

Revised: November 1<sup>st</sup>, 2011

# *Windsor Club*

## *Banquet Menu*



Welcome to the Windsor Club

We are pleased that you have chosen us to provide you with all of your food, beverage & event planning requirements. Whether it's a Corporate Event, Wedding Celebration or Special Occasion we are confident that we will exceed your expectations.

100 Ouellette Ave., 14<sup>th</sup> Floor, Windsor, Ontario, Canada N9A 6T3 ph. 519.258.1465 fax. 519-258-1466

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## *CLUB HISTORY*

The Windsor Club was founded in the year 1910. The Club was originally housed in a building located in the vicinity of what is now the intersection of Chatham Street and Ouellette Avenue. The Club, as did the economy generally, suffered through the era of the great depression. In 1930, the Club was obliged to reorganize and to temporarily relocate to the building now known as the Canada Trust Building. In 1933, the Club moved to the Prince Edward Hotel building, at the time a premier hotel in the area. The Club flourished, and, in fact, in 1938 the proprietor of the building was persuaded to construct an additional floor to the building to accommodate the Club. In 1968, the Prince Edward Hotel closed, and the Club relocated to space in the Norton Palmer Hotel, also a leading hotel in the community. However, the Club soon outgrew available space in the Norton Palmer Hotel, and in 1969, amidst much fanfare, the Club moved to the Bartlet Building. The Club resided in the Bartlet Building for 18 years. After 18 years, the Club faced the divergent alternative options of implementing substantial renovations to an "older" site, or relocation to a "newer" site, the latter alternative more fitting the pre-eminent stature of the finest private club of the community. After much deliberation, in 1987, the members of the Club resolved to move to the current location, the penthouse floor of the office building comprising 100 Ouellette Avenue. The move has proven to be immensely successful, as membership and enthusiasm has burgeoned to levels unmatched in Club history.

The Windsor Club is the only true private member social club in the area, catering to the business community. The Club today enjoys reciprocating privileges with other clubs.

## *FORWARD*

We are pleased that you have selected the Windsor Club for your next social event. This package has been designed as a guide to assist you in planning your special occasion.

## *PHILOSOPHY*

*"We are the premier private business club in Windsor/Essex County. We accomplish this by supporting the business and social activities of our members and their families."*

Both the management and the staff are well trained, responsive to client needs and committed to excellent service. We provide a quality product with special detailing for each individual client. The operation is run by a strict code of ethics within a fair pricing schedule. We operate efficiently.

We are proud to serve you, whatever the event may be. You will find our staff helpful, attentive, and cordial. Our goal is to provide you and your group excellent food and gracious service in a pleasing environment. Please feel free to discuss your particular needs with us and we will do our utmost to provide the services needed.



## PLANNING YOUR EVENT

### MENU SELECTION

Your menu should be finalized with the Food & Beverage Manager no later than three weeks prior to the event. The Food & Beverage Manager will be pleased to assist you in planning a menu to suit your special requirements. Our banquet menu is designed so that substitutions are possible; however, you should be aware that costs may fluctuate.

### PAYMENT TERMS

Special Events – A deposit of \$1,500.00 is due upon booking your date. 50% of the final estimated total is due and payable two weeks prior to the event date. The balance of the final estimated amount is due two days prior to the event either by credit card or certified cheque. If payment is by credit card, applicable charges will apply such as 2.25% on Visa and Mastercard and 3.5% on American Express.

### PRICES

All prices quoted are current and do not include applicable taxes and gratuities. Prices are subject to change.

### EXCLUSIVITY

The Windsor Club has exclusive rights to cater all food and beverage events. Guests are not permitted to provide their own food items, with the exception of wedding cakes. Due to health regulations, no food is permitted to be taken off premises.

### GUARANTEE

A total for your guaranteed attendance is required no later than 72 hours prior to your event, (Wednesday by noon for events on Friday to Sunday). If the actual number exceeds the guarantee, every effort will be made to serve these guests. You will be charged for your guaranteed number, or the actual number served, whichever is greater. The club reserves the right to move any groups to a more suitable room if the guarantee differs from the expected attendance.

### DECORATIONS & FLOWERS

If you plan to provide centerpieces, party favors, or other decorations, please speak to the Food & Beverage Manager regarding delivery and pick up.

**SOCAN License Fee:** is applicable to all public performance of music \$59.17+ GST (w/Dancing) \$29.56 + GST (without)

### PRESENTATION EQUIPMENT

Screen	\$30.00	LCD Projector	\$75.00
Flipchart and Felt Pens	\$15.00	Lap Top	\$75.00
Easel	\$15.00		

For additional fee, The Windsor Club can secure equipment not listed above. The Windsor Club will set up equipment as required.

### RECEIVING AND STORAGE OF BELONGINGS

Small amounts of materials and supplies for meetings or banquets may be delivered to the Club one-day prior to the event. Please ensure all boxes are labeled properly. As storage facilities at the Club are limited, we ask that all property be picked up the day following the event. Wedding gifts must be taken away the day of the event. The Windsor Club is not responsible for any belongings left at the club before or after the event.

### ROOM RENTAL RATES (for non-members only)

ROOM	GUEST SEATING	RENTAL FEE	ROOM	GUEST SEATING	RENTAL FEE
Main Dining Room	up to 120	\$500.00	Ainslie Room	up to 14	No-Charge
West Dining Room	up to 42	\$200.00	Small Private	up to 8	No-Charge

*Please add applicable sales tax and 15% gratuities.  
All prices subject to change without notice.*



CONTRACT

The reserved date will not be held unless the required deposit is received. Cancellation of the reserved date will result in loss of deposit. Banquet prices are current and subject to change.

Guaranteed number of guests is required 72 hours in advance; this is the minimum number for which you will be charged. Failure to provide a guaranteed number 72 hours in advance will result in the original number of guests as the guarantee.

The Host/Convener, guests and invitees of the Host/Convener will abide by the requirements of the Liquor Control Act. The Host/Convener with the employees of the Windsor Club ensure all guests and invitees conduct themselves in accordance with said regulations.

The Host/Convener will be responsible for and indemnify The Windsor Club from all damage suffered by the club, as a result of any misuse of its facilities, or other improper conduct by the Host/Convener, or by any guests and/or invitees of the Host/Convener. The club is not responsible for lost or stolen articles.

**Payment Terms:**

Special Events – A deposit of \$1,500.00 is due upon booking your date. 50% of the final estimated total is due and payable two weeks prior to the event date. The balance of the final **estimated** amount is due two days prior to the event either by credit card or certified cheque. If payment is by credit card, applicable charges will apply such as 2.25% on Visa and Mastercard and 3.5% on American Express.

**Other Requirements:**

Terms and conditions as set forth in The Windsor Club Banquet Package, receipt of which is hereby acknowledged, apply to this contract.

The undersigned Host/Convener hereby requests the above noted goods and services, and jointly and severally agrees to be responsible for payment in accordance with terms and conditions set forth in this agreement.

**AGREED ON BEHALF OF SPECIAL EVENT:**

\_\_\_\_\_  
Name of Host/Convener (please print)                      Signature                      Date

\_\_\_\_\_  
Name of Host/Convener (please print)                      Signature                      Date

\_\_\_\_\_  
For The Windsor Club                      Signature                      Date

*Please add applicable sales tax and 15% gratuities.  
All prices subject to change without notice.*