



Great Rates!!!

2019

Meeting Package

for

Holiday Inn Express & Suites Bowmanville

37 Spicer Square

Bowmanville, Ontario

L1C 5M2

Ph# 905-697-8089 ext 153

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



37 Spicer Square, Bowmanville, Ontario L1C 5M2
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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 catering and event package to see what great variety we have to offer from menus to equipment needs.

For personal assistance in booking your function with us or for any questions or concerns, please contact:

Kim Shields
905-697-8089 ext 153
fdm@hiexbowmanville.com

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Meeting Rooms

Standard meeting set up includes required tables, chairs, linens, water station, pads, pens and candies



*Lobby Meeting Room ~ \$295.00 (full day - 4-8 hours)
\$225.00 - half day - (4 hours or less including set up and tear down times)*

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

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Lobby Boardroom ~ \$150.00 (full day - 4-8 hours)
\$100.00 - half day - (4 hours or less including set up and tear down times)

Setup Style:

Boardroom Seating with Ergonomic Chairs only ~ 12

Audio & Visual Equipment

Flipchart (1 included complimentary) ~ Extras -**\$35.00 each

8' Screen ~ \$40.00

LCD Projector ~ \$75.00

Screen & Projector ~ \$100.00

**Polycom Unit (includes two handsets) ~ \$195.00

**Additional Polycom Handsets ~ \$25.00 each

Podium Complimentary for Meeting Room

** Outsourced Rental.

Any additional equipment will be ordered through DJ Concepts at applicable rates.

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Breakfast Selections

Prices are exclusive of tax and gratuity

*Please advise hotel at time of booking if there are any special dietary restrictions for any guest.
(Please note we can only accommodate vegetarian and gluten free-requests).*

Express Breakfast Buffet

(Served in Breakfast Room - 1 hour of service - not available past 9:30am)

Scrambled Eggs or Omelets &
Hard Boiled Eggs
Bacon or Sausage or Ham
Selection of Breakfast Breads
Warm Signature Cinnamon Buns
Assorted Muffins
Yogurts & Cereals
Oatmeal
Whole Fruit
Milk & Juice
Coffee, Hot Chocolate and Herbal Teas

\$8.75 per person

The Clarington Continental

(Served in Function Room - 1 hour of service)

Fruit Juices
Assorted Muffins
Whole Fruit (Apples, Bananas, Oranges)
Assorted Yogurt
Coffee and Herbal Teas

\$6.25 per person

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Lunch Selections

*Prices are exclusive of tax and gratuity
All lunch buffets include 1 hour of service*

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(Please note we can only accommodate vegetarian and gluten free-requests).*

Sandwich Luncheon Buffet

Egg Salad, Tuna Salad, Assorted Cold Cut Sandwiches
Mixed Greens Salad with Choice of Two Dressings
Assorted Dessert Squares
Soft Drinks & Bottled Water
Coffee and Tea

\$11.45 per person

Soup and Sandwich Buffet

Minimum of 10 people

Choice of Soup:

Cream of Mushroom, Butternut Squash, Chicken Noodle, Minestrone
(Vegan & GF – Heartland Bean Medley)

Chili (instead of soup) ~ Add \$2.00 per person

Egg Salad, Tuna Salad, Assorted Cold Cut Sandwiches
Assorted Dessert Squares
Assorted Soft Drinks & Bottled Water
Coffee and Tea

\$12.45 per person

*Add Additional Soup to Any Luncheon ~ \$3.50 pp
Add Additional Salad to Any Luncheon ~ \$2.50 pp*

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Lunch Selections cont..

Italian Luncheon

Minimum of 10 people

Meat *or* Vegetarian Lasagna
Caesar *or* Mixed Greens Salad with Assorted Dressings
Warm Garlic Bread *or* Fresh Rolls and Butter
Assorted Dessert Squares
Assorted Soft Drinks
Coffee and Tea

\$14.45 per person

Additional Items

Beverages

All Day Coffee & Tea Service ~ **\$2.50 per person**
Single Service Coffee & Tea ~ **\$1.75 per person**
Coffee or Tea Carafes (12 cups) ~ **\$25.00 each**
Assorted Juices ~ **\$2.00 each**
Assorted Soft Drinks & Bottled Water ~ **\$1.75 each**

Snacks

Fresh Fruit Platter ~ **\$4.25 per person**
Vegetable Platter ~ **\$3.75 per person**
Assorted Cheese Platter ~ **\$5.25 per person**
Assorted Yogurt ~ **\$2.50 each (billed on consumption)**
Assorted Muffins ~ **\$2.75 each (billed on consumption)**
Granola/Cereal Bars ~ **\$1.75 each (billed on consumption)**
Assorted Chocolate Bars ~ **\$2.00 each (billed on consumption)**
Fresh Baked Cookies ~ **\$13.95 per dozen**
Assorted Dessert Squares ~ **\$16.95 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 originally contracted totals. Restrictions apply. See contract for details.

Liabilities

The hotel is not responsible for personal injuries or 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.

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 kitchen facilities are not available. When bringing own food, clients must also bring own dishes, napkins, cutlery etc. We are only able to accommodate vegetarian and gluten free requests. Vegan and Kosher are not available.

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Beverage and Bar

The Hotel is not a licensed establishment therefore alcohol services 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 stations, pens and notepads and candies.

SOCAN Fee

Society of Composers, Authors and Musicians Fees are applicable to all events that have music.

The hotel will apply the SOCAN Fee to your final check on behalf of the society as follows:

Events with Music \$28.75 plus GST or
Events with Music and Dancing \$57.55 plus GST.
Rates subject to change without notice.

Miscellaneous

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

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

