



Italian Cultural Centre



Conditions & Policies

132 South Algoma Street

Thunder Bay, Ontario

Phone: (807) 345-5511

Fax: (807) 344-7921

Email: office@italiancc.com

Website: www.italiancc.com

Office hours: Monday to Friday - 9am to 5pm

Deposit & Payment

- A deposit of **\$750.00** is required before a booking is accepted and confirmed in the Mediterranean Hall.
- A deposit of **\$350.00** is required before a booking is accepted and confirmed in the Galileo Hall.
- One month prior to the function, the party responsible for payment, must sign a written contract.
- **Seven days prior to the function, 70% of the anticipated cost is required** and a floor plan (if applicable).
- Prices can only be guaranteed 3 months prior to the function.
- There are no discounts for children 10 years of age and over. Children ages 4 to 9 are charged 70% of the meal costs on a buffet or family style meal only and children 3 and under are free.
- **The office must be notified no later than seven days prior to the event of the guaranteed number of guests attending. This is the minimum number which will be billed, unless exceeded.**
- All prices quoted are subject to applicable taxes.
- A gratuity of 15% is recommended.
- Balance is due upon receipt. A 2% charge per month will apply to overdue accounts.
- **Refunds** will be given if you cancel in writing 6 months prior to the event and if the hall is re-booked.
- **Quoted prices may not apply to functions under 150 people in the Mediterranean Room and under 50 people in the Galileo Room. Please consult with the office if your party is less than the minimum.**

Room Capacity

- Mediterranean room: 350 to 400 guests.
- Galileo room: 100 guests.
- Trade room (Gran Sasso):40 guests.

Room rental*	Monday to Thursday night	Friday to Sunday
Mediterranean	\$575.00	\$975.00
Galileo	\$350.00	\$575.00
Trade room	\$150.00	\$275

**subject to modification*

Room rental + linen fees will apply where a dinner is not being served.

A rental charge will apply to functions when custom menus are lower than the base price.

Base price for a custom menu is \$16.00 per plate.

Additional Services & Applicable Fees

Linen napkins (<i>white, red, blue, green and burgundy</i>)	\$1.00 per person
Tablecloth rental (<i>for room rentals only</i>).....	\$3.05 per tablecloth
Cake service (<i>providing real cake plates, forks and napkins</i>).....	\$1.50 per person
Family Style upgrade (<i>Buffet style meal served to the tables</i>).....	\$3.00 per person
Coat check	\$120 per day
Corkage (<i>Soft drinks, Ice, & Glasses</i>)	\$3.05 per person
Bartender.....	\$150.00 per bartender
Trade Show	\$100.00
Wedding Ceremony in the same hall upon approval by Management	\$200.00
Stage Removal and/or Relocation	\$100.00
Projector	\$75.00
Flip Chart.....	\$15.00

SOCAN Fees

(Society of Composers, Authors & Music Publishers of Canada)
 Fees for a license to perform at Receptions, Conventions, Assemblies and Fashion Shows:

Numbers	Without Dancing	With Dancing
1-100	\$22.06	\$44.13
101-300	\$31.72	\$63.49
301-500	\$66.19	\$132.39

Re:Sound Fees

(Music Licensing Company)
 Fees for a license to perform at Receptions, Conventions, Assemblies and Fashion Shows:

Numbers	Without Dancing	With Dancing
1-100	\$9.25	\$18.51
101-300	\$13.30	\$26.63
301-500	\$27.76	\$55.52

Allergy Requests require 72 Hours advanced notice
 All prices are subjected to applicable tax

Hall regulations & Policies

- Any changes to the Banquet Agreement MUST be initiated by the customer in the office of the Italian Cultural Centre and approved by the General Manager.
- Friday & Saturday minimum guarantee - Mediterranean Hall 150 people; Galileo Hall 50 people.
- All Functions must end by 1:00 AM. Band and DJ's to cease playing at 1:00am.
- Hall must be vacated by 1:30 AM.
- All decorations must be removed by this time by the decorator or yourself or a \$250.00 levy will be charged to your bill to remove and relocate your decorations. The Italian Cultural Centre is not responsible for any decorations left in the hall after the function.
- To all bands and DJ services. All equipment must be removed by 1:30 AM or a bill of \$250.00 for storage will be charged to the band or DJ.
- Functions are allowed to bring in their own alcohol as long as a Special Occasion Permit is purchased from the LCBO. The client is responsible for the purchase of the Permit, as well as the purchase of additional Insurance Coverage.
- Lottery & Raffles require a valid permit present at the time of the function.
- Failure to comply with given time lines could result in extra charges.
- All liquor, beer and wine must be removed from the premise immediately after the function.
- The Italian Cultural Centre Bartenders are required at all functions where liquor is being served.
- One bartender is required per 125 people.
- Corkage and Bartending Fees are applicable when patron is purchasing alcohol directly from the L.C.B.O.
- Coat check service is required from October through April. Italian Cultural Centre employees are required to tend the coat check area (check with office for applicable fees)
- The customer is responsible for any damages to the hall during the banquet or function.
- Additional food and beverage items will not be allowed in or out of the Hall without prior approval from the Manager. For health and safety purposes the Hall does not allow any food to leave the banquet facility.
- All decorations put up in the Halls must be pre-approved by the Manager. The decorator will have to take them down if they do not comply with the regulations of the Hall. Under normal circumstances the hall will be available for decorating after 10:00 am on Saturday and Sunday. From Monday to Friday the hall will be available for decorating at a time determined by the Manager upon the signing of the banquet agreement.
- The use of open flame candles is strictly prohibited.
- The use of confetti of any type is strictly prohibited inside or on the premises of the Italian Cultural Centre. Failure to comply will result in an additional charge of \$250.00.
- The Society reserves the right to cancel any function or banquet upon written notice and will refund any deposit made, in the event of fire or any unforeseen circumstances beyond our control.
- The Bridal Room is provided (if available) at the discretion of the Society, as a courtesy to the customer. It is not intended to be used as a storage room by the customer or invited guests.
- The Society shall not be responsible for any loss, theft or damage with respect to any articles, cash/cheque or any other item whatsoever which has been left, forgotten or stored in any area of the Italian Cultural Centre. This may include but is not limited to, the bridal room, coat check or banquet rooms. The customer hereby releases the Society from any claims, demands, damages, actions or causes of action, arising out of or in consequence of any loss, theft, or damage to any property whatsoever which has been left, stored or brought into the Italian Cultural Centre.
- Please note an additional 10% increase in all fees will be applied should a function fall on a Statutory Holiday.
- Cancellation fee: If a function is cancelled 48 hours prior to the function date, a rental charge and 15% of the estimated food costs will apply.

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All prices are subjected to applicable tax