2.75)

Glazed Baby Carrots

Peas and Pearled Onions

Whole Green Beans

Buttered Corn

Green Beans Almandine

Cauliflower

Broccoli

A decadent variety of dessert cakes

Double chocolate fudge cake

Fresh Fruit (in season add \$1.00)

Black Forest Cake

Apple Strudel (add \$1.00)

Cheese Cake

Carrot Cake

Dinner Buffet

Price per person and subject to 15% Gratuity and 5% GST. Prices may vary on holidays.

Buns, butter, coffee and tea included in dinner. Hand Carved Roasts \$75.00 extra charge

* Hall rental (if minimum is reached) is included in the pricing, except for the Great Hall which is a standard \$500.00 room rental fee with a minimum of 200 people.

Luxury	\$35.75
Three entrees, your choice of rice <i>or</i> potato, 2 vegetables, choice of 4 salads, and choice of one dessert	
Deluxe	\$34.75
Two Entrees, your choice of rice <i>or</i> potato, 2 vegetables, choice of 3 salads, and choice of one dessert	
Value Plus	\$33.75
Roast Beef and Baked Chicken, your choice of rice <i>or</i> potato, 2 vegetables, choice of 2 salads, and choice of one dessert	

Entrees	Vegetables	Salads
Roast Beef (sliced)	Glazed Baby Carrots	Garden Tossed Salad
Baked Chicken	Mixed Vegetables	Garlic Caesar Salad
Pan Fried Breaded Pork Schnitzel	Whole Green Beans	Mandarin Orange & Almond
Cabbage Rolls	Buttered Corn	Creamy Coleslaw
Glazed Ham	Green Beans Almandine	Pasta Vegetable Salad
Cedar Baked Salmon (\$1.50)	Peas and pearly onions	Creamy Potato Salad
Herb Infused Roast Pork Loin	Broccoli	Three Bean Salad (add \$0.50)
Roasted Turkey	Cauliflower	Spinach strawberry & almond salad (add \$1.00)
*(With Stuffing add \$.50)		Greek Salad (add \$2.00)
Rice & Potatoes	Desserts	
Oven Roasted with savory herbs and spices	A decadent variety of dessert cakes	
Creamy Mashed Potatoes	Fresh Fruit (in season - add \$ 1.00)	
Twice Baked Scalloped Potatoes (add \$.75)	Black Forest Cake	
Fully Loaded Stuffed Baked Potato (add \$2.50)	Cheese Cake (variety)	
Rice Pilaf (red and green peppers)	Apple Strudel (add \$1.00)	
Steamed Rice	Carrot Cake	
European style Perogies (add \$2.75)	Pecan Swirl Cake	

Hors D'oeuvres

Specialty Hors D'oeuvres are available upon request.

Includes all cutlery, dishes, condiments and service.

Hot Service (Minimum 5 dozen per item) Price per dozen

Cocktail Sausage Rolls	\$19.95
Swedish Style or Sweet and Sour Meatballs	\$19.95
Satay Skewers (Chicken, Pork or Beef)	\$35.95
Quiche Lorraine, Vegetarian or Seafood	\$18.95
Chicken Wings (Assorted. Flavors)	\$18.95
Ribs (BBQ or Honey Garlic)	\$19.95
Breaded Shrimp	\$19.95
Cevapi – (Croatian Version of Meatballs)	\$18.95
Smoked Salmon Endives with cream cheese & chives	\$27.95
Stuffed Breaded Pasta with marinara sauce	\$10.95

Cold Service (5 dozen minimum) Price per dozen

Bruschetta on toasted baguettes	\$11.95
Devilled Eggs	\$21.50
Prosciutto & Melon	Market Price
Teriyaki Chicken Rolls (Sushi Style)	\$20.95
Shrimp with Cocktail Sauce	\$19.95

Cold Service – Per Side	Price
Smoked Salmon	Market Price

Late Night/Midnight Snack	Price
Assorted Pizza's – 4 minimum	\$35/Pizza
Nathan's Mini Hotdog Sliders – 50 minimum	\$3.50/Slider
French fries, Mini burgers, Poutine bar, and special requests made in advance.	Based on quantities

Specialty Platters

Priced Per Person – Minimum 25 Person Order	Price
Fresh Seasonal Vegetables & Dip	\$2.95/person
Fresh Fruit Tray	\$3.95/person
Cheese Platter	\$4.95/person
Specialty Cheese Platter	Market Price
Cold cuts (Includes buns, butter, mustard, and mayonnaise)	\$5.95/person
European Style Cold Cuts (Includes same as above)	Market Price
Gourmet Sandwich Wraps (assorted fillings)	\$5.95/person
Assorted Dessert Squares, tortes and pastries (50 pieces min.)	\$2.95/person
Dip Tray (Spinach, Bruschetta, Hummus)	\$3.95/person
Pickle Tray – assorted	\$2.95/person

Subject to service charge

Bar Snacks	Price
Pretzels, Peanuts, Potato Chips	\$2.50/person

Weekday Breakfast and Lunch

Morning Starters

Muffin	\$2.75
Bagel	\$3.25
Croissant	\$2.50
Cookies	\$1.90

Weekday Breakfast Buffet Special

Scrambled eggs, Bacon, Sausage, Hash browns, and Pancakes
A Mix of Morning Starters, Fresh Fruit,
Coffee and Tea

\$18.95

** Minimum Numbers May Apply*

Weekday Lunch Buffet Specials

Beef Stew	\$15.95
Beef Stroganoff	\$15.95
Lasagna or Vegetarian Lasagna	\$16.95
Chicken Stir-fry	\$16.95
Chicken Breast with Mushroom Sauce	\$17.95
Roasted Chicken	\$16.95
Roasted Garlic Pork	\$15.95
Roasted Herb Pork Loin	\$15.95

All of the above served with salad, vegetables, rice or potato and bun.

**Minimum Numbers May Apply*

Lunch Plate

\$15.95

Includes: one sandwich, vegetables and dip, fresh fruit and a tart or square

Sandwich or Wrap and Soup	\$14.95
Sandwich or Wrap and Salad	\$14.95
Caesar Salad (upgrade for above selections)	\$1.50
Build your own sandwich platter:	\$16.50

Assorted deli meat lettuce, tomatoes, onions and pickles all on one platter. It also comes with buns, butter, mayonnaise, mustard and tossed salad.

**Minimum Numbers May Apply*

**CROATIAN CANADIAN CULTURAL CENTRE
TERMS AND CONDITIONS**

1. **MENU SELECTIONS:** shall be submitted to the catering office at least fourteen (14) days prior to the function to ensure availability of most selections, proper staffing and coordination of your function.
2. **CHOICE OF MENU:** when selecting your menu choice, please be advised that for each meal function the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged fourteen (14) days in advance of the function.
3. **GUARANTEED NUMBER:** for all meal functions, the guaranteed number attending must be communicated to the catering office no later than seven (7) working days prior to function.
4. **TAXES AND GRATUITIES:** all food and beverage prices quoted are subject to applicable federal and provincial taxes unless stated otherwise. A fifteen percent (15%) service charge is applied to all food and beverage and is GST applicable.
5. **SEATING AND TABLE ARRANGEMENTS:** if room set-up has to be changed, a labour fee of twenty-five (\$25.00) per hour, per porter will apply. As well, additional charges may be added if extra clean-up is required.
6. **MENU, BAR, PERSONNEL & ROOM RENTAL CHARGES:** are subject to change without notice. Prices will be honoured for thirty (30) days from date of this contract and agreement of details. Prices may vary on Holidays.
7. **NUMBER OF GUESTS:** should the number of guests for which a function was originally booked, decrease below the minimum accepted numbers for your function room, additional charges will apply, according to loss of revenue for the room. Charges will be based on the guaranteed number of guests or the actual attendance, whichever is greater. If no guarantee is received, charges will be based on the anticipated attendance stated on the function sheet.
8. **FUNCTIONS:** a damage deposit is required and should be payable to the Croatian Canadian Cultural Centre at the time of space confirmation. All cancellation charges, guaranteed number and damage to Croatian Centre's property shall be credited against forfeited deposits. All refunds or amounts owing shall be settled within fourteen (14) days after the function. The deposit is non-refundable unless the space is rebooked and in this case a minimum %25 administrative fee will be deducted from the initial deposit amount (or \$150.00 whichever is greater).
 - a. **CANCELLATION CHARGE:** cancellations made after confirmed booking may be subjected to deposit forfeiture. If the function is cancelled and the hall is not re-booked for a function of similar value, the deposit will be forfeited to the Croatian Canadian Cultural Centre.
9. If **DISPLAYS, EXHIBITS OR PRODUCTS** are to be used, they are to be delivered to our receiving entrance no more than 24 hours prior to the function unless arrangements have been made with our catering office. Such displays, exhibits and products are the responsibility of the exhibitor and the Croatian Canadian Cultural Centre accepts no liability whatsoever for loss or damage thereto whether caused by the negligence of the Croatian Centre, its employees and agents or otherwise. Such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24 hour basis, or other arrangements have been made with the Croatian Canadian Cultural Centre. In such cases, the Croatian Canadian Cultural Centre, at the customer's request will arrange to have the function room locked. The Croatian Canadian Cultural Centre will not be responsible for the exhibits, displays and products locked in the function room.
10. **SECURITY:** special arrangements are available at an additional cost. Graduations are required to have paid professional security and a damage deposit may be required.
11. **FOOD & BEVERAGE:** all food and beverage items must be provided by the Croatian Canadian Cultural Centre with the exception to wedding cake. Any other special items must have the Croatian Centre's prior approval.
12. **LIABILITY:** the Croatian Canadian Cultural Centre reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and audible level of music played. Liability for all damages to the premises will be charged to the representative in charge of arrangements with the Croatian Canadian Cultural Centre. To avoid damage to wall coverings, we do not allow the use of strong tape, tacks or any other attachments for any posters, flyers or written materials to walls or doors without prior written consent from the Croatian Centre. **NOTE: The Croatian Centre provides a backdrop for each hall. No pinning, tacking, or hanging is to be made on the fabric. If a new backdrop is installed by a decoration company please ensure they bring the necessary materials to install a new backdrop without any alterations to the Croatian Centre's backdrop. Any rips, damage, or stains made to a backdrop will result in charges and possible forfeiture of the deposit depending on the resulting damage.** No open flames, confetti or flower preparation is allowed in the centre. Performance of the agreement is contingent upon the ability of the Croatian Canadian Cultural Centre to complete the same is subject to weather, acts of god, government restrictions, and other causes beyond the control of the Croatian Canadian Cultural Centre preventing or interfering with performance. In no circumstance shall the Croatian Canadian Cultural Centre be liable for loss of profit or for other similar consequential damages, whether based on breach of contract or otherwise.
13. **STARTING & ENDING TIMES:** starting and ending times of all functions are to be strictly adhered to. The space is only booked for the time indicated, set-up and dismantle times are to be specified at the time of booking. Beverage service must be closed at 12:30am with consumption until 1:30 am. Music and entertainment service must cease promptly at 1:00am. Any deviations from any of the policies will result in additional charges. Guests may opt to pay an additional \$250 for extending the bar and closing time, which must be discussed when booking.
14. **BAR COSTS & POLICIES:** Alcoholic beverages are the responsibility of the customer. Therefore, the customer must obtain a liquor permit from the Alberta Liquor Control Board and bring it to the Croatian Canadian Cultural Centre to serve liquor at the function. Secondary insurance will also be required if the customer is providing their own alcohol. All functions are required to have licensed bartender under Alberta Gaming & Liquor Commission regulations, you will require bartenders each at eighteen (\$18.00) per hour and ticket sellers at sixteen (\$16.00) per hour (4 hour minimum for both). Each bartender can handle up to one hundred (100) people. All prices are subject to change without notice but will be guaranteed to confirmed functions (deposit received) up to thirty (30) days in advance. All prices quoted do not include any applicable taxes. The Croatian Centre reserves the right to refuse or terminate the service of alcoholic beverages at any time if the

service would not be in accordance with the regulations of the Alberta Gaming & Liquor Commission. No gambling shall take place on the property of the Croatian Canadian Cultural Centre.

15. **ELECTRICAL** connections to the Croatian Centre's supply may only be made by using the receptacles provided. No unauthorized connections or interference or overloading with the Croatian Centre's supply will be permitted.
16. **TERMS OF PAYMENT:** all invoices are due in full upon receipt. Payments are to be made three business days before the event.
17. **MEMBERSHIP:** a membership fee of \$20.00 is required to be paid before hosting any event. The individual booking the event will become the member. It is a onetime payment, and is valid for the year it is paid for.

18 **PROHIBITED ITEMS:**

- No smoking or vaping of any kind is permitted inside the Croatian Centre
- No illegal substances or illegal activity of any type are allowed
- Alcoholic beverages may not be served without the permission of the Croatian Centre. If such permission is granted, and a client wishes to bring in their own alcohol, they must purchase a liquor license from AGLC, read and understand all of the rules associated with hosting an event with alcohol, obtain liquor liability insurance for their event, and provide all receipts of the alcohol purchased. Before the alcohol is delivered to the Croatian Centre all licenses, insurance and receipts must be presented.
- No pets are allowed without prior approval
- The hallways, passages and stairs located in the Common Areas of the Croatian Centre will be only used for going to and from the Rented Hall(s).
- No use of either kitchen facilities is permitted, and the kitchen must not be used as an entrance or exit.
- Children are not permitted to use the elevator located in the lobby, unless supervised by an adult.

19. **IDEMNIFICATION:** The Renter, by executing this Contract, hereby, agrees to indemnify and hold harmless the Croatian Centre, (its volunteers, members, board and employees) from and against any and all claims, damages, losses and expenses, directly related to the Society's (its volunteers, members, board and employees) use of the facilities own gross negligence.