

# *Dante Club*

BANQUET & CONFERENCE CENTRE



WEDDINGS • BRIDAL SHOWERS • CEREMONIES  
RECEPTIONS • BRIDAL ROOM • CUSTOMIZED MENUS

YOU TWO HAVE FUN, WE'LL TAKE CARE OF THE REST

1330 London Rd., Sarnia • 519-542-9311 • [gm@danteclubsarnia.ca](mailto:gm@danteclubsarnia.ca) • [danteclubsarnia.ca](http://danteclubsarnia.ca)

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# DANTE CLUB

## 2021 EVENTS PACKAGE

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### Hall Rental and Deposits

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#### **Main Ballroom**

Capacity  
5,400 Square Feet  
Up to 500 guests

- Greater than 200 adult meals - \$250.00
- Less than 200 adult meals - \$400.00
- Daily Meeting room rate - \$900.00
- Evening Meeting Room Rate - \$1,000.00
- *NON-REFUNDABLE DEPOSIT - \$500.00*

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#### **Upper Ballroom**

Capacity  
2,100 Square Feet  
Up to 100 guests

- 80 or greater adult meals - \$125.00
- Less than 80 adult meals - \$200.00
- Daily Meeting room rate - \$400.00
- Evening Meeting Room Rate - \$500.00
- *NON-REFUNDABLE DEPOSIT - \$250.00*

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#### **Amici Ballroom**

Capacity  
1,200 Square Feet  
Up to 60 guests

- 40 or greater adult meals - \$100.00
  - Less than 40 adult meals - \$150.00
  - Daily Meeting room rate - \$300.00
  - Evening Meeting Room Rate - \$400.00
  - *NON-REFUNDABLE DEPOSIT - \$125.00*
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# WELCOME

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Welcome to the Dante Club Banquet & Conference Centre. With beautifully decorated banquet rooms, located in the heart of Sarnia, the Dante Club is the perfect place for your wedding, ceremony, reception, meeting or conference. Our facility is fully accessible and is sure to make a statement for your event!

Our culinary team has extensive experience with various cuisines. You can select from one of our detailed menus or customize a menu to better suit your needs. Regardless of the menu you choose for your event, you will receive high quality food, a stunning presentation and first class service!

We would be pleased at the opportunity to give you a tour of our venue. Please call (519) 542-9311 or email [gm@danteclubsarnia.ca](mailto:gm@danteclubsarnia.ca) for more information. You can also check out our website or social media pages for pictures and more information. On behalf of our team, thank you and congratulations! We look forward to serving you!

Sincerely,

*The Dante Club Banquet & Conference Centre*

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## COMPLIMENTARY TO YOU

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- Complimentary Wi-Fi
- Complimentary parking
- Complimentary wireless microphone & podium
- Complimentary Bridal Room (Main Ballroom only)
- Coat Check upon request (Main Ballroom only)
- Personalized Wedding menu tasting for the Bride & Groom
- Complimentary set up, tear down and use of both tables & chairs
- Complimentary white table cloths and white linen napkins (Weddings & Corporate events)
- First class service

# TERMS & CONDITIONS

*This Events Package should be used as a guide for planning your event.  
All pricing and items are subject to availability & the revolving market.*

- Tentative holds can be placed on all available halls, but will only be held for a period of one-week. After the one-week period expires, tentative holds will be released without notice.
- All events hosted at the Dante Club require a signed contract, *non-refundable, non-transferable* deposit and completed Credit Card Authorization Form. The dollar amount of your deposit is dependent on the hall that is rented. After the contract is signed, the deposit acts as a credit towards your final invoice.
- Dante Club Management prefers to meet with you to finalize the event menu and details ten (10) days prior to the scheduled event date. The number of guaranteed guests the Dante Club is to prepare for is required, at least, ten (10) days prior to the event. If the host fails to provide the guaranteed numbers of guests, the Dante Club shall use the noted attendance amount as per the deposit contract. In the event the guaranteed guest count is greater than the event attendance, the host will be responsible for the number on record. In the event where the attendance is greater than planned for, the host will be billed the greater number at a premium.
- You are required to submit the floor plan and or setup detail to the Dante Club seven (7) days prior to your function. The Dante Club does not allow the use of tape, tack, nails or any item that may leave permanent damage to the facility. Decorative Confetti is non-permitted. If these requirements are ignored, the host will receive a surcharge, dependent on the damage. Any candles used for decorating purposes must be in an enclosure; no open flame is permitted.
- Included in your wedding or corporate rental with the Dante Club is the use of white linen and white napkins (food and beverage minimums are required). If food and beverage minimums are not met, rented linen will be reflecting on the final invoice. Additional colours or sizes can be ordered at an additional charges. The Dante Club can provide both white (\$2.00 per cover) and black (\$2.00 per cover) chair covers.
- It is agreed that the facility may be used for showings on the approved rented date, if the viewing occurs before the commencement of the function.
- The Dante Club is happy to work with any dietary concerns, provided the host makes these requirements clear in advance of the event. Any menu items can be created to suit your needs. To assist in menu item selection, a dietary menu & legend is included in this package.
- Wedding tastings for the Bride & Groom are complimentary and encouraged. If a tasting is required, advanced notice is necessary. You can select (2) Pasta's (2) Entrees (2) Starches (2) Vegetables & (2) Desserts. *Please note some items are not available for tasting. Family & Friends are welcomed to join our tasting; however, additional per person fees apply.*
- Due to unpredictable changes in the food & beverage industry, menu items and prices are subject to change without notice. Menu items selected and prices are guaranteed fourteen (14) days prior to the event.
- All prices listed in this package are subject to 15% Gratuity & 13% HST. Service charges are distributed to the team who contributed to the success of your event.
- Performing Rights Royalties: Any event where music or entertainment is present (live or recorded) the appropriate SOCAN (Society of Composers, Authors and Music Publishers of Canada) and RE: Sound tariffs will be billed accordingly, based on the final number of attendance, with or without dance. These charges are subject to HST and paid to the Dante Club who distribute the amount to both entities on your behalf. The collected fees are distributed to Entandem; "Entandem is a joint venture between Re: SOUND and SOCAN, created to simplify the licensing process



so you can play all the music you want in your business legally and ethically, ensuring that those who made the music are compensated". Additional information can be found at <https://www.entandemlicensing.com/>

- Whenever bar facilities are used for the serving of alcoholic beverages, the Dante Club staff has the right to deny service at the bartenders' discretion. Alcoholic beverage service shall be conducted under the guidelines of the Alcohol and Gaming Commission of Ontario.
- If an additional bartender is requested by the host for use behind a bar or rotating/beverage station, the host will be billed a fee of \$25.00 per hour, per bartender requested for a minimum of four hours or the scheduled time requested by the host.
- In the event where the host is supplying alcohol through their own liquor license, the host is required to obtain third party liability insurance for a minimum of two-million dollars. This insurance can be purchased through your personal insurance provider. The Dante Club requires a copy of the insurance and a copy of all bill of sales prior to the event.
- If the host plans to invite guests for the after dinner portion of the evening, Dante Club management must be notified and given a guaranteed number of guests expected. Corkage Fee will apply, if the host is providing an Open Permit Bar. If it is determined that additional guests were taking part of the celebration without Dante Club knowledge, additional fees will apply.
- Due to Health and Safety policies, all food served at the Dante Club is to be prepared by our culinary team. Management may permit hosts to bring in certain traditional cultural items or specialty items from an outside vendor. In these cases, the Dante Club requires the completion of the *External Food Release of Liability* form and valid Food Handlers Certification. The completion of this form allows the Dante Club to evaluate the request and supporting documentation to ensure the product and it's handling is safe for consumption. To bring in outside products or vendors the host will be charged a fee of \$2.00 per person (based on the guaranteed or greater number in attendance). This charge is used to cover costs associated with plastic ware, linens, table setup, additional clean-up and extended labor costs. If the Host wishes to use Dante Club china, an additional \$1.00 per person will be applied. Wedding and or specialty cakes are permitted. The removal of any and all leftover food item(s) supplied by the Dante Club is prohibited.
- If the Dante Club staff is required to wait after your event for your decorator or any other third party involvement, a one-hundred-dollar charge per hour will apply after 2:00 a.m. The Dante Club is not responsible for any items left at the venue after the conclusion of the event.
- Please refer to our "Decorator Regulations" Page at the conclusion of this events package for items pertaining to hired decorators.
- In the event where damages and or any unexpected incurring fees are incurred to the Dante Club property and or equipment, the host will be held responsible and billed accordingly, to the completed Credit Card Authorization Form, as stated in the signed contract.
- Dante Club payment schedule is as follows: Deposit amount (specific to required hall) is due at the signing of the Dante Club Deposit Contract. Twenty-five (25) percent of the anticipated invoice is due six (6) months prior to the event. An additional twenty-five (25) percent is due three (3) months before the event date. The remaining portion of the invoice is due seven (7) days prior to the event. The credit card listed on the Dante Club Credit Card Authorization Form will be used if necessary, for any scheduled, additional, late, and or outstanding charges following the event and for any incurred damages if directly related to the *HOST(s)* event. Custom payment schedules will be detailed in the "To Do List" of your Event Package. Written dates are agreed to by both parties upon signing. Two (2) percent interest, per week, will be charged for late payments. Major companies and businesses are subject to specific terms.
- Payments made by certified cheque or money order can be made payable to Dante Club.
- The Dante Club understands that things happen. If the Host must cancel, six (6) months' notice is required to avoid additional costs. The non-refundable and non-transferable deposit will not be returned to the host. Any direct charges to the Dante Club associated to the cancelled event will be billed to the host.

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# BREAKFAST

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## Served Buffet Style

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***Continental  
Breakfast***  
**\$11**

- Selection of Chilled Juice
- Chef's Assortment of Muffins & Croissants
- Fresh Seasonal Whole Fruit
- Freshly Brewed Coffee, Decaffeinated & Tea

***Dante's Hot  
Breakfast***  
**\$17**

- Selection of Chilled Juice
- Chef's Assortment of Muffins & Croissants
- Fresh Scrambled Eggs
- Bacon & Breakfast Sausage
- Home Fried Potatoes
- Freshly Brewed Coffee, Decaffeinated & Tea

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# BREAKS & SNACKS

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Carafe of Coffee, Decaffeinated Coffee or Tea	\$13
Chef's Assorted Squares & Desserts	\$2.50
Coffee, Decaffeinated or Tea by the Cup	\$1.50
Individual Assorted Cookies	\$1.25
Individual Assorted Muffins	\$2
Pop by the Pitcher	\$10
Whole Seasonal Fruits	\$1.50
Bottled Water	\$2

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# LUNCH

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Warm Focaccia Bread, Coffee Decaffeinated & Tea Included  
\$25 Lunch Buffet | \$30 Family Style Service

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## ***Appetizer Selection***

### ***Choice of One***

- Creamy Caesar Salad
  - Dante House Salad
  - Stracciatella Soup
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## ***Lunch Features***

### ***Choice of One***

- Chicken Cacciatore
  - Oven Roasted Chicken
  - Roasted Sausage with Sweet Peppers and Onions
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## ***Seasoned Starches***

### ***Choice of One***

- Penne Pasta in Dante Tomato Sauce
  - Oven Roasted Potato
  - To add second starch choice, \$2.00
  - To add Chicken or Sausage to your Pasta, \$3.00 per serving
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## ***Fresh Vegetable***

### ***Choice of One***

- Green Bean Almondine
  - Peas and Mushrooms
  - Roasted Baby Carrots
  - To add second vegetable choice, \$2.00 per serving
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## ***Dessert Selection***

### ***Choice of One***

- Sicilian Cannoli
  - Chef's Assortment of Squares & Desserts
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# RECEPTION ITEMS

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Served by the Tray

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## **Assorted Squares, Desserts & Tarts \$70**

*Brownie, Carrot Cake, Butter Tart & Nanaimo bar. 60 pieces.*

## **Assorted Cannoli \$90**

Filled with Ricotta Cheese & Finished with Chocolate Chip or Almond. 50 pieces.

## **Antipasto Tray (Per Person) \$8**

*Marinated Artichoke, Zucchini, Roasted Red Peppers & Grapes. With Genoa Salami, Italian Prosciutto, Fresh Provolone Cheese and an Assortment of Olives.*

## **Dante Pizza \$30**

*3 item homemade Pizza. 24 Slices per pizza.*

## **8 lb. Domestic & Imported Cheese Platter \$195**

Assortment of Cheddar, Marble, Asiago and Grana Padano Cheese. Served with assorted Crackers.

## **Focaccia Bread \$28 Full \$18 Half**

## **Fresh Seasonal Fruit Tray with Dip \$150**

## **Jumbo Shrimp Cocktail \$125**

*60 pieces' total. Served with traditional Cocktail sauce*

## **Loaves and Spreads \$90**

*House Baked Breads, Crostini's and Bread Sticks. Served with a variety of Hummus and Flavoured Oils*

## **Market Vegetable & Ranch Dip \$150**

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# ANTIPASTO BAR

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## Traditional Italian Favourites

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*Marinated Artichoke, Eggplant, Grilled Zucchini and Roasted Red Peppers. With Genoa Salami, Italian Prosciutto, Fresh Provolone Cheese, Bocconcini and an Assortment of Olives, Grapes and Focaccia Bread.*  
\$10.95 per person

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# ASSORTED HORS D'OEUVRE'S

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Butler Style Service | Served by the Dozen

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Antipasto Spiedini	\$32.00
Assorted Quiche	\$24.00
Bacon Wrapped Scallops	\$32.00
Bruschetta Bites	\$24.00
Fried Melanzana	\$26.00
Mini Meatballs	\$32.00
Prosciutto Wrapped Asparagus	\$24.00
Prosciutto Wrapped Cantaloupe	\$24.00
Spanakopita	\$24.00
Spring Rolls with Sweet Chili Glaze	\$32.00
Shrimp Cocktail	\$32.00
Stuffed Ravioli Crisp	\$32.00

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# DINNER BUFFETS

\$47.95 per person

Warm Focaccia Bread, Seasonal Fruit, Coffee, Decaffeinated and Tea

## ***Salad Bar***

- Creamy Caesar Salad
- Dante House Salad
- Chef's Feature Pasta Salad

## ***Pasta Selections Choice of One***

- Penne in Homemade Dante Sauce – (Bolognese Sauce +\$2.00)
- Spinach & Ricotta Stuffed Cannelloni

## ***The Main Entrée's Choice of One***

- Chicken Parmigiana
- Chicken Piccata
- Oven Roasted Chicken
- Roast Striploin with Au Jus
- Veal Parmigiana
- Prime Rib Carving Station with Au Jus \$20.00
- Add Roast Striploin with Au Jus with your Chicken Entrée \$12

## ***Vegetable & Starches***

### ***Choice of One Each***

- Green Bean Almondine
- Peas and Mushrooms
- Roasted Baby Carrots
- Seasonal Vegetable Medley
- Garlic Mashed Potato
- Oven Roasted Potato

## ***Dessert Selection Choice of One***

- Sicilian Cannoli & Assorted Desserts Sqaures
- Chocolate Tartufo
- Traditional Tiramisu

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# FAMILY STYLE DINNERS

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Just Like at Home

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## *Classico* \$35

- Warm Focaccia Bread
  - Antipasto Classico (See A La Carte menu)
  - Penne Pasta in Homemade Dante Sauce
  - Oven Roasted Chicken
  - Peas and Mushrooms & Oven Roasted Potatoes
  - Dante's House Salad
  - Chocolate Tartufo
  - Freshly Brewed Coffee, Decaffeinated & Tea
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## *Italiano* \$48

- Warm Focaccia Bread
  - Antipasto Italiano (See A La Carte menu)
  - Penne Pasta in Homemade Dante Sauce
  - Chicken Piccata Lemonata
  - Seasonal Vegetable Medley & Oven Roasted Potatoes
  - Roast Striploin of Beef with Au Jus
  - Dante's House Salad
  - Traditional Tiramisu
  - Freshly Brewed Coffee, Decaffeinated & Tea
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## *Extravaganza* \$60

- Warm Focaccia Bread
  - Antipasto Extravaganza (See A La Carte menu)
  - Penne Pasta in Homemade Dante Sauce
  - Chicken Marsala
  - Green Bean Almondine & Oven Roasted Potatoes
  - Prime Rib with Au Jus
  - Dante's House Salad
  - New York Cheesecake
  - Freshly Brewed Coffee, Decaffeinated & Tea
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# A LA CARTE MENU

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Select Items from Various Categories  
to Design your Own Individually Plated Menu

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## Salad

Dante Club House Salad	\$4
Cucumber Wrapped House Salad	\$6
Creamy Caesar Salad	\$6
Spinach & Arugula Salad with Beets & Goat Cheese	\$8

## Antipasto

### Classico

<i>Salami &amp; Prosciutto with Provolone Cheese. Artichoke Hearts, Mixed Olives and Grilled Eggplant.</i>	\$8
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### Italiano

<i>Salami, Prosciutto &amp; Mortadella with Provolone Cheese. Artichoke Hearts, Mixed Olives and Grilled Zucchini &amp; Marinated Eggplant.</i>	\$10
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### Extravaganza

<i>Salami, Prosciutto &amp; Mortadella with Provolone &amp; Bocconcini Cheese. Artichoke hearts with Mixed Olives and Grilled Zucchini, Marinated Eggplant &amp; Roasted Red Peppers.</i>	\$12
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## Soups

Classic Chicken Noodle	\$5
Minestrone	\$5
Stracciatella	\$5

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# A LA CARTE MENU

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All Main Entrees include:  
Warm Focaccia Bread, your choice of Vegetable & Starch,  
Coffee, Decaffeinated & Tea

Choice meals require individual place cards at guest tables

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## **Pastas**

Fresh Spaghetti A La Chittara	MP
Gnocchi	\$8
Homemade Lasagna	\$10
Pasta Bolognese	\$8
Pasta Primavera	\$8
Penne or Rigatoni Pasta in Homemade Dante Sauce	\$6
Spinach and Ricotta Stuffed Cannelloni	\$8

## **Main Entrees**

Chicken Piccata Lemonata	\$24
Chicken Marsala	\$24
Caprese Stuffed Chicken	\$26
Mozzarella & Prosciutto Stuffed Chicken Supreme	\$24
8 oz. Prime Rib with Yorkshire Pudding	\$30
8 oz. Beef Tenderloin	\$32
Osso Bucco	\$32
Pork Tenderloin	\$24
Veal Parmigiano	\$26
Atlantic Salmon	\$27

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## A LA CARTE MENU

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Paired with your Main Entree

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### Vegetables

Green Bean Almondine  
Oven Roasted Carrots  
Peas & Mushroom  
Seasonal Medley

### Starches

Garlic Mashed Potato  
Oven Roasted Potato

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## DIETARY MEALS

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Gluten Free (GF) | Vegetarian (V) | Vegan (VG)

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Eggplant Parmigiana	(V)
Gluten Free Penne Pasta	(GF)
Stuffed Portobello Mushroom with Balsamic Glaze	(GF) (V) (VG)
Vegetarian Lasagna	(V)

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## KIDS MEALS

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Chicken Fingers & Fries	\$12.95
Penne & Meatballs	\$12.95

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*If children are eating the same menu as adult's,  
children under three (3) free of charge, ten (10) and under 25% off*

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## DESSERT

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Save the Best for Last

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Chocolate Tartufo	\$6
Crème Brulee	\$10
New York Cheesecake (Cherry, Chocolate or Strawberry Topping \$0.75)	\$6
Traditional Tiramisu	\$6
Turtles Cheesecake	\$8
Wedding Cake – Plating Service provided by the Dante Club Staff	\$2

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## LATE NIGHT AND FOOD BARS

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11:00 p.m. Service

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### **Assorted Squares & Desserts \$70**

*Brownie, Carrot Cake, Butter Tart & Nanaimo bar. 60 pieces.*

### **Assorted Cannoli \$90**

Filled with Ricotta Cheese & Finished with Chocolate Chip or Almond. 50 pieces.

### **Dante Pizza \$30**

*3 item homemade Pizza. 24 Slices per pizza*

### **Chicken Wings by the Pound \$15**

Choice of Honey Garlic, Mild, Cajun or Lemon Pepper

### **Fully Loaded Nacho Tray \$100**

Seasoned Ground Beef with Nacho Chips, Green Onion, Tomato, Cheddar Cheese, Sour Cream and Salsa. Serves 25

### **Porchetta Bar \$10 (50 person minimum)**

Roasted Pork with Assorted Focaccia & Panini. Served with lettuce and Roasted Red Pepper

### **Poutine Bar \$8**

Fresh Cut Fries with traditional Toppings. Gravy, Bacon Bits, Chives, Green Onion, Cheddar & Mozzarella Cheese

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# BEVERAGE SERVICE

## Open Permit Bar

- The host of the function provides all alcoholic beverages through an L.C.B.O Special Occasions Permit and obtained, two million dollar liability Insurance. The Dante Club will provide all glasses, mix, ice and regular labour through a per person corkage fee (HST applies) Corkage Fee \$10.95/person
- Additional bartenders can be requested at an additional fee.

## Host Bar

- The host will provide all drinks at no charge to their guests. The Dante Club will supply all drinks and charge the host on a consumption basis. In this scenario, the host will be operating under the Dante Club's existing licence and no additional liability insurance or special occasions permit is required.
- Additional options include a loonie or toonie bar. In this scenario, the host must provide a float for the Dante Club to operate from for the duration of the evening. At the end of the function, the float will be returned to the host and consumption will be reflective on the final invoice.
- If a minimum sale of \$250.00 per bartender(s) is not reached, the host will be billed for the labor of the bartender(s) at a rate of \$25.00 per hour, per bartender.

## All Inclusive Packages

### Ask About This Custom Option

- **Standard Bar** – Domestic Beer, Standard Liquor, House Wine by the Glass, Espresso, Pop, Juice, Coffee, Decaffeinated & Tea.
- **Premium Bar** – All inclusions of our Standard Bar with the addition of Premium Beer, Premium Liquor & Masi Wine by the Glass.

Bar services provided for a one (1) hour cocktail service.  
One Bottle of each House Wine, Red & White, Per table during dinner service.  
Replenishable once, upon request during Dinner service only.  
Bar Service closed through dinner. To re – open for a period of four (4) hours, no later than 1:00 a.m., when facility closes, following service/speeches.

## Cash Bar

- The Dante Club will provide all liquor, mixes and labor. The host's guests will pay for their own drinks on their consumption basis.
- If a minimum sale of \$250.00 per bartender is not reached, the host will be billed for the labor of the bartender(s) at a rate of \$25.00 per hour, per bartender(s).

Standard Liquor & Premium Liquor	\$4.65 & \$5.53
Domestic Beer & Premium Beer	\$4.65 & \$5.53
House Wine by the Glass/Bottle	\$5.50 & \$24.00

*Above products are standard. Additional items may be stocked.*  
Additional Wines available upon Request. Market Price.  
Above Prices do not include HST

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# DECORATOR REGULATIONS

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## Dante Club

- ☐ The Dante Club will notify the client or third-party service when they will have access to the facility.
- ☐ The Dante Club will provide a clean working area.
- ☐ The Dante Club will follow setup instructions provided by the client and or third-party service.
- ☐ The Dante Club may have the day previous of booking or day following booking rented to a different client.
- ☐ The Dante Club will not hold days specifically for setup or tear down of an event.
- ☐ The Dante Club is not responsible for any items left behind before or following an event.
- ☐ The Dante Club is permitted to take and publish photos of the dressed facility for advertisements purposes.

## Decorator

- ☐ The hired decorator will report and depart to and from the Dante Club facility, as scheduled.
- ☐ The hired decorator will only have access to the facility during times agreed to by the Dante Club.
- ☐ The hired decorator must supply all items needed for their setup (including ladders, poles, extension cords, etc.)
- ☐ The hired decorator is welcome to showcase the dressed facility during Dante Club operational hours. The Dante Club will not stay open past operation hours for this purpose. The Dante Club must be notified of this previous to arrival.
- ☐ The hired decorator is responsible for the removal of all left behind garbage, boxes, etc. If items are left behind, the hired decorator will be invoiced a cleaning & disposal fee.
- ☐ The Dante Club is not responsible for any labour charges associated with the setup, tear down or execution of the Decorators services.
- ☐ The hired decorator does not have access to the Dante Club kitchen, storage or tool(s) area, without previous consent. If Dante Club items are allowed to be used, the decorator is responsible for returning them in the condition they were found.

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DANTE CLUB

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DATE

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DECORATOR

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DATE

# TO DO LIST

## Step by Step

### As soon as possible

- Secure your Venue
- Sign the *Banquet Deposit Contract*
- Payment of Initial Deposit
- Complete the Credit Card Authorization form

### 6 months prior to the event

Date: \_\_\_\_\_

- Payment of twenty-five (25) percent of the anticipated invoice

### 6 – 3 months prior

#### To the event

Date: \_\_\_\_\_

- Schedule your Complimentary tasting (Weddings only)

### 3 months prior to the event

Date: \_\_\_\_\_

- Payment of twenty-five (25) percent of the anticipated invoice

### 10 days prior to the event

Date: \_\_\_\_\_

- Meet with Dante Club Management to finalize the menu and event details
- Provide the Dante Club with the Guaranteed number of guests to attend the event

### 7 days prior to the event

Date: \_\_\_\_\_

- Submit a floor plan and set-up details to the Dante Club
- Submit the *External Food Release of Liability Form* (if required)
- Submit a copy of Liability Insurance (if required)
- Submit signed copy of Decorator Regulations
- Remaining balance of the anticipated invoice is due

### 1 day prior to the event

Date: \_\_\_\_\_

- Submit Special Occasion Bar Permit (Host Bar Only)
- Submit Bills of Sales (Host Bar Only)
- Drop off Alcohol to the Dante Club (Host Bar only)
- Confirm Decorator tear down and clean up schedule

### Your date

Date: \_\_\_\_\_

- Eat, drink & celebrate!

### After Your Event

Date: \_\_\_\_\_

- Final charges if applicable, including final bar tabs, labor charges (minimums not met), any damages etc, will be applied to Credit Card detailed on the Credit Card Authorization form.



