

Full Bar Service

The Caterer will provide liquor license, setup bar stations on site and supply all alcohol (to include an assortment of domestic and import beer, red and white wine, highballs, cocktails and coolers). This also includes all glassware, ice, mix and condiments.

Cost: Drinks are charged at a rate of \$6.25 - \$6.50 per drink. Note - If this option is selected, there is a minimum cost of \$1,000. This means that if the total bar revenues are less than \$1,000, the client will be charged the difference.

Partial Bar Service

The Caterer will provide liquor license, beer, wine and coolers, as well as appropriate glassware and ice chests to keep the beverages chilled. Cost of drinks is \$6.50 per drink. Note - If this option is selected, there is a minimum requirement of sales of \$500 or the client is charged the difference.

Corkage Service

Client provides all liquor and liquor license. The Caterer will setup a bar station and supply mix, ice, glassware and all condiments. Price for **full bar corkage** is \$6.50 per person. Price for **partial bar corkage** (if only beer, wine and coolers are provided) is \$3.50 per person.

Specialty ~ Wine and / or Champagne Only

Full Service

The Caterer provides wine and/or champagne – pricing will depend on type of wine or champagne selected. Pricing would start at \$29.00 per bottle or \$6.50 per glass.

Corkage Service

Client provides wine and/or champagne – a wine corkage fee of \$2.50 per person would apply; \$3.00 if both wine and champagne are served and glassware is required. This includes beverage chilling, opening and placement of wine bottles and glassware on table or at station as required. Note: this does NOT include wine pouring service to guests seated at tables. There is an additional fee for this—\$25.00 per hour per server (number of servers is dependent upon number of guests).

Special Note

For all bars, a bartending fee of \$25 per hour per bartender will apply.

One bartender is required per every 100 guests. Bars must be booked for a minimum of 3 hours and the bartenders are booked 1.5 hour before and 1 hour after the bar service times for set up and clean up. One hour must be allotted for consumption after last call.

Terms & Conditions

Deposits

A non-refundable deposit will be required to guarantee your booking and to reserve your date.

Menu Selection & Final Event Details

All menu items selected and final event details such as timing, set up, linens, etc must be in place no later than 14 days prior to event.

Banquet Event Orders (BEO's)

Once final menu and details are agreed upon, your Catering Coordinator will provide you with a finalized BEO. It is your responsibility to review this form carefully to ensure accuracy of all details of your event- as this is what our Catering Staff and Chefs will follow for instructions. If you see any errors or discrepancies on this document - please advise your Catering Coordinator immediately.

Guaranteed Numbers

Uptown Chefs requires an approximate guest count 30 days prior to the event date. A final guarantee is required 72 hours prior to the event. If the guarantee is not received on time, Uptown Chefs reserves the right to prepare and charge for the original number contracted or the actual number of guests, whichever is greater. Guarantees for Monday or Tuesday events will be required by the Friday prior. Uptown Chefs will prepare 5% above the guaranteed number. Should the number of guests attending the function differ from the original contract, Uptown Chefs reserves the right to provide an alternate function room.

Payments For Events

All event charges are subject to 5% GST and 18% Service Charge. All events require a Credit Card Authorization for deposit and final payment in advance. All weddings and private social events are to be paid in full 3 business days prior to the event date.

Attrition & Cancellation

An estimated number of Attendees must be provided to Uptown Chefs 30 days prior to each function, after which time Uptown Chefs will allow a maximum attrition of 20%. Should the numbers be reduced by more than 20%, a charge of 50% of the estimated food and beverage will apply on the difference. Cancellation of a confirmed event less than 30 days prior to the start date will result in a cancellation charge of 100% of the total charges. Cancellations must be received in writing.

Tables & Chairs

It is the responsibility of the client to rent tables and chairs for the event. Uptown Chefs will require buffet tables, guest tables and chairs set up prior to arrival. For recommendations on rental companies, please ask your Catering Coordinator.

Terms & Conditions

Allergies

In the event that any guest in your group has food allergies, the client shall provide Uptown Chefs, in writing, the details including names and nature of their allergies no less than 72 hours in advance. We undertake to provide, upon request, full information on the ingredients of any items served to your group.

Service Charge & Taxes

Service charges are subject to change without notice. Taxes are applicable as follows:

Food & Beverages	18% service charge & 5% GST
Labor Charges	5% GST
Offsite Catering Fees	10-15%
Additional Banquet Labor	\$25 per hour minimum 4 hours per <u>Server</u> + 5% GST \$25 per hour minimum 4 hours per <u>Bartender</u> +5% GST \$30 per hour minimum 4 hours per <u>Chef</u> + 5% GST

Offsite Catering Fees (15%)

Offsite Catering Fees include full service staff, china plates, silverware, water services, serving utensils, linens for tables and buffet, skirting for buffet tables set-up and tear-down of food & beverage stations and clearing of tables after the meal. Waivers to hold items after catering services may be issued by staff onsite, any items signed off on will be return the following day by the client. Uptown Chefs offer next day pick-up for any items for events located in Kamloops, BC for an additional rate.

Discounts

- Children 0-2 years—Free
- Children 3-12 years—25% off menu price

Offsite Minimums

In order for Uptown Chefs to provide the best possible services we do require a minimum in food and beverage before service charges, taxes and offsite fees:

Weddings:.....	\$2000
Special Events/ Social Events.....	\$1000
Weekdays and Corporate.....	\$600