



CASA RICCA BANQUET HALL

FREQUENTLY ASKED QUESTIONS

WHEN CAN I MAKE AN APPOINTMENT TO VIEW THE VENUE?

Appointments are available from Monday to Sunday from 10am to 7pm. Please call or email Casa Ricca Banquet Hall to schedule an appointment for a consultation.

HOW DO I RESERVE A DATE?

Due to the high volume of inquiries, venue does not "HOLD" rooms. In order to reserve a date and a room, a deposit is required, and a contract must be signed. You can put a deposit of \$1000 (non-refundable) to book the room and date and you can decide your menu and other services when you make an appointment with your consultant.

DEPOSIT AMOUNT AND PAYMENT POLICY?

Deposit of 30% (non-refundable) is required for complete booking. If you did down payment of \$1000 and did not meet a deposit that is 30%, remaining has to be made in 14 days after first deposit was done. The final payment is due 7 days prior the event. Payments and deposits can be made any time with our coordinator. We accept credit, debit, cheque, cash, email transfer.

CAN WE BRING OUR OWN CATERING?

We are pleased to custom design your menu. Casa Ricca Banquet Hall does allow outside catering services for clients that want specific ethnic catering and who have specific religious requirements that cannot be met by our catering team. A food waiver would be required to be signed by the convener and the catering company, waiving Casa Ricca Banquet Hall of all liabilities.

CAN WE USE KITCHEN?

Kitchen use is subject to additional charge. There are two options: warm up and prep is \$250 additional charge for maximum of 3 hours, cooking is \$650 additional charge for maximum of 6 hours. Every additional hour is \$75.



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CAN WE MAKE CHANGES TO THE MENU?

Yes, we can always customize a menu for your perfect event. Additional fees may apply based on the changes you make to your menu.

CHILDREN AND VENDORS PRICING?

Children 4-12 are 25% off your per person rate (applies to in house food). Vendors are discounted 50% off your per person rate and served the main entrée. For all functions children 0-3 are complimentary (they are not served a meal).

SPECIAL DIETARY REQUESTS & ALLERGIES?

Vegetarian, vegan, and severe allergy sensitive special meals are all available. All special meals are required to be arranged no later than 10 days prior to your event. Kosher & Halal meals are available at an additional cost.

WHEN DO WE CONFIRM FINAL GUEST NUMBERS?

The finalization coordinator will require your final guest numbers 7 days prior to your event. You are responsible for your minimum guaranteed guests or the confirmed final guest numbers whichever is greater. If you fall below your guaranteed guest minimum (established upon signing), a shortage fee of 50% for each guest below the minimum is required. Children 0-3 years of age are not included in your guest count. Your final guest numbers cannot be reduced once they are submitted.

DO YOU OFFER FOOD TASTING?

With pleasure! Delicious food tastings are complimentary for bride and groom once you have contracted with Casa Ricca Banquet Hall. Tasting consists of served main courses (appetizers and desserts are not served).



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WILL OTHER EVENTS OCCUR ON THE SAME NIGHT?

Yes, we have multiple rooms at Casa Ricca Banquet Hall, so other events may take place at the same time.

CAN YOU BRING IN YOUR DJ?

Yes, you may bring in your own DJ. Casa Ricca Banquet Hall has in house audio, video, and lighting provider for the Casa Ricca Banquet Hall. They are more than happy to ensure success at your event. (Outside DJ's are required to pay a hook up fee or the DJ's bring their own sound system to avoid fees.)

IS THERE SCREEN PROJECTOR AND LIGHTING?

Yes, we are equipped with screen projector and colour lights. There is an additional charge that applies if use this equipment. Please contact your coordinator for these details.

OUTSIDE VENDORS AND OUTSIDE DÉCOR?

All vendors must have complete set-up done 2 hours before the event start time. At the end of the function vendors must pick up their décor items and vacate the premises by 3am. **Confetti, rose pedals and rice are not permitted to be used as decor or thrown. A cleaning surcharge of \$250 will apply if these items are used.**

CAN WE BRING CANDLES?

Yes, candles are allowed however they are supposed to be placed in a candle holder where flame would not come outside.

PERSONAL ITEMS?

Casa Ricca is not responsible for any lost or stolen items left on premises. All items must be removed following the event.

ALCOHOL OPTIONS?

- **Open bar** – maximum until 1 am (total of 6 hours) – additional \$20p/p – includes domestic beers, rum, rye, gin, vodka, scotch, tequila, white & red wine. *Additional \$2 p/p for import beer, additional \$10p/p for premium open bar, additional \$5 p/p for extra hour of bar service.*
- **Consumption based bar** – maximum until 1am – min of \$300 on Friday/Sunday, min \$500 on Saturday – venue keeps a tab of the drinks consumed, and bill will be given to the host at the end of the event and is due before leaving the facility. Bartender charge: \$25 p/h
- **Cash bar** – bartender charge \$25 p/h – guests purchase their own drinks, we accept cash, debit, credit.
- **ALCOHOLIC DRINKS CANNOT BE USED FOR ANY GAMES/CONTESTS DURING THE EVENT**

IS THERE SECURITY?

Security service is a must when open bar, consumption-based bar or cash bar is used. The cost of 1 security personnel is \$35 per hour of min 5 hours service, 1 security guard per 100 guests, if you have 150 guests you will need 2 security personnel.

IS THERE ON-SITE DÉCOR?

On- site décor packages are available with 20% off for full package: backdrop, head table design, florals, centrepieces and etc. Refer to your event coordinator for more details.



CASA RICCA BANQUET HALL INCLUDED ITEMS WITH YOUR EVENT

CHAIRS:

Chiavari chairs (silver champagne with gold cushion/ champagne with ivory cushion). Quantity of available chairs is different. Depending on event size the quantity and style will be chosen accordingly.

LINENS:

Floor length table cloths available in different colours and napkins

HEAD TABLE STAGE:

8' by 4' panels, can be combined together to customize your stage

CAKE TABLE:

Half- moon or rectangular 6 feet table

LOBBY RECEIVING TABLES:

Rectangular 6 feet long tables

GUEST TABLES:

60'' round can fit 8-10 guests, rectangular 6 feet can fit 8 guests

OTHER ITEMS:

Standard table numbers, event sign to direct guests to your room, podium, cutlery, white tableware, glasses, chafing dishes if in-house catering



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NOT-INCLUDED ITEMS

DÉCOR AND AUDIO-VISUAL ITEMS

- Head table decoration
- Cake table decoration
- King and queen chairs
- Centre pieces
- Menu cards
- Money box
- Overlays
- Napkin rings
- Charger plates
- Vinyl dance floor

Sound system is not included, contact your coordinator for pricing information.