

SERBIAN CENTRE

CATERING AND EVENTS FACILITY

2020 EVENT PLANNING GUIDE

THE SERBIAN CENTRE of Windsor offers a secluded and welcoming atmosphere while being conveniently located in the heart of the city.

Thirty years of experience has taught us that, attention to even the smallest detail is the key to creating a memorable experience. Our establishment has complete banquet facilities, expert catering and will handle the particulars according to your specific needs. The Serbian Centre offers a wide variety of customized services for any occasion.

With multiple room configurations, we are able to provide the ideal surrounding for your next event. Each of our distinctive halls is perfectly suited as a venue for a wedding reception, corporate function, family celebration, or any other event.

Consisting of ethnically diverse dishes and fine North American fare, our menus have been designed to fit any budget and assure your guests impressive cuisine. "Our food is our reputation, ask anyone!"

The Serbian Centre's professional service ensures your guests thoroughly enjoy their dining experience. Our friendly and accommodating staff are professionally trained to cater to your every need. We strive to make you and your guests feel welcome and comfortable from our first meeting to the end of your event.

We welcome you to come and enjoy our genuine hospitality and great food all at very reasonable and competitive prices.



BOOKING YOUR EVENT

Booking your event with the Serbian Centre is simple and straight forward. Call or e-mail us to begin the process. Our staff is eager to serve you and make your event planning experience stress-free.

Contact us to book your event as early as possible, dates fill up quickly. When booking your event, it is important to have a projected number of guests as well as a rough outline of your function in order to reserve the proper room for your event (i.e. dancefloor, photo booth, head table, etc.).

HALL CAPACITIES

MAIN HALL (Raska and Topola)

Licensed for up to 596 people, offering a 52ft bar and a permanent decorative stage.
\$500 Hall fee if less than 300 people.

RASKA HALL

Accommodates up to 220 people with a permanent stage.
\$250 Hall fee if less than 150 people.

TOPOLA HALL

Accommodates up to 220 people.
\$250 Hall fee if less than 150 people.

KOSOVO HALL

Licensed for up to 120 people. An intimate room with a gas fireplace and adjoining licensed outdoor patio.
\$250 Hall fee if less than 80 people.

HALL DEPOSITS

INITIAL NON-REFUNDABLE DEPOSIT (Sunday to Friday)	\$500
INITIAL NON-REFUNDABLE DEPOSIT (Saturday)	\$1,000
2 WEEKS PRIOR TO EVENT DATE	75% of anticipated bill

The Serbian Centre requires a non-refundable deposit to reserve your hall. Until the deposit is received, dates may be booked without notice. The deposit will be deducted from your final invoice. The hall rental on the day of your event begins at the time of guest arrival and ends at 1:00 am, unless special arrangements have been made with the manager.



ADDITIONAL EVENTS

We strive to be a one stop shop for all your event needs. Please ask us about discounts or special offers when booking multiple events with us such as wedding ceremonies, rehearsal dinners, bridal showers, stag and does, etc.

SPACE IS NOT CONFIRMED AND IS SUBJECT TO FURTHER SALE UNTIL A DEPOSIT HAS BEEN RECEIVED.
THE SERBIAN CENTRE RESERVES THE RIGHT TO REFUSE THE BOOKING OF ANY FUNCTION.

Prices are subject to applicable taxes and gratuity.

SERBIAN CENTRE
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6770 TECUMSEH RD E, WINDSOR, ON 519.944 4884

MENU SELECTION

The Serbian Centre is renowned for its top quality catering services and we are here to ensure that you and your guests are completely satisfied with every aspect of your meal. Our professional, experienced catering staff will be more than happy to offer their assistance and advice on your menu selections. At your convenience, custom designed menus can be arranged.

The final menu decisions are to be submitted two weeks prior to the function, to ensure availability, proper staffing and coordination of your event.

Special dietary substitutes are also available upon request and must be arranged prior to the event. Guests requiring special meals must be identified to the wait staff in advance.

The guaranteed number of attendees must be given no later than 12:00 noon, seven working days prior to the function. When reporting the guaranteed number, we require the breakdown of the number children under the age of 12, in order to receive the proper discount. If the guaranteed number has not been received, the billing will be made out for the number of persons which the function was originally expected or to the actual attending number.

All menu prices are listed per person and are subject to applicable taxes and gratuity which may change without notice.

The Serbian Centre has exclusive rights to all food preparation and sales.

The content of our menus are merely suggestions and we would be happy to design a special menu for you. We offer two basic styles of meal service to choose from:

COUNTRY STYLE

Garnished platters of food are served to each table by our professional wait staff. Seconds are available on request.

BUFFET

Buffet tables and stations are set up in the room. The guests may help themselves to all they can eat during the limited time the buffet is set up.

SPECIAL MEAL REQUESTS

Specialty meals (vegetarian, vegan, gluten free, etc.) are offered to accommodate guests who have dietary restrictions that do not fit the menu selected by the event organizer. Guests with special diets or food allergies should contact the office directly, and the Serbian Centre will try to accommodate these special requests, when possible. Guests with questions regarding food ingredients are welcome to call the Serbian Centre.

All special meals must be requested at least one week in advance of the event. All food brought into our building must be pre-approved on the contract. The use of our kitchen is not permitted in keeping with current health and safety regulations.

GUEST COUNT

You will be billed for the larger of your actual guest count or your “guaranteed” number of guests. If some guests do not attend, you will still be charged for your guarantee. Our food purchasing is based on your guarantee. It would benefit you to obtain as many firm responses as possible before giving the Serbian Centre your final count. Final count and any changes to your menu must be discussed with the manager at least 14 days prior to your event.

Please be accurate with your guest count. Do not over or under estimate! The Centre ensures an adequate supply of food for all your guests if a proper guarantee is given.

Prices are subject to applicable taxes and gratuity.

COUNTRY STYLE SERVICE

For convenience, below is a selection of prepared menus. You may choose from these options or create your menu from our provided menu list. A typical country style menu consists of; an appetizer, salad, a pasta dish, one or two main entrées, a starch and vegetable followed by dessert, coffee and tea.

COUNTRY STYLE MENU OPTIONS

THE BASICS	\$28.95	THE BASIC PLUS	\$32.95
<ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Roasted Chicken• Roasted Potatoes• Freshly brewed Coffee and Tea• Assorted Squares		<ul style="list-style-type: none">• Rolls and Butter• Caesar Salad• Penne with Tomato Sauce• Chicken Parmigiana• Roasted Potatoes• Freshly brewed Coffee and Tea• Assorted Squares	
THE CLASSIC	\$37.50	THE DELUXE	\$39.95
<ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Roasted Chicken• Roast Beef with Mushroom Gravy or Roast Veal• Roasted Potatoes• Green Beans with butter or Mixed Vegetables• Freshly brewed Coffee and Tea• Assorted Squares		<ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Chicken Schnitzel with White Wine Sauce• Roast Beef with Mushroom Gravy or Roast Veal• Roasted Potatoes• Green Beans with butter or Mixed Vegetables• Freshly brewed Coffee and Tea• Assorted Squares	
THE FAVOURITE	\$44.95	THE ULTIMATE	\$49.95
<ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Meat Sauce• Chicken Schnitzel with White Wine Sauce• Pork Tenderloin with Mushroom Cognac Sauce• Parisian Potatoes• Green Beans with butter or Mixed Vegetables• Freshly brewed Coffee and Tea• Cheesecake w/ Cherry or Chocolate Topping		<ul style="list-style-type: none">• Roasted Red Pepper Soup• Rolls and Butter• Garden Salad• Bowtie Pasta Blush Sauce (Tomato and Alfredo Mix)• Grilled Lemon Chicken or Chicken Marsala• Beef Tenderloin• Parisian Potatoes• Green Beans with butter or Mixed Vegetables• Freshly brewed Coffee and Tea• Tartufo	

Upgrade your pasta from Tomato to Meat Sauce for \$1.00 per person.

Prices are subject to applicable taxes and gratuity.

BUFFET

PASTA BAR <ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Freshly brewed Coffee and Tea	\$14.50	THE BASIC BUFFET <ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Roast Chicken or Roast Beef with Mushroom Gravy• Roasted Potatoes or Green Beans• Freshly brewed Coffee and Tea	\$23.95
THE CLASSIC BUFFET <ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Roasted Chicken• Roast Beef with Mushroom Gravy or Roast Veal• Roasted Potatoes or Green Beans• Baby Carrots or Mixed Vegetables• Freshly brewed Coffee and Tea	\$28.95	THE DELUXE BUFFET <ul style="list-style-type: none">• Rolls and Butter• Garden Salad• Penne with Tomato Sauce• Roast Beef with Mushroom Gravy or Roast Veal• Chicken Schnitzel with White Wine Sauce• Roasted Potatoes• Mixed Vegetables or Green Beans• Freshly brewed Coffee and Tea	\$32.95

Upgrade your pasta from Tomato to Meat Sauce for \$1.00 per person.

LATE NIGHT FARE

Minimum order of 50 pieces or to serve 50 people.

PIZZA (Assorted Varieties)	\$50.00 King size
POUTINE	\$3.95 per person
PEROGIES	\$4.50 per person
SUB SANDWICHES	\$4.25 per person
COLD CUT TRAY	\$55.00 per tray
CHEESE TRAY	\$50.00 per tray
BURGERS	\$3.00 each
CEVAPS	\$1.50 each
TACO STATION	\$4.50 per person

BUTLER PASSED HORS D'OEUVRES

Upgrade your event with butler passed hors d'oeuvres as your guests arrive, starting at \$12.99 per dozen.

OPTIONS INCLUDE:

- Cevaps
- Bruschetta
- Shrimp Cocktail or Shrimp on Cucumber Rounds
- Tortilla Pin Wheels
- Mac and Cheese Wedges
- Meat Balls
- Vegetable Spring Rolls
- Chicken Skewers
- And much more

Prices are subject to applicable taxes and gratuity.

FULL MENU

ANTIPASTO & APPETIZERS

COLD CUTS - Salami, Capicola, Mortadella

CHEESE - Marble, Cheddar

GRILLED VEGETABLE ANTIPASTO - Roasted Red Pepper • Grilled Zucchini • Grilled Eggplant • Marinated Artichoke Hearts • Olives

SERBIAN CENTRE ANTIPASTO - Prosciutto, Capicola, Ham and Salami • Provolone and Mozzarella • Hot Peppers • Marinated Mushrooms • Black and Green Olives

ANTIPASTO VALENTINO - Prosciutto wrapped Melon • Roasted Red Peppers • Feta Cheese • Olives

CEVAPS

VEGETABLES and DIP

BRUSCHETTA

SHRIMP COCKTAIL or SHRIMP on CUCUMBER ROUNDS

TORTILLA PIN WHEELS

MAC and CHEESE WEDGES

MEAT BALLS

VEGETABLE SPRING ROLLS

CHICKEN SKEWERS

SALADS

SERBIAN POTATO SALAD

CAESAR SALAD

GREEK SALAD - A mix of romaine and iceberg lettuce, red onion, peppers, cucumbers, black olives and feta cheese, tossed in our house made Greek vinaigrette

TUSCAN SALAD - Cucumber, Tomato, Bocconcino, Red Onion, Black Olives tossed in an oil and vinegar dressing.

SERBIAN CENTRE SALAD - Tomatoes, cucumbers and onion, tossed in a blend of olive oil and seasonings, served on a bed of romaine lettuce.

SEAFOOD SALAD - Mixed Seafood marinated in oil, lemon and spices served on a platter.

SOUPS

Wedding Soup

Chicken Noodle Soup

Homemade Vegetable Soup

Serbian Dumpling Soup

Cream of Broccoli

Cream of Mushroom

Roasted Red Pepper

PASTA

DRY NOODLES - Penne • Fusilli • Rigatoni • Spaghetti
• Fettucine Farfalle (Bowtie)

SPECIALTY PASTA - Lasagna • Ravioli (meat or cheese filled)
• Tortellini

SAUCES - Meat Sauce • Tomato Sauce • Blush Sauce
• Mushroom Sauce • Alfredo Sauce • Primavera • Oil and Garlic



ENTRÉES

POULTRY

- Roasted Chicken
- Chicken Marsala
- Lemon Chicken
- Chicken Schnitzel with White Wine Sauce
- Chicken Kiev stuffed with herbed butter
- Chicken Parmigiana with Marinara Sauce and Mozzarella
- Mediterranean Chicken stuffed with Spinach and Feta Cheese
- Chicken Valentino stuffed with Mozzarella and Roasted Red Pepper
- Roast Turkey
- California Roast Chicken Breast stuffed with Pork Tenderloin
- Chicken Cordon Bleu stuffed with Ham and Swiss Cheese

PORK

- Honey Glazed Ham
- Pork Tenderloin with Mushroom Cognac Sauce
- Roasted Pork

BEEF

- Roast Beef served with Mushroom Sauce
- Veal Roast
- Veal Parmigiana topped with Marinara Sauce and Mozzarella
- Prime Rib of Beef Au Jus
- Grilled New York Strip Sirloin served with fresh mushrooms

FISH

- Deep Fried Cod Loin
- Broiled Salmon with Dill or Lemon Sauce
- Broiled Basa Filet with Lemon Sauce
- Fried Calamari
- Sautéed Shrimp in a White Wine Butter Sauce

STARCHES & VEGETABLES

Roasted Potatoes
Parisian Potatoes
Mashed Potatoes
Green Beans with butter or butter and garlic
Baby Carrots
PEI Blend
Whole or Sliced Mushrooms

SERBIAN SPECIALITIES

Cevaps served with chopped onions
Karadjordje's Schnitzel – stuffed pork schnitzel
Cabbage Rolls
Vegetarian Cabbage Rolls
Stuffed Peppers
Cheddar and Onion Perogies

DESSERT OPTIONS

New York Style Cheesecake • Tartufo • Tiramisu • Assorted Pastries • Assorted Ice-Cream • Chocolate Explosion • Ice Cream Crepes • Fruit Trays

Vegan, Vegetarian and Gluten Free Options available upon pre-order request.

OUTSIDE VENDORS & CATERING

- All vendors must work in a manner that promotes their safety, and the safety of guests and Serbian Centre employees.
- All outside vendors are prohibited from using the kitchen or kitchen equipment
- Any damages or additional services required by vendors will be charged to the customer.
- All items must be removed at the end of the event.
- The Serbian Centre is not responsible for any lost or stolen articles.
- Parties that have outside food catered are subjected to an additional fee per person, at the discretion of the manager.

BAR SERVICE

Our commitment is to offer quality service and act in the best interests of the client and the Serbian Centre.

Persons making arrangements for the purchase of alcoholic beverages must be 19 years of age and must agree to abide by the Ontario Liquor Control Board regulations and accept full liability and responsibility for any claims resulting from the consumption of alcoholic beverages.

The Serbian Centre has the right and the obligation by law, according to the Ontario Liquor Control Board regulations, to refuse alcoholic beverage service to any person under the age of 19 or to serve a person to a level of intoxication. It is agreed, that the person in charge of the function will work with the Serbian Centre in regards to minors, all individuals showing signs of intoxication and also to assist in the safe departure of the guests.

The Serbian Centre offers three different bar services:

CASH BAR

A Cash Bar is recommended when guests will be paying for their own drinks. If consumption is less than \$250.00, a surcharge of \$150.00 will be charged for bartending services.

CONSUMPTION BAR

The host of the event pays for all beverages consumed. The host will be charged for beverages consumed on a per drink basis, that will be added to the host's invoice. If consumption is less than \$250.00, a surcharge of \$150.00 will be applied for bartending services.

SPECIAL OCCASION PERMIT BAR

To bring in your Liquor, Wine and/or Beer, you must apply for a Special Occasion Permit from the Liquor Board of Ontario and must be pre-authorized by the Serbian Centre.

- It is the host's responsibility to obtain the necessary permit from the LCBO
- By law, the Serbian Centre is obligated to retain a copy of your permit on the premises for the duration of your event.
- Only supplies of liquor, wine and beer obtained under such a permit will be allowed to be brought on the premises. Duty-free, American and previously purchased bottles are not permitted under any circumstances. All purchase receipts must accompany your license on the day of the functions.
- All surplus alcohol must be removed as soon as possible upon conclusion of an event.

It is also the personal responsibility of the permit holder:

- To be present until the closing of the bar
- To see that no drunkenness is caused or brought about through the operation of the permit
- To oversee the safe departure of the guests
- And to abide by all the rules and regulations of the Liquor License Act of Ontario

The Special Occasion Permit Bar Fee - \$10.95 per person + applicable taxes and gratuity.
Includes bartenders, mix, condiments and glassware.

Prices are subject to applicable taxes and gratuity.

FLOOR PLANS



The Serbian Centre will provide a floorplan for review before your event. Our tables accommodate 8 guests. The final number of guest tables depends on your final guarantee. Final count is required no later than one full week prior to your event. A breakdown of adults and children must be given at this time as well.

FINALIZING YOUR FLOORPLAN

The details of your floorplan (see below) should be given to us no later than 14 business days prior to your event. It is important to note that we require:

- Final head count – number of guests including head table. Children must be included in the guarantee.
- Arranged seating – indicate that you will need table numbers and indicate the number of guests at each particular table. Please try to maintain 8 guests per table. Alternate seating arrangements must be pre-approved by the manager. The Serbian Centre provides table stands and numbers but does not provide place cards or table menus.
- Indicate highchairs or booster seats at desired tables.
- Any special requirements for the room (i.e. dessert table, gift table, microphone and/or podium, etc.)
- Indicate vegetarian and gluten free meals at desired tables (see special meal request section)
- Specific room requirements or special room layouts must be discussed and approved by the manager at the tie of contract completion.
- Ideal table counts are somewhat flexible. We can usually add a few more tables or take a few out. However, please be aware that table numbers over the ideal affect the size of the dance floor and spacing between guests.

TABLE LINENS & DÉCOR

We offer a wide assortment of coloured linen at the costs indicated below:

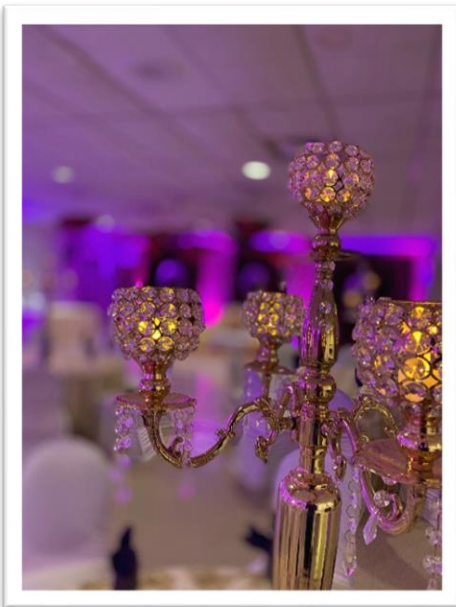
Napkins	\$0.35
Tablecloths	\$4.00
Chair Covers	\$3.50
Centrepieces	\$2.50

Prices are subject to applicable taxes and gratuity.

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HALL DECORATIONS

- The Serbian Centre provides round or rectangle banquet tables, seating eight persons complete with white china, cutlery and glassware.
- Any non-permanent decorations may be used provided it does not cause any damage to the facilities. Decorations may be limited for fire and safety considerations, which will be at the discretion of the manager.
- Upon approval of the manager, the banquet room may be available for decoration the day before the event.
- The customer is responsible to decorate within state guidelines and is required to adhere to safe work practices in our building.
- No fireworks or confetti are permitted.
- Decorations and all personal effects must be removed from the Serbian Centre at the completion of each function unless otherwise arranged and agreed upon with the manager.
- If you have hired a third-party decorator, please provide their contact information to the manager.



CONTRACT & INVOICE POLICIES

A contract outlining function details must be signed prior to the event.

- Specific room requirements or special room layouts must be discussed and approved by the manager at the time of contract completion.
- The food portion of the invoice will be based on the larger of your guarantee count or the actual guest count.
- Rentals, equipment, food or special services not listed on the contract, but requested by the customer will be invoiced to the customer. All arrangements must be made with the manager and fee structures will be discussed at that time.
- Prices are subject to change without notice and are guaranteed 90 days prior to the contracted event.
- All functions held on a statutory holiday are subject to a labour surcharge.

CANCELLATION POLICY

If the event is cancelled within one month prior to the event, the customer is liable to pay 50% of the anticipated bill. All deposits are non-refundable but may be transferable within certain guidelines.

PAYMENT POLICY

- The Serbian Centre accepts payment by cash, cheque, credit or debit. Credit payments may be subject to a transaction fee.
- After your initial deposit of \$500 or \$1,000 is made to confirm your booking with us, a final deposit of 75% of the anticipated bill, must be made 2 weeks before your event.
- All deposits are deducted from your final invoice.
- Payment of final balance is due within 7 days after the event.

INTEREST AND ALL COLLECTION CHARGES WILL BE APPLIED TO ALL OVERDUE ACCOUNTS AT THE RATE OF 2% PER MONTH-24% ANNUM.

LIABILITIES

The client agrees to conduct the function in an orderly manner and agrees to comply with applicable laws, regulations and Serbian Centre policies. The client will assume full responsibility for all guests attending, and is responsible for any damage incurred to the Serbian Centre.

The Serbian Centre is not responsible for any loss or damage to any goods, property and/or equipment of any type, brought into the Centre by the convener before, during or after the event.

The Serbian Centre reserves the right to inspect and control all private functions. It is the sole responsibility of the person booking the function to reimburse the Serbian Centre for any damages done to any part of the Serbian centre premises or equipment which is caused by any person attending the function.

GRATUITIES

The Serbian Centre adds 10% gratuity to your final invoice and will ensure that your gratuity is given to the appropriate individuals involved in your event from the servers, kitchen and dish washing staff, and set up and tear down crew.

TAXES

All purchases, menu prices and services are subject to applicable taxes.

Prices are subject to applicable taxes and gratuity.

SOCAN & RE-SOUND FEES

Under the Copyright Act of Canada-Tariff No. 8, license fees must be tendered for live and/or recorded music including events such as receptions, dances and parties. These fees must be charged and remitted to SOCAN in Toronto. The appropriate fee will be added to your invoice and will be remitted to SOCAN. If you have any questions or concerns with respect to this tax, please call 1.800.557.6226.

All music entertainers must provide their own equipment including stands, extension cords, microphones, etc. Events end at 1:00 am unless special arrangements are made with management. Failure to stop the music and end the event will result in a service surcharge.

THE SERBIAN CENTRE RESERVES THE RIGHT TO INSPECT AND CONTROL ALL PRIVATE FUNCTIONS, INCLUDING CONDUCT AND PERFORMANCE OF ENTERTAINERS AND AUDIBLE LEVEL OF MUSIC PLAYED.

SMOKING POLICY

The Serbian Centre is a non-smoking facility, at all times. Smoking is ONLY permitted outside of the building and outside of the licensed Kosovo Hall Patio. Smoking in the building will not be tolerated and may result in the closing of the bar or subject to fines.

SECURITY

In order to maintain a secure and safe event, the Serbian Centre reserves the right to request security or police officers to be present, at the client's expense. Additionally, we may request the removal of anyone from the property at our discretion, with the cooperation of the event organizer.

DELIVERIES

Deliveries can be accepted the day prior to your event between 9am to 5pm. All boxes or packages should be clearly marked with the name and date of the event. The Serbian Centre does not accept any responsibility for these deliveries before, during or after the event.

ELECTRONIC PRESENTATIONS

Projector	\$100.00
Screen	\$50.00

It is recommended that all presentations be tested prior to the event to ensure device compatibility.

OUR PRIVACY POLICY

The Serbian Centre ensures that personal information, in its custody and under its control, is used only for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose.

Prices are subject to applicable taxes and gratuity.

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