



## Louis Gervais Fine Foods & Catering Rental Venue Policies

### Venue

Located at 850 Harbourside Drive in North Vancouver, Louis Gervais Fine Foods & Catering operates a 2100 square foot Day Bistro during the hours of 8:30am to 4:00pm Monday to Friday and 10:00am to 4:00pm on Saturday.

The venue seats approximately 50 guests for a seated event and approximately 100 guests for stand up cocktail receptions. Our patio accommodates an additional 30 seats (weather permitting) and can also be tented\* to provide additional covered space.

\*Additional charges will apply for tenting.

Currently, our facility is available for exclusive rental outside regular business hours at no cost. Special arrangements can be made for bookings during store hours but are subject to availability and require a minimum spend to be agreed upon at the time of reservation.

### Rental Inclusions

Designed to be a neutral backdrop for our creative food presentations the space offers flexible décor and setup. All fixtures are included in the rental of the venue but may also be removed for customization. The venue includes:

- 12 marble top tables
- 44 wrought iron bistro chairs
- 10 folding patio tables
- 5 patio umbrellas
- use of commercial Faema espresso machine\*
- ice and standard bar equipment
- use of commercial kitchen facilities

\*espresso supplies subject to charge

### Rental Exclusions/Restrictions

Rental of our venue is subject to the purchase of a menu, necessary staffing and rentals. No outside food or beverages are permitted on the premises.

Guests will have access to the public washrooms but access to the main building is otherwise restricted. Absolutely no food or drink is permitted in the main building.

While children are welcome at events hosted at our venue they must be supervised at all times. Please note our staff are all fully trained in responsible service of alcohol and will not permit the service of alcohol to minors under any circumstances.

Rental of our venue is for a 5-hour period. Rental is available at no charge with a minimum spend of \$2,500.00. Rental hours begin at 5pm and end at 1am. Any additional hours, or hours on either side of the regular rental window, are available at a cost of \$100.00/hour.

[www.louisgervais.com](http://www.louisgervais.com)

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The use of tape, tacs and paint is restricted when decorating the venue. Any damages will incur additional costs for professional repair, cleaning or replacement.

### **Music**

Our venue includes a full surround sound system and mp3 players may be attached to play the music of your choice. Alternatively, musical performances may be arranged. SOCAN FEES (music copyright) are charged at \$28.75 plus GST without dancing, and \$57.55 plus GST with dancing.

### **Service**

Our team works closely with each client to create a menu and service package suited to each unique event and budget. Customers can count on Louis Gervais Fine Foods & Catering for virtually every type of event and every level of service.

Louis Gervais Fine Foods & Catering hires only experienced staff. They are efficient, personable and professional. We trust them implicitly to attend to all event details including setting up and decorating, circulating canapés, preparing and serving the food, tending the bar, and cleaning and tidying up once the event is over.

All staff are paid for a minimum of four hours and a 15% gratuity is applied to the cost of the food and beverage total. The cost of service personnel varies depending on the skills required as follows:

**Supervisors** - \$35.00 per hour per staff member

**Lead Server** - \$30.00 per hour per staff member

**Servers, Bartenders & Food service staff** - \$25.00 per hour per staff member

**On site chefs** - \$30.00 per hour per staff member

### **Minimum Staffing**

Clients wanting an informal, low-key event are welcome to use the venue for private events; however, minimum staffing levels are required.

**1 Lead Attendant** @ \$30.00/hour

**1 Chef** @ \$35.00/hour

### **Alcohol**

As a licensed establishment all alcohol must be purchased through Louis Gervais Fine Foods & Catering. Our fee is 30% of the total cost based on consumption with a minimum charge of \$100.00.

### **Event Planning**

After approval of the proposal and receipt of deposit we will continue to provide assistance revising menus based on changes to guest count and unforeseen dietary requirements and, if required, revising rental contracts following a site inspection. Any additional services including meetings, changes to menu, assistance with décor or other products and suppliers will be billed at \$50.00 per hour.

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### **Rentals**

We can take care of ordering and organizing any rentals you require including: table wares, glasses, bar equipment and supplies, tables and chairs, linens, tenting, cooking equipment etc. Our fee is twenty per cent of the total cost.

In order to guarantee high quality service and event execution, should a client choose to coordinate their own rentals, we charge a consultation fee to look over and consult on your rental order. The fee is \$100.00 and includes up to three administrative hours.

### **Flowers, Décor, Music**

We would be happy to look after arrangements for flowers, décor and/or music. Our fee is a 30% service charge.

### **Gratuity**

There is an 18% gratuity charge applied to the food and beverage portion of your bill. If you choose to purchase your own liquor there is no corkage fee but the 18% gratuity will be applied to an estimate of the cost of beverages served. This gratuity is applicable only to catered functions and is divided up between all staff responsible for the success of your function.

### **Payment**

In order to secure the date for your event we require a non-refundable deposit of 25% of the total quoted. Two weeks prior to the event we will require a second deposit of 50% of the total quoted – refundable up until 7 days before the event. The remaining balance will be invoiced after the event.

Should another client show interest in the same date prior to payment of the second deposit we reserve the right to move the due date of the second deposit forward.

For corporate clients who order regularly, we can arrange to invoice on a weekly basis. Louis Gervais Fine Foods & Catering will expect payment within 15 days of receipt of the invoice.

### **Guest count**

We require a final guest count 1 week prior to the event. After that time, we will do our best to accommodate increases. However, we are not able to accommodate decreases in numbers.