

SERBIAN CENTRE

CATERING AND EVENTS FACILITY

2017 EVENT PLANNING GUIDE

THE SERBIAN CENTRE of Windsor offers a secluded and welcoming atmosphere while being conveniently located in the heart of the city.

Thirty years of experience has taught us that, attention to even the smallest detail is the key to creating a memorable experience. Our establishment has complete banquet facilities, expert catering and will handle the particulars according to your specific needs. The Serbian Centre offers a wide variety of customized services for any occasion.

With multiple room configurations, we are able to provide the ideal surrounding for your next event. Our establishment offers abundant space for all your important function needs. Each of our distinctive halls is perfectly suited as a venue for a wedding reception, corporate function, family celebration, or any other event.

Consisting of ethnically diverse dishes and fine North American fare, our menus have been designed to fit any budget and assure your guests impressive cuisine. "Our food is our reputation.... ask anyone!"

The Serbian Centre's personal service is a priority in making your reception an unforgettable event. Our friendly accommodating staff are professionally attired and trained to cater to your every need. We will strive to make you and your guests feel welcome and comfortable.

We welcome you to come and enjoy our genuine hospitality and great food all at very reasonable and competitive prices.

HALL CAPACITIES

MAIN HALL (Raska and Topola)

Licensed for up to 500 people, offering a 52ft bar and a permanent decorative stage.

RASKA HALL

Accommodates up to 250 people with a permanent stage.

TOPOLA HALL

Accommodates up to 250 people.

KOSOVO HALL

Licensed for up to 150 people. An intimate room with fireplace adjoining a licensed outdoor patio.

HALL DEPOSITS

INITIAL DEPOSIT	\$500
SECOND DEPOSIT	25% of anticipated bill
2 WEEKS PRIOR TO EVENT DATE	50% of anticipated bill

The Serbian Centre requires a non-refundable deposit of \$500, which is due within seven days of booking to ensure and reserve the date for your special occasion. The deposit will be deducted from your final invoice at the end of your event.

SPACE IS NOT CONFIRMED AND IS SUBJECT TO FURTHER SALE UNTIL A DEPOSIT HAS BEEN RECEIVED.
THE SERBIAN CENTRE RESERVES THE RIGHT TO REFUSE THE BOOKING OF A FUNCTION.

FLOOR PLANS

The floor plan for your event will be generated when the number of tables required is given. The Serbian Centre accommodates tables of 8 guests. The final number of guest tables depends on your final guarantee. Final head count is required no later than 1 full week prior to your event. Breakdown of adults and children must be given prior to the event at the time the guarantee is given.

Your final floor plan must be returned to us no later than 7 business days prior to your event. The floor plan should include the following:

- Final head count – number of guests including head table. Children must be included in the guarantee
- Arranged seating – please number all tables inside the circle and indicate number of guests per table just outside the circle. Prepare all work on the floor plan given to you. Please try to maintain 8 guests per table. Alternate seating arrangements must be pre-approved by the Manager. The Serbian Centre provides table stands and numbers but does not provide place cards or table menus.
- Indicate high chairs or booster seats at desired tables.
- Indicate vegetarian and gluten free meals at desired tables. (See special meal request section)
- Specific room requirements or special room layouts must be discussed and approved by the Manager at the tie of contract completion.
- Ideal table counts are somewhat flexible. We can usually add a few more tables or take a few out. However, please be aware that table numbers over the ideal affect the size of the dance floor and spacing between guests.

HALL DECORATIONS

- The Serbian Centre provides round or banquet tables, seating eight persons complete with white china, cutlery and glassware.
- Any non-permanent decorations may be used provided it does not cause any damage to the facilities. Decorations may be limited for fire and safety considerations, which will be at the discretion of the Manager.
- Upon approval of the Manager, the banquet room may be available for decoration the day before the event.
- The customer is responsible to decorate within state guidelines and is required to adhere to safe work practices in our building.
- No fireworks or confetti are permitted.
- Decorations and all personal effects must be removed from the Serbian Centre at the completion of each function unless otherwise arranged and agreed upon with the Manager.

OUTSIDE VENDORS

- All Outside Vendors (decorators, bakers etc.) must abide by the policies and requests of the Serbian Centre and its management. All vendors must work in a manner that promotes their safety, and the safety of the guests and Serbian Centre employees.
- Any damages or additional services required by vendors will be charged to the customer.
- All items must be removed at the end of the event.
- The Serbian Centre is not responsible for any lost or stolen articles.

TABLE LINENS and SKIRTING

We offer a wide assortment of coloured linen and charge the following:

Napkins	\$0.35
Tablecloths	\$4.00
Skirting	\$25 per 8-foot table

GRATUITIES

The Serbian Centre adds 10% gratuity to your final invoice and will ensure that your gratuity is given to the appropriate individuals involved in your event from the servers, kitchen and dish washing staff, and set up and tear down crew.

TAXES

All purchases, menu prices and services are subject to applicable taxes.

SOCAN FEES

Under the Copyright Act of Canada-Tariff No. 8, license fees must be tendered for live and/or recorded music including events such as receptions, dances and parties. These fees must be charged and remitted to SOCAN in Toronto. The appropriate fee will be added to your invoice and will be remitted to SOCAN. If you have any questions or concerns with respect to this tax, please call 1.800.557.6226.

MUSIC

All music entertainers must provide their own equipment including stands, extension cords, microphones, etc. Events end at 1:00 am unless special arrangements are made with management. Failure to stop the music and end the event will result in a service surcharge.

THE SERBIAN CENTRE RESERVES THE RIGHT TO INSPECT AND CONTROL ALL PRIVATE FUNCTIONS, INCLUDING CONDUCT AND PERFORMANCE OF ENTERTAINERS AND AUDIBLE LEVEL OF MUSIC PLAYED.

SMOKING POLICY

The Serbian Centre is a non-smoking facility at all times. Smoking is ONLY permitted outside of the building and the outer perimeter of the Kosovo Hall Patio. Smoking in the building will not be tolerated and may result in the closing of the bar or subject to fines.

SECURITY

In order to maintain a secure and safe event, the Serbian Centre reserves the right to request security or police officers, at the client's expense, to be present.

DELIVERIES

Deliveries can be accepted Monday through Friday, anytime between 9am to 5pm. All boxes or packages should be clearly marked with the name and date of the event. The Serbian Centre does not accept any responsibility for these deliveries before, during or after the event.

ELECTRONIC PRESENTATIONS

The Serbian Centre has the following equipment available on a rental basis:
LCD Projector, Screen, DVD Player and VCR.

It is recommended that all presentations be on a USB stick. If your presentation requires the use of a computer and software, you must provide your own equipment including all necessary cables. The Serbian Centre does not provide on-site technical assistance.

OUR PRIVACY POLICY

The Serbian Centre ensures that personal information, in its custody and under its control, is used only for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose.

LIABILITIES

The client agrees to conduct the function in an orderly manner and agrees to comply with applicable laws, regulations and Serbian Centre policies. The client will assume full responsibility for all guests attending, and is responsible for any damage incurred to the Serbian Centre.

The Serbian Centre is not responsible for any loss or damage to any goods, property and/or equipment of any type, brought into the Centre by the convener before, during or after the event.

The Serbian Centre reserves the right to inspect and control all private functions. It is the sole responsibility of the person booking the function to reimburse the Serbian Centre for any damages done to any part of the Serbian centre premises or equipment which is caused by any person attending the function.

CONTRACT AND INVOICE POLICIES

A contract outlining function details must be signed prior to the event.

- Specific room requirements or special room layouts must be discussed and approved by the Manager at the time of contract completion.
- The food portion of the invoice will be based on your guarantee count. If you exceed the guarantee we will bill the actual guest count.
- Rentals, equipment, food or special services not listed on the contract, but requested by the customer will be invoiced to the customer. All arrangements, must be made with the Manager and fee structures will be discussed at that time.
- Prices are subject to change without notice and are guaranteed 90 days prior to the contracted event.
- All functions held on a statutory holiday are subject to a labour surcharge.

CANCELLATION POLICY

If the event is cancelled within one month prior to the event, the customer is liable to pay 50% of the anticipated bill. All deposits are non-refundable but may be transferable within certain guidelines.

PAYMENT POLICY

- The Serbian Centre is pleased to offer four acceptable methods of payment: cash, cheque, VISA, MasterCard and debit card. All cards may be subject to a transaction fee.
- After your initial deposit is made to confirm your booking with us, a second deposit of 25% of the anticipated billing, based on your approximate guest count and menu selection, is due.
- The last deposit of 50% of the anticipated bill, must be made within 2 weeks before your event.
- All deposits are deducted from your final invoice.
- Payment of final balance is due within 14 days after the event.

INTEREST AND ALL COLLECTION CHARGES WILL BE APPLIED TO ALL
OVERDUE ACCOUNTS AT THE RATE OF 2% PER MONTH-24% ANNUM.

MENU SELECTION

The Serbian Centre is renowned for its top quality catering services and we are here to ensure that you and your guests are completely satisfied with every aspect of your meal. Our professional, experienced catering staff will be more than happy to offer their assistance and advice in your menu selections. At your convenience, custom designed menus can be arranged.

The final menu decisions, are to be submitted two weeks prior to the function, to ensure availability, proper staffing and coordination of your event.

Special dietary substitutes are also available upon request and must be arranged prior to the event. Guests requiring special meals must be identified to the wait staff in advance.

The guaranteed number of attendees must be given no later than 12:00 noon, seven working days prior to the function. When reporting the guaranteed number, we require the breakdown of the number children under the age of 6, in order to receive the proper discount. If the guaranteed number has not been received, the billing will be made out for the number of persons which the function was originally expected or to the actual attending number.

All menu prices are listed per person and are subject to applicable taxes which may change without notice.

The Serbian Centre has exclusive rights to all food preparation and sales.

The content of our menus are merely suggestions and we would be happy to design a special menu for you. We offer two basic styles of meal service to choose from:

BUFFET

Buffet tables and stations are set up in the room. The guests may help themselves to all they can eat during the limited time the buffet is set up.

COUNTRY STYLE

Garnished platters of food are served to each table by our professional wait staff. Seconds are available on request.

SPECIAL MEAL REQUESTS

A vegetarian meal is offered to accommodate guests who are unable to partake of the menu ordered by the customer. Guests with special diets or food allergies should contact the office directly, and the Serbian Centre will make an effort to accommodate the special requests, when possible. Guests with questions regarding food ingredients are welcome to call the Serbian Centre.

All special meals must be requested at least one week in advance of the event. All food brought into our building must be pre-approved on the contract. The use of our kitchen is not permitted in keeping with current health and safety regulations.

GUEST COUNT

You will be billed for your final head count or “guarantee” of number of guests. If some guests do not attend and the Serbian Centre serves less than your guaranteed number, you will be charged for your guarantee. Our food purchasing is based on your guarantee. It would benefit you to obtain as many firm responses as possible before giving the Serbian Centre your final count. Final count and any changes to your menu must be discussed with the Manager at least one week prior to your event.

Please be accurate with your guest’s head count. Do not over or under estimate! The Centre ensures an adequate supply of food for all your guests if a proper guarantee is given.

BUFFET

SELECTION 1

Penne with Meat or Tomato Sauce, or Chicken Soup • Garden Salad • Rolls and Butter
Freshly brewed Coffee and Tea.
\$11.00 per person

SELECTION 2

Penne with Meat or Tomato Sauce, or Chicken Soup • Garden Salad • Roast Chicken or Sausage or Roast Beef
• Roast Potatoes or Green Beans • Rolls and Butter
Freshly brewed Coffee and Tea.
\$19.95 per person

SELECTION 3

Penne with Meat or Tomato Sauce, or Chicken Soup • Garden Salad • Roast Chicken • Sausage or Roast Beef
• Roast Potatoes or Green Beans • Baby Carrots or Mixed Vegetables • Rolls and Butter
Freshly brewed Coffee and Tea.
\$24.95 per person

DINNER BUFFET

ROLLS AND BUTTER

SALAD AND COLD SELECTION

Tossed Salad • Traditional Caesar Salad • fresh vegetable tray • assorted cheese platter

HOT SELECTION

Penne with Meat or Tomato Sauce • Bowtie Pasta Primavera in a Rose Sauce • Roast Chicken • Roast Beef with
Mushroom Sauce • Cabbage Rolls • Choice of Potato • Choice of Vegetable

DESSERT

Selection of sweets and seasonal sliced fresh fruit or served specialty ice creams • Coffee and Tea

Prices are subject to applicable taxes and gratuity.

COUNTRY STYLE SERVICE

For convenience, below is a selection of prepared menus. You may choose from these options, or create your own menu from our provided menu list. A typical country style menu consists of: an appetizer, salad, a pasta dish, one or two main entrées, a starch and vegetable followed by dessert, coffee and tea.

COUNTRY STYLE MENU OPTIONS

SELECTION 1

Penne with Meat or Tomato Sauce • Garden Salad • Roasted Chicken • Roasted Potatoes • Rolls and Butter
Freshly brewed Coffee and Tea • Assorted Pastries and Squares
\$26.95

SELECTION 2

Penne with Meat or Tomato Sauce • Garden Salad • Roasted Chicken • Roasted Potatoes • Roast Beef or Roast Veal • Green Beans with butter or Mixed Vegetables • Rolls and Butter
Freshly brewed Coffee and Tea • Assorted Pastries and Squares
\$33.50

SELECTION 3

Penne with Meat or Tomato Sauce • Garden Salad • Chicken Schnitzel with White Wine Sauce • Roasted Potatoes • Roast Beef or Roast Veal • Green Beans with butter or Mixed Vegetables • Rolls and Butter
Freshly brewed Coffee and Tea • Assorted Pastries and Squares
\$35.95

SELECTION 4

Penne with Meat or Tomato Sauce • Garden Salad • Roasted Chicken • Roasted Potatoes • Veal Parmigiana • Green Beans with butter or Mixed Vegetables • Rolls and Butter
Freshly brewed Coffee and Tea • Assorted Pastries and Squares
\$37.95

SELECTION 5

Penne with Meat or Tomato Sauce • Garden Salad • Chicken Cordon Blue • Roasted Potatoes • Veal Parmigiana • Green Beans with butter or Mixed Vegetables • Rolls and Butter
Freshly brewed Coffee and Tea • Assorted Pastries and Squares
\$41.75

SELECTION 6

Penne with Meat or Tomato Sauce • Garden Salad • Chicken Valentino • Roasted Potatoes • Grilled Salmon with Lemon Dill Sauce • Green Beans with butter or Mixed Vegetables • Rolls and Butter
Freshly brewed Coffee and Tea • Assorted Pastries and Squares
\$43.75

Prices are subject to applicable taxes and gratuity.

FULL MENU

APPETIZERS and ANTIPASTO

VEGETABLES and DIP

COLD CUTS

Salami, Capicollo, Mortadella

CHEESE

Marble, Cheddar

GRILLED VEGETABLE ANTIPASTO

Roasted Red Pepper • Grilled Zucchini • Grilled Eggplant • Marinated Artichoke Hearts • Olives.

SERBIAN CENTRE ANTIPASTO

Prosciutto, Capicollo, Ham and Salami • Provolone and Mozzarella • Hot Peppers • Marinated Mushrooms • Black and Green Olives

BRUSCHETTA

SHRIMP COCKTAIL

CEVAPS

ANTIPASTO VALENTINO

Prosciutto wrapped Melon • Roasted Red Peppers • Feta Cheese • Olives

SALADS

SERBIAN POTATO SALAD

CAESAR SALAD

GREEK SALAD

A mix of romaine and iceberg lettuce, red onion, peppers, cucumbers, black olives and feta cheese, tossed in our house made Greek vinaigrette

TUSCAN SALAD

Cucumber, Tomato, Bocconcino, Red Onion, Black Olives tossed in an oil and vinegar dressing.

SERBIAN CENTRE SALAD

Tomatoes, cucumbers and onion, tossed in a blend of olive oil and seasonings, served on a bed of romaine lettuce.

SEAFOOD SALAD

Mixed Seafood marinated in oil, lemon and spices served on a platter.

SOUPS

Wedding Soup

Chicken Noodle Soup

Homemade Vegetable Soup

Serbian Dumpling Soup

Cream of Broccoli

Cream of Mushroom

Roasted Red Pepper

PASTA

DRY NOODLES

Penne • Fusilli • Rigatoni • Spaghetti • Fettucine Farfalle (Bowtie)

SPECIALTY PASTA

Lasagna • Ravioli (meat or cheese filled) • Tortellini

SAUCES

Meat Sauce • Tomato Sauce • Blush Sauce • Mushroom Sauce • Alfredo Sauce • Primavera • Oil and Garlic

ENTRÉES

CHICKEN

Roasted Chicken

Chicken Marsala

Lemon Chicken

Chicken Schnitzel served with White Wine Sauce

Chicken Kiev stuffed with herbed butter

Chicken Parmigiana topped with Marinara Sauce and Mozzarella

Mediterranean Chicken stuffed with Spinach and Feta Cheese

Chicken Valentino stuffed with Mozzarella and Roasted Red Pepper

Roast Turkey

California Roast Chicken Breast stuffed with Pork Tenderloin

Chicken Cordon Bleu stuffed with Ham and Swiss Cheese

PORK

Honey Glazed Ham

Pork Tenderloin served with Mushroom Cognac Sauce

Pork Parmigiana topped with Marinara Sauce and Mozzarella

Roasted Pork

BEEF

Roast Beef served with Mushroom Sauce

Veal Roast

Veal Parmigiana topped with Marinara Sauce and Mozzarella

Prime Rib of Beef Au Jus

Grilled New York Strip Sirloin served with fresh mushrooms

FISH

Deep Fried Cod Loin

Broiled Salmon served with homemade Dill or Lemon Sauce

Broiled Basa Filet with Lemon Sauce

Fried Calamari

Sautéed Shrimp in a White Wine Butter Sauce

STARCHES AND VEGETABLES

Roasted Potatoes
Parisian Potatoes
Mashed Potatoes
Green Beans with butter or butter and garlic
Baby Carrots
PEI Blend
Whole or Sliced Mushrooms
Asparagus
Broccoli

SERBIAN SPECIALITIES

Cevaps served with chopped onions
Karadjordje's Schnitzel – stuffed pork schnitzel
Cabbage Rolls
Vegetarian Cabbage Rolls
Stuffed Peppers
Cheddar and Onion Perogies

Vegetarian and Gluten Free Options available upon pre-order request.

DESSERT OPTIONS

New York Style Cheesecake
Tartufo
Tiramisu
Assorted Pastries
Assorted Ice-Cream
Chocolate Explosion
Ice Cream Crepes
Fruit Trays

BAR SERVICE

Our commitment is to offer quality service and act in the best interests of the client and the Serbian Centre.

Persons making arrangements for the purchase of alcoholic beverages must be 19 years of age and must agree to abide by the Ontario Liquor Control Board regulations and accept full liability and responsibility for any claims resulting from the consumption of alcoholic beverages.

The Serbian Centre has the right and the obligation by law, according to the Ontario Liquor Control Board regulations, to refuse alcoholic beverage service to any person under the age of 19 or to serve a person to a level of intoxication. It is agreed, that the person in charge of the function will work with the Serbian Centre in regards to minors, all individuals showing signs of intoxication and also to assist in the safe departure of the guest.

The Serbian Centre offers four different bar services:

CASH BAR

A Cash Bar is recommended when guests will be paying for their own drinks. If consumption is less than \$250.00, a surcharge of \$150.00 will be charged for bartending services.

CONSUMPTION BAR

The host of the event pays for all beverages consumed. The host will be charged on beverages consumed on a per drink basis and charged to the host's invoice. If consumption is less than \$250.00, a surcharge of \$150.00 will be applied for bartending services.

SPECIAL OCCASION PERMIT BAR

To bring in your Liquor, Wine and/or Beer, you must apply for a Special Occasion Permit from the Liquor Board of Ontario and must be pre-authorized by the Serbian Centre.

- It is the host's responsibility to obtain the necessary permit from the LCBO
- By law, the Serbian Centre is obligated to retain a copy of your permit on the premises for the duration of your event.
- Only supplies of liquor, wine and beer obtained under such a permit will be allowed to be brought on the premises. Duty-free, American and previously purchased bottles are not permitted under any circumstances. All purchase receipts must accompany your license on the day of the functions.
- All surplus alcohol must be removed as soon as possible upon conclusion of an event.

It is also the personal responsibility of the permit holder:

- To be present until the closing of the bar
- To see that no drunkenness is caused or brought about through the operation of the permit
- To oversee the safe departure of the guests
- And to abide by all the rules and regulations of the Liquor License Act of Ontario

The Special Occasion Permit Bar Fee - \$9.00 per person + applicable taxes
Includes bartenders, mix, condiments and glassware

Prices are subject to applicable taxes and gratuity.

SPECIALTY BAR SERVICES

CAESAR BAR

Maximum of 2 hours of service.

Includes all condiments.

\$3.95 per person when paired with Special Occasion Permit Bar.

SPECIALTY COFFEE BAR

Includes coffee, special mugs, sugared rim and whipped cream

\$3.95 per person

AFTER DINNER DIGESTIVE CART

Serbian Centre supplies the glass ware and service

\$0.95 per person

CHAMPAGNE SERVICE

Serbian Centre supplies the glass ware and service

\$0.95 per person

Prices are subject to applicable taxes and gratuity.

NOTES:

SERBIAN CENTRE

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6770 TECUMSEH RD E WINDSOR ONTARIO N8T 1E6

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