

# CIOCIARO C L U B

*Corporate*  
MENUS & PACKAGES

CIOCIARO  
C L U B  
OF WINDSOR



CIOCIARO  
C L U B  
Where Excellence is Standard

Gal





# Corporate Menu

## Breakfast

### **HOT BREAKFAST BUFFET** \$25/person<sup>+hst</sup>

- Fresh Scrambled Eggs
  - Crispy Bacon
  - Breakfast Sausage
  - Home Fried Potatoes
  - Multigrain Bread
  - Coffee, Tea, Assorted Juices
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### **CONTINENTAL BREAKFAST** \$15/person<sup>+hst</sup>

- Assorted Muffins, Danish, and Breakfast Breads
  - Fresh Seasonal Fruit
  - Coffee, Tea, Assorted Juices
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### **HEALTHY START** \$13/person<sup>+hst</sup>

- Build Your Own Yogurt Parfait
  - 3 Types of Greek Yogurt
  - Toasted Granola
  - Slivered Almonds
  - Assorted Berries
  - Honey
  - Assorted Juices





# Corporate Menu

## Lunch

### DELI BUFFET

\$23/person<sup>+hst</sup>

Garden Fresh Crudite & Ranch Dip

Tossed Garden Salad  
with cucumbers, grape tomatoes, and  
Ciociaro house dressing

House made Focaccia Sandwiches

Cheese, Salami, Mortadella

Cheese, Ham, Turkey

Coffee & Tea

*\*Vegetarian Focaccia available upon request*

*Eggplant, Zucchini, Roasted Red Peppers*

*\*Gluten Free option available upon request*

*Gluten Free wraps*

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### ASSORTED PIZZA BUFFET

\$19/person<sup>+hst</sup>

Tossed Garden Salad  
with cucumbers, grape tomatoes, and  
Ciociaro house dressing

Assorted King Pizza

Cheese

Cheese & Pepperoni

Cheese, Pepperoni, & Mushroom

Vegetarian

Coffee & Tea

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### MIDDLE EASTERN BUFFET

\$25/person<sup>+hst</sup>

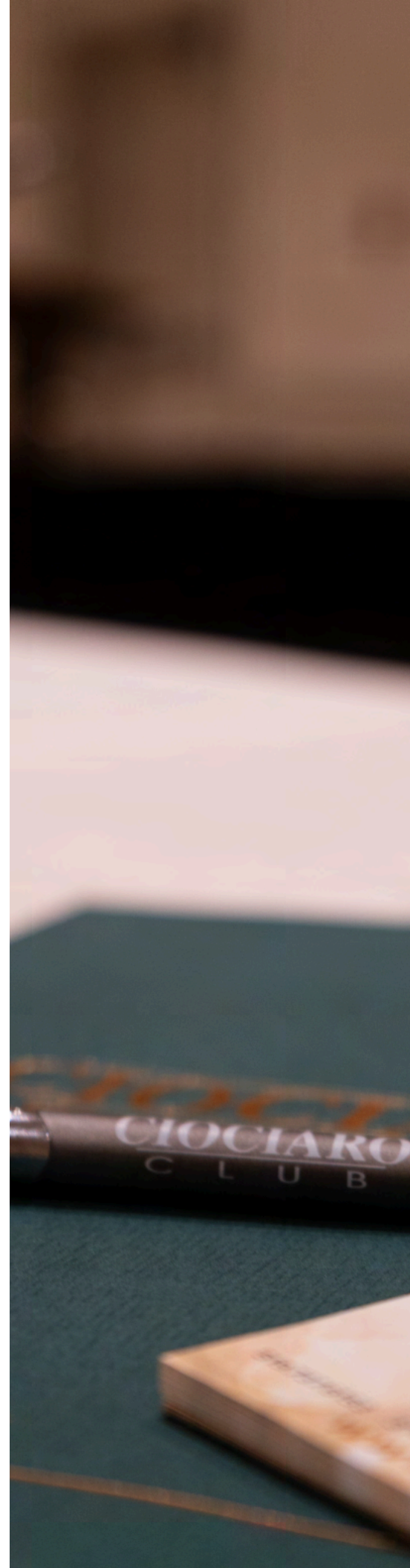
Hummus, Tabouleh, and Pita Bread

Fattoush Salad

Vegetarian Falafel

Kofta Kabob or Chicken Biryani

Coffee & Tea





**CIOCIARO**  
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## Corporate Menu

### Lunch

#### **CLASSICO LUNCH BUFFET**

\$29/person<sup>+hst</sup>

Tossed Garden Salad  
with cucumbers, grape tomatoes, and Ciociaro  
house dressing

Penna Pasta

with choice of tomato meat, tomato blush  
or tomato basil sauce

Golden Roasted Rosemary Chicken

Yukon Gold Seasoned Roasted Potatoes

Rolls & Butter

Coffee & Tea

### Beverages

Coffee, Tea, and Decaf

\$4.25/person<sup>+hst</sup>

Bottled Water

\$1.50/person<sup>+hst</sup>

Canned Soft Drinks

\$2.50/person<sup>+hst</sup>

### Add Ons

Garden Fresh Crudite & Ranch Dip

\$7/person<sup>+hst</sup>

Chef's Soup of the Day

\$5/person<sup>+hst</sup>

Focaccia Bianca and Pizza Rosa

\$3/person<sup>+hst</sup>

Brownies, Butter Tarts, and Nanaimo Bars

\$5/person<sup>+hst</sup>

Assorted Italian Pastries

\$6/person<sup>+hst</sup>

Sliced Fresh Fruit Platter

\$7/person<sup>+hst</sup>

Assorted Cookies

\$24/dozen<sup>+hst</sup>

**CIOCIARO**  
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## Corporate Menu

### Coffee Breaks

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#### **FITNESS COFFEE BREAK**

\$11/person<sup>+hst</sup>

Granola Bars  
Trail Mix  
Veggie Platter  
Hummus Dip  
Coffee, Tea

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#### **ANTIPASTO BREAK**

\$17/person<sup>+hst</sup>

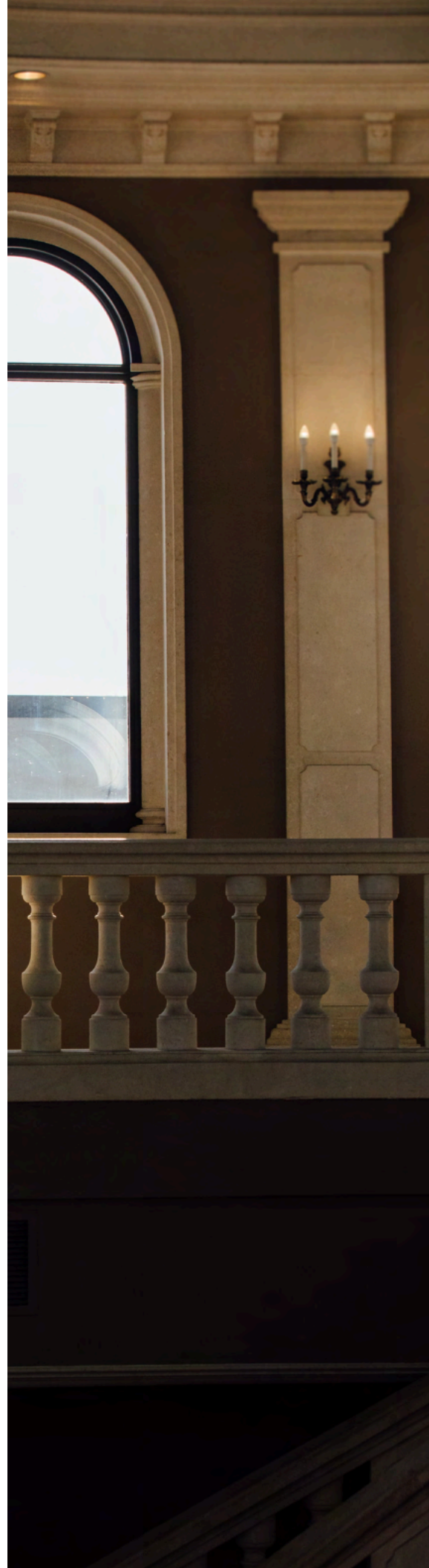
Prosciutto, Capocollo, and Genoa Salami  
Assorted Domestic Cheeses  
Seasoned Olives  
Crackers and Bread Sticks  
Coffee and Tea

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#### **CHOCOLATE & VANILLA INDULGENCE BREAK**

\$15/person<sup>+hst</sup>

Double Chocolate & Macadamia Nut Cookies  
Chocolate Brownie Squares  
Chocolate and Vanilla Cupcakes  
White and Chocolate Milk  
Coffee and Tea



**CIOCIARO**  
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# Corporate Menu

## Dinner

*appetizers*

### BUTLER STYLE APPETIZERS

(recommended 4-5 pieces per person)

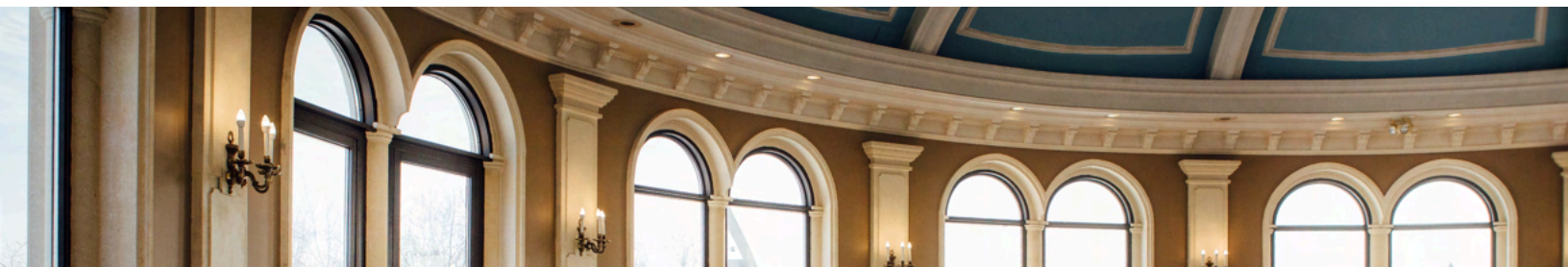
Chicken or Beef Skewers	\$22/dozen <sup>+hst</sup>	Sausage Stuffed Mushrooms	\$20/dozen <sup>+hst</sup>
Bruschetta	\$20/dozen <sup>+hst</sup>	Bocconcini & Tomato Skewer	\$16/dozen <sup>+hst</sup>
Mozzarella Sticks	\$22/dozen <sup>+hst</sup>	Pizza Triangles	\$14/dozen <sup>+hst</sup>
Chicken Puff Pastry	\$26/dozen <sup>+hst</sup>	Arancini	\$28/dozen <sup>+hst</sup>
Shrimp Cocktail	\$28/dozen <sup>+hst</sup>	Mini Meatballs	\$18/dozen <sup>+hst</sup>
Bacon Wrapped Shrimp	\$32/dozen <sup>+hst</sup>	Mini Quiche	\$18/dozen <sup>+hst</sup>
Vegetable Spring Rolls with Chili Sauce	\$22/dozen <sup>+hst</sup>	Assorted Crostini Roasted Red Peppers or Olive Tapenade	\$18/dozen <sup>+hst</sup>

### THE SOCIAL SPREAD \$18/person<sup>+hst</sup>

Assorted Italian Deli Meats  
Capicollo, Genoa Salami, Mortadella  
Variety of Breads  
Mini Panini, Italian White Rolls, Pizza Rosa  
3 Types of Assorted Cheeses  
Assorted Mixed Nuts  
Assorted Olives

### CURED & CRAFTED \$22/person<sup>+hst</sup>

Assorted Italian Deli Meats  
Capicollo, Genoa Salami, Prosciutto  
Grilled Vegetables  
Eggplant, Zucchini, Roasted Red  
Peppers, Artichoke Hearts  
Imported Parmesan, Provolone  
Assorted Crostini, Focaccia, Pizza Rosa  
Assorted Mixed Nuts  
Assorted Olives



**CIOCIARO**  
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## Corporate Menu

### Dinner

*appetizers*

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#### ANTIPASTO DELUXE

1 HOUR

\$39/person<sup>+hst</sup>

##### Cold

Focaccia Rosemary  
Pizza Rosa  
Assorted Italian Rolls  
Assorted Mix Nuts  
Prosciutto  
Salami

Bocconcini Cheese  
Assorted Crostini  
Grape Tomatoes  
Grilled Vegetables  
Assorted Olives  
Assorted Domestic Cheese  
Assorted Imported Cheese

Antipasto Di Mare  
Crab Legs  
Smoked Salmon  
Shrimp Cocktail  
Sushi  
Oysters

##### Hot

Arancini  
Chicken Wings  
Fried Olives  
Fried Ravioli  
Assorted Quiches  
Sausage Medallions  
Mini Meatballs

Beef Satay  
Chicken Satay  
Wood Burning Pizza  
Mozzarella Sticks  
Bacon Wrapped Shrimp  
Porchetta Roll  
Lamb Chops

Grilled Squid  
Mussels Marinara  
Fried Calamari  
Grilled Shrimp  
Seared Scallops  
Seafood Risotto  
Whole Salmon

*\*Some Items May Be Substituted*



CIOCIARO

**CIOCIARO**  
C L U B

**Dinner**  
*family style*

**SPECIALTY**

\$87/person

Assorted Rolls & Butter

Antipasto Extravaganza

roasted eggplant, zucchini, red peppers, artichoke hearts and assorted olives,  
with prosciutto, salami, tomato caprese, and bocconini cheese

Tortellini or Ricotta Filled Ravioli with Fresh Tomato Sauce

Mixed Green Salad

radicchio, romaine, iceberg, grape tomato, cucumber

Choice of Chicken from Option #2

Seasoned Roasted Potatoes or Red Skin Potatoes

Chateau Briand, Certified AAA Beef Tenderloin with Gravy, Leeks and Button Mushrooms

OR

Frittura Mista

scallops, shrimp, white fish, and calamari

Rapini or Roasted Grilled Mixed Vegetables

Tiramisu or New York Cheesecake with Berry Coulis or Bacio Chocolate Cake

Coffee, Tea

**CIOCIARO CHOICE**

\$75/person

Assorted Rolls & Butter

Fried Calamari Topped with Vegetable Fritti

zucchini, red peppers, and onions

Penne or Rigatoni with Tomato Basil or Meat Sauce

Mixed Green Salad

radicchio, romaine, iceberg, grape tomato, cucumber

Choice of Chicken from Option #1

Seasoned Roasted Potatoes or Red Skin Potatoes

Roast Veal Gravy and Button Mushrooms

OR

Beef Scallopini

Roasted Grilled Mixed Vegetables

Assorted Tartufo or Vanilla Raspberry Ice Cream Crepes

Coffee, Tea

**CIOCIARO**  
C L U B

**Dinner**  
*family style*

**THE CIOCIARO CLASSIC (HALAL)**

\$56/person

Assorted Rolls & Butter  
Fattoush, Hummus, Pita  
Penne or Rigatoni with Tomato Basil Sauce  
Mixed Green Salad  
radicchio, romaine, iceberg, grape tomato, cucumber  
Golden Roasted Rosemary Chicken  
Seasoned Roasted Potatoes  
Tender Roast Beef with Gravy and Button Mushrooms  
Green Beans & Baby Carrots  
Strawberry Shortcake or Bacio Chocolate Cake  
Coffee, Tea

**THE CIOCIARO CLASSIC**

\$53/person

Assorted Rolls & Butter  
Antipasto Italiano  
capicollo, salami, cheese, celery, olives  
Penne or Rigatoni with Tomato Basil Sauce  
Mixed Green Salad  
radicchio, romaine, iceberg, grape tomato, cucumber  
Golden Roasted Rosemary Chicken  
Seasoned Roasted Potatoes  
Tender Roast Beef with Gravy and Button Mushrooms  
OR  
Italian Sausage with Peppers and Onions  
Green Beans & Baby Carrots  
Strawberry Shortcake  
Coffee, Tea

# Corporate Menu

*plated gourmet dinners*

## Appetizers

### BREAD

Ciociaro Specialty Bread Basket	\$6
sliced baguette, breadsticks, focaccia pizza rosa	
Focaccia and Pizza Rosa	\$4
Assorted Rolls & Butter	\$2

### ANTIPASTO

Antipasto Di Mare	\$12
baby shrimp, squid, cuttlefish, octopus, olives marinated in olive oil, vinegar, and lemon	
Calamari Fritte	\$11
Antipasto Ciociaro	\$10
prosciutto, melon, breadsticks, bocconcini cheese, salami, olives	

### PASTA

Seafood Ravioli	\$16
*butter sage sauce recommended	
Cannelloni/Manicotti	\$14
Meat Lasagna	\$14
Ricotta Cheese Filled Ravioli	\$12
Meat Filled Tortellini	\$12
Gnocchi	\$12
Penne or Rigatoni	\$10

### SAUCES

Blush
Tomato Basil
Signature Ciociaro Meat

## Soup & Salad

### SOUP

Italian Wedding	\$8
served with mini meat balls	
Butternut Squash	\$10
Cream of Broccoli	\$8
Roasted Red Pepper	\$8
Acini di Pepe	\$9
italian mini pasta noodle with chicken in chicken broth	

### SALAD

Cranberry & Arugula	\$9
with lemon oil dressing and parmesan cheese	
Cucumber Roll	\$8
with Ciociaro's house dressing	
Signature Caesar Salad	\$9
with croutons, bacon, and parmesan crisp	

# Corporate Menu

*plated gourmet dinners*

## Main Course

<b>Veal Chop</b> 9-12oz served with peppercorn cognac glaze	\$32	<b>Veal Parmigiana</b> served with tomato basil sauce, parmesan cheese, and uniondale mozzarella	\$29
<b>Braised Beef Short Rib</b> served with barolo wine sauce	\$30	<b>Chicken Parmigiana</b> served with tomato basil sauce, parmesan cheese, and uniondale mozzarella	\$26
<b>Filet Mignon</b> 6oz served with au jus <i>cooked medium</i>	\$36	<b>Baked Atlantic Salmon</b> served with lemon butter caper sauce	\$30
<b>Chateau Briand</b> served with red wine reduction	\$30	<b>Braised Cod Livornese</b> topped with black olives, capers, green onions, tomato sauce, and white wine glazed	\$29
<b>Chicken Florentine</b> stuffed with spinach and swiss cheese	\$28	<b>Branzino Livornese</b> topped with black olives, capers, green onions, tomato sauce, and white wine glazed	\$30
<b>Frittura Mista</b> fried seafood platter <i>shrimp, calamari, white fish, scallops</i>	\$30		
<b>Roast Rack of Lamb</b> served with pan juices, fresh herb, garlic and olive oil sauce	MP		

See Sales Manager for two-protein combination pricing

## Specialty Main Course Substitution

<b>Eggplant Parmesan</b> <sup>V</sup>	\$24	<b>Stuffed Pepper</b> <sup>V VG GF</sup> served with tomato basil rice	\$24
<b>Roasted Vegetable Strudel</b> <sup>V VG</sup>	\$25		

## Starch & Vegetables

STARCH		VEGETABLES	
<b>Dauphinoise Potatoes</b> thinly sliced potatoes baked in cream and garlic	\$4	<b>Asparagus Bundle</b>	\$4
<b>Croquette Potatoes</b>	\$4	<b>Heirloom Carrots</b>	\$4
<b>Garlic Mashed Potatoes</b>	\$2	<b>Grilled Roasted Mixed Vegetables</b>	\$3
<b>Spanish Rice</b>	\$2		
<b>Spinach Risotto</b>	\$2		

VG Vegan | V Vegetarian | GF Gluten Free | \* Not Halal

# Corporate Menu

*plated gourmet dinners*

## Dessert

<b>Tiramisu</b> served with chocolate drizzle and fresh strawberries	\$9	<b>Cinnamon Apple Galette</b> topped with caramel and baker's sugar	\$9
<b>New York Cheesecake</b> served with berry topping and flavoured wafer	\$9	<b>Crepes</b> vanilla raspberry ice cream crepes with whipped cream	\$9
<b>Chocolate Pear</b> chocolate dipped pear shaped vanilla ice cream with berry coulis	\$9	<b>Bacio Chocolate Cake</b>	\$8
<b>Assorted Tartufo</b> served with seasonal berry sauce	\$8		

## Coffee & Tea (Included)

## Gourmet Chicken Offerings

### OPTION 1

- Bruschetta Chicken**  
breast topped with a savory Italian-style tomato salsa
- Chicken Cacciatore**  
mixed pieces with peppers and onions in tomato sauce  
*can be served breaded or not*
- Chicken Marsala**  
*breast in a marsala wine sauce, mushrooms optional*
- Chicken Parmigiana**  
*lightly breaded breast topped with tomato sauce and mozzarella*
- Chicken Royale**  
*breast in a brandy sauce with roasted red peppers*
- Lemon Chicken**  
*breast in a light lemon sauce*

### OPTION 2

- Chicken Mediterranean**  
stuffed with provolone, sundried tomato, mushrooms, parsley
- Chicken Florentine**  
stuffed with swiss cheese and spinach
- Chicken Cordon Bleu**  
stuffed with swiss cheese and ham
- Chicken Pasquale**  
stuffed with mozzarella, sundried tomato, prosciutto in a creamy garlic sauce
- Chicken Romana**  
stuffed with bocconcini cheese, prosciutto, sage

# MENU PACKAGE

## *late night selection*

### Late Night Selection

<b>King Pizza (32 slices)</b>	<b>\$48/pizza</b>	<b>Poutine Stand</b>	<b>\$10/person</b>
cheese only cheese, pepperoni cheese, pepperoni, mushroom vegetarian - <i>cheese tri-coloured, sliced black olives, and red onion</i> meat lovers		crispy french fries, cheese curds, gravy, bacon bits, pulled pork and fried onions	
<b>Nacho Bar</b>	<b>\$10/person</b>	<b>Build Your Own Pulled Pork Sliders</b>	<b>\$12/person</b>
tortilla chips with amazing toppings with hot nacho cheese sauce, ciociaro chilli, chopped onions, chopped peppers, olives, guacamole, salsa, and sour cream		mini buns with pulled pork, coleslaw, onion jam and spicy mayo	
<b>Potato Martini Bar</b>	<b>\$11/person</b>	<b>Middle Eastern</b>	<b>\$11/person</b>
Buttery mashed potatoes served in a Martini Glass and your toppings of hot beef gravy, blue cheese, cheddar cheese, bacon bits, chopped green onions, fried onions, fried mushrooms and sour cream		tabbouleh, chickpea hummus, baba ghanoush and roasted red pepper hummus, assorted olives, sundried tomatoes served with mini pita bread	
		<b>Grilled Cheese &amp; Dips</b>	<b>\$12/person</b>
		assorted classic aged cheddar cheese, creamy havarti cheese, brie cheese and gouda served with roasted red pepper dip, sweet tomato jam and onion relish	

### Dessert Table Stations

*(minimum 75 person order)*

<b>Dolce Ciociaro Sweets</b>	<b>\$15/person</b>	<b>Fruit Fiesta</b>	<b>\$6.95/person</b>
assorted decadent cakes, pies, gourmet cookies, pastries - manned by our staff for service assistance		add fresh seasonal fruit display to any package noted above	
<b>Cupcakes &amp; Cannoli</b>	<b>\$10/person</b>	<b>Specialty Touches</b>	<b>\$6.95/person</b>
vanilla, chocolate and red velvet cupcakes along side custard, ricotta and lemon filled cannoli <i>new world and old world meets</i>		ciociaro club table design of customer's supplied fruit and pastries	
<b>Italian Pastry Bar</b>	<b>\$7.95/person</b>	<b>Cake Cutting Fee</b>	<b>\$2.50/person</b>
assorted pastries dessert table <i>chef's choice</i>		stationed service for cutting and serving the cake	
<b>Chocolate Fountain</b>	<b>\$11/person</b>		
with fresh seasonal fruit, berries, pretzels and marshmallows beautifully displayed			

*Please note: Outside vendor food is not permitted, unless approved, with the exception of a cake.*

*All menu selections must be exclusively provided by the venue.*

*All pricing in the social events package are subject to change without notice.*

# BAR PACKAGE

*bar*

## BAR OPTIONS

### Permit Bar

\$17.95/person

The host of the function must provide the beer, wine, liquor and L.C.B.O. Special Occasion Permit. The Ciociaro Club will provide all glasses, soft drinks, juices, mixes, condiments and labor for a charge of \$17.95 per person

### Consumption Bar

Bartender Fee \$175

The host will provide drinks at no charge to the guests. The Club will supply drinks and charge the host on a consumption basis. The final invoice will be issued immediately following the event and is due upon receipt

### Cash Bar

Bartender Fee \$175

The Club will supply everything needed to operate the bar. Guests purchase their own drinks

### Pop and Juice Only Bar

\$8.95/person

For a non-alcoholic option, we provide an unlimited pop and juice only bar

### Champagne

\$2.50/person

Available Butler-style or stationed, if you choose to serve champagne to your guests. Champagne glasses and strawberries are available for an additional charge

### Signature Drinks

A fun way to personalize any event. All recipes must be submitted no later than one week prior to your event for approval and to ensure all ingredients and components can be sourced on time. Associated fees may apply depending on type of bar option contracted

# BAR PACKAGE

*bar*

## CONSUMPTION BAR

### Standard

<b>Domestic Beer</b> blue, budweiser, bud light, coors light, OV	\$6.95	<b>Liquor</b> house gin, vodka, wiser special, ballentines, lamb's rum	\$6.95
<b>Wine</b> house selections by glass donini, white and red	\$6.95	<b>Bottle of Wine</b> house selections	\$31.95 1L \$25.95 750mL

### Premium

<b>Beer</b> corona, heineken, peroni	\$7.50	<b>Wine</b> varies by selection - \$*depends on selection	
<b>Liquor</b> absolute vodka, beefeater gin, spiced rum, bacardi rum, crown	\$9.00		

### Juice

apple, orange, cranberry, and pineapple

<b>Pitcher of Juice</b>	\$11	<b>Glass of Juice</b>	\$2.50
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### Pop

pepsi, 7up, gingerale, and diet pepsi

<b>Pitcher of Pop</b>	\$11	<b>Glass of Pop</b>	\$2.50
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# ROOM INFORMATION

*deposit and rentals*

2026 Rental and Deposit Schedule

Rates apply to banquet events with food service.

Business events or events without food service are subject to increased rental fees.



Room	Pricing		Capacities			Theatre Style	Square Ft.
	Rental	Deposit	Banquet Style Rounds	Banquet Style Longs	Banquet Style Half Moon		
Ballroom A	\$750	\$1000	350	440	210	500	6450
Ballroom B	\$750	\$1000	350	440	210	500	6450
Ballroom C	\$500	\$750	200	270	120	300	4550
Ballroom ABC	\$2000	\$2500	1100	1280	660	1800	17100
Ballroom AB	\$1500	\$2000	750	900	450	1100	12550
Ballroom BC	\$1250	\$1500	550	750	330	900	11000
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Ballroom D	\$200	\$300	100	144	60	200	2100
Ballroom E	\$200	\$300	80	96	48	125	1500
Ballroom DE	\$375	\$500	180	240	108	375	2600
Ballroom F	\$300	\$400	100	175	60	200	2700
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Meeting Room	\$200	\$300	72	100	54	225	1750
Auditorium	\$200	\$300	48	60	36	60	1060
Bar Meeting	\$125			30		500	
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Pavilion	\$600	\$600		600		1000	
Gazebo	\$300	\$500				200	
Foyer	\$500	\$500				70	
Chapel	\$750	\$750				150	

# ROOM INFORMATION

*deposit and rentals*



## Floor Plans

The floor plan for your event will be finalized when your guarantee for meals is received. The final number of guest tables depends on your final guarantee. Your final floor plan must be returned to us no later than SEVEN business days prior to your event. The floor plan should include the following:

- a. Final head count is REQUIRED NO LATER THAN 14 DAYS PRIOR TO YOUR EVENT – number of guests including head table and vendors seated for a meal. Children must be included in the guarantee and are charged for as follows:
  - i) Children aged 4 years or less are no charge.
  - ii) Small children 4 years to ten years receive 15% discount of the contract meal price.
- b. Specified seating – please number all tables outside the circle and indicate number of guests per table inside the circle – do all work on the floor plan given to you. Please try to maintain 10 guests per table. This assures guest comfort, ease of service and safe work practices for our staff. Alternate seating arrangements must be pre-approved by the Manager.

# ROOM INFORMATION

## *deposit and rentals*

- c. Indicate highchairs or boosters at desired tables.
- d. Indicate ALL special meals at desired tables. (see special meal request section)
- e. Specific room requirements or special room layouts must be discussed and approved by the Manager at the time of contract completion.
- f. Please ensure the decorators or florists have reviewed the floorplan (table placement, stage dimensions, etc...) in advance. All requests for any revisions must be complete no later than 1 week prior to the event. Room set ups will NOT BE changed once set up. If required, fees may apply.

Reminder: The more elements you put into your event (DJ, band, sweet/fruit table, cake table, gift table, etc.), the less room available for the dance floor and guest tables. Also, a combination of round and long tables can be used. Specific spacing between guest tables is required to ensure safe food service. Please consult the Manager for further details.

Please note: The Club does provide table stands when requested and numbers, but we do NOT provide place cards or table menus. Club is not responsible for the set up of stationary, unless discussed with Events Manager.

## Music Fees & DJ/Band Information

SOCAN, plus tax, as per schedule - (tariff re writers & composers, based on room capacity)

RE-SOUND, plus tax, as per schedule - (tariff re artists & recording studios, based on room capacity) You will notice these charges on your invoice after your event.

- All equipment must come in through the southeast corridor service hallway.
- Set up must be a least 1-foot away from interior walls.
- Music provider must bring own stands, extension cords, microphones, etc.
- Club will provide one 8' long table and one chair for DJ. Staging is not guaranteed.
- Takedowns must occur at the end of event.

Note: Volume levels may be limited at the discretion of Management. End of event is 1 am unless special arrangements are made.

# VENUE

*policies*

## Staging

A reasonable amount of platforms per event is included. Extra large or elaborate head tables and/or entertainment needs may be subject to a platform rental fee. The Manager will discuss this with you if platform rental becomes necessary.

## Food

You will be billed for your final head count or "guarantee", plus any additional meals served. If some guests do not attend and the Club serves less than your guaranteed number, you will be charged for your guarantee. Our food purchasing is based on your guarantee. DO NOT OVER OR UNDERESTIMATE! The Club ensures an ample supply of food for all your guests if a proper guarantee is given.

Any changes to your menu must be discussed with the Manager at least three week prior to your event in order to ensure food availability.

If you have fewer guests than you have guaranteed, the Club will package remaining food, IF ANY. The Club does not guarantee that there will be any remaining food. Your wishes in this regard must be made known to the Service Supervisor for your event prior to dinner being served.

Food must be taken out of the building at the end of the event. Events having the guaranteed number of guests or more do not generate any left overs. If you desire take out for home use, please arrange this prior to your event with the Manager.

## Serving Time

The last serving time is 9:00 PM. Any service requested after this time will be subject to an additional late serving charge.

# VENUE

*policies*

## Special Meal Requests

The Manager would be pleased to discuss this further with you. Guests unable to partake of the menu ordered by the customer are offered alternative meals to accommodate dietary restrictions.

All special meals, including food allergies, must be requested at least one week in advance of the event. All food brought into our building must be pre-approved on the contract. The use of our kitchen is not permitted in keeping with current health and safety regulations.

Ciociaro Club makes an effort to accommodate special requests when possible. Should guests have questions regarding food ingredients, they are welcome to call the Club.

## Alcohol And Other Deliveries

A special occasion permit must be obtained for ANY alcohol brought into the Club. The Club must retain a copy of your permit and original receipts on premises for the duration of your event. Customers should keep original permit and receipts in order to be able to return unopened alcohol.

Any alcohol deliveries for permit bars are accepted the day prior to your event between 1 pm and 4 p.m, only. All deliveries are accepted at the southeast corridor service hallway. Please report to the office upon arrival. Favors, decorating elements, etc. can also be accepted at this time. Please check with the office.

All opened or unused cases or bottles of alcohol must be taken out of the building at the end of the event. The Club CANNOT provide any additional alcohol if you run out of a specific item that is listed on your permit bar licence.

# VENUE

*policies*

## Contract Completion/Payment Policy

An initial deposit confirms and secures your booking with us. Final guarantees are due 14 days prior to the event. At that time the adjusted full balance is due.

If there is an outstanding balance or if an amount is owed by the club to you an invoice or credit will be emailed to you within one week following your event. Any outstanding balance is due within 7 days of receiving the invoice. If a refund is owed to you, it will be processed automatically with the provided pre-authorized credit card form submitted.

Payments can be made by debit or credit card, cheque, cash, or bank draft, either in person or over the phone by calling the office. For credit cards, customers can also use a pre-authorization form for a secure, convenient payment. ALL DEPOSITS or payments made ARE NON-REFUNDABLE.

All contracts should be complete no later than 3 months prior to your event. Please make arrangements with the Corporate Sales & Event Coordinator to schedule an appointment in advance to do so.

Rentals, equipment, food or special services MUST BE REQUESTED and RECORDED ON THE CONTRACT prior to your event. If required at set up or day of event, associated fees will be invoiced to the customer after the event.

Appropriate waivers, if any, will be presented to you along with the contract. The Manager will go over relevant details regarding any waivers at that time. If you have any questions, please do not hesitate to call us at 519-737-6153.

*All pricing in the social events package are subject to change without notice. The cost of your contract will be determined on the prices in effect on the date the contract is completed.*

# VENUE

*rules & guidelines*

## Contract Completion/Payment Policy

Contact the Sales Manager for all venue rules and guidelines

### Vendor Guidelines

- A complete list of all vendors and any associated subcontractors must be submitted to and approved by the Manager prior to the event. All vendors and their associates are required to hold valid certifications and carry adequate insurance coverage, including proof of liability insurance, as applicable. The client is responsible for ensuring that all vendors meet these requirements and for providing the necessary documentation upon request. Failure to comply may result in the denial of vendor access to the premises.
- All vendors/set up people must work in a manner that promotes their own safety as well as the safety of our employees and guests. Vendors and customers must provide their own personal protection equipment, ladders, manlifts, etc. Depending on the event, vendors/customers may be required to sign a waiver. If so, the waiver will be provided prior to the event at the time of contract completion.
- All outside vendors must report to the office upon arrival. All deliveries are to come through the receiving door at the southeast corridor. All vendors must work in a manner that promotes their safety and the safety of our employees and guests.
- No fireworks or confetti are permitted in the Salons or in the Foyer.
- All ceiling mounted décor must be pre-approved by the Manager. Further, nothing can be taped, screwed in or otherwise affixed to any wall, trim or ceiling. Any damages incurred will be assessed and invoiced to the contracted customer.
- The Club does not decorate any rental spaces. All design elements should be pre-approved by the Manager to ensure suitability within the Salon.
- We do not permit guests or vendors to use our kitchen for any reason, due to current health & safety regulations.
- All floor wraps must receive prior approval from the manager before installation and must be removed at the conclusion of the event. If the wraps are not removed by the client, the Club will proceed with removal; however, the Club will not be responsible for any damage to the wrap, and the contracted client will be billed for all associated removal costs.

# VENUE

*rules & guidelines*

## Electronic Presentations

The Ciociaro Club offers various services for our customers to make electronic presentations to their guests.

- Data Projector (fixed in ABC portable in other salons)
- Screen (fixed in ABC, DE, F portable in other salons)
- WI-FI internet at no extra charge

\*Rental fees may apply, internet access is not guaranteed as it depends on the service provider, no service technician on-site\*

If presentations require the use of a computer and software (example: Power Point), the customer must provide:

- Their own laptop with multi-monitor capability and necessary cables
- The program required to run the presentation
- In-house technical service is not provided, but can be arranged, market pricing.

Please note: Ciociaro Club makes this equipment available for rental. Customers are responsible for the technical integrity of the presentation. It is recommended that our banquet customers make arrangements with our office to test presentations a few days prior to the event.

## Additional Equipment

additional fees may apply

- T.V.
- DVD Player
- LCD Projectors
- Control Booth
- Polycom Conference Phone
- Podium
- Easel
- Flipchart
- Manlift Rental \$175 per day
- Wireless Slide Projector Remote Control
- Professional Audio System with hidden built-in speakers
- Separate or interconnected sound system in every Salon
- Microphones (stand, cordless, lapel)
- Built-in 12'x14' overhead projection screens (Salons A-B-C)
- Tripod screens 5'x5' - 6'x6' - 8'x8'

*\*All prices listed are subject to applicable taxes.*

# VENUE

*rules & guidelines*

## Manlift Usage Policy

1. Reservation: Use of a manlift must be scheduled in advance for the event day.
2. Operator Requirements: The manlift operator must be fully certified and insured. Proof of certification and insurance must be submitted to the manager prior to use.
3. Safety Requirements: Operators are required to wear a safety harness and appropriate personal protective equipment (PPE) at all times while operating the manlift.

\*Failure to comply with these requirements may result in denial of manlift use.