

LATE NIGHT

2019/2020 TRU CONFERENCE CENTRE CATERING MENU



**THOMPSON
RIVERS
UNIVERSITY**

LATE NIGHT SNACKS

*Can only be purchased as an add-on to event catering. Must be served between 8 p.m. - 10:45 p.m.
Priced per person with a 10 person minimum.*

SANDWICH STATION \$9

Build your own sandwich with a selection of meat, cheese, vegetables and condiments:

- Turkey
- Roast beef
- Ham
- Cheddar cheese
- Swiss cheese
- Shredded lettuce
- Sliced tomato
- Margarine
- Mayo
- Mustard

SLIDER STATION \$9

Build your own slider with your choice of:

- BBQ pulled pork sliders served with horseradish & dijon mustard.
- Mini all beef meatballs served with marinara sauce & triple cheese blend.

Served with kettle chips with ranch dip in your choice of flavours:

- Plain, salted, sea salt & black pepper, greek, dill, cajun or lemon pepper

POUTINE BAR \$9

Build your own poutine. Battered plank fries served with classic cheese curds, triple cheese blend, gravy, green onions, jalapeños, tomatoes and crumbled bacon.

Dietary Guide: Vegan (V), Vegetarian (VG), Dairy Free (DF), Gluten Free (GF), Nut Free (NF)

TRU CATERING | tru.ca/conferencecentre | conferencecentre@tru.ca | 1-250-371-5723

VENUE POLICIES

GUARANTEED NUMBERS

A guaranteed number of guests is required seven (7) business days prior to the event. All service charges will be based on actual number of guests served, if more than the guaranteed guests are served. Pricing is subject to change, but will be guaranteed sixty (60) days prior to the function. Substitutions may apply within the sixty (60) day period depending on market availability and unforeseen circumstances. For further explanation please speak with your event coordinator.

INVOICING, DEPOSITS & PRICING

A non-refundable deposit is required within thirty (30) days of booking. Deposit amounts will be determined based on number of rooms/days required. 75% of the remaining balance is required seven (7) days before the event. For TRU departments an account code is required prior to all catering and events. Final invoice will be emailed between five (5) and ten (10) business days after the end of the event.

CANCELLATION POLICY

For the full cancellation policy please visit our website at tru.ca/cac. The following charges will apply: 25% of total estimated catering cost at sixty (60) to fifteen (15) days, 50% of total estimated catering cost at fourteen (14) to eight (8) days and 90% of total estimated catering costs at seven (7) days or less of the event date.

FOOD & BEVERAGE POLICY

The TRU Conference Centre will be the sole supplier of all food and beverage items in the Campus Activity Centre, Panaroma Room and The BC Centre. The only exception will be wedding and special event cakes when full catering has been provided. Based on Interior Health food service standards, high risk food (hot or cold) that have been at room temperature for more than two (2) hours must be disposed of by catering service staff. These food items cannot be removed from the area by the client or guest. Food and beverage selection is required fourteen (14) days prior to the event. All food and beverage charges are subject to applicable tax and 15% gratuity. Children three (3) and under are free.

LIQUOR SERVICE

For all cash and host bars, a guaranteed minimum revenue of \$550 must be generated. If the minimum is not reached, a bartender fee of \$150 will be charged or the difference between the minimum and actual sales; whichever is less. Table wine served at dinner is not calculated in bar revenue. Under the terms of the BC Liquor Act, the management of TRU Catering is prohibited from allowing any individual or group to provide their own alcohol at catered events.

OTHER RENTALS

For all orders from the regular menu, china service will be included when the event is held in the Campus Activity Centre. All areas outside of the Campus Activity Centre and all off-site catering will include a disposable service. China service can be provide for a fee.

FACILITY POLICIES

If excessive clean-up is required due to items such as confetti, popcorn, décor, etc., a minimum \$100 additional cleaning fee will apply. To ensure all requirements are agreed upon, a confirmed contract is required to be signed by the client. All events must be completed by 1:30 a.m. and vacated by 2 a.m. A minimum of \$50 per hour for each hour a function is late will be levied plus an additional \$20 per staff member. An additional fee per staff member will be charged for events hosted on Statutory Holidays. Fees depend on the staff required for the event. In the case of unforeseen circumstances we reserve the right to substitute a comparable function room. We reserve the right to inspect and regulate all private parties, meetings and receptions.

Liability or damage to the premises will be charged accordingly and is the responsibility of the person(s) booking the event. Space for the event is booked only for the times indicated in the contract. Setup and dismantle times, if required, are not included in the booking time and should be specified to your event coordinator. If displays, exhibits or products are used, arrangements for their arrival, unloading and departure must be made through the TRU Conference Office. Such displays, exhibits, or products are the responsibility of the exhibitor and we accept no liability whatsoever for any loss or damage.

The TRU Conference Centre is not responsible for damages to or loss of any articles left prior to, during or following any function by the client or their guests. We reserve the right to require security should situations warrant for either or both parties contracting said functions.



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Conferences, Weddings
and Events

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