



AN IHG® HOTEL

Great Rates!!!!

Meeting Room Package

Holiday Inn Express & Suites
37 Spicer Square, Bowmanville ON
L1C 5M2

Phone: 905 697 8089

Email: sales@hiexbowmanville.com



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The Holiday Inn Express & Suites is pleased to provide you, our valued guest, with comfortable, elegant surroundings and consistent, friendly service in a professional and hospitable environment.

Please take the time to browse through the following event package to see what great variety we have to offer.

For personal assistance in booking your function with us, any questions or concerns,

please contact:

905 697 8089

sales@hiexbowmanville.com



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Meeting Rooms

Standard meeting set up includes – required tables, chairs, linen, water station, pads, pens and candies.



Lobby Meeting Room – \$450.00 (full day rental only)

Setup Style & Maximum Capacities

Theatre Style (no tables) – 83

Classroom – 42

U-Shape – 32

Rounds of 6 – 48

Rounds of 8 – 56

Hollow Square – 44

Reception (Cocktail tables minimal chairs around perimeter) – 100

In-House Meeting discount of 10% off our Standard Best Flex rate for any attendee's guest rooms booked the night before and/or the night after confirmed event.

*All prices are subject to change without notice, 15% gratuities and 13% HST will be added.
37 Spicer Square Bowmanville, Ontario L1C 5M2 Tel: 905 697 8089 Fax: 905 697 4049 Toll Free: 1 877 697 8089*



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Lobby Board room - \$350.00 (Full day rental only)

Setup Style:

Boardroom Seating with Ergonomic Chairs only – 12

Audio & Visual Equipment

Flipchart (1 included – complimentary) – Any Extra *\$35.00 each*

8' Screen - \$40.00

LCD Projector - \$75.00

Screen & Projector - \$100.00

Podium Complimentary for Meeting Room



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Additional Items

Beverages

All Day Coffee & Tea Service - \$3.50 per person
Single Service Coffee & Tea - \$2.75 per person
Assorted Soft Drinks & Bottled Water - \$3.75 each

Snacks

Assorted Yogurt - \$3.50 each
Assorted Muffins - \$4.75 each
Fresh-Baked Cookies - \$15.95 per dozen



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Catering Policies

Function Room

If attendance changes, the hotel reserves the right to substitute the Function room for a more suitable room. All meeting times booked must include client's setup and tear down times.

Guarantee

The meal charge is for the guaranteed attendee count or actual number attending, whichever is greater. The guaranteed meal count can be revised no later than 72 business hours prior and can only be reduced by a maximum of 15% of the original contracted totals. Restrictions apply. See contract for details.

Liabilities

The hotel is not responsible for personal injuries, any loss or damage to any goods, property and/or equipment brought into the hotel by the Convener.

Accounting

Payment is due the day of the function unless credit arrangements have been established with Management. Advanced payment or pre-authorized credit card is required to proceed with event.

Service & Tax

A 15% Gratuity is applicable on all food and non alcoholic beverages, 13% HST is applicable on all charges, including gratuity.



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Audio Visual

1 flipchart is included complimentary for each event, and the podium is complimentary in the meeting room. All other items are available at an additional cost. You are welcome to bring your own equipment should you have it available.

Menus

Clients are welcome to bring their own food if they would prefer but our kitchen facilities are not available. When bringing own food, clients must also bring own dishes, napkins and cutlery etc.

Beverage and Bar

The Hotel is not a licensed establishment therefore, alcohol serves require a special occasions permit that is the responsibility of the client. Your bar staff, if mandated by your permit, must be Smart Serve certified by law and proof of certification will be required.

Room Arrangement

Tables and chairs can be set up to your specifications: Classroom, Hollow Square, Boardroom, U-Shape, Theatre Style and Reception. Standard meeting set-ups include water station, pens, notepads and candies.

Miscellaneous

Open Flames (candles, etc.) are not allowed anywhere on the hotel premises without prearrangement.

Please refrain from using confetti or rice anywhere on hotel property.
\$200.00 cleaning fee will be applied.