

Off Premises Catering Policies

Policies are in affect for all locations other than the Bowring Park Bungalow.

Rentals

A rental fee can be anticipated at certain off site locations to secure required items such as china, cutlery and glassware. An estimate for budgeting purposes is generally around \$ 3.00 per person for a served meal and around \$ 1.25 per person for a cocktail style event.

The client will be held liable for any loss or damage occurred to rental items that are rented on their behalf.

Off Premise Minimum

Any off premise event requiring service staff or Chefs present during the event will be subject to a labour charge of \$15.00 per hour for the service staff and a flat fee of \$ 75.00 for the Chef. These charges would only apply if the net food and beverage revenue does not exceed a \$ 1000.00 minimum.

Off Premise Bartending Service

Red Oak Catering is happy to be able to supply beverage service to you at any location that does not have a liquor licence in place. Red Oak Catering has a catering liquor licence to service your event.

For off premise locations where clients wish to provide their own alcohol and have Red Oak Catering serve it on their behalf, some additional charges may apply.

- 1) Dry Bar Fee - \$ 3.00 per person
 - This service includes: assorted glassware, ice, coolers, beer and wine Bins, lemons, limes, stir stick, straws, and shot glasses.

- 2) Bartender Labour - \$ 15.00 per hour
 - A bartender labour charge of \$ 75.00, based on a five-hour minimum, will apply. An additional \$ 15.00 per hour charge will apply above and beyond the five-hour minimum.
 - Labour charge to apply from when the bartender departs from the Bowring Park Bungalow.

Transportation charges

Any event with in the city limits, transportation is in included. Any event outside of the city limits may be subject to a delivery charge for staff transportation time.

On Site Wedding Policies

Wedding Ceremonies

Clients utilizing Red Oak Catering for their reception may also have their ceremony take place on the lawn directly in front of the Bungalow. Our service staff will set up the chairs as well as provide a table for the signing of any official documents.

When planning an out door ceremony it is always best to have a contingency plan in case of inclement weather. White marquis tents are offered though Rent A Tent (709) 726-3268. They can help provide an estimate for your tenting requirements.

For all ceremonies that are facilitated through Red Oak Catering and the Bowring Park Bungalow an on site charge of \$ 65.00 will apply. We are able to provide white plastic folding chairs at a rental cost of \$ 1.75 per chair.

Decorators

The Bowring Park Bungalow will be open to professional decorators or family members at 11:00 A.M. on the day of their scheduled event. A \$ 50.00 surcharge will apply if access is required prior to 11:00 A.M.

All professional decorations and personal items must be removed by 2:00 A.M. A \$50.00 labour fee is to apply when staff remains after 2:00 A.M. Red Oak Catering is not responsible for any items that remain after the event has concluded.

Decorators are not permitted to use confetti, sand and items of that nature inside the building. Decorators must also have permission from the catering manager prior to tacking any items to the interior or exterior of the Bungalow.

Musicians and DJ's

All DJ's must play from the balcony and enter from the side door on the veranda. There are **NO** exceptions to this rule.

DJ's are required to finish their last song at **1:00 A.M.**

Musicians are permitted on site. Red Oak Catering reserves the right to place musicians where they see appropriate according to the food and beverage requirements.

Rehearsal Receptions/ Jack and Jill Parties

These events may take place at the Crow's Nest Officers' Club. A catering manager from the Crow's Nest will be happy to assist with these events. The web site for the Crow's Nest Officers' Club is www.crowstestnf.ca.