

Teatro Prom/Grad Package

~ 2012 ~



Each Teatro Prom/Grad Package Includes:

Ivory or black floor length table linens

Your choice of coloured linen napkins

Ivory or black chair covers

Built in state of the art sound and lighting system (charges apply)

One hour of pre-dinner hors d'oeuvres

Wheelchair accessibility

(Prom package pricing valid Monday to Friday only, based on six hours of service)

For a personal consultation, please call

905.864.8511 or toll free 1.800.536.8637

Teatro
CONFERENCE & EVENT CENTRE

The Prom

~ plated dinner reception ~

CHEF'S SELECTION OF HOT AND/OR COLD PASSED HORS D'OEUVRES

APPETIZER (please choose one)

Mandarin green salad with cointreau dressing

Teatro garden salad with classic ranch dressing

Greek salad with zesty greek dressing

An assortment of artisan breads, rolls and butter for each table

ENTRÉE (please choose one)

Grilled chicken breast with white wine mushroom cream sauce.... \$ 35.50 per person

Shrimp penne primavera in a tomato basil sauce.... \$ 37.00 per person

Creamy Chicken Divine in a white wine mushroom sauce over penne pasta.... \$ 37.00 per person

Pepper crusted grilled steak with mushroom red wine reduction sauce.... \$ 38.00 per person

Entrées are accompanied by Teatro signature herbed roasted red skinned potatoes and seasonal vegetable medley

DESSERT (please choose one)

New York cheesecake

Double chocolate lava cake

Blueberry yogurt torte

Apple streusel cake

All deserts are tastefully garnished with coulis
Served with fresh brewed tea and coffee station

ADD ON:

Unlimited assorted fountain soft drinks by the pitcher \$ 5.00 per person

Above prices do not include gratuity and tax, pricing subject to change, please note that all graduation or prom parties must contract two security guards or police officers for the duration of the event

The Grad

~ buffet dinner reception ~

\$ 34.00 per person

CHEF'S SELECTION OF HOT AND/OR COLD PASSED HORS D'OEUVRES

SALADS (please choose two, one from each section)

Teatro garden salad with classic ranch dressing

Caesar salad with a classic caesar dressing

Baby mixed greens with balsamic vinaigrette

Greek salad with olives and feta

Mandarin green salad with cointreau dressing

Asian coleslaw with almond slices

Roasted red pepper pasta salad

Red skinned potato salad

Creamy broccoli and raisin salad

Black bean and roasted corn pasta salad

An assortment of artisan breads, rolls and butter buffet display

ENTRÉE (please choose two, one from each section)

Grilled chicken breast with white wine mushroom cream sauce

Grilled salmon filet with pesto cream sauce

Fresh carved roast beef with horseradish and burgundy gravy

Salmon and scallops in a vodka cream sauce over penne pasta

Shrimp penne primavera in a tomato basil sauce

Creamy chicken divine in white wine mushroom sauce over penne pasta

Sweet and sour pork served with jasmine rice

Entrées are accompanied by Teatro signature herbed roasted red skinned potatoes and seasonal vegetable medley

DESSERT BUFFET

A selection of cakes, tortes, pies and individual squares, served with fresh brewed tea and coffee station

ADD ON:

Unlimited assorted fountain soft drinks by the pitcher \$ 5.00 per person

Above prices do not include gratuity and tax, pricing subject to change, please note that all graduation or prom parties must contract two security guards or police officers for the duration of the event

Teatro Conference and Event Centre Additional Costs

For 2012 we have upgraded our sound system to club grade professional equipment in order to provide a richer deeper sound experience along with the addition of laser lighting to round out our state of the art system. See our new dance lights in action on our website's online video.

PREFERRED DISC JOCKEY SERVICES

Services provided by our preferred DJ, MacMillan Entertainment Group, including use of in-house sound and lighting system in either the Tivoli Room or Rialto Room for the duration of the evening, maximum 7.5 hours

\$850.00 plus HST

IN-HOUSE SOUND AND LIGHTING SYSTEM RENTAL

Use of in-house sound and lighting system, by non-preferred third party DJ service hired by the client in either the Tivoli Room or Rialto Room. System will be set to automatic setting mode for the duration of the evening, maximum 7.5 hours

\$ 450.00 plus HST

IN-HOUSE LIGHTING SYSTEM RENTAL

Use of in-house lighting system, by non-preferred third party DJ service, in automatic setting mode for the duration of the evening in either the Tivoli Room or Rialto Room, maximum 7.5 hours

\$150.00 plus HST

SOCAN FEES AND TARIFFS

Tivoli Room

\$123.38 plus HST for standing cocktail parties with dancing

\$59.17 plus HST for sit-down dinner parties with dancing

\$29.56 plus HST without dancing

Rialto Room

\$59.17 plus HST for standing cocktail parties with dancing

\$59.17 plus HST for sit-down dinner parties with dancing

\$29.56 plus HST without dancing

A mandatory tariff charge paid to the Society of Composers, Authors and Music Publishers of Canada for your right to use music with copyrights in a public venue

Prices subject to change without notice



Teatro Conference and Event Centre

Policies and Procedures

CONTRACT

Each event is issued a FUNCTION AGREEMENT which outlines the per person price and rental charges, as well as applicable taxes, gratuities and terms and conditions. This must be signed by the individual noted on the agreement and returned to Alemilia Hospitality Group (AHG) within 48 hours.

DEPOSIT

A deposit of 20% of the estimated cost is due upon signing the function agreement for all social and corporate functions. Please speak with your event consultant for wedding deposit terms. All items, which are added to the function agreement after the initial booking, must be confirmed in writing by the client to AHG and will be added to the final invoice.

FINAL PAYMENT

All payments must be RECEIVED IN FULL, 7 BANKING DAYS PRIOR TO FUNCTION. All bars billed on consumption will be estimated for final invoice purposes. If the actual consumption is less than estimated amount, AHG will issue a refund to the client. If the actual consumption is greater than the estimated amount, AHG will invoice the client the difference and the amount due upon receipt.

PRICING

Listed pricing and items are subject to change without notice. All proposal pricing will be honoured for thirty (30) days from date of proposal creation. All listed prices are subject to 13% HST and any future provincial or federal sales taxes. Gratuities of 15% are also applicable on all listed prices. Room rental charges may apply based on type of function, minimum numbers and menu selection.

FORMS OF PAYMENT

AHG will accept Cheques, Cash, Debit, Visa, American Express and Master Card payments only. Personal cheques must be received 5 banking days prior to payment term(s) deadline. All payments by Credit Card are subject to a two-and-a-half percent (2.5%) processing/administration fee.

EVENT SET-UP AND DELIVERY TIME

This must be arranged directly through Teatro sales department. All set-up by the client must be completed three (3) hours prior to function start time, subject to facility availability and at the discretion of AHG. Additional setup time can be arranged at a charge of \$100.00 per hour. Setup time scheduled on dates preceding the function date may result in additional daily room rental charges and is subject to facility availability.

DELIVERIES

Deliveries are only accepted on the day of the event. Teatro recommends each client provide their own transportation units, such as dollies, carts etc. If required, Teatro will provide such transportation units provided arrangements are made 72 hours prior to the event date. It is the sole responsibility of the client to return these items to designated Teatro personnel. All deliveries are made via the Delivery Entrance(s). Please ask if you are unsure of the location of this door.

EVENT GUEST ARRIVAL TIMES

Guest arrival times are pre-determined by the client and the Teatro sales department.

EVENT TERMINATION TIME

All events terminate at 1:00am (12:00am on Sundays) unless another mutually agreed upon time is specified by the client to Teatro.

Policies and Procedures (continued)

EVENT TEAR DOWN

Event tear down must be completed within two hours after the event end time. All contractors must remove their equipment by this time. If tear down runs later, CLIENT WILL BE BILLED for the additional time. Any items left behind from a function must be picked up by the next business day prior to 11:00am, as Teatro will not be responsible for these items.

ALL SIGNS, POSTERS, DÉCOR MUST BE FREESTANDING, RESTING ON EASELS OR ATTACHED TO THE WALLS ONLY WITH NON MARKING PUTTY ADHESIVE. ANY DAMAGES WILL BE BILLED TO THE CLIENT.

GARBAGE

If the event space is left with excessive debris in the room after the event, Teatro housekeeping clean up charge of \$350.00 will be billed to the client.

OUTSIDE FOOD

For the protection of our guests, no food items are to be brought in or removed from the venue outside of client supplied wedding or celebration cakes, which must be supplied by an accredited bakery.

LOST PROPERTY

AHG and its staff are not responsible for any lost property but will make every effort to assist guests with retrieval of such items.

SECURITY

If required, in our sole judgment, based on size and nature of event, AHG will arrange, at convenor expense, security guards from a reputable licensed security agency. AHG also maintains the right to monitor its facilities through the operation of a video surveillance system to ensure customer and property safety.

For complete contract details and policies please refer to your signed facility rental agreement and function order.