

Catering Package



The
UNIVERSITY CLUB
of Victoria



Breakfast & Breaks



BEVERAGES:

Coffee & Organic Teas-Charged on consumption day of event	\$21.75 per Thermos (8 to 10 cups)
Assorted Tropicana Juices (Orange, Apple, Grapefruit, Cranberry)	\$24.00 per Carafe
Assorted Tropicana Bottled Juices-Charged on consumption day of event	\$3.50 Each
Bottled Water-Charged on consumption day of event	\$1.95 Each
Assorted Canned Soft Drinks –Charged on consumption day of event	\$1.95 Each
Pitchers of Soft Drinks – Pepsi Products	\$15.00 Each
Bottles of Perrier-Charged on consumption day of event	\$3.00 Small \$5.00 Large

HEALTHY START:

Individual Fruit Yogurt	\$1.75 Each
Fresh Fruit Salad	\$3.00 Each
Assorted Whole Fruit	\$2.00 Each
Hard Boiled Eggs	\$2.00 Each

FROM THE BAKERY:

Assorted Muffins	\$2.25 Each	\$24.00 Dozen
Cinnamon Buns	\$2.50 Each	\$30.00 Dozen
Mini Butter Croissants	\$1.50 Each	\$18.00 Dozen
Biscotti	\$1.50 Each	\$18.00 Dozen
Assorted Pastries	\$1.75 Each	\$20.00 Dozen
Assorted Cakes & Squares	\$3.00 Each	\$33.00 Dozen
Assorted Cookies	\$1.50 Each	\$16.00 Dozen
Multigrain Bagels & Cream Cheese	\$4.00 Each	\$48.00 Dozen

GLUTEN FREE BAKERY:

Gluten Free Muffins	\$4.00 Each	\$45.00 Dozen
Gluten & Dairy Free Coconut Macaroons	\$1.50 Each	\$18.00 Dozen
Gluten Free Cake Loaves -Coconut Lemon or Lemon Cranberry	\$15.00 Each	– Serves 10

IMPORTED & LOCAL ARTISAN ASSORTED CHEESE BOARD

Sampler Platter (serves 10 persons) \$ 50	Small Platter (serves 20 persons) \$ 95
Medium Platter (serves 40 persons)\$190	Large Platter (serves 60 persons) \$270

VEGETABLE & DIP PLATTER

Sampler Platter (serves 10 persons) \$ 30	Small Platter (serves 20 persons)\$ 55
Medium Platter (serves 40 persons)\$105	Large Platter (serves 60 persons) \$145

VARIETY OF SEASONAL FRESH FRUIT PLATTER

Small Platter (serves 10 persons) \$ 45	Medium Platter (serves 20 persons) \$ 85
Large Platter (serves 30 persons) \$130	

All above prices subject to a 15% gratuity and applicable taxes. Room rental fees will apply.
Guaranteed numbers are required 3 business days prior to event. Please be sure to read our Terms & Conditions following these menus.
University Club of Victoria, T: 250.721.7935 Email: reservat@uvic.ca

Buffet Style Breakfast



THE HEALTHY START \$9.50

Selection of Tropicana Fruit Juices
Fruit Yogurt
Fresh Fruit Salad
Granola & Berries
Self-Serve Coffee & Organic Tea Station

MYSTIC VALE DELUXE CONTINENTAL BREAKFAST \$12.75

Selection of Tropicana Fruit Juices
Assorted Muffins and Pastries
Fruit Yogurt
Fresh Fruit Salad
Granola & Berries
Self-Serve Coffee & Organic Tea Station

THE CLASSIC HOT BREAKFAST (for a minimum of 10 guests) \$10.95

Scrambled Eggs
Home-Style Breakfast Potatoes
Bacon ***or*** Sausage
Toast and Jam
Self-Serve Coffee & Organic Tea Station

FINNERTY GARDEN DELUXE HOT BREAKFAST (for a minimum of 15 guests) \$18.95

Selection of Tropicana Fruit Juices
Sliced Seasonal Fresh Fruit
Scrambled Eggs
Home-Style Breakfast Potatoes
Double Smoked Bacon
European Sausages
Fruit Yogurt
Granola & Berries
Self-Serve Coffee & Organic Tea Station

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Afternoon Tea

\$32.50 (Minimum 15 persons)



BERRY TRIFLE

Vanilla Sponge Cake, Chantilly Cream, Mixed Berry Compote

TRADITIONAL WARM DELICACIES

House-Made Sausage Rolls with Mustard
Roasted Vegetable Mini Quiches

SAVOURY TEA SANDWICHES

Locally Smoked Wild BC Salmon with a Grainy Mustard Cream Cheese
Egg Salad with Watercress
Maple Glazed Smoked Ham Salad on a Cheddar Scone
Curried Cowichan Valley Chicken Salad with Toasted Cashews
English Cucumber with a Fresh Ginger Cream Cheese

HOUSE MADE SWEETS

Lemon & Coconut Loaf
Coconut Macaroons
Chocolate Irish Cream Truffle
English Scone with Strawberry Jam &
Whipped Vanilla Chantilly Cream
Strawberry Tarts

Coffee & a Selection of Organic Teas

Room Rental Rates & Set up Configurations

Members



Set up Configurations Per Room

Please note the chart below.

This outlines the set up that can be done in each of the meeting rooms.

** Configurations are maximum capacity and does not allow for additional set up and AV requirements where additional space may be needed **

SET UP CONFIGURATIONS	Ushape	Boardroom	Hollow Square	Theatre	Rounds 8	Half Round of 6	Reception
ROOMS							
Salal	----	20	----	----	16	12	----
Snowberry	----	20	----	----	16	12	----
Honeysuckle	----	20	12	----	24	18	----
Salal/Snowberry/Honeysuckle	34	30	38	100	80	48	80
Salal/Snowberry	20	24	24	40	32	24	30
Snowberry/Honeysuckle	20	24	26	50	40	30	40
Wild Rose Room	30	28	30	80	60 Rounds of 6	40 Round of 4	80
Main Dining Room	60	----	40	200	176	132	200
Main Dining Room/Wild Rose	70	----	40	----	200	210	250
Camas Room	----	16	----	----	----	----	----
Fireplace Lounge	----	----	----	----	----	----	80

Food Minimums & Room Rentals Per Room

Please note the chart below. This outlines the food minimums and the rental rates that are required for each of the rooms when rented

ROOM	RENTAL ½ DAY	RENTAL FULL DAY	FOOD MIN. MON-THURS	FOOD MIN. FRI-SAT
Salal/Snow/Honeysuckle	\$50 per room	\$90 per room	\$150 per room	\$150 per room
Wild Rose Room	\$100	\$150	\$300	\$300
Main Dining Room	\$700.00	\$700	\$1500	\$3000 Evening Events \$1000 Saturday Daytime
Camas Rooms	\$50 lunch only	N/A	\$150 per room	\$150 per room
Fireplace Lounge	\$250	\$250	\$300	\$1000

Please note day time events on Saturdays all require a food minimum of \$1000.00

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Room Rental Rates & Set up Configurations

Non-Members



Set up Configurations Per Room

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Salal/Snow/Honeysuckle	\$100 per room	\$150 per room	\$150 per room	\$150 per room
Wild Rose Room	\$175	\$225	\$300	\$300
Main Dining Room	\$1000.00	\$1000	\$2000	\$3500 Evening Events \$1500 Saturday Daytime
Camas Rooms	\$100 lunch only	N/A	\$150 per room	\$150 per room
Fireplace Lounge	\$350	\$350	\$500	\$1500

Please note day time events on Saturdays all require a food minimum of \$1500.00

University Club

Terms & Conditions



Payment Terms, Non Members: The University Club requires the organizer to pay 75% of the total estimated cost of the event seven (7) days prior to the event. A credit card number will be held on file to process the remaining balance. If the organizer prefers to pay using an alternative method of payment, they are required to contact the office the first working day following the event with the alternative payment otherwise the credit card on file will be used.

Deposit: A confirmation/damage deposit of \$1,000 is required to secure the use of the facility for all reservations in the Main Dining Room or Fireplace Lounge and a \$200.00 deposit for all other areas at the Club. This deposit will be held until a thorough building inspection has been conducted upon completion of the event. The organizer will be held responsible for any damage to property or equipment caused by the organizer or his/her guests. Any costs associated with theft or damage will be deducted from the deposit, with remaining funds applied as a credit to the final bill. If this is being billed under a Member's account, a deposit may not be required for certain events.

Cancellation Policy: The organizer may cancel the event up to three (3) months prior, in writing, for a full refund of deposit. The deposit will be forfeited if cancellation is made less than three (3) months prior to the event. Please see below for further cancellation policies.

3 Months prior to arrival date	No penalty and deposit will be refunded
30 days -3 Months prior to arrival date	100% of room rental will be applied. Deposit will be forfeited
15-30 days prior to arrival date	50% of room rental. 50% of anticipated food and beverage revenue.
3-15 days Prior to arrival date	100% room rental. 50% of anticipated food and beverage revenue
Within 72 hours prior to arrival date	100% of room rental. 100% of anticipated food and beverage revenue.

Taxes: 5% Goods and Service Tax (GST) will be applied to the total invoice. 7% Provincial Sales Tax (PST) will be applied where applicable. 10% Liquor Tax will be applied to alcoholic beverages

Gratuuity: All food and beverage services are subject to a 15% gratuity charge.

Bartender: There is a charge for a bartender in the Main Dining Room, Fire Place Lounge or side rooms \$35/hour for a minimum of 4 hours. Rental of the Fireplace Lounge over regular business hours will include your bartender fee when applicable.

University Club

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Menu Selection:

The University Club requires all menus and catering to be selected a minimum two (2) weeks prior to the event date. In the event that any of the guests in the organizer's group have food allergies, the organizer shall inform the University Club of the nature of the allergies, in order that we can take the necessary precautions when preparing their food. Such individuals must identify themselves to staff. The University Club will undertake to provide on request, full information on the ingredients of any items served to the organizer's group. Should the organizer not provide the nature of the food allergies, the organizer shall indemnify and hold the University Club forever harmless from, and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives.

Confirmation:

Confirmation of guaranteed number of guests is required three (3) business days prior to the event. The guaranteed number is not subject to reduction. On the day of the event, if there is a discrepancy in the number of people attending, the University Club shall deem the larger number correct.

Menu Pricing:

Menu prices are subject to change. Prices are guaranteed 30 days prior to your event.

Health Regulations: All food and beverage must be purchased through the University Club. No food and/or beverage of any kind, except commercially made cakes, may be brought into the Club. Leftover food and beverage remains the property of the University Club and may not be removed from the premises. It is a serious offense to violate these regulations. If these regulations are violated a substantial fine will be levied.

Outside Cake Policy: If you would like to bring in a cake for a special function, you are permitted to do so however it must come from a commercial bakery. The University Club is happy to provide you with plates, napkins and cutlery for your cake, however there would be a \$2.00 per person surcharge for this service.

Linens: White linen will be included in the catering package. Any other colour linen or paper napkins will be subject to an additional charge. Black or white skirting for display tables is available in limited quantities.

Children's Meals: For buffet dinners, children 5 and under are free and 6-12 years old are half price. You also have the option of providing a kid friendly plated meal for \$12.00 per child. Please inquire with the catering manager for meal choices. All children would be required to have the same meal choice.

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Departure: The University Club's liquor license is valid until 12:00 am. (midnight); last call will be performed at 11:30 p.m. with total building evacuation by 12:30am. A penalty of \$500 per hour or part thereof will be levied should the Club not be evacuated after 12:30am.

Liability: The University Club reserves the right to inspect and monitor the organizer's event and discontinue services to all guests in case of any violation(s) of the University Club policy or Federal or Provincial Law. The organizer will be held responsible for any damage to property or equipment caused by either the organizer or his/her guests. Should the University Club discontinue service to any or all of the organizer's guests, the organizer shall remain liable for all amounts owed to the University Club. The University Club assumes no responsibility for any loss or damage to good, property, and/or equipment brought into the facility by the organizer or guests.

Club Rentals:

Black Pipe & Drape as a back drop is available for a rental of \$50.00.

Cocktail tables with black linen are available to rent for an additional \$15.00 each (maximum of 10).

Up -lighting \$10.00 per light (maximum of 8) blue, green, red, yellow/green and white.

Table Runners \$6.00 each (have a total of 25 of each colour) Green, Gold & Red.

Audio Visual: The University Club has audio visual equipment that is available for rent. All audio visual needs must be specified a minimum of 72 hours prior to the event. The University Club will not be held responsible for any technical difficulties that may arise.

Screen & AV cart \$10.00

Podium & Mic - Complimentary

LCD Projector \$50.00

Wireless Mic - Complimentary

Flipcharts with Markers and Paper \$25.00 each

House Sound for presentations \$25.00

60" Flat Screen TV \$50.00

Conference Phone \$35.00

Music: A SOCAN (Society of Composers, Authors and Music Publishers of Canada) & a Re: Sound Fee (Music Licensing Fee) will be applied for any music played at the Club. The applicable fee will be added to all bills. As governed by the Copyright Act, Tariff No. 8 and Tariff No. 5, all events with live and or recorded music shall be charged the applicable SOCAN and Re:Sound Music Federal License Fee.

Room Capacity	SOCAN	SOCAN	Re:Sound	Re:Sound
Seating & Standing	With Dancing	Without Dancing	With Dancing	without Dancing
1-100	\$41.13	\$20.56	\$18.51	\$9.25
101-300	\$59.17	\$29.56	\$26.63	\$13.30