Weddings at

The University Club of Victoria Club
The University Club of Victoria

Thank you for your interest in hosting your wedding at The University Club of Victoria. In this catering package you will find catering options to accommodate your special day. If there is something that you were hoping for that you do not see on these menus, please inquire and our team here will be happy to create a custom menu based on your needs.

The University Club of Victoria is nestled away in the trees and located right on the University of Victoria grounds. The private hideaway is an ideal setting for your wedding and it is sure to be a perfect venue for your needs. Thanks again for considering the UClub as a potential venue for your wedding. We look forward to welcoming you to the Club!

Entertain · Engage · Enjoy
Afternoon Tea
Minimum of 15 people

**BERRY TRIFLE**
Vanilla Sponge Cake, Chantilly Cream, Mixed Berry Compote

**TRADITIONAL WARM DELICACIES**
House-Baked 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

$33.50
Hors D’oeuvres
Minimum of 2 dozen per item

**Hot**

$31.00 per dozen

- Scallops Wrapped in Bacon, Cocktail Sauce
- Falafel Nugget, Tahini Sauce
- Vegetable Spring Rolls, Fruity Plum Sauce
- Artichoke & Pesto Stuffed Mushrooms
- Spanakopita
- BC Smoked Salmon Tartlet
- Vegetarian Samosas, Mango Chutney
- Mini Crab Cakes, Lemon Dill Sauce
- Tandoori Chicken Brochette
- Spicy Chili Lamb Skewer
- Beef Sausage Roll, Mustard
- Leek and Double Smoked Bacon Tartlet
- Walnut Meat-Less Balls

**Cold**

$30.00 per dozen

- Goat Cheese & Roasted Bell Pepper Crostini
- Sundried Tomato & Cream Cheese Endive
- Vegetarian Dolmades
- Grape Tomato & Bocconcini Skewer
- Devilled Eggs
- Tomato Bruschetta
- Beet, Goat Cheese & Arugula Spoon
- Smoked Salmon, Onion and Caper
- Olive Tapenade Stuffed Cucumber
- California Roll, Wasabi & Pickled Ginger
- Endive Chicken & Cilantro
- Cold Tiger Prawns, Cocktail Sauce
- Prosciutto & Melon
- Blue Cheese, Walnut & Pear Crostini

**Desserts**

$30.00 per dozen

- Vanilla Bean Mini Bite Sized Cheesecakes
- Mini Chocolate Mousse Cups
- Mini Fruit Tarts
- Chocolate Covered Strawberries

$35.00 per dozen

- Assorted Cakes & Squares

**Vegan**  
**Gluten Free**

The University Club of Victoria T:250-721-7935 E:uclubcatering@uvic.ca
All prices are per person and subject to applicable taxes and service charges. Guaranteed numbers are required 3 business days prior to the event.

Catering Note:
A general guide to ordering for a reception
- 3-4 pieces per person, short reception with dinner to follow
- 4-6 pieces per person, longer reception with a later dinner
- 7-10 pieces per person, for a heavy reception or light dinner

Ordering enough of one item for each person is recommended.
## Reception Enhancements

### IMPORTED & LOCAL ARTISAN ASSORTED CHEESE BOARD
A selection of cheeses served with an assortment of rice crackers

<table>
<thead>
<tr>
<th>Platter Type</th>
<th>Serves</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sampler Platter</td>
<td>10 persons</td>
<td>$55</td>
</tr>
<tr>
<td>Small Platter</td>
<td>20 persons</td>
<td>$105</td>
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<tr>
<td>Medium Platter</td>
<td>40 persons</td>
<td>$210</td>
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<tr>
<td>Large Platter</td>
<td>60 persons</td>
<td>$300</td>
</tr>
</tbody>
</table>

### VEGETABLE & DIP PLATTER

<table>
<thead>
<tr>
<th>Platter Type</th>
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<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sampler Platter</td>
<td>10 persons</td>
<td>$35</td>
</tr>
<tr>
<td>Small Platter</td>
<td>20 persons</td>
<td>$65</td>
</tr>
<tr>
<td>Medium Platter</td>
<td>40 persons</td>
<td>$125</td>
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<tr>
<td>Large Platter</td>
<td>60 persons</td>
<td>$180</td>
</tr>
</tbody>
</table>

### VARIETY OF SEASONAL FRESH FRUIT PLATTER

<table>
<thead>
<tr>
<th>Platter Type</th>
<th>Serves</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Platter</td>
<td>10 persons</td>
<td>$50</td>
</tr>
<tr>
<td>Medium Platter</td>
<td>20 persons</td>
<td>$95</td>
</tr>
<tr>
<td>Large Platter</td>
<td>30 persons</td>
<td>$145</td>
</tr>
</tbody>
</table>

### ASSORTED SANDWICH PLATTER
*Please advise if your order should be finger sandwiches, cut in quarters

<table>
<thead>
<tr>
<th>Platter Type</th>
<th>Serves</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Platter</td>
<td>10 persons</td>
<td>$115</td>
</tr>
<tr>
<td>Medium Platter</td>
<td>20 persons</td>
<td>$210</td>
</tr>
<tr>
<td>Large Platter</td>
<td>30 persons</td>
<td>$295</td>
</tr>
</tbody>
</table>

### ANTIPASTI
Salami, Prosciutto, Black Forest Ham, Grilled Red Peppers, Marinated Mushrooms, Roasted Garlic, Provolone, Bocconcini & Olives Served with Artisan Breads

- **Sampler Platter** $35 (Serves 10) **Large Platter** $75 (Serves 25)

### HUMMUS & PITA
Lemon Hummus & Olives Served with Grilled Pita Bread

- **Sampler Platter** $35 (Serves 10) **Large Platter** $65 (Serves 25)

### NACHO’S
$20
Tri Coloured Tortilla Chips layered with Mozzarella, Cheddar & Jack Cheese (Serves 5)

### SIDE OF SALMON
Smoked Side of Salmon Served with Rice Crackers. $109 (Serves 30)

### SWEET TOOTH
Variety of Bars and Squares $105 (3 Dozen)

### BAR SNACKS
Small Bowls of your Favourite Salty Bar Snacks $5 per bowl

### SPECIALTY CAKES
Layered with Mousse and Garnished with Fresh Fruit and Whipped Cream
- Choice of: Vanilla, Chocolate, Strawberry, Orange or Coffee Flavour
  - 1/4 Slab - Serves 12 $40
  - 1/2 Slab - Serves 25 $78
  - 1 Slab - Serves 50 $145

### DARK CHOCOLATE FOUNTAIN
$200

Add on items:
- Fruit Platter (Serves 20) $95
- Pound Cake $20.00
- Donut Holes (dozen) $5.00
- Marshmallows (dozen) $5.00
- Cream Puffs (dozen) $15.00
- Pretzels (serves 20) $20.00

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**Chef’s Action Stations**

Minimum of 35 people

**PASTA STATION**
- Butternut Squash Ravioli & Penne
- Garlic Cream Sauce
- Sage Butter Cream Sauce
- Olive Oil, Shrimp & Crab
- Sundried Tomato with Fresh Button Mushrooms
  - $7.50 per person

**RISOTTO STATION**
- Wild Mushroom, Shrimp
- Walnut Pesto, Stilton Cheese, Caramelized Onions
  - $6.50 per person

**SCALLOP & PRAWNS**
- Lobster Cream Sauce
- Garlic Basil Olive Oil
- Mango Butter
- Bengal Curry
- White Wine Lemon Zest
  - $14.50 per person

**CARVED NEW YORK STRIPLOIN**
- Garlic Creamed Mashed Potatoes
- Madagascar Green Pepper Sauce
- Caramelized Onions
- Hot Horseradish Sauce
- Red Currant & Orange Sauce
  - $12.50 per person

**FRENCH CREPES**
- Caramel Praline Filling
- Strawberry Romanoff
- Toasted Coconut
- Coffee Cream
- Warm Blueberry
- Apple Cinnamon
  - $9.50 per person

**Maximum 2 stations per function**

Please note $75.00 labour fee will be added per station for a 2 hour service**

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Team UClub,

Many thanks for helping to arrange my special evening. The feedback I got was amazing—everyone enjoyed the excellent meal and the ambiance. Service was great. The evening certainly met my expectations and then some. The club did a great job for me.

Anne

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All prices are per person and subject to applicable taxes and service charges.
Guaranteed numbers are required 3 business days prior to the event.
Three Course Plated Dinner - Set Menus

Please select one item for each course.
Choice of 2 entrees can be offered if we receive advance notice of how many of each is required.
Guests with allergies and dietary restrictions will be accommodated with advance notice.

STARTERS:
- Medley of Seasonal Greens: With house made dressing
- Chef’s Soup of the Day
- Club Caesar: Baby romaine hearts, parmesan, croutons & creamy garlic dressing

UPGRADE YOUR STARTER $3.50 per person
- Dunsmuir Crab Cakes: Two delectable crab cakes served with chipotle aioli
- Club Chowder: Surf clams, shrimp, smoked bacon, Island potatoes & vegetables in a broth
- Roasted Onion & Garlic Soup: Served with rice crackers & parmesan cheese

ENTREES: Choice of 2 entrées per function (excluding any dietary restrictions)
Entrées include a starter, seasonal vegetables, rice or potatoes and coffee & tea
- Moroccan Quinoa & Cashew Strudel: curry sauce $31.50
- Portabellini Vegetable Tower $31.50
- Butternut Squash Ravioli: creamy tomato & fennel sauce served with garlic toast $31.50
- Stuffed Pork Loin: Maple apple sauce $34.50
- Roast Breast of Chicken: Your choice of sauce $34.50
  onion & apple cider sauce, mango salsa, hickory barbeque, mushroom & tarragon
- Baked Organic Chinook Salmon: Your choice of sauce $37.50
  maltese sauce, yoghurt dill, peach pineapple coulis, basil cream sauce, ginger soy
- Honey Ham & Mozzarella Stuffed Chicken Breast: sundried tomato pesto sauce $37.50
- Roast Sirloin of Beef: with green peppercorn sauce $37.50
- Lamb Shank: with rosemary red currant jus $37.50
- Prime Rib of Beef: Yorkshire pudding & au jus $42.50

DESSERT:
- Coconut Crème Caramel
- Chocolate Mousse
- Chocolate Torte Cake
- Strawberry Shortcake
- Vanilla Bean Cheesecake
- Fruit Crumble with Ice Cream

Served with coffee and tea

Hello Laura and Dan,

We would like to thank you very much for assisting us with everything for our lovely wedding reception. We had a spectacular time and gorgeous weather too! The food was scrumptious and we enjoyed every bite, as did our guests, we are still reminiscing about the tasty morsels we had that day.

The day was flawless and your assistance overall was fantastic! Thank you again for all your help.

Cheers,

Arwen & David
Back to Basics
Business Dinner Buffet
Minimum of 25 people

YOUR CHOICE OF 2 SALADS
Medley of Seasonal Greens with House Dressings
Deconstructed Caesar Salad
Orzo, Onion & Pepper Pasta Salad
Marinated Seven Bean Salad
Yukon Gold Potato & Egg Salad
Fiesta Pearl Barley Salad
Coconut Curried Rice Salad

YOUR CHOICE OF 2 ENTÉRÉS
Chicken in a Mushroom & Tarragon Sauce
Thai Coconut Chicken
Curried Butter Chicken
Beef Bourguignon
Vegetarian Lasagna
Butternut Squash in a Rich Tomato & Fennel Sauce

Rice Pilaf
Fresh Baked Rolls & Butter

DESSERT
Fresh Fruit Platter
Belgium Chocolate Mousse
Coffee, Decaf, Black Tea

$33.50

ADD ON ITEMS – Chef Carved $5.50 pp
❖ Roast Sirloin of Beef
❖ Baked Ham
❖ Roast Leg of Lamb
❖ Roast Leg of Pork with apple sauce

Entrees: $5.00 pp
❖ Poached Salmon with Peach Pineapple Coulis
❖ Creamy Scallop and Shrimp Symphony
❖ An additional entée from entée choices

A Selection of organic tea bags and hot water is available – charged on consumption at $2.50 per tea bag

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Build Your Own Buffet
Minimum of 45 people

YOUR CHOICE OF 4 SALADS
Medley of Seasonal Greens with House Dressings
Orzo, Onion & Pepper Pasta Salad
Deconstructed Caesar Salad
Marinated Seven Bean Salad
Yukon Gold Potato & Egg Salad
Fiesta Pearl Barley Salad
Tomato & Basil Salad
Coconut Curried Rice Salad
Marinated Cucumber & Red Onion Salad

YOUR CHOICE OF 2 ENTÉRES
Canadian Roast Top Round of Beef with Au Jus
Chicken in a Mushroom & Tarragon Sauce
Curried Butter Chicken
Vegetarian Lasagna
Spinach & Mushroom Crepes
Baked Seafood Tortellini au Gratin
Butternut Squash in a Rich Tomato & Fennel Sauce

YOUR CHOICE OF 1
Nugget Potatoes
Creamy Garlic Mashed Potato
Mashed Yam & Potato
Scalloped Potato
Rice Pilaf
Steamed Seasonal Vegetables
Fresh Baked Rolls & Butter

DESSERT
Fresh Fruit Platter
Belgium Chocolate Mousse
Fresh Fruit Tarts
Assorted Cakes
Coffee, Decaf, Black Tea

$45.50

ADD ON ITEMS – Chef Carved $5.50 pp
✓ Roast Sirloin of Beef
✓ Maple Glazed Baked Ham
✓ Roast Leg of Lamb
✓ Roast Leg of Pork with Apple Sauce
✓ Roast Turkey with Cranberry Sauce

Entrees: $5.00 pp
✓ Poached Salmon with peach pineapple coulis
✓ Creamy Scallop and Shrimp Symphony
✓ An additional entrée from entrée choices

A Selection of organic tea bags and hot water is available – charged on consumption at $2.50 per tea bag

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President’s Dinner Buffet
Minimum of 45 people

**SALADS**
- Deconstructed Caesar Salad
- Medley of Seasonal Greens
- Thai Noodle with Sesame Chicken Salad
- Artichoke & Tomato Basil Salad
- Orzo Pasta & Baby Shrimp Salad
- Marinated Seven Bean Salad
- Spinach, Mushroom & Egg Salad with Raspberry Dressing

Chilled Pacific Seafood Platter
- Salmon, Scallops, Prawns, Shrimp & Mussels
- Assorted Cold Cuts
- Devilled Eggs, Relishes & Condiments

**ENTRÉES**
- Chef Carved Roast Alberta Beef
- Sautéed Mushrooms with a Red Wine Peppercorn Jus
- Poached Salmon with a Peach Pineapple Coulis
- Creamy Scallop & Shrimp Symphony
- Butternut Squash Ravioli
- Rich Creamy Tomato & Fennel Sauce

- Nugget Potatoes and Rice Pilaf
- Steamed Seasonal Vegetables
- Fresh Baked Rolls & Butter

**DESSERT BUFFET**
- Fresh Fruit Platter,
- Assorted Imported & Artisan Cheeses
- Crème Brûlée,
- Belgium Chocolate Mousse
- Fresh Fruit Tarts
- Assorted Cakes

Coffee, Decaf, Black Tea, Peppermint Tea

$58.50

A Selection of organic tea bags and hot water is available – charged on consumption at $2.50 per tea bag

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UClub Patio BBQ’s

**GOURMET BBQ $38.50**  
Minimum of 40 people

**SALADS**  
Medley of Seasonal Greens  
Thai Noodle with Sesame Shrimp  
Tomato, Bocconcini & Basil  
Fiesta Pearl Barley Salad

**CHOICE OF 1**  
Marinated Chicken Breast  
Grilled Sirloin Steak  
Skewered Prawns  
BC Salmon Fillet  
Vegetable & Tofu Brochette

*Add an additional choice for $5.00 per person*

Fresh Corn on the Cob & Fresh Rolls & Butter

**CHOICE OF 1**  
Baked Potatoes with Mozzarella Cheese, Sour Cream, Green Onions & Bacon Bits on the Side  
Herb Roasted Baby Potatoes

**DESSERT**  
Fresh Fruit Platter  
Strawberry Shortcake  
Belgium Chocolate Mousse  
Coffee, Decaf, Black Tea

**BASIC BBQ $25.50**  
Minimum of 25 people

**SALADS**  
Medley of Seasonal Greens  
Yukon Gold Potato & Egg Salad

**CHOICE OF 1**  
Grilled Beef Burgers  
Veggie Burgers  
Smokies or Hot Dogs

*Add an additional choice for $3.00 per person*

Fresh Vegetable Platter  
Assorted Seasonal Fruit Platter

**CHOICE OF 1**  
Bags of Potato Chips  
Roast Nugget Potatoes

Iced Tea, Coffee, Decaf, Black Tea

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A Selection of organic tea bags and hot water is available – charged on consumption at $2.50 per tea bag

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## Wine By the Bottle

**Table service**

### WHITE
- Igneous Granite White 2018  
  Bottle 25.00  
- Petite Paille Sauvignon Blanc 2016  
  Bottle 29.00  
- The Hatch Chardonnay 2017  
  Bottle 29.00  
- Sea Star Ortega 2016  
  Bottle 43.00  
- Stags Hollow Vidal 2017  
  Bottle 28.00  
- Red Rooster Pinot Gris 2018  
  Bottle 32.00  
- Claude du Val Rose 2018  
  Bottle 32.00  
- Garzon Albarino 2017  
  Bottle 43.00  
- Basa Rueda 2016  
  Bottle 38.00  
- Di Lenardo Pinot Grigio 2018  
  Bottle 38.00

### SPARKLING WINE
- Zonin Prosecco DOC 2017  
  Bottle 32.00  
- Segura Viudas  
  Bottle 37.00

### RED
- Grao Vasco 2017  
  Bottle 25.00
- Luccarelli Primitivo 2017  
  Bottle 35.00
- CC Jentsch Cab/Merlot 2018  
  Bottle 35.00
- Volcanic Hills Gamay 2018  
  Bottle 29.00
- Pays D’oc Paul Mas Malbec 2017  
  Bottle 35.00
- Dirty Laundry Cab Sauvignon 2018  
  Bottle 39.00
- Hillside Syrah 2016  
  Bottle 40.00
- Petales D’osoyoos 2016  
  Bottle 52.00
- Basilisco Teodosio Aglianico 2015  
  Bottle 42.00
- Al Muvedre Do Alicante 2016  
  Bottle 37.00

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Bar Service

BAR LIST
High-Balls $7.00
Premium $7.50-$12.00
House Wine Glass $7.50
Premium Wine Glass $8.75
Domestic Beer Bottle $6.75
Import Beer Bottle $7.75
Draft Beer Glass $6.25
Draft Beer Mug $7.50
Cider & Coolers $7.00-$8.00
Soft Drinks $3.75
Juice $4.50

All beverages quoted above are inclusive of tax

SPECIALTY BOWLS
(Serve Approximately 50 Cups)
Fruit Punch $80.00
1/2 Bowl Fruit Punch $50.00
Alcoholic Fruit Punch (Rum or Vodka) $135.00
Long Island Iced Tea $135.00
Sangria – White or Red $135.00
Champagne Punch $155.00

COFFEE & TEA STATION
At your request, a self-serve station can be set up with regular coffee, decaf coffee & a selection of teas for $22.50 per thermos (8-10 cups) and will be charged on consumption the day of the event.

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BANQUET BAR SERVICE
HOST BAR
All beverages that are purchased through the bar will be billed to the main account. Groups can put restrictions on what can be hosted

CASH BAR
Guests purchase beverages on their own with payments of cash, debit or credit

TICKETED BAR
Hosts can offer guests tickets to be used for a beverage at the bar. The charge for each of the beverages ordered will be added to the final bill.

BARTENDER CHARGE
There is a charge for a bartender in the Main Dining Room, Fire Place Lounge or adjoining rooms of $35/hour for a minimum of 4 hours. Rental of the Fireplace Lounge over regular business hours will include your bartender fee when applicable.
Terms & Conditions

Booking Policies | Room Rates | Food Minimums
All bookings at the University Club must have a Membership connected to them. There are three categories of private room bookings: Member Bookings, Sponsored Bookings and Recognized Bookings. Anyone can become a Member of the Club to book the Club’s private rooms. Information on becoming a Member is included below the booking and billing policies.

Member Bookings:
- All Member’s of the Club will receive Member room rental and food minimum rates when booking events and paying them through their Membership account.
- The Member must be present at the event.
- Reciprocal Member’s are able to make Member Bookings but a deposit will be taken and a valid credit card held on file to settle the final invoice.

Sponsored Bookings:
- All Member’s of the Club can choose to sponsor third-party event bookings. Member room rental and food minimums will apply as the Member is guaranteeing all charges by agreeing to sponsor the non-Member.
- The Sponsoring Member must be present at the event.
- Please note that the third-party organizing the event details will be privy to the personal Membership number and contact information of the sponsoring Member – they will appear on the Event Order and chit.
- Please read through Billing Terms and Conditions carefully.

Recognized Bookings:
- All Member’s of the Club can choose to recognize third-party event bookings. Non-Member room rentals and food minimums will apply as the Member is not responsible for the charges.
- The Member does not need to be present at the event.

** Individuals, who are a Member of a Club belonging to the ACUC, are able to make private room booking and non-Member rates will apply, a deposit will be taken, and a credit card will be held on file to guarantee all charges **

Billing Terms and Conditions

Member Bookings:
- Event charges will be posted to the membership account in which the month the event takes place.
- Catering and Sales Manager will advise if a deposit is necessary. The deposit is deducted from the Membership account in the month the event takes place.

(continued)
Billing Terms and Conditions (continued)

Sponsored Bookings:
- Event charges are posted to the Membership account in the month the event takes place.
- The chit, showing the Member’s Event charges, is e-mailed to the Sponsoring Member at the time the membership statement is generated.
- The Member has until the end of the following month to ensure the University Club receives the full third-party payment.
- If the third-party payment is not received by the end of the following month, the payment method attached to the sponsoring Membership account is processed for all of the account’s charges including the outstanding event charges.
- For example: Event date is in January, chit is sent to sponsoring Member February 1st, third party payment must be received by February 28th.
- *Please note that all charges must be billed through the V account when UVic Departments sponsor bookings. The Club cannot accept payment from the third-party directly in these instances.
- You will sign an agreement form, which we will keep on file, agreeing to the booking and billing policies.

Recognized Bookings:
- A deposit is taken, and a valid credit card held on file to settle the final invoice.
- A consent agreement for payment card storage will need to be signed.
- An invoice is generated and e-mailed to the third party directly. Payment is due upon receipt of the

Obtaining a University Club Membership

If you are interested in obtaining a Membership, there are two Membership options: corporate or personal.

Corporate - $670.00 annually:
- Allows you to secure charges with the company credit card.
- Allows your staff members to book events with Member room rental and food minimum rates.
- Allows you to secure charges with the company credit card.
- Allows your staff to dine at the Club. The charges are posted to the Corporate Membership or your staff can pay with cash/debit/credit on-site (the charges and payments will still show on your Membership statement).
- http://club.uvic.ca/corporate-members/
Terms & Conditions

Personal - $240.00 annually
- Your credit card will be attached to your Membership to secure all charges.
- You can make Member private room bookings and/or sponsor or recognize third party private room bookings.
- In order to receive Member room rental and food minimum rates for Member and Sponsored private room bookings the person holding the Membership must attend the event.
- You and your spouse are the only people who can use your Membership for dining at the Club. Guests are welcome as long as they are accompanied by the Member.
http://club.uvic.ca/associate-member-application/

-** If you or someone involved in the booking is a UVic Alumni, who has never had a club Membership then he/she would be eligible for a one year free personal Membership. In order to get this they will need to register with alumni services at the University Centre. It would be a one-time $20.00 fee for the alumni card. Please e-mail a copy of the Alumni One card to the Office Manager, uclubofficemanage@uvic.ca, immediately after the University Club Membership application is completed.
Terms & Conditions

Deposit: A confirmation/damage deposit of $1,000 is required to secure the use of the facility. 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.

Cancellation Policy: The organizer may cancel the event up to seven (7) months prior, in writing, for a full refund of deposit. The deposit will be forfeited if cancellation is made less than seven (7) months prior to the event. Please see below for further cancellation penalties.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>7 Months prior to arrival date</td>
<td>No penalty and deposit will be refunded</td>
</tr>
<tr>
<td>60 days - 7 months prior to arrival date</td>
<td>100% of room rental will be applied. Deposit will be forfeited</td>
</tr>
<tr>
<td>30-60 days prior to arrival date</td>
<td>50% of room rental. 50% of anticipated food and beverage revenue.</td>
</tr>
<tr>
<td>3-29 days prior to arrival date</td>
<td>100% of room rental. 50% of anticipated food and beverage revenue.</td>
</tr>
<tr>
<td>Within 72 hours prior to arrival date</td>
<td>100% of room rental. 100% of anticipated food and beverage revenue.</td>
</tr>
</tbody>
</table>

Payment Terms: 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 by an alternate method of payment on the first working day following the event the credit card will be used only for backup.

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.

Service Charges: All food and beverage services are subject to a 15% service 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 service times will include your bartender fee when applicable.

Confirmation: Confirmation of guaranteed number of guests is required seven (7) days prior to the wedding. 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.

The University Club of Victoria T: 250-721-7935 E: uclubcatering@uvic.ca
Terms & Conditions

Facility Charges & Food Minimums

Main Dining Room: A facility charge of $700 (members) or $1500 (non-members).

A minimum of $1,500 (members) or $2,000 (non-members) in food purchases is required for events Monday to Thursday. $3,000 (members) or $3,500 (non-members) in food purchases is required for events on Friday and Saturdays.

Fire Place Lounge: A facility charge of $250 (members) or $350 (non-members).

A minimum of $350 (members) or $550 (non-members) in food purchases is required for events Monday to Thursday in the Fireplace Lounge. $1,500 (members) or $2,000 (non-members) in food purchases is required for events on Friday and Saturdays in the Fireplace Lounge.

Wedding Ceremony: Ceremonies may be held on site after 3pm for a set up fee of $350. Rehearsal times, if required, can be confirmed 30 days prior to wedding.

Menu Selection:
The University Club requires all menus to be selected a minimum of thirty (30) days 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.

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.

Health Regulations: All food and beverage must be purchased through the University Club. No food and/or beverage of any kind, except commercially made wedding 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. The fee for bringing an outside cake in is $2.00 per person.
**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 12:30 am. A penalty of $500 per hour or part thereof will be levied should the Club not be evacuated after 12:30 am.

**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 goods, property, and/or equipment brought into the facility by the organizer or guests.

**Children at the Club:**
The University Club is a child friendly facility. Children are welcome to use the area’s of the Club that are rented specifically for your event. Please note that if your event includes the rental of any outdoor or indoor areas, all children require to be supervised at all times. The Club has a beautiful pond that many enjoy however this area is a safety concern to children that are not supervised.

**Decorating:** The Catering Manager must be consulted regarding any displays or signage to be used on the property by the organizer or guests. Any use of nails, staples, glue, or any like materials is not allowed on any walls, doors, ceilings, or other surfaces. The use of confetti, rice, or bubbles is NOT permitted on the premises. No open flames are permitted (enclosed candles are allowed). Decoration clean up is the responsibility of the function organizer and is to be completed prior to leaving the premises. Access time to the Club for decorating will be confirmed 30 days prior to

**Suppliers:** Please contact the University Club regarding delivery and setup time of suppliers. All decorations used must be removed immediately following the function. This is the responsibility of the supplier.

**Parking:** All vehicles parked on campus are required to display a valid parking permit purchased on site; please refer to the Campus Parking website for rates:
http://web.uvic.ca/security/parking/rate

**Photography:** Family and wedding party photographs can be taken in and around the Club.

**Linens:** White linen will be included in the catering package. Any other colour linen or napkins will be subject to an additional charge. Black or white skirting is available for head table, cake, gift and guestbook tables.

The University Club of Victoria T:250-721-7935 E:uclubcatering@uvic.ca
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**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.
Uplighting $10.00 per light (maximum of 8)
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 $15.00
- LCD Projector $50.00
- Podium & Mic - Complimentary
- Wireless Mic - Complimentary
- Flipcharts with Markers & Paper $25.00
- House Sound for presentations $25.00
- 60" Flat Screen TV $50.00
- Conference Phone $40.00
- Entertainment Package - $250.00 (Bose Built-In Speakers in Main Dining Room)

**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.

<table>
<thead>
<tr>
<th>Room Capacity Seating &amp; Standing</th>
<th>SOCAN With Dancing</th>
<th>SOCAN Without Dancing</th>
<th>Re:Sound With Dancing</th>
<th>Re:Sound without Dancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100</td>
<td>$44.13</td>
<td>$22.06</td>
<td>$18.51</td>
<td>$9.25</td>
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<tr>
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<td>$31.72</td>
<td>$26.63</td>
<td>$13.30</td>
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