



CATERING
package



WELCOME TO VANCOUVER LAWN CATERING

Welcome to the Vancouver Lawn Tennis & Badminton Club, where tradition and hospitality come together to create unforgettable experiences. Our goal is to ensure that every moment spent with us is both enjoyable and memorable, with service that reflects the highest standard of excellence.

As a distinguished Member of our community, you and your guests have the privilege of hosting events in our exclusive Club spaces. From intimate gatherings to grand celebrations, we provide a range of venues ideal for everything from business meetings and bridal showers to tournaments and corporate receptions.

Under the expert guidance of Executive Chef Jason Koningen, our culinary team presents a menu that is carefully crafted to delight and impress. With each dish thoughtfully prepared, we strive to ensure your event is both meaningful and memorable.





EVENT SPACES

GRANVILLE ROOM

A versatile and transformative space that adapts effortlessly to your needs. Whether you envision an intimate dining experience or require a professional boardroom for meetings, the Granville Room provides an ambiance of sophistication and privacy, ensuring every occasion is seamless and memorable.

CAPACITY up to 24 guests

RATES*

members half day	\$100
members full day (3+ hours)	\$200
sponsored half day	\$200
sponsored full day (3+ hours)	\$400

*minimum food & beverage spend of \$1000 for a day meeting, lunch or dinner before tax and gratuity
*minimum food & beverage spend of \$500 for morning meetings up to 3 hours before tax and gratuity





EVENT SPACES

PLAYERS' LOUNGE

An elegant space perfect for weddings, milestone anniversaries, Bar or Bat Mitzvahs, and seasonal celebrations. With seating for up to 130 guests or a reception capacity of 200 reception style, the Players' Lounge promises a setting that will captivate your guests and elevate your occasion.

CAPACITY 130 seated / 200 reception

RATES*

members evening	\$1000
sponsored evening	\$2000

AVAILABILITY from 3pm

*minimum food & beverage spend of \$8000 before tax and gratuity





EVENT SPACES

BURRARD & CYPRESS ROOMS

Overlooking the Club’s sparkling pool, the Burrard & Cypress Rooms feature floor-to-ceiling windows that flood the space with natural light, complemented by rich dark wood accents. These versatile spaces are expansive enough to host large gatherings yet intimate enough to infuse every event with a touch of personality and charm. Whether you’re planning a corporate function, an elegant dinner, or a lively reception, the Burrard & Cypress Rooms set the stage for a memorable experience.

CAPACITY up to 100 guests

RATES*

members half day	\$150
members full day (3+ hours)	\$350
sponsored half day	\$300
sponsored full day (3+ hours)	\$700

*minimum food & beverage spend for Cypress room is \$1000 before tax and gratuity
*minimum food & beverage spend for Burrard room is \$2000 before tax and gratuity





SPECIAL EVENTS AT VANCOUVER LAWN

Our spectacular facility is a unique blend of modern contemporary and understated traditional elegance. Close to downtown Vancouver, we are the perfect setting for your event.

Our Club's services and facilities will exceed your expectations and ensure your event will be unforgettable.

*anniversaries • bar & bat mitzvahs • baby showers • rehearsals
celebrations of life • lunch/dinner meetings • corporate meetings • staff parties
fundraisers • and more...*





MORNING FAVOURITES CONTINENTAL BREAKFAST

PRICE: \$35 PER GUEST

Served buffet style

Includes:

- Fresh Orange Juice, Apple Juice
- Bakery Basket: Croissant, Muffin, Danish, and Toasted Bread Slices
- Honey Almond Granola
- Assorted Fruit Yogurts
- Sliced Fresh Fruit and Berries Platter
- Whole Bananas and Apples
- Butter, Preserved Fruit and Honey

BREAKFAST ENHANCEMENTS

Enhance your breakfast buffet with these premium add ons

COLD

- Smoked and Candied Salmon with Sour Cream, Shaved Red Onions, and Capers (NF, GF) | *\$15 per guest*
- Cheese Selection with Fruit Compote (NF, GF) | *\$15 per guest*
- Chef's Selection of Smoked and Cured Meats, with Preserved Vegetable and Mustard (GF, DF) | *\$15 per guest*
- Cold Cut Platter with Canadian Cheese (GF, NF) | *\$15 per guest*

HOT

- Spinach, Bell Pepper and Cheddar Frittata (V, NF, GF) | *\$8 per guest*
- Vegan Sausage (VG, NF, GF) | *\$12 per guest*
- Brioche French Toast with Whipped Cream and Maple Syrup | *\$8 per guest*
- Breakfast Wraps | *\$8 per guest*

RISE & SHINE BREAKFAST BUFFET

PRICE: \$45 PER GUEST

Served buffet style

Includes:

COLD

- Selection of Fresh Orange Juice and Apple Juice
- Sliced Seasonal Platter of Fresh Fruits and Berries
- Croissant, Pain au Chocolate, Danish, Muffin
- Assortment of Bread with Butter, Peanut Butter, and Fruit Preserves

HOT

- Free-range Scrambled Eggs, Chives, and Cheddar
- Smoked Bacon and Turkey Sausages (DF, GF, NF)
- Spiced Breakfast Potatoes (GF, NF, VG)
- Herbed Roasted Tomatoes (VG, NF)

BREAKFAST STATION

- Smoothie Bar | *\$15 per guest*
- Omelet Station | *\$13 per guest*
- Carved Smoked Atlantic Salmon and Gravlox, with Capers, Multigrain Bread, Pickled Onion, and Cream Cheese (GF, NF) | *\$25 per guest*

PLUS Dedicated Chef at \$200 per hour
Minimum 2 hours, minimum 30 people

All prices are subject to change without notice at any time, and do not include applicable taxes and Club fees. Prices on signed contract are guaranteed.



WORKING LUNCH

PRICE: \$50 PER GUEST, minimum 30 people

Served buffet style

Includes:

Soup du Jour

Salads (Choice of Two):

- Artisan Green Dressed Salad
- Caesar Salad
- Mediterranean Couscous Salad (V, NF)
- Red Potato Salad

Sandwiches (Choice of Three)

- Slow-roasted Beef Caramelized Onion on Baguette with Horseradish Mayo, topped with Old Cheddar (Served Warm)
- Chicken Caesar-style Salad Wrap
- Roast Vegetables, Roasted Bell Pepper, Hummus, and Goat Cheese, wrapped in a Tortilla
- Roasted Turkey, Swiss Cheese, and Cranberry Aioli
- Black Forest Ham, Apple, Brie, and Dijon Mayo on Focaccia

HOT LUNCH BUFFET

PRICE: \$56 PER GUEST, minimum 30 people

Served buffet style

Includes:

Soup (Choice of One)

- Roasted Butternut Squash
- Tomato Bisque
- Chicken and Wild Rice
- Vegetable Minestrone

Salads (Choice of Two)

- Mediterranean Couscous Salad
- Roasted Cauliflower Salad with Cumin Yogurt Dressing
- Artisan Green with Assorted Dressing
- Caesar Salad

Hot Buffet (Choice of Two)

- Smoked Beef Brisket with Chipotle Glaze
- Maple Whiskey BBQ Chicken Breast with BC Peach Chutney
- Halibut with Tomatoes Fondue
- Mushroom Ravioli

Baby Red Potatoes and Seasonal Vegetables (VG, GF, NF)

Assortment of Pastries and Dessert Bars

Upgrade from either lunch package to an all-day meeting option for \$35 per guest*

Includes:

- Selected Lunch Menu
- All-day Tea and Coffee
- Morning and Afternoon Tea Breaks - Chef's Selection
- Complimentary Screen and Projector

*does not include Facility Fee

All prices are subject to change without notice at any time, and do not include applicable taxes and Club fees. Prices on signed contract are guaranteed.



LAWN PLATED LUNCH

PRICE: \$45 PER GUEST, maximum 30 people

Desserts served family style for the table

Pre-orders required

Choice of Soup or Salad:

- Soup de Jour
- Artisan Green Salad (V, VG, GF, NF, DF)

Choice of Main:

- Mushroom Ravioli (V, NF)
- Maple Whiskey BBQ Chicken Breast with BC Peach Chutney, Roast Potatoes & Seasonal Vegetables (GF, DF, NF)

Assortment of Pastries & Dessert Bars

LAWN PLATED DINNER

PRICE: \$55 PER GUEST, maximum 30 people

Desserts served family style for the table

One Appetizer and two Entrée selections per function

Pre-orders required

Choice of one Appetizer:

- Tomato Bisque (V, GF, NF)
- Chicken & Wild Rice (GF, NF, DF)
- Artisan Green Salad (V, VG, GF, NF, DF)
- Caesar Salad (V, NF)

Choice of two Entrées:

- Mushroom Ravioli (V, NF)
- Maple Whiskey BBQ Chicken Breast with BC Peach Chutney, Roast Potatoes & Seasonal Vegetables (GF, DF, NF)
- Smoked Beef Brisket with Chipotle Glaze, Roast Potatoes & Seasonal Vegetables (GF, DF, NF)

Assortment of Pastries & Dessert Bars

Upgrade from either lunch package to an all-day meeting option for \$35 per guest*

Includes:

- Selected Lunch Menu
- All-day Tea and Coffee
- Morning and Afternoon Tea Breaks - Chef's Selection
- Complimentary Screen and Projector

*does not include Facility Fee

All prices are subject to change without notice at any time, and do not include applicable taxes and Club fees. Prices on signed contract are guaranteed.



SELECT PLATED DINNER

PRICE: \$65 PER GUEST, maximum 30 people

Desserts served family style for the table

One Appetizer selection per function

Pre-orders required

Choice of one Appetizer:

- Tomato Bisque (V, GF, NF)
- Chicken & Wild Rice (GF, NF, DF)
- Artisan Green Salad (V, VG, GF, NF, DF)
- Caesar Salad (V, NF)

Choice of Entrée:

*all served with Scalloped Yukon Gold Potatoes (NF, GF)
& Seasonal Vegetables (VG, NF, GF)*

- Baked Salmon with Honey Dijon Brown Butter Glaze (NF, GF)
- Braised Boneless Short Ribs, Roasted Celeriac, Caramelized Shallot Demi-Glaze (NF, DF, GF)

Assortment of Pastries & Dessert Bars

SIGNATURE PLATED DINNER

PRICE: \$75 PER GUEST, maximum 30 people

Desserts served family style for the table

*One Appetizer, two Entrée selections, and
one Dessert selection per function*

Pre-orders required

Assorted Bread Rolls with Butter

Choice of one Appetizer:

- Seafood Chowder with Smoked Bacon and Fresh Seafood (NF, GF)
- Chicken and Wild Rice Soup (NF, DF, GF)
- Heirloom Tomatoes, Black Olives, Fiore di Latte, and Balsamic Vinaigrette (V, NF, GF)
- Crispy Romaine Hearts with Creamy Caesar Dressing and Parmesan Reggiano (V, NF, GF)

Choice of two Entrées:

*all served with Scalloped Yukon Gold Potatoes (NF, GF)
& Seasonal Vegetables (VG, NF, GF)*

- Moroccan Lamb with Roquefort Red Wine Sauce (NF, GF)
- Citrus Soy Glazed Alaskan Black Cod (Sablefish) (NF, DF, GF)
- Roasted Beef Striploin with Tomato Mushroom Ragout (NF, DF, GF)
- Baked Salmon with Honey Dijon Brown Butter Glaze (NF, GF)

Choice of Dessert:

- Chocolate Mousse with Raspberry Coulis
- Key Lime Pie with Lime Zest
- NY Baked Cheesecake with Fresh Berries

All prices are subject to change without notice at any time, and do not include applicable taxes and Club fees. Prices on signed contract are guaranteed.



CLUB CANAPÉS

PRICE: \$56/dozen

minimum 2 dozen required per item selection

- Woodland Mushroom Tarts (V, NF)
 - Vegetable Spring Rolls (V, VE, DF, NF)
 - Tomato Bocconcini Skewers (V, NF, GF)
 - Spinach & Feta Bites (V, NF)
 - Seared Albacore, Wonton Crisp, Yuzu Dressing (DF, NF)
 - Smoked Salmon, Crème Fraiche, Mini Hash Browns (GF)
-

PRICE: \$75/dozen

minimum 2 dozen required per item selection

- Shrimp Cocktail, Horseradish Cocktails (DF, NF, GF)
- Coconut Crusted Prawns, Sweet Chili Sauce (DF, NF)
- Beef Tartare, Toasted Crostini, Fresh Horseradish (DF, NF)
- Mini Beef Wellington (NF)
- Smoked Duck Sliders (NF)
- Lamb Popsicles, Uy Family Recipe (DF, NF, GF) (+\$15/dz)

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VICTORY FEAST

PRICE: \$65 PER GUEST, minimum 30 people

Served buffet style

Includes:

Assorted Dinner Rolls with Butter

Market Vegetable Medley (VG, NF, GF)

Scallop Yukon Gold Potatoes (NF, GF)

Butternut Squash Ravioli with Chanterelle Cream Sauce (V, NF)

Soup (Choice of One)

- Tomato Bisque with Cheddar Cheese (V, NF, GF)
- Chicken and Wild Rice Soup (NF, DF, GF)

Salads (Choice of Two)

- Mediterranean Couscous Salad
- Crispy Romaine Heart with Creamy Caesar Dressing and Parmigiano Reggiano (V, NF, GF)
- Mixed Greens, Cucumber, Grape Tomato, Carrot with Champagne Vinaigrette (VG, NF, GF)

Entrees (Choice of Three)

- Cilantro and Lime Grilled Chicken Breast (FD, GF, NF)
- Braised Boneless Short Ribs, Roasted Celeriac, Caramelized Shallot Demi-Glace (NF, DF, GF)
- Baked Salmon with Honey Dijon Brown Butter Glazed (NF, GF)
- Baked Cod with Tomato Concasse and Extra Virgin Olive Oil (NF, GF, DF)

Desserts (all included)

Seasonal Fresh Fruits & Berries Platter (VG, NF, GF)

Assortment of Pastries, Cakes, Dessert Bars



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CHAMPIONS TABLE BUFFET

PRICE: \$75 PER GUEST, minimum 30 people

Served buffet style

Includes:

Assorted Dinner Rolls with Butter

Market Vegetable Medley (VG, NF, GF)

Scallop Yukon Gold Potatoes (NF, GF)

Spinach and Cheese Manicotti with Tomato Fondue (V, NF)

Soup (Choice of One)

- Tomato Bisque with Cheddar Cheese (V, NF, GF)
- Chicken and Wild Rice Soup (NF, DF, GF)
- Creamy Chilliwick Corn Chowder (V, NF, GF)
- Seafood Chowder with Smoked Bacon and Fresh Seafood (NF, GF)

Salads (Choice of Three)

- Heirloom Tomatoes, Black Olives, For di Latte and Balsamic Vinaigrette (V, NF, GF)
- Crispy Romaine Heart with Creamy Caesar Dressing and Parmigiano Reggiano (V, NF, GF)
- Roasted Beet, BC Greens, Crumbled Feta, Toasted Hazelnut and Sherry Vinaigrette (VG, GF)
- Roasted Yams, Sweet Potatoes, Halloumi, Mints, Za'atar (V, GF, NF)
- Penne Rigate with Sundried Tomato Pesto, Olives, Bell Peppers and Artichoke (V, NF)

Entrees (Choice of Four)

- Roasted Beef Striploin with Tomato Mushroom Ragout (NF, DF, GF)
- Braised Boneless Short Ribs, Roasted Celeriac and Caramelized Shallot Demi-Glace (NF, DF, GF)
- Moroccan Roasted Lamb with Roquefort Red Wine Sauce (NF, GF)
- Mediterranean Chicken with Capers, Kalamata Olives, Bell Peppers and Red Onion (NF, DF, GF)
- Citrus Soy Glazed Alaskan Black Cod (NF, DF, GF)
- Baked Salmon with Honey Dijon Brown Butter Glaze (NF, GF)

Desserts (all included)

Seasonal Fresh Fruits & Berries Platter (VG, NF, GF)

Assortment of Pastries, Cakes, Dessert Bars

DINNER ENHANCEMENTS

Tea and Coffee at \$5 per guest

Cheese and Charcuterie Platter with Accompaniments \$15 per guest

Crudit  and Dips with Grilled Vegetables (V, GF, NF) \$13 per guest

Carving Station (minimum 2 hours with 30 guests at \$200 per hour per Chef):

- Slow Roasted Alberta AAA Prime of Beef Au Jus (Market Prices) (NF, DF, GF)
- Roasted Leg of Lamb with Red Wine Sauce (NF, DF, GF)

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BREAK OPTIONS

Seasonal Individual Fresh Fruit Salad | \$9 per guest

Freshly Baked Breakfast Pastries | \$36 per dozen

Muffins | \$36 per dozen

Oven Baked Cookies | \$33 per dozen

Additional Tea and Coffee | \$5 per guest, per break

PLATTERS

Mezze and Crudité Platter | \$130 per platter (serves 10)

Grilled Seasonal Vegetables and Dips, Marinated Olives, Oven-dried Tomatoes, Local Cheeses, House Pickled Vegetables, Mustards, Toasted Bread

Charcuterie and Cheese Platter | \$150 per platter (serves 10)

A Selection of Locally Produced Charcuterie and Cheese, Dips, and Crackers

Assorted Tea Sandwiches Platter | \$180 per platter (serves 10)

Assorted Sandwich and Wrap Platter | \$150 per platter (serves 10)

Roast Vegetable Wrap with Roasted Bell Pepper, Hummus, and Goats Cheese, Roasted Turkey Sandwich with Swiss Cheese, and Cranberry Aioli and Black Forest Ham Sandwich with Apple, Brie, and Dijon Mayo on Focaccia

Fruit Platter | \$80 per platter (serves 10)

Dessert Platter | \$100 per platter (serves 10)

Assortment of Pastries, Cakes, Dessert Bars

CAKEAGE

For guests who would like to bring their own cake to their function, a cakeage fee is charged at \$5 per guest. Your cake can be served either on platters, or individually plated with coulis and cream.



All prices are subject to change without notice at any time, and do not include applicable taxes and Club fees. Prices on signed contract are guaranteed.



BAR LIST

DOMESTIC BOTTLED BEER \$8.50
Canadian, Coors Light, Kokanee

IMPORT + CRAFT BOTTLED BEER \$9.50
Stella, Corona, Parkside IPA, Parkside Pilsner

HIGHBALLS 1oz \$8.00
gin, vodka, rum, tequila

PREMIUM HIGHBALLS OR COCKTAILS \$12.00
please ask for our assistance

SOFT DRINKS

JUICE, POP, SPARKLING WATER \$4.00

COFFEE & TEA STATION \$5.00_{/pp}

HOUSE WINES

WHITE

PINOT GRIGIO, TRENTINO ITALY \$56.00

SAUVIGNON BLANC, MARLBOROUGH NEW ZEALAND \$52.00

RED

CABERNET SAUVIGNON, AUSTRALIA \$56.00

PRIMITIVO, PUGILA ITALY \$50.00

SPARKLING

PROSECCO, VENETO ITALY \$55.00

BRUT, BLANC DE BLANC, PIEDMONT ITALY \$75.00

CHAMPAGNE, VEUVE CLICQUOT, FRANCE \$145.00

RESERVE WINE MENU ON REQUEST

We would be delighted to assist you with your selections, please contact us for consultation.

BEVERAGES CAN BE SERVED HOSTED ON CONSUMPTION, OR A CASH BAR CAN BE MADE AVAILABLE FOR YOUR GUESTS. FUNCTIONS WITH HOSTED BEVERAGES CHARGED ON CONSUMPTION ARE CHARGED PER BOTTLE. ADDITIONAL OPTIONS ARE AVAILABLE ON REQUEST WITH AT LEAST TWO WEEKS' ADVANCE NOTICE. CORKAGE FUNCTIONS ARE RESPECTFULLY DECLINED. PLEASE NOTE FUNCTIONS THAT REQUIRE A BAR HAVE A MINIMUM SPEND OF \$500



GENERAL CONDITIONS

A Club Fee applies to all functions, and includes 15% Gratuity & 5% admin fee.

BOOKING & PAYMENT POLICY

Your event booking is considered confirmed only when a signed **Event Contract and Deposit** is received by the Club. You can find this application form at the final page of this brochure.

A final invoice will be issued after the event, and final payment is due 2 weeks after receipt of the final invoice or by the 10th day of the following month, whichever comes first.

Payments are accepted via credit card (preferred), cheque, or Member account charge. Members may choose to pay separately from their membership account. Please arrange in advance with the F&B department.

Members and non-members of the VLTBC must provide a \$500 deposit to confirm their event. Non-Members must provide a credit card to be kept on file. This is a non-refundable deposit that will be put towards the final invoice after the event has occurred. Final payments for events are due upon receipt and must be settled within two weeks after receipt of the final invoice or by the 10th day of the following month, whichever comes first. If payment is not received within this timeframe, any remaining balance will be applied to the credit card on file or to the member account listed on the invoice.

CONFIRMATION & CANCELLATION

Confirmed number of attendees and a guest list are required seven (7) business days prior to your event. It is the responsibility of the client to provide this information. If no guarantee is provided, the expected guests on the contract will be considered the guarantee. The final invoice will reflect the guarantee or actual number of guests in attendance, whichever is greater. All cancellations that occur within ninety days of the scheduled event will result in the forfeit of the non-refundable deposit. All cancellations that occur within thirty days of the scheduled event will result in the forfeit of the non-refundable deposit and 50% of the estimated invoice. All cancellations that occur within three days of the scheduled event will result in the forfeit of the non-refundable deposit and 100% of the estimated invoice.

MENU PREPARATION

Our team requires that your menu and beverage choices be finalized a minimum of two (2) weeks prior to your event. Menu changes made less than two (2) weeks prior to the event may result in additional charges. Menu prices are subject to change. At the time of confirmation you will receive a copy of your Event Order. Please make any necessary changes before signing and returning in order to guarantee the details of your event. All food and beverage services will be provided by VLTBC. Due to health regulations, food may not be brought onto, or removed from Club premises.

CLUB USAGE

The recreational facilities (for example pool, gyms, courts, locker rooms) are not available for private or event use. Event guests do not have access to these areas. This includes birthday parties.

MINIMUM SPEND

A minimum spend applies to our function spaces and is based on the number of guests and specific event requirements. Minimum spend guidelines for each space are listed in the Catering Package. There is a minimum beverage spend of \$500 for any functions that require a bar. Please note that minimum spends exclude tax and club fees. If the relevant minimum spends are not met, the remaining balance will be added to the final invoice after the event to make up the difference. For further details, please contact the Catering department.

SERVICE CHARGES

At Management's discretion, a fee not exceeding \$500 may be charged for what is deemed setup requiring additional labour. Should the Vancouver Lawn Tennis & Badminton Club need to provide additional staff to complete large scale or intricate setup, this fee will cover the costs of additional staffing.



GENERAL CONDITIONS

FUNCTION TIMING

All functions must conclude at 11pm with guests off-premises by 11:30pm. The latest time for alcohol service is 11pm last call, with no exceptions. Standard function duration is 5 hours, any functions scheduled longer than 5 hours will incur additional charges.

SIGNS, DECORATIONS & CLEAN UP

Signs are not permitted on the exterior of the building or in common areas including the lobby and elevators. Signage is permitted outside of the event space. Decorating and display materials must be free-standing or be able to be placed on tabletops or easels. Nothing is permitted to be attached to walls, fixtures or furnishings including the use of nails, staples, tape, glue, or command strips. No glitter, confetti, paint, or any other substance that would cause extra cleaning requirements. Should extra time be required for decorating, more than 1 hour before guest arrival, additional room rental fees will be applied. Should your event require additional clean-up there will be extra costs applied to the invoice. Including any extra clean-up of washroom facilities. The convenor will be responsible for any theft or damage to property or equipment. These costs will be applied to the final invoice if this should occur. Inflatables are not permitted in the function rooms. The client is responsible for setting and removing decorations and supplies before and after the event. All equipment and supplies must be removed from the club by no later than 11:30pm. Any storage and/or pick up will be at the Club's availability and convenience arranged prior to the event. The Club is not responsible for any items left by the convenor or their guests.

ASSIGNMENT OF FUNCTION ROOMS

The Club reserves the right to reassign a function room with notification.

NO LIABILITY CLAUSE

It is understood and agreed upon that VLTBC shall not be responsible in any manner whatsoever for any damages and/or expenses resulting from VLTBC being unable to fulfill the terms and conditions of this contract as a result of any of the following: labour disputes, strikes, accidents, fire, flood, power outage, Act of God or the conduct of person(s) attending the function. Performances of the agreement are contingent upon the ability of VLTBC to complete the same and is subject to restriction upon travel, transportation, foods, beverages or supplies and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In no event shall VLTBC be liable for loss of profit or other similar or dissimilar collateral or consequential damages based on breach of contract, warranty, or otherwise.

USE OF THE VLTBC NAME AND LOGO

The VLTBC does not permit the club's name, address, or logo to be used in public advertising, on social media or in announcements. Failure to observe this policy will result in the cancellation of your function and any resulting cancellations fees.

MUSIC FEES

The Club is required by law to collect SOCAN (Society of Composers, Authors and Music Publishers of Canada) tariffs for the use of music played, live or recorded. Prices are subject to additional taxes.

- 1-100 Guests - \$31.31 without dancing or \$62.64 with dancing
- 101-300 Guests - \$45.02 without dancing or \$90.12 with dancing

WINE SELECTION

Wine choices are subject to availability and the Club reserves the right to make appropriate substitutions for wines that are unavailable at the time of the request. Prices are subject to change based on liquor board pricing at the time of the event. To ensure availability of your wine selection, wine requests are required a minimum two (2) weeks prior to the date of your event. In accordance with our liquor license, all beer, wine and alcohol must be purchased by VLTBC to be served on premises.

AFFILIATE MEMBERS

Affiliate members must have a current letter of introduction (within one month), a valid credit card on file for final payment, and will be required to prepay 100% of the estimated cost. An additional 20% service fee also applies.



AUDIO & VISUAL EQUIPMENT

- Wireless Internet Open Network (complimentary)
- Cordless Microphone - \$75
- Lapel Microphone - \$80
- Easel - \$15
- Flipchart/Markets - \$25
- Hardwire Internet - \$100
- Whiteboard/Markers - \$50
- Premium Sound System - \$100
- LCD Projector & Screen - \$150
- Screen Only - \$100
- Mobile TV - \$50
- Mobile TV with Vancouver Lawn Club Laptop - \$100
- Dancefloor - \$300

*Any additional audio visual equipment is available through outside vendors at their current rental rates.

*All equipment is subject to availability.

*GST and PST are not included.

SOCAN Charges

The Club is required by law to collect SOCAN tariffs for the use of music played, live or recorded.

RE:SOUND Charges

Vancouver Lawn, Tennis & Badminton Club is required by law to pay license fees, otherwise known as Tariff 5.B. on behalf of RE:SOUND.



CLUB RULES

Smoking (this includes vaping) is not permitted anywhere on Club property. It is prohibited to talk on cell phones in the Club, and cell phones must be kept on mute, but texting is permitted. Business papers, laptops, and handheld devices (excluding cell phone feature) are allowed in the Players' Lounge, Players' Bistro, the Pub, and the meeting rooms, provided laptops and/or handheld device are muted.

Smart attire must be observed at all times. All décor must not deface or damage the facilities including the use of tacks, staples, tape, nails, or other devices of any kind. No confetti or similar décor may be used on Club premises. Any clean-up, damage or maintenance repairs that are required as a result of the event will be billed directly to the client. The Club will not be responsible for items lost, stolen or not delivered intact, either before, during or after the function. Non-members attending the function at the Club are not entitled to use any of the facilities at the Club other than the room they are booked in, unless they are registered as a guest of a Member. All decorations must be fully removed upon completion of the event, The VLTBC will not be held responsible or liable for any missing or damaged items. All entertainment must cease by 11pm and the premises must be vacated by 11.30pm.

The Vancouver Lawn Tennis & Badminton Club does not permit the use of its name in public advertising or announcements such as radio, newspapers, flyers and posters. The use of the Vancouver Lawn Tennis & Badminton Club name, logo or address is not permitted without written consent from the Club's Board of Directors or General Manager. Any signage located on or off the Club's property must also be pre-approved. It is understood and agreed upon that the Vancouver Lawn Tennis & Badminton Club shall not be responsible in any matter whatsoever for any damages and expenses resulting from the Club being unable to fulfill the terms and conditions of this contract as a result of a strike, fire, flood, power outage, Act of God or the conduct of any person(s) attending the function. Performances of the agreement is contingent upon the ability of the Club to complete the same and is subject to labor disputes or strikes, accidents, restriction of travel, transportation, foods, beverages, or supplies and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In no event, shall the Vancouver Lawn Tennis & Badminton Club be liable for loss of profit for other similar or dissimilar collateral or consequential damages based on breach of contract, warranty or otherwise.

Request for Inquiry

catering@vanlawn.com

Tel. 604.731.2191 Ext. 246

vanlawn.com

EVENT CHECKLIST

Please complete this form and return to catering@vanlawn.com

CLICK FOR ONLINE PDF

Name of Event (what will people ask for upon arrival):

Contact Person: _____

Phone Number: _____

Email Address: _____

Date of Event: _____

Start Time: _____ End Time: _____

(Evening - bar closes at 11pm. All guests, equipment and decorations removed by 11:30pm)

Organizer Arrival Time: _____

(Access to the space provided 1 hour before guest arrival. Additional room rental charges may be applied to accommodate any extra time required)

Guest Arrival Time: _____

Menu & Meal Service Time: _____

(Meal service is a maximum of 2 hours)

A registration table (table in hallway outside room): YES ☐ NO ☐

Additional Display Tables: YES ☐ NO ☐ If so, how many? _____

Additional Easels: YES ☐ NO ☐ If so, how many? _____

(3 are complimentary, additional are \$15 each)

Re-Useable Centrepieces: YES ☐ NO ☐

Votive Candles and Mirrors: YES ☐ NO ☐

Table Numbers on Stands: YES ☐ NO ☐

Dance Floor: YES ☐ NO ☐

Podium and Wired Microphone: YES ☐ NO ☐

Are you bringing a cake? YES ☐ NO ☐

(Cut and serve is \$1.50 per person)

Do you require a bar? YES ☐ NO ☐

If yes:

Host: ☐ OR Debit/Credit Bar: ☐ *(Please select one)*

If no:

Self-serve beverage station: YES ☐ NO ☐

Wine, Beer, & Cider: YES ☐ NO ☐

Non-alcoholic selection: YES ☐ NO ☐

Wine with dinner, served at bar: YES ☐ NO ☐

If yes, please see Wine List in Catering Package and provide choice within 30 days prior to event.

Audio Visual Requirements:

Guarantee number of attendees is required 7 business days before your event. Invoicing will be sent from the Accounting and Administration Department and will reflect the guarantee or however many are in attendance, whichever is higher.

I acknowledge that I have read and understood the Vancouver Lawn Tennis & Badminton Club Terms and Conditions:

Name: _____ Date: _____

Signature: _____

EVENT CONTRACT

Please complete this form and return to catering@vanlawn.com

A Club Fee applies to all functions, and includes 15% Gratuity & 5% admin fee.

BOOKING & PAYMENT POLICY

Your event booking is considered confirmed only when a signed **Event Contract and Deposit** is received by the Club.

A final invoice will be issued after the event, and final payment is due 2 weeks after receipt of the final invoice or by the 10th day of the following month, whichever comes first.

Payments are accepted via credit card (preferred), cheque, or Member account charge. Members may choose to pay separately from their membership account. Please arrange in advance with the F&B department.

Members and non-members of the VLTBC must provide a \$500 deposit to confirm their event. Non-Members must provide a credit card to be kept on file. This is a non-refundable deposit that will be put towards the final invoice after the event has occurred. Final payments for events are due upon receipt and must be settled within two weeks after receipt of the final invoice or by the 10th day of the following month, whichever comes first. If payment is not received within this timeframe, any remaining balance will be applied to the credit card on file or to the member account listed on the invoice.

CONFIRMATION & CANCELLATION

Confirmed number of attendees and a guest list are required seven (7) business days prior to your event. It is the responsibility of the client to provide this information. If no guarantee is provided, the expected guests on the contract will be considered the guarantee. The final invoice will reflect the guarantee or actual number of guests in attendance, whichever is greater. All cancellations that occur within ninety days of the scheduled event will result in the forfeit of the non-refundable deposit. All cancellations that occur within thirty days of the scheduled event will result in the forfeit of the non-refundable deposit and 50% of the estimated invoice. All cancellations that occur within three days of the scheduled event will result in the forfeit of the non-refundable deposit and 100% of the estimated invoice.

GUARANTEE

Our Catering Department requires the exact number of banquet guests attending your event seven (7) business days prior to the function. It is the sole responsibility of the client to provide this information to the catering office during regular business hours (8:30 a.m. to 5 p.m. Monday to Friday) in writing. The original guarantee will be assessed if fewer than the confirmed number of guests attend the function. If no guarantee is given, the planned number of people listed on the contract will be considered your guarantee. Your final bill will reflect your final guarantee or actual number of guests in attendance, whichever is greater.

MENU PREPARATION

Our team requires that your menu and beverage choices be finalized a minimum of two (2) weeks prior to your event. Menu changes made less than two (2) weeks prior to the event may result in additional charges. Menu prices are subject to change. At the time of confirmation you will receive a copy of your Event Order. Please make any necessary changes before signing and returning in order to guarantee the details of your event. All food and beverage services will be provided by VLTBC. Due to health regulations, food may not be brought onto, or removed from Club premises.

WINE SELECTION

Wine choices are subject to availability and the Club reserves the right to make appropriate substitutions for wines that are unavailable at the time of the request. Prices are subject to change based on liquor board pricing at the time of the event. To ensure availability of your wine selection, wine requests are required a minimum two (2) weeks prior to the date of your event. In accordance with our liquor license, all beer, wine and alcohol must be purchased by VLTBC to be served on premises.

ASSIGNMENT OF FUNCTION ROOMS

The Club reserves the right to reassign a function room with notification.

CLUB USAGE

The recreational facilities (for example pool, gyms, courts, locker rooms) are not available for private or event use. Event guests do not have access to these areas. This includes birthday parties.

USE OF THE VLTBC NAME AND LOGO

The VLTBC does not permit the club's name, address, or logo to be used in public advertising, on social media or in announcements. Failure to observe this policy will result in the cancellation of your function and any resulting cancellations fees.

MUSIC FEES

The Club is required by law to collect SOCAN (Society of Composers, Authors and Music Publishers of Canada) tariffs for the use of music played, live or recorded. Prices are subject to additional taxes.

- 1-100 Guests - \$31.31 without dancing or \$62.64 with dancing
- 101-300 Guests - \$45.02 without dancing or \$90.12 with dancing

EVENT CONTRACT

SIGNS, DECORATIONS & CLEAN UP

Signs are not permitted on the exterior of the building or in common areas including the lobby and elevators. Signage is permitted outside of the event space. Decorating and display materials must be free-standing or be able to be placed on tabletops or easels. Nothing is permitted to be attached to walls, fixtures or furnishings including the use of nails, staples, tape, glue, or command strips. No glitter, confetti, paint, or any other substance that would cause extra cleaning requirements. Should extra time be required for decorating, more than 1 hour before guest arrival, additional room rental fees will be applied. Should your event require additional clean-up there will be extra costs applied to the invoice. Including any extra clean-up of washroom facilities. The convenor will be responsible for any theft or damage to property or equipment. These costs will be applied to the final invoice if this should occur. Inflatables are not permitted in the function rooms. The client is responsible for setting and removing decorations and supplies before and after the event. All equipment and supplies must be removed from the club by no later than 11:30pm. Any storage and/or pick up will be at the Club's availability and convenience arranged prior to the event. The Club is not responsible for any items left by the convenor or their guests.

NO LIABILITY CLAUSE

It is understood and agreed upon that VLTBC shall not be responsible in any manner whatsoever for any damages and/or expenses resulting from VLTBC being unable to fulfill the terms and conditions of this contract as a result of any of the following: labour disputes, strikes, accidents, fire, flood, power outage, Act of God or the conduct of person(s) attending the function. Performances of the agreement are contingent upon the ability of VLTBC to complete the same and is subject to restriction upon travel, transportation, foods, beverages or supplies and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In no event shall VLTBC be liable for loss of profit or other similar or dissimilar collateral or consequential damages based on breach of contract, warranty, or otherwise.

AFFILIATE MEMBERS

Affiliate members must have a current letter of introduction (within one month), a valid credit card on file for final payment, and will be required to prepay 100% of the estimated cost. An additional 20% service fee also applies.

SERVICE CHARGES

At Management's discretion, a fee not exceeding \$500 may be charged for what is deemed setup requiring additional labour. Should the Vancouver Lawn Tennis & Badminton Club need to provide additional staff to complete large scale or intricate setup, this fee will cover the costs of additional staffing.

MINIMUM SPEND

A minimum spend applies to our function spaces and is based on the number of guests and specific event requirements. Minimum spend guidelines for each space are listed in the Catering Package. There is a minimum beverage spend of \$500 for any functions that require a bar. Please note that minimum spends exclude tax and club fees. If the relevant minimum spends are not met, the remaining balance will be added to the final invoice after the event to make up the difference. For further details, please contact the Catering department.

FUNCTION TIMING

All functions must conclude at 11pm with guests off-premises by 11:30pm. The latest time for alcohol service is 11pm last call, with no exceptions. Standard function duration is 5 hours, any functions scheduled longer than 5 hours will incur additional charges.

I UNDERSTAND AND AGREE TO THE ABOVE TERMS & CONDITIONS:

Signature of Member or Responsible Party: _____

First & Last Name of Member or Responsible Party: _____

Event Name: _____

Event Date: _____



VANCOUVER LAWN
TENNIS & BADMINTON CLUB

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