

redplate

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event + catering architects | a division of the Calgary Flames 

catering policies

# catering information

## **FOOD AND BEVERAGE**

All food and beverage served at the Scotiabank Saddledome and McMahon Stadium is to be provided by Red Plate Events and Catering. All prices are subject to a 19% service charge and 5% Goods and Service Tax. One set menu is required for all guests. We require a minimum of three courses for your meal.

Menu prices, service charges and tax are subject to change to reflect current market conditions.

All food products will be displayed for a maximum of one and a half (1.5) hours from the time stated on event order at any function to ensure the quality and integrity of the product. Alberta Health Regulations require the removal of all food products from the catered event.

We recommend that you advise your guests of the menu selected. Should guests attending a function have any special dietary requests or food sensitivities and require special meal requirements, Red Plate Events and Catering office must be notified at least 72 business hours in advance with the names of the guests that require special catering needs and we will make the necessary arrangements to accommodate the requests.

Red Plate Events and Catering office must be notified of the guaranteed number of guests attending 72 business hours prior to the event. The client will be charged for the guaranteed number or the actual number served, whichever is greater.

Menu details must be confirmed seven (7) business days prior to your event to ensure product availability.

Menus can be customized to suit any requirements.

All alcoholic beverages consumed in licensed areas must be purchased by Red Plate Events and Catering. Liquor service is not permitted after 1:00 am.

## **LABOUR RATES**

Extensions requested for holiday parties are subject to additional labour charges.

Should the consumption on cash or host bars be less than \$500 cashier and bartenders will be charged at \$40 an hour each for a minimum of four (4) hours.

Additional labour charges may be assessed on Canadian Statutory Holidays.

## **INVOICING AND PAYMENT**

Full payment, based on the estimated pricing of food and beverage, must be received seven (7) business days prior to the commencement of the Event. Red Plate Events and Catering will issue an invoice at the completion of the Event. Any amounts owing under this Agreement will be charged to the credit card provided by Client, unless Client makes payment through other means prior to that date. In the case of overpayment, the balance will be refunded after the final invoice is determined.

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## **GUARANTEES**

A deposit of 25% is required at the signing of the contract. The deposit will be based on the estimated charges. This will be rebated, or paid out, after the actual bill is determined.

Red Plate Events and Catering reserves the right to provide an alternative function room best suited for the group should the number of guests attending the function or room setup differ from the original contract.

Function space for events are booked only for the times indicated. Setup and dismantle times, if required, should be specified at the time of booking and an additional charge may apply.

## **ALCOHOL SERVICE POLICY**

It is the policy of Red Plate Events and Catering to serve alcoholic beverages in a reasonable, responsible and professional manner at all times. We will adhere to all applicable laws and regulations as they pertain to the service of alcohol to underage or intoxicated persons. AGLC requires an identification check for all guests who appear to be thirty (30) years old or younger. The legal age to consume alcohol in Alberta is 18 years old. Red Plate Events and Catering has the right to refuse service to any guest.

The hours of alcoholic beverage service in catering at Red Plate Events and Catering are 11:00 am to 1:00 am Monday through Sunday and holidays.

Red Plate Events and Catering will be the sole supplier of alcoholic beverages prior to, during and post event. Outside alcoholic beverages will not be permitted into the confines of the building premises at any time

Please let your event manager know if you prefer not to offer doubles and shooters for your event.

## **ELECTRICAL AND AUDIO VISUAL CORDS**

The Scotiabank Saddledome and McMahon Stadium and its users are required to do their utmost to comply with recommendations and standards set out in the Occupational Health and Safety Act. We therefore require all companies providing service within our facility to have all electrical cords and audio visual cords laid according to our policy.

All cords must be secured in a manner that is in keeping with the Occupational Health and Safety Act. Cords must be hung from the ceiling so as not to obstruct entrance or exit. All cords must go over door frames and cannot lie on the floor within the door frame. Cords must not obstruct access to our clients in or out of the facility whether for normal activity or in the case of an emergency.

Small electrical cords and audio visual cords may be allowed to lie on the floor and must be secured to the floor with appropriate tape in order to prevent any obstruction by them.

The Scotiabank Saddledome and McMahon Stadium exercises its right to take action to enforce this policy. Companies providing services must provide sufficient electrical and audio visual cords to perform the above. Cords required from the Scotiabank Saddledome and McMahon Stadium will be provided if available and will be subject to a charge.

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## MISCELLANEOUS

Tariffs for music at events. All events with musical entertainment, live or recorded, are subject to both Society of Composers, Authors and Music Publishers of Canada (SOCAN) and Re:Sound charges. The fees collected by these two agencies are licensing fees and/or distributed as royalties to the original artists, and do not represent any revenue for CSEC. Both SOCAN and Re:Sound charges are based on room capacity authorized under the Red Plate Events and Catering Liquor License, not on actual attendance of the event. This charge will be applied to the final bill. For more information, call 1-800-51-SOCAN.

Red Plate Events and Catering is not responsible for damage to, or loss of, any articles left on the premises after an event.

The Smoking Bylaw of the City of Calgary (Bylaw 57M92) prohibits smoking in any public spaces or function rooms within the Scotiabank Saddledome and McMahon Stadium including vapor.

Exterior signage is permitted with the prior consent of the Scotiabank Saddledome and McMahon Stadium. All directional and event signage must be mounted on easels or individual holders and are not to be affixed to columns or walls and must be removed following the conclusion of the event. All signage must be of printed nature and meet the approval of the Scotiabank Saddledome and McMahon Stadium. This also applies to posting of signs within the venue facility.

When providing visual and oral communications and advertising relating to the event, proper use of the Calgary Sports and Entertainment Corporation corporate name (Scotiabank Saddledome, McMahon Stadium and including all related premises) should be referenced as indicated by your event coordinator.

Banquet room rental rates and setup charges include normal setup and breakdown. Extensive setup, damage to property, or room contract changes may be subject to additional labour charges. Signage and decorating requirements must be discussed with Red Plate Events and Catering Office. Confetti is prohibited and its use by a client or guest will result in cleanup charges. Local fire regulations prohibit open flame candles in function rooms.

The use of food colouring or any other product that may cause stains of any sort or any damage to the venue property is strictly prohibited. In the event that any damage is caused, the person whose signature appears at the bottom of the contract is solely responsible for the damage, and is liable to restore any and all harm caused. The venue reserves the right to use the contractor of venue's choice to repair the damage and will provide invoices to the client for the full payment.