



FOOD & BEVERAGE
POLICIES

HALIFAX
CONVENTION
CENTRE

FOOD & BEVERAGE POLICIES

A. FOOD & BEVERAGE PLANNING AND GUARANTEE

Food and beverage specifications must be received in writing at least 45 days in advance of your event to ensure proper planning. To ensure a successful event, it is necessary to receive your final guarantee five (5) business days prior to your event. For weekend events (Saturday/Sunday) the guarantee must be received by noon on the preceding Monday. Once the final guarantee is submitted, the guarantee number may not be decreased. The Halifax Convention Centre will make every effort to accommodate increases after the final guarantee is received; up to 24 hours prior to the event, however any increase exceeding 5% of the final guarantee will be subject to a 10% surcharge of the retail cost of the meal.

The Halifax Convention Centre prepares the final guaranteed number of guests. If specific meal requests are required, please supply your event manager with a detailed allergy or alternate meal list to be included in the guarantee.

If the Halifax Convention Centre is required to prepare above the guarantee, or has additional requests that were not on the client supplied list, then the additional meals served will be added to the final guarantee for invoicing at the full retail contracted price.

Halifax Convention Centre will have the final responsibility for determining the most appropriate locations for food and beverage service.

Event agendas must be submitted to the Halifax Convention Centre event manager for approval one week prior to the event.

If an event program is late thereby changing the start time of food service by more than 30 minutes, additional staffing costs will apply.

B. SERVICE TIMING

The following are the times service of meals are available: Breakfast 6am-10am, Lunch 11am-2pm, and Dinner 5pm-9pm. Any change to these may be subject to an additional charge. Meal prices are based upon 1.5 hours continuous service, beginning within 1/2 hour after the doors are opened. Any extension of this time may be subject to additional labour charges at current hourly rates.

C. FOOD & BEVERAGE PRICING

Food and beverage prices are currently subject to an 18% service charge and a 15% Harmonized Sales Tax (HST). Please note that the service charge is subject to HST.

D. RESPONSIBLE BEVERAGE SERVICE

The Halifax Convention Centre as the licensee, is responsible for the administration, service and consumption of alcoholic beverages in compliance with the [regulations](#) of the Nova Scotia Alcohol and Gaming Division.

As per the Nova Scotia Alcohol and Gaming Authority:

- All spirits, wine and beer must be supplied & served by Halifax Convention Centre;
- Alcoholic beverages may not be used as auction or displayed
- Alcoholic beverages may not be removed from the premises.

The Halifax Convention Centre will discontinue service to patrons who violate the principles of responsible alcohol consumption and the right to, at its own discretion, remove from the premises disruptive patrons who may pose a threat to guests or property.

ALCOHOL SERVICES POLICY

1. Compliance with Laws; Promoting Responsible Consumption. It is the policy of the Halifax Convention Centre to serve alcoholic beverages in a professional manner which conforms to the requirements of the law, and which is intended to promote responsible consumption.
2. No Service to Minors; Identification Required for Persons Appearing Under the Age of 30. For each purchase transaction, any customer who appears to be age 30 or under may be required to show valid, government-issued photographic identification, which proves that they are of the legal age for consumption. The law in Nova Scotia prohibits the sale of beverage alcohol to anyone under 19. It is also illegal for anyone to purchase beverage alcohol and give it to any person under the legal

age. In addition, those under the age of 19 may not be present in licensed event spaces past 9:00 p.m.

3. No Service to a Visibly Intoxicated Person. No alcoholic beverages may be sold or served to any person who is visibly intoxicated.
4. Per Transaction Serving Limit. No more than two (2) alcoholic beverages may be sold or served to any customer per transaction.
5. Portion Limits for individual drinks. Servers may not exceed the following ounces per single portions:
 - Beer no more than 16 oz
 - Wine no more than 6 oz
 - Liquor no more than 2 oz

Please note: Bottle service (alcohol) is not permitted.

6. Hours of Service and Sales Cut-Off Times. Bar service ends at 1:00 a.m. or earlier, based on event schedule, with last call being given by the Halifax Convention Centre 30 minutes prior to the end of the event. All patrons must vacate the facility no later than 30 minutes past the bar closure time, per the Nova Scotia Alcohol and Gaming Division Regulations.

This is our standard policy, which has been designed to ensure the safety and enjoyment of all guests. Please note the Halifax Convention Centre reserves the right to modify this policy at any time before or during the event, without advanced notice. Service may be terminated early at the discretion of the on-site event manager.

7. Bar Charges. A \$250.00 labour charge, per bar, per 4 hour period, will be applied when bar sales are less than \$500.00 net sales, and this is subject to current Service Charge and HST rates.

E. FOOD SAMPLING/ DISTRIBUTION

The Halifax Convention Centre has exclusive rights to food and beverage services; therefore, food and beverage distribution/ sampling is not permitted without prior authorization.

Exhibitors may only distribute products they manufacture in quantities that are reasonable for the purpose of promoting the product ([see guidelines](#)). It is the responsibility of the client/exhibitor to comply with all regulations as mandated by the Nova Scotia Alcohol and Gaming Division and the Department of Agriculture.

Should sampling be authorized, the sampling details must be provided by the event organizer to the event manager three (3) weeks in advance of the event for final approval. Exhibitors must provide their own equipment suitable for serving their products. The Halifax Convention Centre is unable to store any product samples or to provide sampling serving equipment or other items.

SAMPLING GUIDELINES

Serving Size: Servings must be in sample size portions. Maximum serving sizes include: 3 oz for beer, 2 oz for wine, ¼ oz for spirits and 1 oz for food.

Non-Competitive: The product is deemed by the Halifax Convention Centre to be a non-competitive product, both in content and pricing, to products offered by the Halifax Convention Centre Catering Services. Bottled water and soft drinks are deemed to be competitive.

Documentation: It is the responsibility of the client/ exhibitor to comply with all local health and safety regulations. If a party brings unauthorized food or beverage into the Halifax Convention Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the items from their exhibit or meeting space.

All documents/permits must be displayed during event hours. Please speak with your event manager for more information.

All food samples must come from a provincially certified kitchen.

On-Site Cooking: See section 10D for details. Please contact your event manager should an exhibitor wish to prepare or cook during your event.

Food Preparations and Services: If an exhibitor requires their food items to be prepared or served by the Halifax Convention Centre Catering Services, a fee will be charged based on requirements. Please contact your event manager for details. Please note that only Halifax Convention Centre employees are authorized to prepare and cook within the kitchen spaces.

F. FOOD & BEVERAGE SPONSORSHIPS

Please check with your event manager prior to making any commitments to sponsors relating to food and beverage service.

G. PREFERRED BEVERAGE SUPPLIERS

Our preferred beverage suppliers are Java Blend, PepsiCo and Labatt Breweries of Canada. Please contact your Sales or Event Manager should you require clarification on products offered and/or the policy regarding use of other beverage suppliers not listed.

Please note: Additional fees will apply.

H. FOOD & BEVERAGE MINIMUMS

All food selections have a 25 person minimum order unless otherwise noted.

