

Banquet Guidelines



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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 for any reason.
6. In order to ensure supply of your selected menu, it is highly recommended that all menus be submitted 30 days prior to your event.

Liquor

7. 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

8. A preliminary estimate of attendance is required when booking your event and selecting the menu.
9. A guarantee of the number of guests attending must be provided to TCU Place 48 hours (2 working days) prior to the function.
10. The Client will be invoiced for the guarantee or actual number of people in attendance, whichever is higher. The guarantee is not subject to a reduction after the 48-hour deadline. Increases in guarantee numbers after the 48 hours are subject to approval by TCU Place and may be charged a fee of 25% per meal.
11. We will accommodate special dietary requests if given advance notification at the time of your guarantee.

Deposit

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

Room Changes

14. 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

15. Catering services delayed by the client will result in a labour charge of \$150.00 for each additional 15 minutes, after the first half hour. Client to provide 20 minutes clearing time immediately after dinner or \$1.75/person will be charged to offset labour costs.
16. All quoted labour charges are subject to change without notice.
17. Additional labour charges will apply for all Canadian statutory holidays.