



**UPTOWN**chefs

CATERING + EVENTS

**OFFSITE**

**CATERING MENU**





# BREAKFAST BUFFETS

MINIMUM 10 PEOPLE | SERVED UNTIL 11AM

## CONTINENTAL BREAKFAST 21.00

Seasonal Fresh Fruit Platter  
Muffins, Danishes + Croissants  
Bagel Tower + Flavoured Cream Cheese  
Build Your Own Yogurt Parfait

## CANADIAN BREAKFAST 24.50

Seasonal Fresh Fruit Platter  
Build Your Own Yogurt Parfait  
Muffins, Danishes + Croissants  
Breakfast Potatoes + Chives  
Omelettes Bell Peppers, Sautéed Onions, Mushrooms + Cheese  
Bacon  
Sausage Patties

## BREAKFAST SANDWICHES 23.50

Seasonal Fresh Fruit Platter  
Muffins, Danishes + Croissants  
Breakfast Potatoes + Chives  
Breakfast Sandwich on Brioche Bun  
Ham, Egg + Swiss  
Sausage, Egg + Cheddar

## DELUXE BREAKFAST 28.00

Seasonal Fresh Fruit Platter  
Muffins, Danishes + Croissants  
Breakfast Potatoes + chives  
Waffles  
**Eggs Benedict OR Vegetarian Breakfast Quiche**  
Bacon  
Sausage Patties

## BREAKFAST BURRITOS 23.50

Seasonal Fresh Fruit Platter  
Build Your Own Yogurt Parfait  
Breakfast Potatoes + Chives  
Build your own Breakfast Burritos  
Scrambled Eggs  
Chorizo  
Seasoned Smashed Black Beans  
Guacamole  
Flour Tortillas  
Toppings (Cheese, Tomato, Rojas, Salsa + Sour Cream)

## HEARTY BREAKFAST 23.50

Seasonal Fresh Fruit Platter  
Breakfast Potatoes + Chives  
Pancakes  
Scrambled Eggs  
Bacon  
Sausage Patties

Enhance Your Buffet With Coffee/Tea

3.50 Per Person

## BREAKFAST ADDITIONS

THESE ITEMS ARE AVAILABLE AS AN ENHANCEMENT TO A BREAKFAST OR BREAK MENU SELECTION

### PANCAKES or WAFFLES 5.00

Butter  
Syrup  
Whipped Cream  
Strawberry Topping  
Nutella  
Chocolate Chips  
Slivered Almonds

### HOT OATMEAL 3.00

Raisins  
Brown Sugar

# BREAKS + REFRESHMENTS

## BEVERAGES


Coffee + Tea	3.50	per person
Bottled Water	3.00	per bottle
Soft Drinks	3.00	per can
Juice	3.75	per can
Assorted Jugs of Juice	17.00	per 1.8L jug
Fruit Infused Water (Cucumber + Mint or Citrus)	1.75	per person

## ENHANCEMENTS

Minimum Order of 12		
Fruit Kabobs	5.50	per person
Assorted Yogurts	3.00	per person
Whole Fruit	3.00	per person
Assorted Hardbite Chips	2.50	per person

## HOUSE BAKED GOODS

Assorted Muffins	24.00	per ½ dozen
Assorted Gluten Free Muffins	25.00	per ½ dozen
Spinach + Feta Danishes	25.50	per ½ dozen
Assorted Danishes	24.00	per ½ dozen
Assorted House Baked Cookies	19.50	per ½ dozen
Assorted Croissants	24.00	per ½ dozen

Bagel Tower + Flavoured Cream Cheeses	20.50	per ½ dozen
Bavarian Cream Mini Donuts	12.00	per ½ dozen
Mini Brownies	18.00	per ½ dozen
Banana Loaf	39.00	per loaf
Lemon Poppy Seed Loaf	39.00	per loaf
Cranberry Orange Loaf	39.00	per loaf
Vegan Banana Loaf 	39.00	per loaf

## SPECIALTY BREAKS

MINIMUM 10 PEOPLE

### FLAVOUR FIESTA 11.00

Nacho Chips  
Green Onions  
Pickled Jalapenos  
Black Beans  
Pico De Gallo  
Onions  
Cilantro  
Warm Nacho Cheese with Feta Cheese

ADD BEEF OR CHICKEN 4.00

### THE COOKIE STOPS HERE 10.00

Assorted House Baked Cookies  
Macarons  
Wafer Rolls

### DONUT DREAMS 12.00

Mini Donuts  
White + Milk Chocolate Covered Pretzels  
Seasonal Fresh Fruit Platter

### BIG TOP BITES 15.00

Mini Corn Dogs  
Mustard + Jalapeno Ranch  
Popcorn  
Mini Sugar Donuts

### SWEET LAYERS 12.00

Greek Yogurt  
Honey  
Granola  
Seasonal Berries  
Shredded Coconut  
Sliced Almonds

### DELI DELIGHT 16.00

Assorted Buns  
Condiments  
Pickled Vegetables  
Sliced Cheese  
Assorted Cold Cuts

### KEEP IT SAVOURY 16.00

Bruschetta Crostini  
Crab, Mushroom + Green Onion Tartlet  
Cheese + Cracker Display  
BBQ Meatballs  
Pot Stickers + Sweet Chili Glaze

# LUNCH BUFFETS

MINIMUM 20 PEOPLE | SWEETS + TREATS | AVAILABLE AFTER 11AM

## UPTOWN SANDWICH 26.00

Fresh Greens  
Broccoli + Smoked Cheddar  
Assorted Hardbite Chips

CHOICE OF THREE OF THE FOLLOWING OPTIONS:

**Pesto Chicken Salad Wrap, Lettuce + Tomato**  
**Shrimp Salad, Dill + Cucumber**  
**Turkey + Swiss Cheese in a Croissant, Pesto Mayo + Sundried Tomato**  
**Ham + Smoked Cheddar on Whole Grain Bread, Hoisin Mayo, Lettuce + Tomato**  
**Roast Beef + Cheddar on a Brioche Bun, Horseradish Mayo, Tomato + Lettuce**  
**Grilled Marinated Tofu, Hoisin Mayo + Pickled Ginger**

## CHEF'S INSPIRED LUNCH 34.00

Dinner Rolls + Butter  
Fresh Greens  
Potato Salad  
Vegetable Medley  
Chef's Selection of Potato or Rice

CHOICE OF ONE HOT ENTREE  
**Grilled Balsamic Marinated Chicken**  
**Pork Chops + Country Gravy**  
**Cabbage Rolls + Perogies**  
**Beef Bourguignon**

ADD ADDITIONAL HOT ITEM 6.00

## BURGERS 28.00

Assorted Burger Buns  
Potato Salad  
Sauteed Onions + Mushrooms  
Toppings (Swiss + Cheddar Cheese, Pickles,  
Tomato, Onion + Lettuce)  
Condiments  
Assorted Hardbite Chips  
Beef Burgers  
ADD SMOKIES 6.00

## TACO FIESTA 27.00

Mexican Rice  
Seasoned Smashed Black Beans  
Flour Tortillas  
Corn Taco Shells  
Toppings  
**Choice of ONE - Pork Carnitas OR**  
**Lime + Tajin Spiced Ground Beef OR**  
**Chicken a la Valentina**  
ADD CHILI CHEESE ENCHILADAS 6.00  
ADD ADDITIONAL TACO FILLING 6.00

## SOUTH EAST 28.00

Sesame + Cucumber Salad  
Vegetable Fried Rice  
Stir Fry Vegetables  
Vegetable Spring Rolls  
Plum Sauce  
Spiced Pork and Garlic Lettuce Wrap.  
Peanut-hoisin Sauce  
Ginger Beef

## LITTLE ITALY 29.00

Garlic Toast  
Classic Caesar  
Caprese Salad  
Vegetarian Lasagna  
Chicken Parmesan  
Ravioli + Pesto  
Rotini + Bolognese

## MEDITERRANEAN FEAST 29.00

Grilled Pitas  
Fresh Greens  
Greek Salad  
Moussaka  
Falafels  
Lemon Chicken  
**Choice of ONE - Saffron + Caramelized**  
**Onion Rice Pilaf OR Roasted Lemon**  
**Potatoes**  
Tzatziki Sauce + Hummus

## BBQ LUNCH 29.00

Assorted Buns  
Broccoli + Smoked Cheddar  
Fresh Greens  
Condiments  
BBQ Baked Beans  
**Choice of ONE - Slow Roasted BBQ**  
**Beef OR Pulled Pork**

Enhance Your Buffet With Coffee/Tea

3.50 Per Person



# DINNER BUFFET

MINIMUM 50 PEOPLE

CHOICE OF 1 PROTEIN 44.00

## PROTEIN OPTIONS

### BRAISED BEEF

Mushroom Demi

### CHICKEN CORDON BLEU

Roasted Red Pepper Coulis

### CHICKEN PARMESAN

Tomato Sauce + Mozzarella

### CHICKEN MARSALA

Chicken Breast with Wild Mushrooms + Marsala Wine Sauce

### BALSAMIC CHICKEN

Roasted Red Peppers + Shaved Asiago

### ROAST TURKEY

House Made Stuffing, Cranberry + Gravy

### GRILLED PORK CHOP

Sauteed Onions + Country Gravy

### VIRGINIA BAKED HAM

Maple Glazed Ham + Apple Mustard Chutney

## ENTRÉE

### Choice of ONE

Butternut Squash Ravioli + Pesto

Quinoa + Mushroom Sweet Peppers 

Vegan Shepards Pie

## Add Extras

Priced Per Person

Additional Protein	8.50
Additional Starch	4.50
Additional Salad	4.50
Additional Vegetable	3.50
Additional Entree	6.00

## BUFFET INCLUDE

Pickled Vegetables

Dinner Rolls + Butter

**Choice of TWO Salads**

**Choice of TWO Starch**

**Choice of TWO Vegetable**

**Choice of ONE Entrée**

Chef's Selection of Desserts

Coffee + Tea

## STARCH OPTIONS

### Choice of TWO

Herb Roasted Baby Potatoes

Garlic Whipped Potato

Scalloped Potatoes Au Gratin

Sundried Tomato + Saffron Rice

Wild Rice Pilaf

Fully Loaded Whipped Potatoes

## BUFFET SALAD OPTIONS

### Choice of TWO

Fresh Greens

Broccoli + Smoked Cheddar

Mediterranean Pasta

Classic Caesar

Strawberry Spinach

Greek Salad

Sesame + Cucumber

Creamy Potato

Tomato Bocconcini + Cucumber

## VEGETABLE OPTIONS

### Choice of TWO

Honey Glazed Carrots + Dill

Broccoli + Cauliflower Mornay

Steamed Broccoli


Vegetable Medley

Green Beans Almandine

Roasted Root Vegetables

Roasted Cauliflower

Brussel Sprouts + Maple Cinnamon

Thai Coconut Curry Cauliflower 

Enhance Your Buffet With a Carving Station

Priced Per Person

**ROAST STRIPLOIN 10.00**

Gravy

Mustards

Horseradish

**ROAST BEEF 8.00**

Gravy

Mustards

Horseradish

Enhance Your Buffet With Coffee/Tea

3.50 Per Person

# THEMED DINNER BUFFETS

MINIMUM 30 PEOPLE | SERVED WITH SWEETS + TREATS

## MEDITERRANEAN 46.00

Grilled Pitas  
Fresh Greens  
Greek Salad  
Seasonal Vegetables  
Moussaka  
Falafels  
Lemon Chicken  
Saffron + Caramelized Onion Rice Pilaf  
Roasted Lemon Potatoes  
Tzatziki Sauce + Hummus

## LITTLE ITALY 46.00

Garlic Toast  
Classic Caesar  
Fresh Greens  
Caprese Salad  
Charcuterie Board  
Roasted Root Vegetables  
Vegetarian Lasagna  
Ravioli + Rotini Pasta  
Bolognese + Pesto  
Chicken Parmesan

## TACO FIESTA 46.00

Blue Tortilla Chips + Guacamole  
Mexican Rice  
Seasoned Smashed Black Beans  
Flour Tortillas  
Corn Taco Shells  
Toppings (Cheese, Lettuce, Tomato, Onion, Rojas, Salsa + Sour Cream)  
**Choice of TWO - Pork Carnitas, Lime + Tajin Spiced Ground Beef, Chicken a la Valentina**  
Chili Cheese Enchiladas  
ADD ADDITIONAL TACO FILLING 6.00

## BBQ DINNER 46.00

Assorted Dinner Rolls + Butter  
Broccoli + Smoked Cheddar  
Fresh Greens  
BBQ Baked Beans  
Spiced Corn  
Baked Potatoes  
BBQ Pork Ribs

Enhance Your Buffet With Coffee/Tea

3.50 Per Person



# CHEF'S PLATED DINNER SERVICE

PLEASE NOTE THAT ONLY ONE PLATED MENU MAY BE SELECTED FOR THE ENTIRE GROUP

ALL MAINS COME WITH SEASONAL VEGETABLES UNLESS OTHERWISE SPECIFIED

MINIMUM 20 PEOPLE

## PLATED SERVICE INCLUDES

Dinner Rolls + Butter

## MAINS

SHORT RIB 53.00

Parsnip Puree, Crispy Shallot + Tempura Green Beans

ROASTED STRIPLOIN 56.00

Truffle Scented Whipped Potatoes, Wild Mushrooms + Natural Jus

BEEF DUO 61.00

Grilled Sirloin, Braised Short Rib, Whipped Celery Scented Potato, Shallot Demi + Dukkha

SURF + TURF 61.00

Grilled Sirloin Steak, Crab Stuffed Jumbo Prawns, Whipped Potatoes, Béarnaise + Natural Jus

CHICKEN SUPREME 44.00

Gratin Potatoes, Sweet Pea Pesto + Sherry Reduction

CHICKEN CORDON BLEU 45.00

Roasted Pepper Sauce + Whipped Garlic Potatoes

CHICKEN MARSALA 43.00

Mashed Potatoes, Wild Mushroom + Marsala Sauce

COCONUT CURRIED CHICKPEAS 43.00 

Fried Cauliflower + Quinoa Pilaf

GRILLED TEMPEH 43.00 

Tempura Green Beans, House Made Teriyaki Sauce + Sushi Rice

VEGAN SHEPHERD'S PIE 45.00 

Beyond Meat with Wild Mushrooms, Vegan Gravy + Olive Garlic Bread

## SOUPS + SALADS

CAESAR SALAD

Romaine + Parmesan

SPINACH SALAD

Candied Pecans, Goat Cheese, Seasonal Berries + Poppy Seed Vinaigrette

ARUGULA SALAD

Pumpkin Seeds, Apricots, Cranberries, Boursin Cheese + Honey Shallot Vinaigrette

TOMATO BOCCONCINI SALAD

Fresh Basil, Preserved Egg Plant, Balsamic Reduction + Herb Oil

WILD MUSHROOM SOUP

Local Honey, Crème Fraiche + Crisp Wild Rice

TOMATO SOUP

Fire Roasted Tomatoes, Olive Oil + Parmigiano

## DESSERTS

BLUEBERRY CRUMBLE

Vanilla Sauce

LEMON BLISS

Green Tea Syrup + Shortbread Cookie

 CHOCOLATE CAKE

Raspberry Sauce + Candied Pecan Crumble

DARK CHOCOLATE MOUSSE

Hazelnut Praline Crunch, Chocolate Cake, Hazelnut Butter Cream + Chocolate Tuile

WHITE CHOCOLATE + SEASONAL BERRY CHEESECAKE

Oat Crumble

MILK CHOCOLATE + EARL GREY CRÈME BRÛLÉE

Enhance Your Dinner With Coffee/Tea

3.50 Per Person

# HORS D'OEUVRES

## SIGNATURE 44.00

PRICED PER DOZEN | MINIMUM 3 DOZEN PER ITEM

### COLD

#### BASIL SCENTED VEGETABLE TORTILLA PINWHEELS

Sundried Tomato Cream Cheese, Balsamic Glaze + Feta

#### SAUSAGE + CHEESE KABOB

Double Smoked Farmer Sausage, Cheddar Cheese + Grape Tomato

#### FRESH TOMATO BRUSCHETTA IN A MINI CONE

#### CAPRESE SALAD SKEWER

Bocconcini, Grape Tomato, Fresh Basil Leaf + Balsamic Glaze

#### BASIL CHICKEN SALAD ON A CRISP WONTON

#### HUMMUS FILLED CHERRY TOMATOES

#### WATERMELON SALAD BITES

Mint, Feta + Balsamic Glaze

### HOT

#### MEATBALLS IN A SIGNATURE BBQ SAUCE

#### ASIAN POTSTICKERS

Sweet Chili Glaze

#### CHICKEN CHILITO BITES

Tex Mex Dipping Sauce

#### CRISP DUTCH STYLE CHICKEN CROQUETTE

Honey Lemon Aioli

#### CRAB, MUSHROOM + GREEN ONION TARTLET

## PREMIUM 56.00

PRICED PER DOZEN | MINIMUM 3 DOZEN PER ITEM

### COLD

#### ROASTED SQUASH + CASHEW TARTLET

Curry + Cilantro

#### CUCUMBER CUPS WITH SMOKED SALMON

Lemon Scented Mayonnaise, Dill Cream Cheese + Fresh Capers

#### SMOKED SALMON WRAPPED ASPARAGUS

#### CITRUS POACHED PRAWNS IN MOJITO SAUCE

### HOT

#### HOISIN BBQ PORK RIBS

#### BACON WRAPPED SCALLOPS + BEARNAISE

#### CARAMELIZED ONION + GOAT CHEESE

Crisp Vol-Au-Vent

#### CHICKEN SATAYS + PEANUT SAUCE

#### MAC + CHEESE

Candied Bacon

#### MINI BEEF SLIDERS

Cheese + BBQ Sauce

#### PROSCIUTTO WRAPPED PRAWNS + LEMON AIOLI

## EXCLUSIVE 62.00

PRICED PER DOZEN | MINIMUM 3 DOZEN PER ITEM

### COLD

#### TUNA POKE

Edamame Beans, Sushi Rice, Avocado, Tomato + Crisp Shallots

#### BLACK SESAME SOBA NOODLE + CRUNCHY YAM

#### TOFU POKE

Avocado, Edamame, Tomato + Seaweed

#### MINI PARMESAN SCONE

Prosciutto, Grainy Mustard + Pea Shoots

#### MINI LOBSTER + SHRIMP ROLL

Sriracha Aioli + Avocado in a Hoagie Bun

### HOT

#### BRAISED BEEF MINI WELLINGTON

Mushroom + Prosciutto

#### BEEF TENDERLOIN IN MINI YORKSHIRE PUDDING

Creamy Horseradish

#### CHICKEN TIKKA ON MINI NAAN + MINT CHUTNEY

#### LEMONGRASS PORK BELLY

Steam Bun + Pickled Vegetables



# PLATTERS + SNACKS

SMALL 20 GUESTS | LARGE 50 GUESTS

## BRUSHCHETTA CROSTINI

Baked Herb Crostini

**Small 90.00 Large 225.00**

## FRESH CRUDITÉS WITH DIP + HUMMUS

**Small 120.00 Large 300.00**

## FRESH FRUIT PLATTER

Freshly Sliced Seasonal Fruits

**Small 140.00 Large 350.00**

## ASSORTED MINI BUN

**Small 150.00 Large 375.00**

## SANDWICHES + TORTILLIA PINWHEEL

### WRAPS

Tortilla with Vegetables, Mayo + Fresh Basil Pinwheels

Roast Beef + Cheddar with Horseradish Mayo on Brioche

Ham + Swiss on Brioche

## INTERNATIONAL + DOMESTIC

**Small 160.00 Large 400.00**

### CHEESE DISPLAY

Domestic + Imported Cheese

Dried Fruits

Baked Herb Crostini + Crackers

## GRAZING BOARD

Assorted Crackers

Marble Cheese

Marinated Bocconcini

Prosciutto

Andouille Sausage

Spiced Olives

Dried Fruits

Caramelized Onion Jam

**Small 200.00 Large 450.00**

Pepperjack Cheese

Oka Cheese

Spanish Chorizo

Pepperoni

Nduja

Stuffed Peppers

Marcona Almonds

Tomato Jam

## CHEF'S DESSERT BUFFET

**Small 160.00 Large 400.00**

Assortment of Dessert Squares

Housemade Pastries + Desserts

Cakes

Tarts

## SMORES BAR

**Small 80.00 Large 150.00**

Graham Crackers

Milk Chocolate

Marshmallows

Roasting Sticks

# LATE-NIGHT SNACKS

ANY OF THE ABOVE PLATTERS AND SNACKS CAN BE SERVED AS A LATE NIGHT SNACK

ALL LATE NIGHT SNACKS ARE SERVED WITH APPLICABLE DISPOSABLE PLATES, NAPKINS AND CUTLERY

CLIENT WILL BE RESPONSIBLE TO MAKE THE LATE NIGHT SNACK AVAILABLE FOR THEIR GUESTS

# BEVERAGE + BAR SERVICE

## CIDERS + COOLERS 8.00

Seasonal Seltzer  
Growers Cider

## CRAFT BEER

Iron Road Seasonal 12.00  
Mt. Begbie Seasonal 8.00  
Phillips Seasonal 8.00

## COCKTAILS 2oz 11.00

Margarita on the Rocks  
Shaft  
Caesar  
Long Island Iced Tea

## DOMESTIC BEER 8.00

Sleemans Honey Brown  
Miller Genuine Draft  
Budweiser  
Bud Light  
Canadian  
Coors Light

## IMPORT BEER 8.50

Corona  
Stella

## HI-BALLS 8.00

VODKA  
Smirnoff  
RUM  
Captain Morgans  
GIN  
Gordons  
WHISKEY  
Gibsons  
TEQUILA  
Olmeca

## PREMIUM LIQUOR 11.00 -14.00

VODKA  
Grey Goose  
RUM  
Kraken Spiced Rum  
GIN  
Bombay Sapphire  
WHISKEY  
Crown Royal  
TEQUILA  
1800 Coconut  
SCOTCH  
Glenfiddich

# WINE LIST

## WHITE WINES



PELLER ESTATES SAUVIGNON BLANC

GLASS 9.00  
BOTTLE 32.00



MONTE CREEK HANDS UP WHITE

GLASS 10.00  
BOTTLE 40.00



SANDHILL PINOT GRIS

GLASS 10.00  
BOTTLE 40.00

## RED WINES



PELLER ESTATES MERLOT

GLASS 9.00  
BOTTLE 32.00



MONTE CREEK HANDS UP RED

GLASS 10.00  
BOTTLE 40.00



SANDHILL CAB-MERLOT

GLASS 10.00  
BOTTLE 40.00

## NOTES:

All bar pricing is inclusive of GST (5%) and Provincial Liquor Tax (10%).

For all bars, a bartending fee of \$25.00 per hour per bartender will apply. There is a minimum cost of \$1000. This means that if the total bar revenues are less than \$1000, the client will be charged the difference.

Two bartenders are required per every 75 guests . Bars must be booked for a minimum of 3 hours and the bartenders are booked 1 .5 hours 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 . An 18% service charge will be added to all host bars.

Last call will be as per contract, but will be no later than 12 midnight with consumption allowed up to one hour after last call.



# EQUIPMENT RENTALS

WE OFFER TABLE, CHAIR, AND ADDITIONAL LINEN RENTALS FOR YOUR EVENT; THESE ARE AVAILABLE AS PICK-UP ONLY. YOU HAVE THE OPTION OF PICKING UP THE DAY BEFORE YOUR EVENT , ALL ITEMS WILL NEED TO BE RETURNED TO THE CONFERENCE CENTRE THE NEXT BUSINESS DAY

\*All items are subject to availability\*

## RENTALS

- |                              |       |           |
|------------------------------|-------|-----------|
| • Banquet Chair              | 6.00  | per chair |
| • 5ft Wooden Round Table     | 11.00 | per table |
| • 6ft Wooden Rectangle Table | 10.00 | per table |

## LINEN + SKIRTING

- |                            |       |           |
|----------------------------|-------|-----------|
| • 90x90 (for round table)  | 11.00 | per linen |
| • 54x120 (rectangle table) | 11.00 | per linen |
| • Skirting                 | 11.00 | per skirt |

All guest/head table linens and skirting are included in our catering service. If you require additional linens/skirting, there will be a rental charge.

\*Please note, we can bring additional linen rentals with us, or they can be picked up early.

# TERMS + CONDITIONS

## DEPOSITS

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

## MENU SELECTION + FINAL EVENT DETAILS

All menu choices must be submitted 21 days prior to the event date.

## BANQUET EVENT ORDERS (BEO'S)

Final event details such as timing, set up, etc. must be in place no later than 14 days prior to the event date.

Once final menu and details are agreed upon, your Event 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 Event Coordinator immediately.

## GUARANTEED NUMBERS

Uptown Chefs requires an approximate guest count 30 days prior to the event date. Minimum Guarantees: The group shall provide Uptown Chefs with the guaranteed number of attendees by 1PM, seven (10) business days prior to the first day of your event. A final guarantee of any increase is required 3 business days 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. Monday or Tuesday events will be required by the Friday prior. 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 unless a direct billing account is in place for your company or organization. If direct billing has been arranged and approved, an invoice will be prepared and emailed on the first business day following your event and is due upon receipt. If the invoice is to be directed to someone other than the booking contact, please advise us of this prior to your event. If direct billing has been approved, and the event is subsequently cancelled, the required deposit will be invoiced according to the direct billing instructions. All weddings and private social events are to be paid in full 3 business days prior to the event date.

## CANCELLATION

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.

## ALLERGIES

In order to ensure the safety and well-being of all our guests, we kindly request that you provide us with the first and last names of any attendees who have anaphylactic allergies, along with the specific allergen(s) they are affected by. Additionally, please include guests with Religious restrictions, and those who are Celiac, Vegetarian, and Vegan. This information must be submitted at least 72 hours prior to the event.