



PRIVATE FUNCTIONS

Effective April 1, 2023 - March 31, 2024

JUNO CATERING

Terms of Agreement

EVENT BOOKING

You must contact the Mess Manager/Function Coordinator at least 30 days prior to the event to arrange for a facility request. At this time, a Facility Request Form must be completed and approved by the appropriate authority. A Mess is a facility used by serving members to foster morale, well-being and a sense of community. One privilege of membership is the ability to host/sponsor private functions (e.g. weddings, anniversaries, birthday parties, Christmas parties, meetings) in the Mess, in support of or on behalf of close family members (e.g. spouses, partners, parents, siblings), or in support of another association to which the Mess member belongs (e.g. Rotary Club, Naval Officers' Association, Chief and Petty Officers' Association) and which has a traditional association with the Military community. The host/sponsor must be present at the function. Non-DND members who wish to use DND property must complete an application and permit for temporary use of DND Property, which is approved by the appropriate authority. The use of outside provisions other than those provided by Juno Tower Catering is prohibited with the exception of special occasion cake i.e. wedding or birthday. Questions may be directed to the Mess Manager, Function Coordinator, or PMC.

MENUS

We strive to meet your needs with a diverse menu package. However, should you require a custom menu, our Chef would be delighted to create one to meet your guests' needs. (Note; to deviate from the prices in this package will incur price adjustments). Menus must be selected no later than 14 days prior to the event. All allergies must be clearly identified to the Function Coordinator.

DIETARY CONCERNS

We are happy to accommodate dietary concerns identified in advance to the best of our ability.

Please note that our facility is not Gluten Free, Nut Free, Soy Free, etc.

There may be additional fees incurred if there are a large number of dietary concerns for one event due to the extra labour and/or food cost required to facilitate these requests.

ATTENDANCE COUNTS

All final guaranteed attendance counts are due to the catering department no later than 14 days prior to the scheduled event. In the event that Juno Catering does not receive a final attendance count, the estimated or actual number of guests served (the higher number) will be used for billing purposes. The final invoice will be sent to the OPI of the event within 10 working days.

PRICING

Prices within the catering package are based on full table/buffet services. These prices may vary based on the level of services provided. All events are subject to applicable taxes and service charges. Prices quoted may be changed due to changes in the collective agreement wage rates, increased cost of food, or for unforeseen circumstances. *Offsite catering may incur additional charges.*

*All prices are subject to a 10% Administration Charge and applicable 15% Harmonized Sales Tax.
Number of guests should be confirmed no later than seven days prior to event. Payment in full is due prior to the event.*

TAKE-OUT TRAYS

**Pick up by 6:00pm unless otherwise agreed upon*

Assorted Sandwich Tray (10 people) \$40.75

Fresh Garden Vegetables & House Made Dips (25 people) \$43.25

Pepperoni & Cheese (15 people) \$49.75
Served with Honey Mustard dip & crackers

International Dips with Crostinis and Pita Chips (15 people) \$35.75
Hummus, spinach dip, whipped feta dip

Assorted Breakfast Pastries (20 people) \$39.25
Muffins & danishes

Cinnamon Buns (12 people) \$26.75

Fresh Fruit Tray (15 people) \$49.75
Selection of seasonal fresh fruit with yogurt dip

Assorted Cookie Tray (20 people) \$29.75

Assorted Dessert Squares (25 people) \$49.75

Coffee & Tea \$1.50

Bottled Water \$1.75

Assorted Bottled Juices \$2.00
(apple, orange, cranberry)

Assorted Sodas \$2.00

18" Garlic Fingers \$15.75

18" Vegetable Pizza \$18.25

18" Pepperoni Pizza \$18.25

18" Meat Lovers Pizza \$18.25

18" Works Pizza \$19.50

18" Hawaiian Pizza \$19.50

****paper products (plates and napkins) \$0.75 pp***

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