



GOVERNORS CLUB

Wedding Menus
&
Policies

Governors Club Wedding Policies

Thank you for thinking of the Governors Club in planning your event. We look forward to assisting you in every way possible to ensure that we provide the perfect setting for your special occasion. The following information is provided to assist you in your arrangements.

General Rules

- A la carte dining is available for parties of 12 or under.
- The Club strongly suggests a set menu for parties over 12, in order for the Club to provide the best food and service possible.
- A **limited menu** has been developed for a party of 13-22, allowing several choices for your guests to choose from.
- **Set menus are required for any party over 22.** If you wish to provide your guests with choices in the menu selection, we ask that you follow these guidelines. Pre-counts will be provided by the host a minimum of 48 (weekday) hours prior to the event. Place cards will be provided by the Club to include the name of the guest and the menu choices they have made. This is to ensure prompt service at the time of your event. **It is the responsibility of the host to provide the Club with a list of their guests and their menu choices in a timely manner.**

For groups up to 65 people you may offer the maximum of two (2) items for the first course, the maximum of three (3) items for the entrée with the same dessert for the entire party. Pre-counts must be provided for all courses by the host a minimum of 48 (weekday) hours prior to the event.

For groups of 65 or larger we ask that you serve your guest the same menu items.

- All food and beverage must be purchased through the Club. Due to availability of certain food and beverage items, prices cannot be guaranteed more than 90 days in advance of the scheduled function.
- All food and beverage must be consumed on the premises. It is not possible for any food or beverage to leave the Club's premises.
- The Club assumes no responsibility for any personal article brought onto the premises. If articles are brought into the Club, please have a designated person in your party responsible for retrieving them at the end of the function.
- The Governors Club is a private club operated for the benefit of its Members only. Ticket sales, mail solicitation of ticket sale, or media advertising for events is prohibited and such use can result in cancellation of the function.
- No exchanges of cash are permitted on Club premises.

All prices subject to 20% service charge and applicable sales tax.



Governors Club Wedding Policies continued

Billing

- All food and beverage charges are subject to a 20% service charge and applicable sales tax.
- A finance charge of 1.5% will be charged to accounts that are 30 days past due.
- It is permissible for non-members to pay for charges incurred for a function; however, the charges will show on the Members' account as a paid in full balance.
- Credit card payments are permitted at the point of sale only.

Guarantees and Cancellations

- All functions require a signed contract that must be returned within 48 hours of the date of the event.
- A guarantee is required for any private party. It is the host's responsibility to give the Catering Director the count 48 hours (weekday) prior to the function.
- Charges for food are based on the guarantee or the actual number attending, whichever is greater. If the guarantee is not called within 48 hours, number expected will become the guarantee and we will prepare accordingly.
- A la carte or limited choice parties will be charged a no show fee, (\$5 pp—lunch, \$10 pp—dinner) if the actual attendance falls below the guarantee
- Cancellation of set menu or functions must be made more than 48 hours prior to the function to not incur charges. Functions canceled within 48 hours will be charged. (This policy does not apply to functions that require a deposit, which have a different cancellation policy)

Food and Beverage Minimums

In order to provide appropriate staffing for your event, we request a food and beverage minimum be met for all functions.

- Food & Beverage Minimum for Breakfast—\$9.00 per person
- Food & Beverage Minimum for any other time of the day—\$15.00 per person (Lunch, meetings, cocktail party or dinner—limited to a 4 hour window)

Set-Up and Breakdown of Private Room Fees

These charges will be used *in addition* to room charges only when the Food & Beverage Minimum is not met.

Private Dining Room	\$10.00	Plantation Room	\$60.00
Governors Board Room	\$20.00	Parlour	\$30.00
Library	\$30.00	Balcony	\$20.00
Capital Room	\$40.00	Main Dining Room	\$100.00
B.C. Room	\$20.00		

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