

Banquet Guidelines

Food

1. All food served in the facility is to be provided by TCU Place. Our contracted caterer is renowned for quality, service and presentation. All food preparation is done in the facility.
2. The menus are suggestions and may be altered in consultation with our sales office. Our staff are ready to create menus designed specifically for your function upon request.
3. Menu items/selections may be sampled upon request. This service can be provided at a cost to be determined by the events department. The sampling prices will be equal to the full menu price per person plus additional service charges and applicable taxes - minimum charge \$200.00.
4. All catering prices are subject to the applicable service charges and taxes.
5. Please note that the food is the property of TCU Place and must not be removed by the client for any reason.

Liquor

6. The facility is governed by Provincial Liquor Laws and all applicable guidelines must be met. Please refer to our beverage service page for additional information.

Guarantee

7. A preliminary estimate of attendance is required when booking your event and selecting the menu.
8. A guarantee of the number of guests attending must be provided to TCU Place 72 hours (3 working days) prior to the function.
9. The greater of the guarantee, or attendees, will be charged to the client.

Deposit

10. A paid deposit is required to confirm the booking on a definite basis, along with a signed contract.
11. All deposits are non-refundable subject to the terms of the contract.

Room Changes

12. TCU Place reserves the right to change the room allocation within the building at time of guarantee if numbers do not meet minimum room requirements.

Labour

13. Catering services delayed by the client will result in a labour charge of \$120.00 for each additional 15 minutes, after the first half hour.
14. If the client is unable to provide a minimum 15-minute clearing time immediately after dinner, a \$1.50 per person fee will be charged to offset labour costs.
15. All quoted labour charges are subject to change without notice.

*Menus and prices are subject to change.
All prices are subject to an applicable service charge and GST.*