



SERBIAN
CENTRE

2024
Event Planning Guide

Our Halls

Main Hall

The Main Hall accommodates up to 500 guests for dining, and 800 with theatre style seating. Joining both entrances of the ballroom is the fully furnished main lobby which provides guests with a spacious area to mingle and relax during the event. The Main Hall also boasts a beautiful 63-foot built-in bar and a permanent stage.

Raska Hall

The Raska Hall accommodates up to 220 guests for dining, and 350 with theatre style seating. It also includes a large 30-foot built-in bar, projector screen and a permanent stage perfect for speaking engagements or live music.

Topola Hall

The Topola Hall accommodates up to 220 guests for dining, and 350 with theatre style seating. It also includes a large 30-foot built-in bar and projector screen.

Kosovo Hall

Providing the most intimate setting on our grounds, Kosovo Hall seats 120 guests for dining, and 200 guests with theatre-style seating. It also includes a built-in bar, a functional fireplace as well as separate restrooms and its' own private entrance and patio grounds.

Patio & Picnic Grounds

Our gated patio offers a fantastic venue for outdoor events and corporate functions.

Hall Deposits

| | |
|------------------|---------|
| Sunday to Friday | \$500 |
| Saturday | \$1,000 |

2 WEEKS PRIOR TO EVENT DATE 85% 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 12:00 am, unless special arrangements have been made with the manager.

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.

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.



Hall Rental Fees

Rental Rates with Catering

Rental fees are determined based on the number of guests in attendance as well as the selected hall. The fee includes any tables and chairs needed for the event, as well as staff set up and take down whenever necessary. Linens and catering charges are additional.

| | 50-99 guests | 100-149 guests | 150-200 guests | 200-300 guests | 300+ guests |
|-------------|-----------------|-------------------|-------------------|-------------------|----------------|
| Kosovo Hall | \$250 | \$250 | | | |
| Raska Hall | \$500 | \$250 | \$250 | | |
| Topola Hall | \$500 | \$250 | \$250 | | |
| Main Hall | | | \$2500 | \$1000 | \$500 |

Rental Rates without Serbian Centre Catering

Pricing below includes tables, chairs, and AV equipment. Additional charges apply for linens, outside catering or bar services.

| | 3 hours | 6+ hours |
|-------------|---------|----------|
| Kosovo Hall | \$350 | \$750 |
| Raska Hall | \$350 | \$1,000 |
| Topola Hall | \$350 | \$1,000 |
| Main Hall | \$350 | \$2,000 |

Table Linens & Décor

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

| | |
|---------------------|--------|
| Napkins | \$0.35 |
| Tablecloths (White) | \$4.00 |
| Centrepieces | \$3.50 |

Outside linen / Decorations provided by decorator available at no additional cost



Serbian Centre Catering

Menu Selection

Our professional, experienced catering staff are here to ensure that you and your guests are completely satisfied with every aspect of your dining experience. Choose from a wide variety of menus, curated for every budget, or customize your own menu with our à la carte options.

Family Style

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

Buffet Style

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. The event organizer should provide dietary restrictions and guest seat location no later than 2 weeks prior to the event.

Outside Catering

We permit outside catering for Buffet Style only. Catering charge of \$15.00 (plus tax and gratuity) per person applies. In keeping with the health and safety guidelines, the use of the Serbian Centre kitchen is strictly prohibited. Any food entering the premises must be hot and ready for service.

Serbian Centre Provides:

- Room setup as per floorplan
- Buffet Station Setup
- Service Utensils (Tongs, Service Spoons)
- Plates, Forks, Knives, Spoons
- Service Staff for clearing tables, filling water on tables

Caterer Provides:

- Hot food, ready to serve
- Staffing for Buffet station to serve guests or answer questions as required
- Additional chaffing dishes if required



Family Style Menu Selections

The Basics

\$34.95

Rolls and Butter
Garden Salad
Penne with Tomato Sauce
Roasted Chicken
Roasted Potatoes
Freshly brewed Coffee and Tea

The Basics Plus

\$37.95

Rolls and Butter
Caesar Salad
Penne with Tomato Sauce
Chicken Parmigiana
Roasted Potatoes
Freshly brewed Coffee and Tea

The Classics

\$43.95

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

The Deluxe

\$45.95

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

SC Favourites

\$51.95

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
New York Cheesecake: chocolate or cherry topping

The Ultimate

\$79.95

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 plus HST & Gratuity.



Buffet Style Menu Selections

Pasta Bar

\$17.50

Rolls and Butter
Garden Salad and Coleslaw
Penne with Tomato Sauce
Freshly brewed Coffee and Tea

The Basic Buffet

\$27.95

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

The Classic Buffet

\$36.95

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

The Deluxe Buffet

\$39.95

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
Assorted Squares

Upgrade your pasta from Tomato to Meat Sauce for \$1.00 per person.
Prices are plus HST & Gratuity.



Appetizers

~Bring your own appetizers~

**Appetizers must be plated per table for family style service, or on a platter for buffet service. Apps can be delivered before your event and refrigerated at the Serbian Centre to be put out by staff.
\$1.50 per person**

Antipasto Platters

- Cold Cut Platter: salami, mortadella, capicollo
\$4.00 per person
 - Cheese Platter: cheddar, mozzarella, marble
\$3.50 Per Person
 - Grilled Vegetable Platter: roasted red pepper, zucchini, eggplant, marinated artichoke hearts, olives
\$4.00 per person
 - Serbian Centre Platter: prosciutto, capicollo, ham, salami, provolone, mozzarella, hot peppers, marinated mushrooms, olives
 - \$5.50 per person
- Valentino Platter: prosciutto wrapped melon, roasted red peppers, feta cheese, olives
 - \$5.50 per person
- Crudités Platter: assorted vegetables and dip
 - \$3.50 per person

Hors d'Oeuvres

- Bruschetta
\$17.99 per doz
- Shrimp Cocktail or Shrimp on Cucumber Rounds
\$22.99 per doz
- Tortilla Pinwheels
\$14.99 Per doz
- Mac and Cheese Wedges
\$16.99 per doz
- Meatballs
\$18.99 per doz
- Vegetable Spring Rolls
\$18.99 per doz
- Chicken Skewers
\$24.99 per doz

Desserts

~Bring your own desserts~

**Customer supplied desserts are available for dessert table style service only. Desserts can be delivered plated and wrapped before your event and refrigerated at the Serbian Centre to be put out by staff.
No Charge**

- New York Cheesecake: chocolate or cherry topping - \$6.00 per person
- Tartufo: \$5.50
- Assorted Sheet cake Squares - Nanaimo Bar, Carrot Cake, Fudge Brownie, and Butter tart Bars - \$2.50 per person
- Ice Cream Crêpes - \$7.50
- Tiramisu: layers of Mascarpone cream and imported Italian Savoiardi lady finger biscuits soaked in espresso - \$9.50 per person
- Fruit Tray - \$5.00 per person



Bar Service

Cash Bar

A Cash Bar is recommended when guests will be paying for their own drinks. If cash bar is less than \$250, a bartender fee of \$150 will be applied.

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, a surcharge of \$150 will be applied for bartending services.

Unlimited Soft Drinks

Unlimited soft drinks and juice, served by the glass or by the pitcher. Pitchers may be put out on table at the beginning of the event. By the glass service would be ordered at the bar.

\$4.95 per person or \$1.25 per person when combined with a Serbian Centre Catered Menu.

Special Occasion Permit Bar:

To bring in your liquor, wine and/or beer, you must apply for a Special Occasion Permit (SOP) from the Liquor Board of Ontario (LCBO) 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
- To abide by all the rules and regulations of the Liquor License Act of Ontario

The Special Occasion Permit Bar Fee - **\$13.95 per person** + applicable taxes and gratuity (includes bartender fee, soft drinks for mixing, condiments and glassware)



À La Carte Menu Items

Mix and match from the items below to customize your menu

Antipasto Platters

- Cold Cut Platter: salami, mortadella, capicollo
- Cheese Platter: cheddar, mozzarella, marble
- Grilled Vegetable Platter: roasted red pepper, zucchini, eggplant, marinated artichoke hearts, olives
- Serbian Centre Platter: prosciutto, capicollo, ham, salami, provolone, mozzarella, hot peppers, marinated mushrooms, olives
- Valentino Platter: prosciutto wrapped melon, roasted red peppers, feta cheese, olives
- Crudités Platter: assorted vegetables and dip

Salads

- Serbian Centre Garden Salad: tomatoes, cucumbers and onions on a bed of romaine lettuce, tossed in our signature vinaigrette
- Caesar Salad: romaine lettuce, croutons and bacon tossed in a Caesar dressing, topped with grated parmesan cheese
- 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: cucumbers, tomatoes, red onion, bocconcini and black olives, tossed in an oil and vinegar dressing
- Serbian Potato Salad: Mixed with onions, oil and vinegar
- Coleslaw

Pasta

- Dry Noodles: penne, fusilli, rigatoni, spaghetti, fettuccine, farfalle
- Specialty Noodles: lasagna, ravioli (meat or cheese filled), tortellini
- Sauces: meat sauce, tomato sauce, blush sauce, mushroom sauce, alfredo sauce, primavera, oil and garlic

Appetizers

- Bruschetta
- Shrimp Cocktail or Shrimp on Cucumber Rounds
- Pinwheels
- Mac and Cheese Wedges
- Meatballs
- Vegetable Spring Rolls
- Chicken Skewers
- Cevaps

Soups

- Roasted Red Pepper
- Italian Wedding
- Chicken Noodle
- Homemade Vegetable
- Serbian Dumpling
- Cream of Broccoli
- Cream of Mushroom

Starches and Vegetables

- Roasted Potatoes
- Parisienne Potatoes
- Garlic Mashed Potatoes
- Green Beans with butter or butter and garlic
- Steamed Baby Carrots
- PEI Blend Vegetables
- Garden Blend Vegetables



Entrées

POULTRY

- Roasted Chicken: oven-roasted to perfection
- Chicken Schnitzel: Chicken Breast, Flattened and breaded served with white wine sauce
- Chicken Marsala: Chicken Breast – Grilled and served in a rich Marsala wine sauce with mushrooms
- Lemon Chicken: Chicken Breast – Grilled and served in a fresh lemon glaze
- Chicken Kiev: Chicken Breast flattened and stuffed with herbed butter
- Chicken Parmigiana: Breaded Chicken Breast topped with marinara sauce and mozzarella
- Mediterranean Chicken: Chicken Breast flattened and stuffed with spinach and feta cheese
- Chicken Valentino: Chicken Breast flattened and stuffed with mozzarella and roasted red pepper
- Chicken Cordon Bleu: Chicken Breast flattened stuffed with ham and Swiss cheese
- Oven-Roasted Turkey

Serbian Specialties

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

BEEF

- Roast Beef: served with mushroom sauce
- Roast Veal
- Veal Parmigiana: topped with marinara sauce and mozzarella
- Prime Rib: served with beef au jus
- Grilled New York Strip Sirloin: served with fresh mushrooms

PORK

- Pork Tenderloin: served with mushroom cognac sauce
- Honey Glazed Ham
- Roasted Pork

SEAFOOD

- Deep Fried Cod Loin
- Broiled Salmon: served with fresh dill or lemon sauce
- Broiled Basa Filet: served with lemon sauce
- Fried Calamari
- Sautéed Shrimp: served with a white wine butter sauce

Vegan, gluten-free and other menu options available upon request.



Floorplans and Room Layout

The Serbian Centre will provide a floorplan for review prior to your event. Our tables accommodate 8 guests comfortably. The final number of guest tables depends on your final guaranteed guest count. 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 can provide table numbers and stands, 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, A/V needs, etc.).
- Indicate special meal requests 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 time of contract completion.

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 the stated guidelines and is required to adhere to safe work practices in our building.
- No fireworks, sparklers 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 at least two weeks prior to your event so appropriate arrangements can be made. A decorator form will be provided to you with your contract.
 - Any decorations or personal effects that are left in the building for more than 24 hours will be subjected to a surcharge of \$75.00, which will be applied to your final invoice.



Contract and Fine Print

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.

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 underestimate! We ensure an adequate supply of food for all your guests if a proper guarantee is given.

Final menu decisions are to be submitted **two weeks** prior to your event. Additionally, the guaranteed number of guests must be given **seven business days** prior to the event to ensure the proper amount of food is prepared for your function. A breakdown of guests with dietary restrictions, special meal requests as well as children under the age of 12 should also be provided. 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. All special meals and dietary restrictions 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.

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 our clients and our staff. 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 regarding minors, all individuals showing signs of intoxication and to assist in the safe departure of the guests.

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 is made to confirm your booking with us, a final deposit of 80% 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.

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 15% 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.

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.

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.





6770 Tecumseh Rd E
Windsor, ON
519.944.4884
www.serbiancentre.com