

Gaffer's Banquet & Catering Policies

Food & Beverage

All food shall be prepared by the kitchen of Gaffer's. Food prepared by Gaffer's for any event must be consumed at the function. For health & insurance reasons, leftover food items prepared by Gaffer's cannot be removed from the premises.

Your menu must be finalized 30 days prior to your event. If you should desire more than one entrée selection, a nominal fee of \$3.00 per person (based on total guest count) will apply. Our co-ordinators will be happy to assist you in creating a menu to fit your specific needs or budget.

Limited Dietary substitutions may be made in advance with the Event Co-ordinator and must be identified by a special place card. Table numbers are mandatory to ensure the smooth delivery of specialty meals. Late requests for specialty meals will be assigned an additional fee.

Gaffer's sets & prepares for 3% over the stated number of guaranteed guests. We do not set or prepare for any overage for hors d'oeuvres.

The Client agrees that no food or liquor will be brought into Gaffer's excluding Wedding Cakes & party favours. Wedding cakes, cupcakes & cookies will be subject to a fee of \$1.50 per person. This is a charge for bringing in outside food. If required, this will also cover cutting, service, clean-up, plates, forks & napkins. A licensed baker is required.

Gaffer's reserves the right to restrict cash bar events during our high season from May to September. Saturdays during this period are reserved for full service clients.

It is understood that no alcoholic beverages will be served to minors. We will request proof of age of any person deemed of questionable age.

Damages

The Client agrees to be responsible for any and all liability and damages done to the premises during the time of the event by the client's guests, suppliers or other third parties who are present at the client's request.

Gaffer's will not assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event.

Nothing is to be taped, tacked, stapled or hung from the walls, ceiling, fans or windows without the express advance written permission of Gaffer's. A request form can be obtained from your Event Co-ordinator.

No rice, confetti, feathers, rose petals and/r crystals are permitted inside or outside the Facility for either decoration or throwing. If utilized, an automatic cleaning surcharge will be deducted from the deposit.

Tea lights and candles are permitted in self-contained holders. Tapers must be driplless. Management will extinguish candles not properly contained or deemed unsafe.

Standard Room Rental Rates

Sunset Ballroom	\$1000
Phoenix Room	\$ 500
The Hook	\$ 500

Additional Services

(Prices include set-up, breakdown and are subject to GST & PST)

NEW Bride & Groom's Room	\$ 500
Located above the Sunset Room on the North East Corner of the building, this room features a private washroom, sofas & loveseats, wet bar, large TV monitor & Juliette Balcony Doors.	

Head Table, Guest Book Table & Cake Table Decor	\$ 150
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Garden Terrace Ceremony Fee	Theatre style up to 40 people	\$ 300
	Theatre Style 40 – 80 people	\$ 600

The ceremony fee includes full day rental, rental & set-up of chairs, signing table, wrought iron bridal arch.

White or Ivory table linens	\$ 6.00
Black or Ivory Napkins	n/c
Specialty Napkins (colour selection available)	\$ 0.50

Specialty Linens; chair covers; bows and other decorative services are available through local suppliers at their posted rates.

Gaffer's is happy to assist you in locating the services of professional photographers, videographers, florists, marriage commissioners, music services and entertainers & local accommodations.

Government of Canada

The Federal Government mandates that Gaffer's collect fees for the following:

1. SOCAN (The Society of Composers and Musicians) www.socan.ca
2. RE:Sound represents the performance rights of artists & record companies www.resound.ca

Event Type	Re:Sound	SOCAN
Dinner Only	\$20	\$39
Dinner & Dance	\$34	\$69

Bar Service

All alcohol served on the premises will be supplied by Gaffer's under MLCC Licence # EST145-00002. Our standard service is a domestic bar which includes domestic shots & beer, cocktails & house wine. A variety of upgrades are available. Upgrades must be pre-arranged with your Event Coordinator.

Host or Open Bar – When a Company or Individual is hosting the reception including all alcoholic & non-alcoholic beverage services and is paying for the bar bill directly to Gaffer's on behalf of their guests.

Cash Bar – When guests are responsible for the cost of their own beverages by paying the Gaffer bartender directly.

Partial Host Bar/Cash Bar – The host may choose to provide wine with dinner and/or Host Beverage Tickets to some or all of their guests services beyond that would be on a Cash Bar basis.

Deposits and Payment

SUNSET ROOM requires deposit of \$1000.00 payable at the time of the booking. An additional 50% of the estimated total is required 60 days prior to the date of the event. Balance owing is due the night of the event.

PHOENIX ROOM requires deposit of \$250.00 payable at the time of the booking. An additional 50% of the estimated total is required 60 days prior to the date of the event. Balance owing is due the night of the event.

This deposit will be used towards any damages or special cleaning charges incurred as a result of your event. If no damage is found or special cleaning required, a cheque in the amount of your deposit will be mailed to you within 7 to 10 days.

In the event of a cancellation, deposits are non-refundable.

We accept Cash, Debit, Certified Cheque or Bank Draft for payment of deposits & final bills.

A 3% service fee will apply to all credit card payments over \$1000.

Final Confirmation

The event organizer shall contact the Gaffer's Event Coordinator 14 days prior to the date of the event to confirm the number of guests attending. This will constitute a guaranteed minimum. Billing will reflect the guaranteed minimum guests as provided or the actual number attending, whichever is greater.

Off Site Catering

Gaffers will cater to any venue of your choice. Additional fees will apply.

We can make all of the necessary arrangements for an outdoor event, including tables, chairs, tenting and linen. You are welcome to use one of our menus or our Event Planners can design a Theme Menu or Specialty Menu to suit your tastes.