

Celebration of Life
Memorial Events
Catering and Rental Services



SHOAL Activity Centre
10030 Resthaven Drive, Sidney
Phone: 250-656-5537

Celebration of Life/Memorial Catering and Rental Services SHOAL Activity Centre

Planning an event to honour the life of a loved one is a special task. At SHOAL Activity Centre, we hope to provide appropriate space and helpful consultation for catering needs to make your event memorable for family and friends.

From a simple reception of sweets and tea and coffee, to a much larger presentation, a SHOAL staff member can recommend and assist in making choices that not only fit your budget, but are right for your particular needs.

Located in Sidney, SHOAL Activity Centre has multi-sized rooms with various features including a Chapel alcove with stained glass window panels, large Auditorium-style rooms that can be modified into intimate spaces, a mid-sized All Purpose Room filled with natural light and small adjacent Outdoor Patio; and a cozy second floor Library Lounge complete with fireplace. All our rooms are wheelchair accessible. Parking is plentiful and free of charge.

We hope you will consider the SHOAL Activity Centre as the location for your special function. The following pages can assist you with rental and catering cost information, menu selections and prices. Please book an appointment, or just drop by, and a staff member will be available to help you.

Beacon Community Services at SHOAL Centre
10030 Resthaven Drive
Sidney, BC
V8L 3G4
Phone: 260-656-5537

Website: <http://www.beaconcs.ca/pages/shoal.html>



Rental Terms of Agreement

A non-refundable deposit is required, and a rental agreement must be signed at the time of booking.

A list of available rooms and prices is attached. Catering costs are in addition to room rental costs, staffing fees, and set-up charges.

Liability insurance may be required for large events, and is the responsibility of the renting party unless other arrangements have been made.

The renter is responsible for damages incurred to the facility and equipment, as well as providing adequate security.

Due to licensing restrictions, if you plan to serve alcohol you must obtain a liquor license, or we suggest you use a bartending company. No alcohol consumption is permitted outside the building or outside of the room covered by your rental agreement.

The renter agrees to comply with the no smoking ban. The building and immediate outside area are 100% smoke-free.

Room set-up and clean-up will be handled by our custodial staff. You may bring flowers, and set-up special areas such as photo boards, sign-in book, etc., subject to room and staff availability. Please use tape only; no staples, tacks or nails. No open flame candles are permitted.

If you wish to provide music for your event, all arrangements are the responsibility of the renter. SHOAL can provide the rental of a microphone system for announcements.

Beacon Community Services at SHOAL Activity Centre is not responsible for any lost, stolen or damaged property or injuries. The renter agrees to use the facility at their own risk.

There is plenty of free parking. All parking signs must be obeyed.

This agreement may be cancelled or withdrawn at any time if the terms are not adhered to.

Catering Terms of Agreement

Our staff member will liaise with the Chef to ensure that your menu choices are available, especially if your event comes at short notice. Please make food allergies known when discussing menu possibilities. Catering services and listed prices are subject to change due to unforeseen market fluctuations and will be discussed with you at the time of booking.

Food and beverage costs are estimated per person. For large events that may include a buffet meal, cutlery, dishes, glassware, linen and serving utensils are included. A minimum of 25 people are required for buffet meals, otherwise there is an additional charge for staffing and linen.

Coffee and tea are priced at a bottomless cup per person and available for your guests for the entire event. Non-alcoholic punch is available and priced per person, per glass.

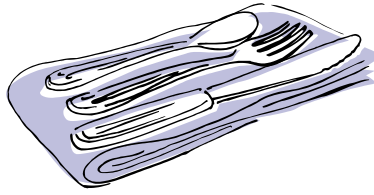
Guaranteed numbers for catering must be provided a minimum of either one or two weeks prior to your event, depending on the size and amount of your catering order. Full payment is required at this time. The booking party will be charged for this number whether or not all of those expected will be present.

All alcohol served on the premises must be purchased through a BC Government liquor outlet and served by a person holding a current Serving it Right certificate. The renter is responsible for obtaining a Liquor Permit which must be displayed at the event.

For health reasons, leftover food cannot leave the premises, nor can food prepared outside of the premises be brought in, with the exception of a cake. All catering must be done by our Chef and catering staff unless permission to do otherwise has been granted. No one other than staff may use the kitchen facilities for the preparation of food.

Substitutions and additions of equipment and supplies, may be available at an additional cost. See final page for miscellaneous catering items.

Recommendations and Suggestions



With the experience of many Memorial events, we recommend that you make your food choices based on the time of day of your event. Most Celebrations of Life or Memorials are held in early to mid-afternoon, so keep in mind that your guests will have consumed lunch and do not require a large amount of food. More detailed information about these choices, and more are listed in the following pages.

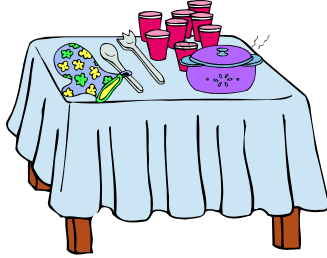
- Lighter fare usually involves an array of finger food such as those listed below:
 - Vegetable Platter (with dip) \$2.75pp
 - Fruit Tray \$3.25pp
 - Cheese and Cracker Tray \$4.00pp
 - Deluxe Meat Tray \$5.75pp
 - Entertainment Platter \$5.40pp
 - Assorted Sandwiches \$6.25pp

- Some receptions choose to have an even more simple selection of sweets only, which can range from:
 - Home-Style Baked Cookies (single variety) \$ 1.00pp
 - Assorted Pastry Tray \$ 3.40pp
 - Single layer Cakes \$45.00
(renters can provide their own cake)

- When considering beverages, we suggest the following:
 - Punch or Juices \$1.00pp
 - Tea and Coffee (Bottomless Cup)
(Decaffeinated and Herbal on request) \$1.50pp
 - Ice Water and Glasses - supplied free of charge to a
Maximum of 10 (Additional glasses are \$.30 each)

*A staffing fee of \$25 per hour per server is charged for all catered events, plus a kitchen staffing fee depending on the size of your event.

Room Settings



- Depending on the formality of your event and choice of room, you can choose from the formats listed below. A set-up/tear-down fee of \$100 is required for most set-ups:

Large round tables (limit of 16) which can seat eight per table

- Large round banquet tables are often used for formal events when renters wish to have their guests mainly seated. Cost of tablecloths is included only if the catering involves a buffet meal.

Small bistro tables (limit of 10) that can seat four to five per table

- Smaller tables provide a surface to place cups, saucers and plates, while allowing ample room for people to stand and circulate. These tables do not require tablecloths, unless specifically requested, and at an extra charge.

- Audience-style seating, with or without reception tables, is an option.
- If your event is in one of our larger auditoriums, you may wish to rent our microphone system (\$25); a PowerPoint projector is also available (\$25), and a screen (\$5).
- Music is the responsibility of the renter. A piano is available (\$25), CD/Cassette Player (\$5), TV/DVD/VCR equipment (\$25).
- A podium is available free of charge, as is the Chapel alter.

Platters and Trays



Tea/Coffee is \$1.50 per person (bottomless cup); Punch, Juice or Milk is \$1 per glass.

Assorted Cracker Tray ► \$1.40 pp

An ideal accompaniment to go along with the Assorted Meat and Cheese Tray or the Assorted Cheese Tray and has a minimum of four types of crackers.

Assorted Cracker / Biscuit Tray ► \$1.50 pp

An ideal accompaniment to go along with the Assorted Meat and Cheese Tray or the Assorted Cheese Tray and has a minimum of four types of crackers / biscuits.

Assorted Cookie Tray ► \$2.40 pp

Choose 3 types of cookies from the following variety - gingersnaps, shortbread, chocolate chip pecan, chocolate chip, white chocolate macadamia, oatmeal raisin, peanut butter and coconut macaroons.

Vegetable Platter ► \$2.75 pp

Supplied with a dip of your choosing, this platter will include cherry or grape tomatoes, celery sticks, carrot sticks, cauliflower florets and zucchini coins.

Assorted Fruit ► \$3.25 pp

All on its own, this platter will include assorted melons, pineapple spears, assorted grapes and other seasonal fruits, when available.

Assorted Pastry Tray ► \$3.40 pp

Included in this tray will be a minimum of four varieties, including but not limited to, SHOAL brownies, butter tart squares, mini lemon tarts, carrot cake, marble pound cake, coconut macaroons, pecan streusel bar, banana walnut loaf, lemon crunch bar, shortbread cookies, peanut butter cookies, oatmeal cookies and white chocolate macadamia cookies.

Assorted Cheese Tray ► \$3.75 pp

This catering tray on its own will include a combination of both hard and soft cheeses including: Mild Cheddar, Swiss, Havarti, Brie, Camembert and Cheddar Cheese slices and is accompanied by seasonal berries.

Assorted Cheese and Cracker Tray ► \$3.75 pp

This tray will consist of three [3] types of cheeses (Cheddar, Swiss and Havarti) in cubes and slices as well as an assortment of crackers.

Combination Fruit and Vegetable Platter ► \$4.75 pp

The ideal platter to meet the needs of light entertainment and will include melon (watermelon, cantaloupe, honeydew) cubes, grapes, seasonal berries, cherry or grape tomatoes, carrot sticks, broccoli and cauliflower florets.

Combination Cheese and Fruit Platter ► \$4.75 pp

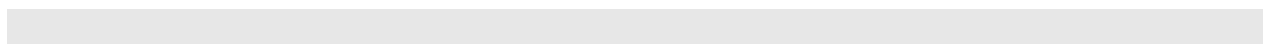
This is an ideal party platter that will meet the needs for light entertainment, morning or afternoon business meetings or just a friendly get together. In addition to both sliced and cubed hard and soft cheeses, this platter will consist of an assortment of melons, grapes, citrus fruits and seasonal berries.

Assorted Meat and Cheese Tray ► \$5.00 pp

This tray contains four types of cheeses and three types of cold cuts.

Entertainment Platter ► \$5.25 pp

A platter designed especially for that special function that includes a little bit of everything and includes items like cheese cubes, assorted pickles, diced salami, pepperoni sticks, cubed ham and olives.



Deluxe Sandwich Tray ► \$6.25 pp

This tray will feature a variety of fillings including cold sliced meats, egg salad, salmon salad and vegetarian. Prepared on whole wheat and / or white bread, croissants and / or wraps. The tray is garnished with pickles and cherry tomatoes.

Signature SHOAL Punch ► \$1.00 pp

The punch is a combination of juice concentrates, water, ice and ginger ale and is garnished with cranberries and orange pieces.

**For more substantial catering, such as Lunches and Dinners, please refer to our main Rental Catering Package, available on line www.beaconcs.ca or hard copy request from SHOAL Activity Centre.*



Miscellaneous Catering and Rental Equipment

The SHOAL Activity Centre Kitchen can provide the following items for rent to meet extra needs that may be required at your event.

Additional Tablecloths:

Cream Coloured	53x53	\$3.00
White [Squares]	71X71	\$3.00
White [Banquet]	85x114	\$3.00

Dishes / Glasses:

If returned chipped or broken, all dishes and glasses will be charged out at current replacement rates:.

Dinner Plates	12 inch	\$0.50
Side Plates	6 inch	\$0.35
Soup Bowls	Large	\$0.35
Soup Bowls	Small	\$0.30
Coffee Cup / Saucer	Set	\$0.50
Water Glasses	6 oz.	\$0.30
Water Glasses	4 oz.	\$0.20
Wine Glasses	Red or White	\$0.35
Cutlery Sets (KFS)	Set	\$0.30
Punch Bowl	Large	\$7.00 (Plastic)
Punch Bowl	Small	\$5.00 (Pastic)

*SHOAL Activity Centre does offer traditional Heritage Fancy tea cups and saucers, to a maximum of 50 sets, for \$1.50 per set.

A bouquet of flowers is centered in the background, featuring a prominent yellow flower at the top, several pink flowers in the middle, and a large red flower at the bottom right. The flowers are set against a white background.

*Thank you for choosing
SHOAL Activity Centre*