

# TUDOR HALL

## Graduations: Ceremonies and Proms

The memories of Graduation are with us for a lifetime. For over 38 years, Franco Giammaria together with his family and staff have worked with graduating committees and school administrations to make planning this event a piece of cake. Rely on a wealth of experience, expertise, and enjoy truly attentive service with a personal touch. Elegant ballrooms provide the perfect setting for an unforgettable evening of dinner and dancing or for hosting the graduating ceremonies themselves. We are pleased to offer space for groups of 50 up to 1,000 guests. The services of an in-house decorator and florist are available directly on site to help inspire and create just the right atmosphere. Let the celebrations begin!

### Tudor Hall's Graduation Ceremony and Reception Services

- Large dance floor area measuring 20' x 40' of available space per ballroom
- Free onsite parking for all of your guests
- Complete onsite catering options including full service dinners and buffet dinners
- O.C. Transpo bus stop conveniently located nearby
- 2 beautiful ballrooms measuring 6,000 square feet each
- 2 magnificent chandeliers per ballroom
- Spacious two level foyer for guest arrival
- Tables for tickets and registration with table linens and skirting included with your room
- White table linens and your choice of colour cloth napkins to match your school colours or theme included at no charge
- Audio visual arrangements made on your behalf if needed
- Podium, wired microphone and use of in-room PA system included with each ballroom
- Main level rooms and facilities fully wheelchair accessible

Your graduation dinner is an important part of your celebration; we welcome you to choose from the following packages specially customized for this occasion or from our complete menu listing.

## Graduation Special Promotion

**Available Monday through Friday evening only - Saturday rates will differ.**  
**All special Graduation menus include white tablecloths and cloth napkins in your school colours or colour of your choice.**

### G1: Hot and Cold Buffet

A choice of Grilled Breast of Chicken in a Mushroom Wine Sauce  
or Roast Beef with Gravy (*to offer both, please add \$ 3.50 per person*)

Vegetable Stirfry on Rice

Penne Pasta in a Tomato Basil Sauce

House Salad of Mixed Greens

Potato Salad

Coleslaw

Vegetables and Dip

Fresh Rolls with Butter

**\$ 27.00** per person

### G2: Served Dinner

House Salad of Mixed Greens

Grilled Breast of Chicken with a mushroom wine sauce, served on a bed of seasoned rice with vegetables  
or Roast Sirloin of Beef with roasted potatoes and vegetables

Fresh Rolls with Butter

Vegetarian alternative: Vegetables Stirfry on Rice or Penne Pasta Pomodoro

**\$ 25.00** per person

To offer your guests a pre-selected choice of chicken, beef or vegetable stirfry with G2 Served Dinner  
**\$ 30.00** per person

### G3: Pasta Dinner

House Salad of Mixed Greens

Penne Pasta Pomodoro or Trio of Cheese Stuffed Pasta Shells

Garlic Herb Bread

**\$ 21.00** per person

\* Each menu is served with 2 soft drink jugs per table of 8 to 10 guests. Please see below if you wish to order coffee \*

**Table service of your choice of the one of the following desserts is also included:**

Three Chocolate Truffle Cake

New York Style Cheesecake with Berry Topping

Tiramisu

Berry Sorbet in a Champagne Goblet

or large Marble Cake with "Congratulations Graduates" message

Fruit Punch upon arrival • **\$ 75.00** per gallon (*40 servings*)

Tiered Punch Fountain • **\$ 75.00** rental (*minimum 3 gallons of punch required for fountain*)

Soft drinks—60 oz jug • **\$ 5.95** per jug

Coffee Station • **\$1.95** per cup

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**Please Note:** This promotional package does not include bar service; to add a bartender for sales of alcoholic or non-alcoholic beverages, please add **\$25.00** per hour, minimum 4 hours per bartender. SOCAN Music License fees apply, please see Tudor Hall event planner or consult SOCAN rate card for details. As per policy and safety procedures, one (1) uniformed security guard is required for every 100 people. Please see attached sheet for information and hall rental rates. A damage deposit of **\$ 500.00** per room is required; it will be returned after post-event inspection.

**Prices subject to taxes and 15% Service. Prices are subject to change without notice.**

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## Hall Rental Rates

For Saturday evening dinner receptions

200+ guests for dinner	No Hall Rental Fee
150-199 guests for dinner	<b>\$ 350.00</b>
100-149 guests for dinner	<b>\$ 500.00</b>
less than 100 guests for dinner	<b>\$ 750.00</b>

For Friday evening dinner receptions

200+ guests for dinner	No Hall Rental Fee
150-199 guests for dinner	No Hall Rental Fee
100-149 guests for dinner	<b>\$ 350.00</b>
less than 100 guests for dinner	<b>\$ 500.00</b>

## Booking Policies

### Event Details

All food, beverage and function details must be provided no later than 14 business days prior to the function date. An event contract will then be created which will outline all of the function details and will serve as a binding agreement between the Client and Tudor Hall. Prices and availability of menu selections are subject to change without notice and may be subject to market fluctuations. Floor plan cannot be changed less than 72 hours before the event.

### Food and Beverage: Guaranteed Numbers

An estimated number of guests will be required at the time of your event reservation. No later than 14 business days prior to your function date, a currently estimated guest count will be required. This number of guests may be minimally modified up to 48 hours before your event. You will be charged for the number of guaranteed guests or the number of guests served, whichever is greater.

### Deposit

A minimum of \$ 1,000 deposit is required to confirm your reception reservation. This \$1,000 will be fully deducted from your event total invoice. We regret that the deposit is non-refundable and non-transferable in the event of a cancellation or date change for any reason.

### Payment Terms

Full payment is due 10 business days in advance of your event. Any payments received within 10 business days must be in the form of cash, certified cheque, money order or bank draft. Any balance of payment due to increased number of guests or additional services will be due upon completion of the function. Overdue accounts will be subject to a surcharge of 2% per month.

### Cancellation

Any cancellation must be provided to Tudor Hall in writing by the party who made the reservation. Thirty days or more prior to the event date, cancellation for any reason will result in a 25% cancellation penalty based on the total event contract. Cancellation less than 30 days but more than 72 hours prior to the function date, a 50% cancellation penalty of the total invoice for the function will apply. Cancellation less than 72 hours prior to the function date, a 100% cancellation penalty of the total invoice for the function will apply.

## Cash Bar Service Fees & Regulations

A bar service fee of \$25 per hour for a minimum of 4 hours will be applied if net beverage sales are less than **\$ 400.00**. All bar service ceases at 1:00 am.

Tudor Hall is fully licensed by the Alcohol and Gaming Commission of Ontario (AGCO) and has the responsibility to refuse service to any guest who appears to be intoxicated or does not adhere to AGCO regulations.

Guests wishing to provide their own homemade wine for wedding receptions must consult with Tudor Hall to learn about special procedures, required permits and fees. Please note that when homemade wine is being served, Tudor Hall bar service must be closed. Clients are not permitted to provide/bring their own LCBO purchased products onto the premises.

## Audio Visual Equipment

Tudor Hall would be pleased to arrange Audio Visual Equipment for your function on your behalf and arrange for consolidated billing.

## Taxes and Service

Food, Alcohol, Equipment, Rentals, and Labour are subject to 13% HST (Harmonized Sales Tax) and 15% Service.

The 15% Service is also subject 13% HST.

Tax rates are subject to change as per government legislation.

## Music

For events with either live music or recorded music, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee will apply. The SOCAN music license fee is subject to HST. All music and entertainment must cease no later than 1:00 am.

## Deliveries and Storage

Due to limited storage space, we cannot always guarantee space for early delivery of materials. Those items being delivered must be clearly marked with event title, contact name and address. Materials must be removed from the Tudor Hall on the last day of the event. Tudor Hall will not be responsible for damage or loss of any items left on the premises prior to, during or following an event.

## Decorations

Decorations cannot be pinned, taped, stapled or suspended to or from any wall surface or ceiling. No confetti (paper, plastic or metallic), or sparkle dust to be scattered on tables. Votives, tea lights and candles are to be enclosed in protective, non-flammable holders. Tapered candles: if tapered candles are to be used, only the dripless variety will be permitted. All damages to linens, skirting and tables will be billed accordingly. All decorations must be removed immediately after the event.

## Damages

All damages to the property of Tudor Hall by a client or its guests will be added to the client's bill. Tudor Hall is not responsible for any items lost, stolen or damaged left on the premises.

## Security

Events may require special security requirements. Please consult with your Tudor Hall event coordinator for details.