

Conference Centre

Client/Organization TRU Alumni & Friends Association	Event Date 16-Jun-19 (Sun)	Telephone (250) 828-5267	Fax (250) 828-5265	Event # E19428
Address 805 TRU Way, Kamloops, BC V2C 0C8		Booking Contact Ivan Petrov	Site Contact Ivan Petrov	Gtd Guests 125
Party Name Charter Alumni Breakfast	Sales Rep Jenn Pallett	Category Internal TRU Department	Theme Banquet	

A **guaranteed number** is required for all catering functions **7 days prior to the event**, with the exception of weekend events which are required on the Friday of the week prior to the event date. All charges will be based on the guaranteed number OR actual number of guests served if more than the guaranteed. Prices are subject to change without notice but will be guaranteed sixty (60) days prior to the function.

				Venue		
Date	Delivery	Start	End	Serving	Banquet Room	Setup Style
16-Jun-19-Sun	10:30 am	10:00 am	12:00 pm	NA	Horticultural Gardens	Harvest Style

Setup Notes

Timeline:

- 10:00 am - Event begins
- 10:30 am - Brunch served
- 11:30 am - Approximate end of event
- 12:30 pm - Return to default

Setup:

- 21 - 6' recs of 6 with white linen on the patio
- Table stands - no numbers
- Portable sound system with wired mic and DI box near gazebo
- TV/Computer cart between the entrance & gazebo for a slideshow
- 4 x 8' individually skirted tables for memorabilia on the other side of the gazebo - white linen, blue skirting
- Buffet and beverage station under the gazebo
- Cash bar against the garden by the Gazebo
- TRU acrylic podium
- 2 big garbage cans
- Disposable service
- Servers to stay and clear/replenish
- Neil to supply tents

Bar:

- Limited cash bar

				Food/Service Items		
Food/Service Items	Price	Qty	Total			
10:00 AM LIMITED CASH BAR						
Baileys	6.50					
Caesars	6.50					
Mimosas	6.50					
Bartender	18.00	3	54.00			

10-Jun-19 (1:34 pm)

10:00 AM BEVERAGES READY

Whole cup coffee add-on	1.70	120	204.00
Medium igloo of ice water	10.00	2	20.00

10:30AM - CATERING SET AND READY

The Sunrise <i>1/2 pastries</i> (Muffins, tea scones, mini danishes), BC scrambled eggs, sausage, pancakes, fresh fruit salad, home fried potatoes, fruit juices, coffee & tea	20.79	125	2,598.75
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HORTICULTURE GARDENS

Internal Rate - Free		1	
Setup Fee	250.00	1	250.00
Table Skirting Fee - per table *8 tables total - 3 free, 5 charged for	25.00	5	125.00

Subtotal	3,251.75	Paid	0.00
Tax	58.31	Balance	3,592.34
Gratuity	282.28		
Total Value	3,592.34		

POLICIES AND PAYMENT METHODS

GUARANTEED NUMBERS

- A guaranteed number of guests is required seven (7) days prior to the event.
All service charges will be based on actual numbers of guests served if more than the guaranteed guests are served.
- Prices can change without notice, but will be guaranteed 60 days prior to the function.
Substitutions may apply within the 60-day period depending on market availability and unforeseen circumstances. For further explanation, please speak with your event coordinator.

INVOICING DEPOSITS & PRICING

- For all groups a non-refundable deposit is required within thirty (30) days of booking.
- Deposit amounts will be determined based on the number of rooms/days required.
- 75% of the remaining balance is required seven (7) business days before the event.
- For TRU departments an account code is required prior to all catering and events.
The final invoice will be emailed between five (5) and ten (10) business days after the end of the event.

CANCELLATION POLICY

- The deposit is non-refundable
In the event of a situation beyond human control, not induced by negligence, the TRU Conference Centre will not be held responsible.
- Inclement weather is not a valid cause for a cancellation of an event under contract. Written notice (email acceptable) to cancel a space or catering is required. In all cases, food will not be prepared or provided.

The following charges will apply:

Catering:

25% of total estimated catering cost at sixty (60) to fifteen (15) days

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- 50% of total estimated catering cost at fourteen (14) to eight (8) days
- 90% of total estimated catering cost at seven (7) business days or less

Room Rental:

100% of the room rental at thirty (30) business days or less

Additional:

Any costs incurred by the university related to your event

FOOD & BEVERAGE POLICY

- The TRU Conference Centre will be the sole supplier of all food and beverages items in the Campus Activity Centre, Panorama Room and the BC Centre. The only exception will be wedding and special event cakes when full catering is provided by the TRU Conference Centre.
- Based on Interior Health food service standards, high risk food (hot or cold) that have been at room temperature for more than two (2) hours must be disposed of by catering service staff. These food items cannot be removed from the area by the client or guest.
- Food and beverage selection is required fourteen (14) days prior to event.
- All food and beverage charges are subject to applicable taxes and 15% gratuity.
- Children three (3) and under are free.

LIQUOR SERVICE

- For all cash and host bars, a guaranteed minimum revenue of \$550.00 must be generated. If the minimum is not reached a bartender fee of \$150.00 will be charged OR the difference between the minimum and actual sales – whichever is less. Table wine served at dinner is not calculated in bar revenue.
- Under the terms of the BC Liquor License Act, the Management of the TRU Conference Centre is prohibited from allowing any individual or group to provide outside alcohol at catered events.

OTHER RENTALS

- For all orders from the regular menu, china service will be included when the event is held in the Campus Activity Centre.
- All areas outside the Campus Activity Centre and all off site catering will include disposable service. China service can be provided for a fee.

FACILITY POLICIES

- If excessive clean up is required due to items such as confetti, popcorn, decor, etc., a minimum \$100 additional cleaning fee will apply.
- To ensure all requirements are agreed upon, a confirmed contract is required to be signed by the client seven (7) days prior to the event.
- Audio visual equipment can be arranged through our in house supplier or clients are permitted to arrange their own.
- All events must be completed by 1:30 am and vacated by 2:00 am.
- A minimum of \$50 per hour for each hour a function is late will be levied plus additional \$20 per staff member.
- An additional fee per staff member will be charged for events hosted on Statutory Holidays. Fees depend on the staff required for the event.
- In the case of unforeseen circumstances, we reserve the right to substitute a comparable function room.
- We reserve the right to inspect and regulate all private parties, meetings and receptions.
- Liability or damage to the premises will be charged accordingly and is the responsibility of the person(s) booking the event
- Space for the event is booked only for the times indicated in this contract.
- Set-up and dismantle times, if required, are not included in the bookings time and should be specified to your event coordinator.

- If displays, exhibits or products are used, arrangements for their arrival, unloading and departure must be made through the TRU Conference Centre office. Such displays, exhibits, or products are the responsibility of the exhibitor and we accept no liability whatsoever for the loss or damage of these displays.
- The TRU Conference Centre is not responsible for damages to or loss of any articles left prior to, during or following any function by the customer or their guests.
- We reserve the right to require security should situations warrant for either or both parties contracting said functions.
- The User will indemnify and save harmless TRU from and against all losses, claims, actions, damages, liability and expenses (including any legal expenses incurred by TRU) arising from or in connection with the use of, or presence in, the Facility by User, any person invited or allowed into the facility by the User, or any person for whom the User is responsible.
- The User waives any and all claims against, releases from liability and agrees not to sue TRU, its governors, officers, employees, agents and representatives for any personal injury, death, property damage or any other loss sustained by the User or for which the User may be responsible arising out of, or in connection with the User's use of, or presence in, the above noted Facility. Note - by signing this agreement you are giving up your right to sue TRU.

PAYMENT METHODS

Payment methods accepted are:

VISA, MasterCard, AMEX, Cash, Debit, or Cheque

Made payable to:

TRU Ancillary Services

805 TRU Way

Kamloops BC, V2C 0C8

A service charge of 2.25% per month is added to any unpaid balance.

Client: _____

Date: _____

Sales Rep: _____

Date: _____

TRU Conference Centre

Jenn Pallett, Event & Sales Coordinator 250-828-5005

Krista Stoesz, Event & Sales Coordinator 250-371-5660

Carrie Wilkinson, Event & Sales Coordinator 250-828-5074

Fax: 250-828-5392

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