



The Carousel Room: Banquet & Event Guidelines

At the **Western Fair Event Centre**, we have the ideal facilities for receptions, dinners, socials, seminars and small shows. We also provide a wide range of services suited to your special needs.

Room Rental

The Carousel Room rental minimum of **\$500.00** for a full day/evening event; however should there be more than 250 guests, the room rental will be based on \$2.00/head.

Catering Services

Choose from our excellent selection of food service which includes a wide range of Buffets, Formal Table Service, Desserts, Light Luncheons and Late Snack Menus at competitive prices. All food and beverage services are exclusive to **Compass Group Canada** with the exception of wedding cakes. Food menu prices are subject to 5% GST, 8% PST and 10% Service Charge. Benefit from our experienced *Executive Chef* and *Catering Department*.

Menu Selections & Pricing

Enclosed, please find menus for your perusal. In addition, we would be delighted to discuss alternative recommendations to meet the needs of children, food allergies or dietary restrictions. Menu selections are to be submitted as soon as possible.

All prices quoted are current and are subject to change six months prior in order to meet fluctuating market costs. All prices are subject to 5% GST and 8% PST (10% PST for alcohol) and 10% service charge unless otherwise stated.

Guaranteed Numbers

The guaranteed number of guests is due **TWO (2)** weeks prior to the event. Payment is based on the guaranteed number or the actual number, whichever is greater. However, please advise us at your earliest convenience should there be a dramatic increase or decrease in your attendance. Compass Group Canada will prepare and set for 5% over the final guaranteed number, subject to availability.

Bar and Wine Services

Beverage services are exclusive to the **Compass Group services**. Please note that if the Bar Sales are below \$250.00 a \$15.00 per hour (minimum 4 hours) per bartender charge will be added to your final invoice. If Host Bar services are requested, a 10% service fee is applied on top of regular pricing.

Our service includes:

- *Choice of Round or Linear Tables & Upholstered Chairs
 - * White Linen tablecloths, napkins, china dishes and glasses
 - * Dance Floor and Balcony/Patio
 - * P/A System with microphone and Podium
 - * Audio Visual, Sound & lighting are available at an extra cost
- Coloured linens or other rentals can be requested at an extra cost (please enquire). Customers are welcome to decorate the hall and provide any music or audio-visual equipment. Please note that an additional charge may apply for removal or repairs. Please enquire about prohibited items.*

Confirmation and Deposit

1) A Deposit of \$1,000.00 is required for either Social or Corporate events at the time of booking. Deposits are non-refundable and are required at the time of the booking.

Please contact the Catering Coordinator for further information at 519-438-7937 ext. 558

Revised July '09



Leisure & Entertainment Catering