



## CATERING SERVICES

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## CATERING SERVICES

### Catering and Event Details

Welcome to the Dakota Dunes Banquet and Conference Centre. When planning your next special event, whether it is a seminar or convention, wedding or staff party, the professional staff at the Dakota Dunes Casino and Event Centre will make sure your event is a complete success.

Our catering and events coordinator will be there to assist you every step of the way. While our executive chef creates the perfect menu to complement the occasion, our banquet team will provide the perfect room set up and service to make your event extra special.

We appreciate your consideration for using our facility and assure you that the Multi Purpose Room employees will bring your Special Event to perfection.



## CATERING SERVICES

### Audio Visual Equipment and Services

#### AUDIO VISUAL EQUIPMENT AND SERVICES

Podium – full standing . . . . .	no charge
Cordless microphone . . . . .	\$95.00
LED projector with screen . . . . .	\$95.00
8' x 8' screen . . . . .	\$40.00
On-stage LCD projector & large screen. . . . .	\$295.00
Laptop computer . . . . .	\$150.00
TV/DVD/VHS . . . . .	\$135.00
Flip chart with marker. . . . .	\$12.00
Power bar . . . . .	\$10.00 if not returned

#### TRADE SHOW ACCESSORIES

8' table with cloth & skirt . . . . .	\$20.00 per table
8' table with cloth only. . . . .	\$15.00 per table
Event tables (silent auction, etc.). . . . .	\$15.00 per table

#### ADDITIONAL SERVICES AND FEES

Photocopying . . . . .	.25¢ per copy
Fax . . . . .	40¢ per page

In-house sound and lighting technical support fees will be charged according to time and services required.

For further information, please ask the Events Coordinator.



CATERING SERVICES

Events Centre Rental Rates (per half day)

Room 1	950 sq. ft	\$300.00
Room 2	1,104 sq. ft	\$300.00
Room 3	950 sq. ft	\$300.00
Room 4	1,000 sq. ft	\$300.00
Room 5	1,920 sq. ft	\$300.00
Room 6	1,000 sq. ft	\$300.00
The Room	6,933 sq. ft	\$1,800.00

Rental charges will be invoiced for events that do not meet required minimum number of people per room.

NAME	DIMENSIONS	SQUARE FEET	STAND-UP RECEPTION	PLATED MEAL SERVICE	BOARDROOM/ HOLLOW SQUARE	U – SHAPE	CLASSROOM	THEATRE	MINIMUM REVENUE
Room 1	25x38	950	60	48	20	16	32	60	\$300
Room 2	48x23	1,104	80	64	40	36	48	60	\$300
Room 3	25x38	950	60	48	20	16	32	60	\$300
Room 4	25x40	1,000	80	64	20	16	32	80	\$300
Room 5	48x40	1,920	120	96	48	44	60	120	\$300
Room 6	25x40	1,000	80	64	20	16	32	80	\$300
The Room		6,933	600	400				550	\$1,800



## CATERING SERVICES

### Banquet Guidelines

#### A. FOOD

1. All food served in the facility is to be provided by the Dakota Dunes Casino. Our renowned chef provides exceptional food quality, service and presentation. All food preparation is done in the facility.
2. The menus are suggestions and may be altered in consultation with our event office. Our staff is ready to create menus designed specifically for your function upon request.
3. All catering prices are subject to the applicable service charges and taxes. Menu and prices are subject to change.
4. Please note that the food is the property of the Dakota Dunes Casino and must not be removed by the client for any reason.

#### B. LIQUOR

1. This facility is governed by Provincial Liquor Laws and all applicable guidelines and regulations must be adhered to. Please refer to our catering section for additional information.

#### C. GUARANTEE

1. A preliminary estimate of attendance is required when booking your event and selecting the menu.
2. A guarantee of the number of guests attending must be provided to the Dakota Dunes Casino seven (7) business days prior to the function.
3. The greater of the guarantee or attendees will be charged to the client.

#### D. DEPOSIT

1. A paid deposit is required to confirm the booking, along with a signed contract.

#### E. ROOM CHANGES

1. The Dakota Dunes Casino reserves the right to change the room allocation within the building at time of guarantee if numbers do not meet minimum room requirements.

#### F. LABOUR

1. Catering services delayed by the client will result in a labour charge of \$120.00 for each additional 15 minutes, after the first half hour.
2. If the client is unable to provide a minimum 30-minute clearing time immediately after dinner, a \$1.50 per person fee will be charged to offset labour costs.
3. All quoted labour charges are subject to change without notice.
4. Technical support for sound and lighting at all functions must be pre-scheduled with the Events Coordinator at the time of booking. A secondary charge and invoice will be issued for the use of these services and personnel.



## CATERING SERVICES

### Banquet Guidelines (cont.)

#### G. CATERING

1. For groups of one hundred (100) or more, a returned signed contract with a \$500.00 deposit to confirm your date is required ninety (90) days in advance or within ninety (90) days of booking (whichever comes first), or at the time of booking if fewer than ninety (90) days prior to the event.
2. For groups of fewer than one hundred (100), a returned signed contract with a \$300.00 deposit to confirm your date is required ninety (90) days in advance, or at the time of booking if fewer than ninety days prior to the event.
3. Confirmation of all event details must be communicated to the Events Coordinator seven (7) days prior to the event, along with the payment of fifty percent (50%) of total bill unless exempted by the Events Coordinator.
4. Guaranteed event numbers (confirmed attendance) must be provided to the Dakota Dunes Casino a minimum of seven (7) business days prior to any event. After that, your guaranteed numbers are not subject to change. Saturdays, Sundays and all statutory holidays are not considered business days. We will be prepared to serve ten percent (10%) over the confirmed attendance.
5. The final billing is calculated using your guaranteed number or the actual number of attendees during the event, whichever is greater.
6. All food and beverage products served at the Dakota Dunes Casino will be prepared and served by our Food and Beverage department and cannot be removed from the premises, in compliance with Saskatchewan health regulations.
7. The use of homemade wines and liquors is strictly prohibited.
8. The client is responsible for any damage to the premises by their guests, agents or independent contractors on their behalf and the Dakota Dunes Casino reserves the right to recover such costs.
9. The use of confetti or items of the same nature is strictly prohibited.
10. All decorations and signage must be approved by the Dakota Dunes Casino prior to their installation.
11. The Dakota Dunes Casino will not be responsible for the loss of any articles.
12. Any use of the Dakota Dunes Casino trademark is prohibited without prior written approval of the Dakota Dunes Casino General Manager.
13. All subcontracted services for events must be clearly communicated to the Dakota Dunes Casino Events Coordinator.
14. Delivery of any products or services must have prior approval through the Dakota Dunes Casino's Events Coordinator.
15. Gratuity: All events are subject to an automatic 15% gratuity on all catering services rendered.
16. All events are subject to the appropriate prevailing federal and provincial taxes.
17. All payments are to be made with credit card, purchase order or certified cheque. Payment is to be received within 30 days. Payments after 30 days are subject to a 5% late payment fee.
18. Liability for failure to meet the terms and conditions remains the responsibility of the person(s) named in the event contract.