

# Catering Conditions

## St.-Charles Community Centre and Arena Hall CATERING AND HALL RENTAL CONDITIONS

\*By-law 2008-05  
Schedule 'E'\*

### **1.0 CATERED EVENTS: (sit-down meals) (when caterer available)**

- 1.1 All catering for sit-down meals, private functions, social evenings, weddings, anniversaries, banquets, etc...(Except for fund-raising purposes) will be provided by the municipality.
- 1.2 Outside catering services, self-catering or private catering for these types of events will not be permitted.
- 1.3 Catering wages are as follows:
  - 1.3.1 Head Cook/Kitchen Supervisor: \$2.50 over minimum wage
  - 1.3.2 Cook Helper: \$1.00 over minimum wage
  - 1.3.3 Table Servers: minimum wage + .25¢
- 1.4 The Head Cook/Kitchen Supervisor will be paid one extra hour of labour to perform other related duties such as washing towels, etc...
- 1.5 The Head Cook/Kitchen Supervisor will be paid an additional \$10.00 per day to perform the duties of custodian.
- 1.6 It is the Head Cook/Kitchen supervisor responsibility to ensure that the kitchen is cleaned after each event. If it is not cleaned and the municipality must have someone clean the kitchen, it shall be deducted from the Head Cook/Kitchen supervisor's hours/pay.
- 1.7 Special arrangements may be approved by Council.

### **2.0 FUND-RAISING EVENTS:**

- 2.1 Organizations holding functions and events for the purpose of fund-raising will be permitted to self-cater, subject to the following conditions:
  - 2.1.1 The municipality will assign a person to perform the duties of Kitchen Supervisor is to be present at all times, during self-catered events. The Kitchen Supervisor shall be paid as stated in articles 1.3, 1.4 and 1.5 above, and such wages shall be added to the hall rental charges.

- 2.1.2. Organizations holding self-catered events must provide food or meals not already available at the Parks & Recreation and Arena Canteen.
- 2.1.3 Organizations not renting the kitchen during self-catered events will not have access to the kitchen facilities or equipment.
- 2.1.4 Organizations not renting the kitchen during self-catered events, and who are preparing and providing food outside of the kitchen facilities must obtain the proper 'Special Food Occasion Permit' from the Sudbury & District Health Unit, and will be responsible to meet all the requirements and conditions of the permit. A copy of such permit must be provided to the Municipality prior to the event.

### **3.0 FAMILY REUNIONS: (not weddings, anniversaries, stags)**

- 3.1 Individuals/families holding family reunions will be permitted to self-cater, subject to the following conditions:
  - 3.1.1. If the kitchen is used to self-cater, the municipality will assign a person to perform the duties of Kitchen Supervisor to be present at all times. The Kitchen Supervisor shall be paid as stated in articles 1.3, 1.4 and 1.5 of Schedule 'E' of this by-law, and such wages shall be added to the hall rental charges.
  - 3.1.2. The fee for the use of the kitchen to self-cater is \$75.00 for one meal and \$50.00 for each subsequent meal served during the day of the reunion.
  - 3.1.3. Individuals/families not renting the kitchen during self-catered events will not have access to the kitchen facilities or equipment.
  - 3.1.4 Individuals/families not renting the kitchen during self-catered events, and who are preparing and providing food outside of the kitchen facilities must obtain the proper 'Special Food Occasion Permit' from the Sudbury & District Health Unit, and will be responsible to meet all the requirements and conditions of the permit. A copy of such permit must be provided to the Municipality prior to the event.

### **4.0 SEMINARS / CONFERENCES / WORKSHOPS:**

- 4.1 Organizations hosting seminars, conferences or workshops who are serving light snacks and coffee only will not be required to rent the kitchen.
- 4.2 The bar area can be used to store & serve coffee, tea, pop, sandwiches, donuts, etc...

## **5.0 FUNERAL MEALS:**

- 5.1 Funeral meals prepared by a volunteer group approved by the municipality will be exempt from all other catering conditions of this by-law.

## **6.0 USAGE OF KITCHEN:**

- 6.1 For any event that is using the Community Centre or Arena Kitchen, a \$100.00 refundable deposit for cleaning of the kitchen is required. If kitchen is cleaned after the rental, the deposit shall be returned, if the Municipality must have an employee clean the kitchen; then the cost for such employee shall be deducted from the refundable deposit.

## **7.0 RENTAL CONDITIONS: (All Events)**

- 7.1 A non-refundable deposit of one hundred dollars (\$100.00) is required at the time of booking; and the balance is payable 7 days before the date of event.
- 7.2 All persons or organizations renting the Arena or Community Centre Hall, mezzanine or ice surface for social events will be responsible for the placing, clearing and cleaning of tables, hall, mezzanine or ice surface, during and after their organized social event.
- 7.3 Organizations or persons who self-cater, and where the food is prepared outside the St-Charles Arena or Community Centre facilities, must obtain a 'Special Food Occasion Permit' from the Sudbury & District Health Unit, and will be responsible to meet all the requirements and conditions of the permit. A copy of such permit must be provided to the Municipality prior to the event.
- 7.4 Organizations or persons renting the facilities and serving or selling liquor must purchase a 'Party Alcohol Liability' insurance for each night of the event; and must provide the municipality with a copy of the 'Certificate of insurance' prior to the event.
- 7.5 Round table cloths shall be rented at a cost of \$5.00 each to cover cleaning.

## **8.0 MUNICIPAL ORGANIZATION**

- 8.1 There will be no hall rental charge for Municipal Organizations unless it is for the purpose of fundraising.

## Catering Rates:

Catering Rates and Conditions for the Municipality of  
St.-Charles Community Centre and Arena Hall

\*By-law 2008-05  
Schedule 'D'

#	MENU SELECTION (\$ per plate)	Per person
1	Turkey Dinner <sup>1</sup>	\$17.00
2	Roast Beef Dinner <sup>1</sup>	\$17.00
3	Boneless Chicken Breast <sup>1</sup>	\$17.00
4	Prime Rib Dinner <sup>1</sup>	\$20.00
5	Ragout (add to #1, 2, 3 & 4) (Served with main course)	\$3.00
6	Pasta Appetizer (Add to #1, 2, 3 & 4) (Served with main course)	\$2.50
7	Cheese / Fruit Buffet Table <sup>2</sup> (Assorted fruits, cheeses, spread, dips & crackers, served buffet style as an appetizer)	\$6.00
	If not served as an appetizer	\$10.00

<sup>1</sup> All hot meals are served with mashed potatoes or rice pilaf, and choice of one vegetable and include cheese/vegetable trays, salads, buns, tea, coffee and dessert. (Dessert is choice of ice cream and topping or fruit cocktail or cheesecake)

<sup>2</sup> Only available with the purchase of either meal #1, 2, 3 or 4

#	LUNCHES (\$ per plate)	Per person
1	Sandwiches, cheese, pickles and coffee	\$4.50
2	Kaiser buns, 2 kinds of cold cuts, cheese, pickles, and coffee (incl. mayo & mustard)	\$5.50
3	Beans, ham, coleslaw, buns, pickles and coffee	\$5.00

- A second vegetable add \$0.50
- Pies & cake add \$1.00 per person