

# *General Information*

Bally Haly Catering is proud of our excellent service, exquisite cuisine, and professional staff who will do the utmost to please you and your guests in every way possible.

When you arrange a catered event through us, you can be assured of the friendly and professional attention which has given us our reputation of service excellence.

We will work with you to put together a perfect package whether it is for a meeting, reception, small informal dinner, wedding or full service banquet. Our Executive Chef and Catering Coordinator will be pleased to customize menus to suit your needs.

## *Plan Ahead*

Give yourself plenty of time to thoroughly plan your function. We encourage you to bring us your ideas, questions and estimated budget. We will work with you to accommodate your special event whether it be formal or informal, for business or pleasure, we will tailor our services to meet your needs. The larger and more elaborate the function, the more lead time is necessary.

## *Room Reservations*

The charge for your room rental varies according to the function you are holding. Room rental is determined by the size of the event, any special requirements for set-up of the function, and if it is a day or evening function. Our staff will be pleased to provide you with a room rental rate once we determine your requirements.

The banquet room will be available for day functions up to 5:00 pm; for evening functions the room will be available from 5:00 pm to 2:30 am. Our staff will make every effort to accommodate any requirements for early decorating, etc.

## *Menu Selections*

Your menu selections may be made from our suggested menu; If you prefer menu choices which are not included in this brochure, please discuss your ideas with our catering staff that will be glad to create a special menu to suit your needs. The menu should be decided and finalized at least ten (10) days in advance, or five (5) days for "Premium Coffee Service".

## *Guarantee Number*

A guaranteed minimum number of guests must be established ten (10) days prior to the function date. We will further accept an additional 10% over and above the guaranteed number 48 hours prior to the function (max. 15 people). Our catering staff will normally provide seating and food for approximately 5% above the latest guaranteed number but not exceeding the room capacity. You will be financially responsible for the guaranteed number, or the actual number of persons served, whichever is greater.

## *Deposit and Payment Policy*

The food and beverage prices listed in this brochure are applicable providing you adhere to the following. All orders are placed and finalized at least 10 days in advance of your event and meet minimum numbers required. Premium Coffee

service orders require five (5) days advance booking.

A non-refundable deposit will be required when booking your event. All payments must be received in cheque, credit card or cash. The remaining balance of your account is to be settled prior to your event. An estimated cost will be provided to you and if the final amount is less Bally Haly will reimburse you the difference. If the final amount is greater than the estimated amount then Bally Haly will invoice for the outstanding amount.

## *Damage and Security*

Bally Haly reserves the right to inspect and control all private functions held on the premises. Liability for damages to the premises will be charged accordingly. As a host of your function, you will be responsible for the actions of your guests.

Bally Haly cannot assume responsibility for personal property or equipment brought into the facilities. Personal effects and equipment must be removed from the club at the end of the function.

## *Decorations and Entertainment*

Please advise us of your plans for decorating for your event and what form of entertainment you will have, if any. Our staff will be happy to assist you in arranging decorative, floral and/or entertainment requirements. Please be advised that confetti, tacks and nails of any kind are prohibited.