

**Terms and Conditions: Food and Beverage**

**Alcoholic Beverages:** Alcoholic beverages will be served in accordance with the regulations of the Alcohol Gaming Commission of Ontario and the Liquor Control Board of Ontario. The Conference Centre specifically prohibits any alcoholic beverages being brought in without a special occasion permit. Wine can be supplied by the client for any social function with the purchase of a Special Occasion permit and the charge of a corkage fee of \$16.95 per bottle. Liquor service is not permitted after 1:00 am and all liquor service must be accompanied by Catering. Alcoholic beverages cannot be carried or brought into the Conference Centre from either one of the adjacent hotels

The Centre reserves the right to refuse service in accordance with the AGCO regulations.

**Bartenders:** A labour charge for a bar tender is charged if a minimum of \$500.00 for a cash or host bar is not met. Bar tender fees are \$40.00 per hour, per bar tender, for a minimum of 8 hours will apply.

**Food and Beverage Guarantees:**

- a) Two months or more prior to the function date, cancellation of up to 25% of the number of persons as per the original signed agreement will be accepted without penalty.
- b) Less than two months prior to the function date, cancellation of up to 10% of the number of persons as per the original signed agreement will be accepted
- c) Five (5) business days prior to the function date, cancellation of up to 5% of the number of persons as per the original signed agreement will be accepted without penalty. This guarantee (or attendance, whichever is greater) will be billed to your final invoice.

**Food and Beverage Supplier:** All food and beverage is exclusively provided by the Conference Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility. Please contact a Sales Manager for further information on Celebration cakes, wine and candy bars.

The Conference Centre specifically prohibits the removal of any food or beverage from any function by the client and/or guests.

**Menu Planning:** We request that menu selections for plated meals (starter(s), entree and dessert) are the same for all guests in attendance. All split menus (more than one entree) are subject to an additional \$10.00 per person surcharge in addition to the regular menu prices. Starters and desserts are limited to one selection and entrees are limited to two. Vegetarian options are not considered an extra option and are always available. The client must provide a guarantee of each entree five (5) business days in advance.

**Price Guarantee:** All menu prices and published room rental charges are subject to change without written notice. All prices will be honored sixty days prior to any event.

**Special Dietary Needs:** In the event that any of the guests in your group have food allergies, you are responsible to inform us of the names of the guests and the nature of their allergies five (5) business days prior to the event; so that the necessary precautions can be taken when preparing their food. Upon advance request, we undertake to provide full information regarding the ingredients of any food served to your group.

The Conference Centre reserves the right to apply an additional surcharge for any dietary restrictions provided less than five (5) business days prior to the event.

Any specific plates created in place of a buffet meal for individuals with special dietary constraints or food allergies that are not picked up will automatically be added to the final invoice at the full meal price in addition to the final number guarantees.

**Taxes:** HST (13%) is charged on all meeting space, equipment rentals, services and food and beverage. The OCEC **does not** charge a gratuity fee.