



Greek Canadian Community of London and Vicinity, Inc.

Auxiliary Organizations:

- Greek School of London
- Greek Canadian Women's Association
- Greek Canadian Athletic Association
- Greek Canadian Youth Association

965 Sarnia Road
 London, ON N6H 5J9
 (519) 471-0025
 www.gcclondon.com

Day and Date of Function: _____

Guest arrival time: _____

Name: _____

Address: _____

Telephone Number () _____ - _____ Contact Name: _____

Approximate number of guests attending function: _____

The following guarantees are required by 12:00pm one week in advance of your function:

Adults attending function: _____

Children: 0 - 4 _____ 5 - 10 _____

Special Diet Requests (Diabetic, Celiac, allergies): _____

Please Note:

- Children up to age 4 are free if eating from your chosen menu. Children 5 to 10 are ½ price if eating from your chosen menu. If a child's menu item is chosen, the cost is \$7.00 per child.
- Deposits are non-refundable.
- A confirmation/guarantee of the number of guests attending your function is required one week in advance of your function.

Instructions:

For all of the following pages, please check (✓) only items that are a "yes" answer. Leave blank items that are a "no" answer.

Room Requirements

() Is the North Ballroom only being used for your function?

Room Rental: \$2,500.00 *(Included in the all-inclusive packages)*

() Is the South Ballroom only being used for your function?

Room Rental: \$1,000.00 *(Included in the all-inclusive packages)*

() Are both the North Ballroom and South Ballroom being used for your function?

Room Rental: \$3,000.00 *(Included in the all-inclusive packages)*

Patio setup

Patio will be set with tables, chairs and umbrellas, weather permitting. There is no smoking allowed on the patio. A designated smoking area is located behind the patio.

Tables and requirements

() Head table - Number of guests at head table: _____

() Gift table(s)

() Punch table

() Hors d'oeuvres table(s)

() 4ft registration table(s)

() 6ft registration table(s)

() 8ft registration table(s)

() Microphone and podium

() Easel

() Memory table

() Late Luncheon table(s)

() Other tables: _____

Seating Plan: Must be submitted to the GCC a minimum of one week prior to your function

Typically 8 guests per table is optimum, however tables can accommodate up to 10 guests.

Entertainment

- Are you using a DJ? Are you using a Band?
- Is the stage required for your DJ or band? **Note: Fog machines and pyro-technics are not permitted!**
- Are you having any audio/visual presentations? **Note: You require a 25ft extension cord for your equipment.**

Decorations:

Will you be doing any decorating? **Note: Decorating may be done the day before your function IF no other function is booked that day. You may also book the previous day for an additional \$500.00. Otherwise, decorating may begin at 10:00am on the day of your function. Decorations may not be attached by nails, glue, tacks or any other medium that will cause damage to the walls, floors, trim or ceiling. Confetti of all types including table sprinkles, are not permitted in the banquet halls or surrounding grounds. A cleaning fee of \$150.00 applies if used. Deliveries are typically made one day in advance of function between 10:00am and 4:00pm**

Bar Service

- Is bar open upon arrival? Is bar open during dinner? Is bar open during speeches?
- Open Bar Cash Bar Loonie bar Toonie bar

Bartenders

One bartender for each 100 guests. Number of Bartenders required? _____ Price: **\$125.00 per bartender for up to 5 hours. \$25/hr for each additional hour per bartender. (Included in the all-inclusive packages)**

Dinner Wine

- Is table wine being provided by convener? (corkage fees are \$4.00 per bottle - included in the all-inclusive packages)
- May the guests have additional wine with dinner?

Alcoholic beverages - GCC Operated Cash Bar

\$5.00 each for alcoholic beverages.

Punch Service:

- Number of alcoholic punches being served to guests upon arrival? _____ - **\$75.00**
- Number of non-alcoholic punch being served to guests upon arrival? _____ - **\$45.00 (Included in the all-inclusive packages)**

Option A: Unlimited One Hour Hors D'oeuvres Service

\$22.00 per person (Included in the all-inclusive packages)

What time should hors d'oeuvres service begin? (One hour service) _____

Choose four of the following items:

- | | |
|--|--|
| <input type="checkbox"/> Lightly Breaded Zucchini Sticks with Ranch Dressing | <input type="checkbox"/> Battered Mushrooms served with Ranch Dressing |
| <input type="checkbox"/> Egg Rolls (halved) served with Plum Sauce | <input type="checkbox"/> Mozzarella Sticks served with Salsa Sauce |
| <input type="checkbox"/> Italian Style Meatballs in Tomato Sauce | <input type="checkbox"/> Honey Garlic Meatballs |
| <input type="checkbox"/> BBQ Meatballs | <input type="checkbox"/> Spring Rolls Served with Plum Sauce |
| <input type="checkbox"/> Chicken Morsels in Sweet Chili Sauce | <input type="checkbox"/> Salmon Bites in Sweet Chili Sauce |
| <input type="checkbox"/> Mini Quiche with Sundried Tomato and Feta | <input type="checkbox"/> Torpedo Shrimp |

Option B: A la Carte Hors D'oeuvres Service

Indicate numbers required (minimum order - 3 platters):

- | | | | |
|---|----------------|---|----------------|
| <input type="checkbox"/> Veggies and Dip | \$45.00 | <input type="checkbox"/> Torpedo Shrimp | \$40.00 |
| <input type="checkbox"/> Cheese and Crackers | \$30.00 | <input type="checkbox"/> Spanakopita | \$45.00 |
| <input type="checkbox"/> Battered Mushrooms | \$35.00 | <input type="checkbox"/> Breaded Zucchini Sticks | \$30.00 |
| <input type="checkbox"/> Egg Rolls (halved) | \$35.00 | <input type="checkbox"/> Spring Rolls | \$35.00 |
| <input type="checkbox"/> Honey Garlic Meatballs | \$25.00 | <input type="checkbox"/> Mozzarella Sticks | \$35.00 |
| <input type="checkbox"/> Italian Meatballs in Tomato Sauce | \$25.00 | <input type="checkbox"/> BBQ Meatballs | \$25.00 |
| <input type="checkbox"/> Chicken Morsels in Sweet Chili Sauce | \$40.00 | <input type="checkbox"/> Salmon Bites in Thai Chili Sauce | \$40.00 |
| <input type="checkbox"/> Mini Quiche with Sundried Tomato and Feta Cheese | \$45.00 | | |

Dinner Service

Plated Service:

Time of service: _____

Includes fresh rolls with butter and Soup **or** Salad.

Soup Service

() Minestrone () Chicken Rice () Chicken Vegetable () Beef with Barley () Chicken Noodle () Cream of Mushroom
() Cream of Broccoli () Cream of Potato & Leek

Salad Service

() Garden Salad with Spring Mix – Dressings (check 2): () Ranch () Italian () French () Raspberry Vinaigrette () Tomato Pesto
() Balsamic Vinaigrette () Caesar

Other Salads

() Greek Salad - add **\$1.00 per person** () Caesar Salad - add **\$1.00 per person**

Soup **AND** Salad Service

() Soup and Salad – add **\$1.50 per person**

Main Course

PLEASE ENSURE YOUR INVITATION REQUESTS A MEAL CHOICE FROM YOUR GUESTS

Entrée Choice #1 _____ Sauce _____

Entrée Choice #2 _____ Sauce _____

Vegetarian Alternative: () Pasta with vegetables and () Marinara Sauce or () Blush Sauce **OR** () Stuffed Mushrooms. Vegetarians will also receive the sides you select below.

() Indicate Number of Vegetarians

Sides

Starches (choose 1):

() Roast Potatoes () Herb & Garlic Mini Potatoes () Mashed Potatoes
() Rice Pilaf

Vegetables (choose 2):

() Corn () Green Beans () Cauliflower
() Broccoli Florets () Peas () Baby Carrots

Dessert choose 1):

() Strawberry Cheesecake () Chocolate Cheesecake () Triple Berry Cheesecake
() Chocolate Layer Cake () Chocolate Layer Cake () Chocolate Mousse
() Strawberry Shortcake () Fresh Fruit Salad () Tiramisu
() Old Fashioned Apple Pie () German Apple Strudel

Buffet Service:

Time of Service _____

Includes: Fresh Rolls with butter, Crisp Garden Salad with assorted dressings, Potato Salad, Coleslaw, Oven Roast Potatoes, Rice Pilaf and Pasta Pomodoro (vegetarian option)

Entrée #1 (choose one)

() Prime Ribs of Beef w/Au Jus () Maple Glazed Ham
() AAA Roast of Beef () Roasted Half Chicken
() Roasted Ontario Turkey () Boneless Breast of Chicken

Sauce Choices:

() White Wine Sauce
() Mushroom Sauce
() Sweet & Sour Sauce
() Beef Gravy
() Chicken Gravy
() Turkey Gravy

Entrée #2

(Prime Rib and Roast Beef are not available as Entrée #2 or #3 selections)

Add a second meat item (both served):

\$5.00 per person

() Roasted Half Chicken () Boneless Breast of Chicken
() Roasted Ontario Turkey () Caribbean Crusted Basa Fillets
() Maple Glazed Ham

Dessert Buffet

Assorted Cookies, Assorted Turnovers

Late Table:

Time of Late table: _____

A minimum of 4 hours is required between the beginning of dinner and the beginning of late lunch.

() Late Luncheon Buffet: Fresh Rolls with creamery butter, crisp garden greens with assorted dressings, potato salad, coleslaw, pasta salad, veggie and dip platter, assorted pickle tray, assorted cold cuts (beef, ham, turkey, salami), fruit tray, assorted sweets. **\$28.00 per person (Included in the all-inclusive packages)**

Note: Coffee/tea is included in late luncheon menus shown above

() Fruit Service: Watermelon, grapes, honey dew, cantaloupe, pineapple, strawberries: _____ **\$60.00 per tray**

() Number of Cheese and Crackers trays: _____ **\$30.00 per tray**

() Number of Veggies and Dip trays: _____ **\$45.00 per tray**

Reminders

**** Smoking is not permitted in the building or on the patio. You are responsible for any damages caused by your guests.**

**** Fog machines, table sprinkles, confetti of all types, real flower petals, nails, tacks on floors, walls, ceiling are not allowed.**

**** We are no longer able to supply scissors, tape, staplers, vases, candle holders, candles, paper, extension cords, decorating items.**

Greek-Canadian Community Address to be used for invitations:

965 Sarnia Rd. (near Hyde Park Rd.)

London, Ontario N6H 5J9

* Appointments must be made in advance by calling 519-471-0025 or by emailing info@gcclondon.com.

Notes: _____

A 15% Service Charge will be added to all invoices along with applicable taxes.

Payment is due by cash, cheque, money order, debit, VISA or MasterCard three days in advance of your function.

Convener's Signature: _____ **Date:** _____

Convener's Name (please print): _____