

# CATERING POLICY

**Thank you for choosing North Coast Meeting & Convention Centre for your special event. In order to ensure a well organized event, please note the following catering policies.**

- Chances Gaming, Entertainment and Catering Centre is licensed for the sale and service of alcoholic beverages with the BC Liquor Control Board. It is therefore required that we supply all beverages consumed on the premises.
- Our liquor license for the convention level is a food primary license. This license states that all forms of entertainment (e.g. dancing) must end by no later than midnight and that food must be served at any event where alcohol is served.
- Guests attending an event on the convention level who are under 19 years of age are not permitted on the gaming floor on the upper level.
- Menus should be confirmed two weeks prior to the function to ensure delivery. We reserve the right to modify a menu because of non availability of certain food items beyond our control (e.g. road closures due to bad weather). Our menus are offered as suggestions and we would be delighted to create a special menu for your event. Please advise us if any of your guests have allergies or special food requirements.
- Please confirm the guaranteed number of guests attending your event 48 hours prior to the event.
- All food and beverage prices are subject to applicable taxes and service charges (including 5% GST, a 15% gratuity charge and a 10% BC liquor tax). Prices are subject to change but are guaranteed for up to six months before your event.
- A deposit of \$1,000 (or 50% of the room charge if you are booking a meeting room) is required to secure the booking. Payment of the balance for the guaranteed number of guests or attendees, whichever is greater, is due 15 days after your event. All new accounts must submit required credit information to our accounting office when billing privileges are requested.
- Cancellation of a confirmed reservation less than two weeks prior to the function date could result in the loss of the deposit if we are unable to re-sell the cancelled space.
- The catering department must be consulted prior to the setting up of any displays or decorations. Please do not use nails, staples, sticking tape or glue on any walls, doors or ceilings of the premises.
- A fee of \$125 will be charged for SOCAN (Society of Composers, Authors and Music Publishers of Canada) when you have an event with recorded music and dancing. This charge applies even if you provide your own DJ and recorded music.

