THE UNIVERSITY CLUB OF VICTORIA
WEDDING PACKAGE
Thank you for your interest in hosting your wedding at The University Club of Victoria! In this wedding 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 with our team and will be happy to work with you to create a custom menu.

ENTERTAIN * ENGAGE * ENJOY * EXPERIENCE

The University Club of Victoria is nestled in a forested area, located right on the University of Victoria grounds. Our secluded patio, pond, and west coast inspired look is the perfect setting for your wedding ceremony and reception. Thank you again for inquiring about the UClub and we look forward to hosting your big day at the best kept secret of Victoria!
Hors D’oeuvres

*Minimum of 2 Dozen Per Item*
(Family style service can be accommodated with advance notice of 7 business days)

HOT $34.00 Per Dozen
- Scallops Wrapped in Bacon- cocktail sauce
- Tempura Fried Prawns- sweet chili sauce
- Falafel Nugget- tahini sauce
- Vegetable Spring Rolls- 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
- Crispy Pork Wonton- sweet chili sauce
- Crispy Haddock Bites- tartar sauce

COLD $31.00 Per Dozen
- Sundried Tomato & Cream Cheese Endive Boat
- Vegetarian Dolmades
- Grape Tomato & Bocconcini Skewer
- Devilled Eggs
- Tomato Bruschetta
- Smoked Salmon, Onion, and Caper
- Olive Tapenade Stuffed Cucumber
- California Roll, Wasabi, & Pickled Ginger
- Endive Chicken & Cilantro Boat
- Chilled Tiger Prawns- cocktail sauce
- Prosciutto & Melon
- Blue Cheese, Walnut, & Pear Crostini
- Poke Spoon
- Tomato Gazpacho Shots- basil oil

DESSERTS $30.00 Per Dozen
- Vanilla Bean Mini Bite Sized Cheesecakes
- Belgian Chocolate Mousse
- Mini Fruit Tarts
- Chocolate Covered Strawberries

$35.00 Per Dozen
- Assorted Bars & Squares (1 dozen)

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
- 11-16 pieces per person, to replace a meal

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

**ANTIPASTI**
Salami, prosciutto, artisan ham, roasted red peppers, marinated mushrooms, roasted garlic, bocconcini, olives, artisan breads
Sampler Platter $35  (serves 10)  Large Platter $75  (serves 25)

**HUMMUS & PITA**
Lemon hummus, olives, grilled pita bread
Sampler Platter $30  (serves 10)  Large Platter $65  (serves 25)

**NACHOS $20**
Tortilla chips layered with olives, red onions, green onions, bell peppers, cheddar & jack cheese  (serves 5)

**SIDE OF SALMON** Smoked side of salmon, rice crackers.  $109  (serves 30)

**SWEET TOOTH** Variety of bars and squares $105  (serves 30)

**BAR SNACKS** Small bowls of your favourite salty bar snacks- $5 per bowl

**SPECIALTY CAKES** Layered with mousse and garnished with fresh fruit & 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

**ASSORTED ARTISAN CHEESE PLATTERS**
A selection of assorted cheeses served with rice crackers
Sampler Platter  (serves 10)  $55
Small Platter  (serves 20)  $105
Medium Platter  (serves 40)  $210
Large Platter  (serves 60)  $300

**VEGETABLE & DIP PLATTERS**
Sampler Platter  (serves 10)  $35
Small Platter  (serves 20)  $65
Medium Platter  (serves 40)  $125
Large Platter  (serves 60)  $180

**FRESH SEASONAL FRUIT PLATTERS**
Small Platter  (serves 10)  $50
Medium Platter  (serves 20)  $95
Large Platter  (serves 30)  $145

**ASSORTED SANDWICH PLATTERS**
*Please advise if you would like your order cut into finger sandwiches.*
Small Platter  (serves 10)  $115
Medium Platter  (serves 20)  $210
Large Platter  (serves 30)  $295

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 7 business days prior to the event.
**Pasta Station**
- Butternut Squash Ravioli or Penne Pasta
- Garlic Cream Sauce
- Sage Butter Cream Sauce
- Sundried Tomato with Fresh Button Mushrooms
  - $7.50 Per Person

**Risotto Station**
- Wild Mushroom, Shrimp
- Walnut Pesto, Danish Blue Cheese, Caramelized Onions
  - $6.50 Per Person

**Scallop & Prawns**
- Lobster Cream Sauce
- Rosé Sauce
- 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
  - $12.50 Per Person

**Chef’s Action Stations**
Minimum of 50 people

**maximum 2 stations per function**

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

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
Three Course Plated Dinner

Please select one item for each course

Guests with allergies and dietary restrictions can be accommodated with advanced notice. We require advance notice of 7 business days.

STARTERS: CHOICE OF 1
- Medley of Seasonal Greens - with house made dressing
- Chef’s Soup of the Day
- Club Caesar - crisp romaine, parmesan, croutons, rich garlic dressing

UPGRADE YOUR STARTER: $3.50 PER PERSON
- Dunsmuir Crab Cakes - two crab cakes served with chipotle aioli
- Club Chowder - surf clams, shrimp, smoked bacon, island potatoes & vegetables in a creamy broth

ENTRÉES: CHOICE OF 2 ENTRÉES CAN BE OFFERED WITH ADVANCED NOTICE AND WITH HOW MANY OF EACH ITEM IS REQUIRED

Entrées include seasonal vegetables and your choice of rice or potatoes.
- Moroccan Quinoa & Cashew Strudel - curry sauce
- Portabellini Vegetable Tower - tomato Sauce
- Butternut Squash Ravioli - creamy tomato & fennel sauce, garlic toast
- Stuffed Pork Loin - maple apple sauce
- Roast Breast of Chicken - Your choice of sauce onion & apple sauce, mango salsa, hickory barbeque, mushroom & tarragon
- Baked Organic Chinook Salmon - Your choice of sauce yogurt dill, peach pineapple salsa, basil cream sauce, ginger soy
- Honey Ham & Brie Stuffed Chicken Breast - sundried tomato pesto
- Roast Sirloin of Beef - green peppercorn sauce
- Lamb Shank - rosemary red currant jus

DESSERTS: CHOICE OF 1
- Coconut Crème Caramel
- Belgian Chocolate Mousse
- Chocolate Torte Cake
- Strawberry Shortcake
- Vanilla Cheesecake
- Fruit Crumble with Ice Cream

Coffee, Decaf Coffee & Tea

$44.00 Per Person

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

Salads: Choice of 2
Medley of Seasonal Greens - with assorted dressings
Deconstructed Caesar Salad
Orzo, Onion, & Bell Pepper Pasta Salad
Marinated Seven Bean Salad
Potato & Egg Salad
Fiesta Pearl Barley Salad
Coconut Curried Rice Salad

Entrées: Choice of 2
Chicken in a Mushroom & Tarragon Sauce
Thai Coconut Chicken
Curried Butter Chicken
Beef Bourguignon
Vegetarian Lasagna
Butternut Squash Ravioli in a Rich Tomato & Fennel Sauce

Rice Pilaf
Fresh Baked Rolls & Butter

Desserts:
Fresh Seasonal Fruit Platter
Belgian Chocolate Mousse
Coffee, Decaf Coffee, & Black Tea

$35.00 Per Person

Add On Items
- Additional Entrées- $5.00 per person

Premium Entrée Options- $7.00 per person
- Baked Salmon with Peach Pineapple Salsa
- Seafood Putanesca

Chef Carved- $7.00 per person
- Roast Sirloin of Beef
- Baked Ham
- Pork Loin with Apple Sauce

A selection of organic tea bags and hot water is available-
$2.50 per tea bag consumed
Build Your Own Buffet

Minimum of 45 people

**SALADS: CHOICE OF 4**
- Medley of Seasonal Greens - with assorted dressings
- Orzo, Onion, & Bell Pepper Pasta Salad
- Deconstructed Caesar Salad
- Marinated Seven Bean Salad
- Potato & Egg Salad
- Fiesta Pearl Barley Salad
- Tomato & Basil Salad
- Coconut Curried Rice Salad
- Marinated Cucumber & Red Onion Salad

**ENTRÉES: CHOICE OF 2**
- Canadian Roast Top Round of Beef with Au Jus
- Chicken in a Mushroom & Tarragon Sauce
- Curried Butter Chicken
- Vegetarian Lasagna
- Chickpea & Vegetable Curry
- Butternut Squash Ravioli in a Rich Tomato & Fennel Sauce

**CHOICE OF 1**
- Roasted Potatoes
- Creamy Garlic Mashed Potato
- Mashed Yam & Potato
- Scalloped Potato
- Rice Pilaf
- Seasonal Vegetables
- Fresh Rolls & Butter

**$45.00 Per Person**

**DESSERTS:**
- Fresh Seasonal Fruit Platter
- Belgian Chocolate Mousse
- Fresh Fruit Tarts
- Assorted Bars & Squares
- Coffee, Decaf Coffee, & Black Tea

**ADD ON ITEMS**
- Additional Entrées- $5.00 per person
- Premium Entrée Options- $7.00 per person
- Baked Salmon with Peach Pineapple Salsa
- Seafood Putanesca
- Chef Carved: $7.00 per person
  - Roast Sirloin of Beef
  - Baked Ham
  - Pork Loin with Apple Sauce
  - Roast Turkey with Cranberry Sauce

A selection of organic tea bags and hot water is available- $2.50 per tea bag consumed
Deluxe Wedding Dinner Buffet

Minimum of 60 people

**SALADS:**
- Medley of Seasonal Greens - with assorted dressings
- Deconstructed Caesar Salad
- Thai Noodle Salad with Sesame Chicken
- 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 Roasted Beef Sirloin
- Sautéed Mushrooms with in a Red Wine Peppercorn Jus
- Baked Salmon with Peach Pineapple Salsa
- Seafood Putanesca
- Butternut Squash Ravioli in a Rich Creamy Tomato & Fennel Sauce
- Roasted Potatoes
- Rice Pilaf
- Steamed Seasonal Vegetables
- Fresh Rolls & Butter

**DESSERT:**
- Fresh Seasonal Fruit Platter
- Assorted Artisan Cheese Board
- Crème Brûlée
- Belgian Chocolate Mousse
- Fresh Fruit Tarts
- Assorted Bars & Squares

Coffee, Decaf Coffee, & Black Tea

A selection of organic tea bags and hot water is available - $2.50 per tea bag consumed

$58.50 Per Person

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UClub Wedding BBQ’s

GOURMET BBQ
Minimum of 40 people

SALADS:
Medley of Seasonal Greens- with assorted dressings
Thai Noodle Salad with Sesame Shrimp
Tomato, Bocconcini, & Basil Salad
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 $7.00 per person

Fresh Corn on the Cob and Fresh Rolls & Butter

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

DESSERT:
Fresh Seasonal Fruit Platter
Strawberry Shortcake
Belgian Chocolate Mousse
Coffee, Decaf Coffee, & Black Tea

$38.50 Per Person

BASIC BBQ
Minimum of 25 people

SALADS:
Medley of Seasonal Greens- with assorted dressings
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
Fresh Seasonal Fruit Platter

CHOICE OF 1:
Bags of Potato Chips
Roasted Potatoes

Coffee, Decaf Coffee, & Black Tea

$25.50 Per Person
## Wine by the Bottle

*(Table service can be accommodated with advance notice of 7 business days)*

### WHITE
- **Igneous Granite White 2016 BC** Bottle 27.00
- **Pepperwood Grove Chardonnay 2018 USA** Bottle 31.00
- **Little Straw Sauvignon Blanc 2018 BC** Bottle 34.00
- **Red Rooster Pinot Gris 2019 BC** Bottle 34.00
- **Basa Blanco D.O. Rueda 2017 Spain** Bottle 32.00
- **Di Lenardo Pinot Grigio 2018 Italy** Bottle 38.00
- **Benzinger Sonoma County Chardonnay 2017 USA** Bottle 38.00
- **Stags Hollow Vidal 2018 BC** Bottle 38.00
- **Claude du Val Rose 2018 France** Bottle 34.00

### SPARKLING WINE
- **Zonin Prosecco D.O.C. Italy** Bottle 35.00
- **Crémant de Bourgogne Brut 2017 France** Bottle 42.00
- **Freixenet Cava Cordon Negro Brut 200 mL Spain** Bottle 12.50

### RED
- **Grão Vasco 2018 Portugal** Bottle 27.00
- **Smokey Bay Cabernet Sauvignon Australia** Bottle 30.00
- **Stag’s Hollow Syrah 2018 BC** Bottle 40.00
- **Pays D’oc Paul Mas Malbec 2019 France** Bottle 37.00
- **Quill Q Red 2018 BC** Bottle 37.00
- **Cline Farms Ancient Vines Zinfandel 2018 USA** Bottle 42.00
- **Carmel Road Pinot Noir 2017 USA** Bottle 44.00
- **Ravenswood Zinfandel 2017 USA** Bottle 32.00
- **Pietrame Montepulciano D’Abruzzo 2019 Italy** Bottle 30.00
- **Tinto Monastrell Al-muvedre 2017 Spain** Bottle 36.00
- **Liber Farms Signature Red 2017 BC** Bottle 40.00

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*Vintages Subject to Change*

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Bar Service

BAR LIST

- High-Balls $7.50
- Premium $7.00 - $12.00
- House Wine Glass $8.50
- Premium Wine Glass $10.50
- Import Beer Bottle $8.75
- Draft Beer Glass $7.00
- Draft Beer Pint $8.50
- Cider & Coolers $9.00
- Soft Drinks $4.00
- Juice $4.50

*All prices above are inclusive of tax*

PUNCH BOWLS

- Fruit Punch $80.00 *(Serves approximately 50 cups)*
- 1/2 Bowl Fruit Punch $50.00

COFFEE & TEA STATION

- At your request, a self-serve station can be set up with regular coffee, decaf coffee, & black tea for $22.50 per thermos *(serves 8-10 cups)* and will be charged on consumption the day of the event.
- A selection of organic tea bags and hot water is available for $1.00 per person in attendance.

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 can purchase beverages on their own with payments of cash, debit, or credit.

Ticketed Bar
Hosts can offer guests tickets to be used for beverages at the bar. The charge for each of the beverages ordered will be added to the final bill.

Bartender Charge
If you are wanting a bartender in your room specifically for your event, there is a charge of $35/hour for a minimum of 4 hours.

Custom Cocktails
If there is something specific that you are looking for to have on your special day, our knowledgeable bar staff is more than happy to work with you to create custom cocktails.
BOOKING POLICIES
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.

MEMBER BOOKINGS:
- All Members of the Club will receive Member room rental and food minimum rates when booking events and pay 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 Members 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 Members 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 is 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 invoice.

OBTAINING A UNIVERSITY CLUB MEMBERSHIP

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

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/
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).

** If you or someone involved in the booking is a UVic Alumni, who has never had a club Membership, then they 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>7 Months Prior to Arrival Date</th>
<th>No penalty and any deposit taken will be refunded.</th>
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<tbody>
<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 will be applied. 50% of anticipated food and beverage revenue will be applied.</td>
</tr>
<tr>
<td>7-29 Days Prior to Arrival Date</td>
<td>100% of room rental will be applied. 50% of anticipated food and beverage revenue will be applied.</td>
</tr>
<tr>
<td>Within 72 Hours Prior to Arrival Date</td>
<td>100% of room rental will be applied. 100% of anticipated food and beverage revenue will be applied.</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.

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The University Club of Victoria T: 250-721-7935 E: uclubcatering@uvic.ca
**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. Please inquire with our Sales & Catering Manager for our adjoining side rooms and Wild Rose Room.

**FIREPLACE 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. 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 charge if you are needing the cake cut and served. 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.
**Terms & Conditions**

**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 by 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 the event.

**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](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.
Terms & Conditions

CLUB RENTALS:
- Black pipe & drape as a back drop is available for a rental of $60.00.
- Cocktail tables with black linen are available to rent for an additional $20.00 each
- Up-lighting is available for $10.00 per light (maximum of 8)
- Table Runners are available for $8.00 each Green, Gold & Red (have a total of 25 of each colour).

AUDIO VISUAL: The University Club has audio visual equipment that is available for rent. All audio visual needs must be specified a minimum of 7 business days 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
- Flipcharts with Markers & Paper $25.00
- 60” Flat Screen TV $50.00
- 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.