

WEST VANCOUVER SENIORS' ACTIVITY CENTRE

CATERING FORM

Please complete this form to request a catering order at the Garden Side Café, and forward it to us via email: sacrentals@westvancouver.ca

RENTAL INFORMATION	
Group/Event:	
Main Contact:	Phone:
E-mail:	Type: Internal <input type="checkbox"/> External <input type="checkbox"/>
Event Specifics	
Date of Event:	Catering Pick-Up Time:
Room/Time:	Date Order Placed:
Number of Guests:	Contract #:
Payment Method/Date:	
Internal Contract Adjustment (-30% before tax):	

SANDWICHES						
Item	Selection	Sizes	# of People	Cost	Order	Subtotal
Sandwiches	<i>Assorted: Egg Salad, Roast Beef, Turkey, Ham & Cheese, Vegetarian)</i>					
	9 whole = 36 1/4's	Small	12 to 15	\$48.20		
	13 whole = 52 1/4's	Large	20 to 25	\$69.65		
		Each		\$5.35		

FRUITS / VEGETABLES / CHEESES						
Item	Selection	Sizes	# of People	Cost	Order	Subtotal
Vegetable Platter		Small	8 to 10	\$39.60		
		Large	12 to 15	\$50.35		
		Each	20 to 25	\$62.15		
Cheese Platter <i>*crackers or baguette included</i>		Small	8 to 10	\$50.35		
		Medium	12 to 15	\$62.15		
		Large	20 to 25	\$72.85		
Fruit Platter		Small	8 to 10	\$45.00		
		Medium	12 to 15	\$56.80		
		Large	20 to 25	\$67.50		

HOT ITEMS

Item	Selection	Sizes	# of People	Cost	Order	Subtotal
Chicken Wings	<input type="checkbox"/> Oriental	Small: 2kg	8 to 10	\$45.00		
	<input type="checkbox"/> Red Hot	Medium: 3kg	12 to 15	\$57.80		
		Large: 5kg	20 to 25	\$70.70		
Hot Appetizers	<i>Assorted 120 piece: mini quiche, spanakopita, sausage rolls, satays</i>					
		Medium	20 to 25	\$62.15		

BAKED GOODS

Item	Selection	Sizes	# of People	Cost	Order	Subtotal
Tray of Baked Goods	<i>Assorted: Cinnamon Bun, Scone, Muffin</i>					
2 of each cut in half		Small	8 to 10	\$17.15		
3 of each cut in half		Medium	10 to 12	\$25.70		
4 of each cut in half		Large	12 to 15	\$30.00		
Homemade Cookies		1 dozen		\$20.35		
		Each		\$1.80		
Muffins	<i>Daily selection</i>	Each		\$2.70		
Scones	<i>Daily selection</i>	Each		\$2.70		
Cinnamon Rolls		Each		\$3.20		

DESSERTS

Item	Selection	Sizes	# of People	Cost	Order	Subtotal
Tray of Sweets	<i>Assorted Bites: Light Mango Mousse, Raspberry Vanilla Mousse, Chocolate Cranberry, Chocolate Truffle)</i>					
		Small 30 pc.	8 to 10	\$33.75		
		Medium 45 pc.	10 to 12	\$50.35		
		Large 60 pc.	12 to 15	\$67.50		
Mini Danish/Pastries		1 dozen		\$13.95		

BEVERAGES					
Item	Selection	Sizes	Cost	Order	Subtotal
Juice	Apple	1 litre	\$5.70		
		250 mL (juice box)	\$1.40		
	Orange	1 litre	\$5.70		
		250 mL (juice box)	\$1.40		
Coffee	Regular	Per cup	\$1.70		
		20-cup urn	\$33.75		
		100-cup urn	\$102.30		
	Decaf	Per cup	\$1.70		
		20-cup urn	\$33.75		
		100-cup urn	\$102.30		
Tea		Per cup	\$1.70		
		20-cup urn	\$33.75		
Urn Rental	Hot water only	Per urn	\$16.85		
Water Jug		Per jug	No charge		

*Coffee & Tea Urns come with cream, sugar, stir sticks, and paper cups.

*Cups & glasses are not included and can be ordered in the following section.

EXTRAS / MISCELLANEOUS					
Item	Selection	Sizes	Cost	Order	Subtotal
Wine Glasses	1 dozen	3.0 oz	\$6.75		
Water Glasses	1 dozen	4.0 oz	\$6.75		
Paper Napkins		100 pkg	\$5.60		
Paper Plates		6" (20 pkg)	\$5.60		
		9" (20 pkg)	\$7.85		
Cup/Saucer/Side Plate & Cutlery		Per person	\$2.25		
Cup/Saucer/Side Plate		Per person	\$1.70		
Cup/Saucer		Per person	\$1.15		
Cutlery		Per person	\$0.55		
Teaspoons		Per person	\$0.30		

EXTRAS / MISCELLANEOUS					
Tablecloths		Small	\$7.00		
		Large	\$7.00		
			Catering Subtotal		
			GST (5%)		
			TOTAL		

ALCOHOLIC BEVERAGES					
Item	Selection	Sizes	Cost	Order	Subtotal
Wine	Red	Glass (5 oz)	\$7.00		
		Carafe (0.5 L)	\$16.80		
	White	Glass (5 oz)	\$7.00		
		Carafe (0.5 L)	\$16.80		
Wine Corkage Fee Per Bottle			\$11.00		
Beer	Domestic	355 mL	\$7.00		
	Import	500 mL	\$8.40		
			Alcohol Subtotal		
			GST (5%)		
			LIQ PST (10%)		
			ALCOHOL TOTAL		
			Catering Total		
			Alcohol Total		
			GRAND TOTAL		

CATERING ORDER TERMS & CONDITIONS

Additional Fees:

Please note that additional staffing costs (host, maintenance, etc.) may be charged for combination catering orders/room rentals. Please inquire with rental staff at the time of booking.

Extras/Miscellaneous Fees:

All orders include napkins, paper/plastic plates and cups (as necessary). Please order accordingly if you would prefer china cups/saucers/plates, tablecloths, extra paper plates, etc.

Catering Policy:

The kitchen requires 14 days' notice on all order or changes/cancellations to existing orders. Please note that same-day order requests will not be accommodated. We don't offer modifications or customization to our menu items.

Liquor Policy:

Liquor License and Serving it Right host required when alcoholic beverages are ordered. Please inquire with rental staff.

Changes to and/or Cancellation of Catering Order:

Changes or cancellations to the catering order with less than 72 hours' notice may result in a 15% cancellation fee. All orders are subject to Product Availability.

Food Allergy Notice:

Food may contain the following ingredients: milk, eggs, wheat, soybean, fish, shellfish, tree nuts, and peanuts.

Catering Pick-up/Return:

It is the client's responsibility for pick-up, set-up (if applicable), take-down, and return all rented items. Pick up will be available from the Kitchen in the Garden Side Café. Delivery or set up/take down services are not provided. After the event, please return all rented items, including coffee urns, serving utensils and any unused items, to the dishing washing area in the Kitchen.

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I have read and agree to the terms and conditions.

Name _____

Date _____

Signature _____