

SOCIETÀ M.S. CRISTOFORO COLOMBO

CATERING AND RENTAL INFORMATION

Are you looking for a great location for a wedding, rehearsal dinner or a company party; or, for a family, social, corporate, or team building function? The Colombo Lodge has the hall for your event. Located in the Historic Gulch and next to the award-winning Piazza Colombo, we offer a unique setting with updated kitchen facilities and a large elegant hall. The hall and kitchen are rented separately and a list of caterers is provided for you to choose from, if you wish.

BOOKINGS

The hall can be set up according to your needs. Rectangular and round tables are available. The Main Banquet Hall can seat up to 275 persons, while the Lower Hall can accommodate up to 75 persons.

Typical events include: Anniversaries, banquets, conferences, corporate parties, kids parties, reunions, seminars and weddings. Other types of events can be discussed for suitability.

Booking Notes: A Head Bartender must be booked with the Lodge. The Renter must obtain a liquor license and liability insurance. The building is a non-smoking facility. Free limited parking is available in the Lodge's parking lot. Street parking along Rossland Avenue is also available.

FEATURES AND AMENITIES

- Elevator (disabled accessible with operating instructions posted at the door)
- Air conditioned Main Hall
- Non smoking
- Outside BBQ
- On site catering service
- Fully equipped commercial kitchen
- Outdoor function area (Piazza Colombo)
- Internet
- PA system
- Stage
- Computer accessible audio/visual equipment with large screen and projector
- Archives (by request)
- Indoor bocce lane (by request)

GENERAL INFORMATION

1. All prices are subject to change without notice.
2. A deposit of four hundred dollars (\$400) is required on the day the function is booked. The deposit will be applied to any breakages, damages, or unsatisfactory kitchen cleanup. Otherwise, the deposit will be applied toward the final billing.
3. The following items are available at no extra charge: PA system, wireless microphone, podium, stage, coat racks and additional tables.
4. Projectors, screens and audio/visual aids are available for an additional cost.
5. The Lodge does not provide any sound amplification for dancing.
6. Items placed on walls or floors may be secured with masking tape only. Staples, tacks, nails, duct tape, etc. are not permitted.
7. Open flames are prohibited in accordance with the Fire Code. The use of sparklers is prohibited. Candles are allowed provided that the flame is enclosed in a votive cup or approved non-flammable container, and all designs must be discussed and approved.
8. The use of glitter, confetti, smoke machines, and aerosol foam string is prohibited. If this policy is violated, a cleanup fee of \$200 will be added to the event bill.
9. The Lodge does not assume responsibility or liability for any damage or loss of personal property or equipment left on the premises.
10. The Lodge does not provide cutting knives and tea towels.
11. The Renter agrees to obtain host liquor liability insurance and comprehensive general liability insurance including, without limitation, coverage for any indemnity provided herein, on terms satisfactory to the Colombo Lodge.
12. No animals are allowed with the exception of guide dogs.
13. Directions for operating the elevator are posted at the elevator doors.

Colombo Lodge Kitchen Facilities Rental Contract Requirements for Renter or Caterer

TO ENSURE PROPER AND SAFE OPERATION OF THE KITCHEN, ALL RENTERS ARE REQUIRED TO USE THE SERVICES OF THE KITCHEN CO-ORDINATOR.

THE CO-ORDINATOR WILL OVERSEE THE FOLLOWING:

1. Instruction of all Caterers or Renters in the safe and proper operation of all kitchen equipment.
2. Safe and orderly startup and shutdown off all equipment and cleanliness at the conclusion of the event.
3. Inspection and inventory of all cutlery and dishes with the Caterer or Renter before and after the event. Any breakage or shortage will be deducted from the damage deposit or added to the billing.
4. Security of the kitchen facility following completion of the event.
5. Inspection of the facilities at any time during the event at the sole discretion of the Lodge.

REQUIREMENTS FOR RENTER OR CATERER

1. Rent of the kitchen includes the kitchen Co-ordinator or his designate who may be in attendance at any time during the event at the discretion of the Lodge.
2. The Renter or Caterer is responsible for washing dishes, wiping all surfaces, and leaving the kitchen facility in clean condition, at the Co-ordinator's discretion.
3. Dish soap, towels and cutting knives are not provided and are the responsibility of the Renter or Caterer. All cleaners used on equipment must conform to Lodge requirements to ensure proper cleaning standards.
4. The Renter or Caterer is responsible for bagging all garbage and removing it from the premises. The Renter or Caterer may use the garbage bins located in the parking lot.
5. Any cost of repairing damaged items and additional cleanup in the kitchen will be charged to the Renter or Caterer.
6. The rental fee for the kitchen facility is \$150.00 plus \$0.50 per place setting.
7. The Renter or Caterer shall be held responsible for any long distance calls placed during rental period.
8. The Renter is responsible for ensuring that its hired Caterer has a valid "Health Permit" from the Kootenay Boundary Community Health Services Society.

BAR SERVICES

Ice, glasses, pop, juice, limes & lemons: \$1.25 per person

Wine glasses: \$25.00

ADDITIONAL SERVICES

Bartender(s): \$125.00 each until 1 am
\$25.00 per hour each after 1 am

Contact: Trevor Allegretto @ 250-364-9844
A Special Occasion License issued by the BC Liquor
Control Branch must be acquired prior to your event.

Servers and Bartenders are required to hold a valid
“Serving It Right” Certificate.

RENTALS

- Staples, tacks, nails, duct tape, confetti, rice or anything that will damage the walls, ceilings, or floors is not permitted.
- A fee will be charged if there is damage to ceiling tiles, walls or floors.
- The Renter will be charged full value of any furnishings, fittings or equipment which may be missing or damaged.

Item	Rental Fee	Replacement Cost
Projector	\$100.00 flat fee	Cost of item
Table Cloths – white only	\$9.00 per table	\$35.00 each
Skirting – white only	\$15.00 flat fee	\$100.00 each
Wine Glasses	\$25.00 flat fee	\$4.00 per glass
Kitchen	\$150.00 flat fee plus \$0.50 per plate	

HALL RENTAL

Banquet Hall including janitorial: \$500.00 per booking (plus tax).
Games Room: \$140.00 per booking (plus tax).

Note: Renter will have access to the hall the day before the event and until noon the following day.

COLOMBO LODGE, 584 Rossland Avenue, Trail, B.C. V1R 3M8

250-368-8921

Email: colombolodgetrail@shaw.ca

Website: www.colombolodge.ca

CATERING OPTIONS

The Colombo Lodge suggests a number of Caterers for your event. Please feel free to contact them. Caterers are listed below in alphabetical order. If an event coordinator is required, Allison Edwards is available at 250-231-9276.

Caterers:

1. **Roy Benedict 250-368-3360** – Chef and owner of Benedict's Steakhouse.
2. **Michael Brandt 250-362-3347** – Chef and owner of Gypsy at Red.
3. **Dina Esposito 250-364-2000** – Chef and owner of Caffe Americano.
4. **Keri Ferguson 250-367-2226** – Complete food services.
5. **Gabriella LaPointe 250-362-7375 (w) or 250-362-7311 (h)** – Prestige Mountain Resort/Gabriella's Catering.
6. **Gary LeRose 250-364-1816** – Owner of the Colander and Riverbelle Restaurants.
7. **Gordie McMartin 250-367-9762** – Complete food services.

If you wish to have a caterer that is not listed, please contact Sergio Peloso at 250-368-9881 or 250-231-5837 to ascertain if the caterer or individual meets the requirements for using the Lodge's kitchen facility.

7 TIPS FOR PLANNING A CELEBRATION

1. **Top of the list:** Start planning as early as 10 to 12 months before your event. This will avoid some costly mistakes.
2. **Set the date** for the celebration or event and book the Colombo Lodge and caterer.
3. **Budget:** Do an estimate of the dollar amount needed to cover your event.
4. **For weddings – Decide on your cortège of honor – how many and who.** Will there be a church service and where will it be held.
5. **If you have sponsors for an event/celebration, keep them informed.**
6. **Photographers and musicians:** Make all arrangements as early as possible and follow up prior to the event.
7. **Master of ceremonies – guest speakers or facilitator.**