



Meeting Space

Room	Classroom	Theater	Board Room	U-Shape	Banquet	Sq Ft
Avenida	30	45	30	25	50	900
Bonavista	45	70	50	25	75	1100

Meeting Room Rental

Room	Daily Rental	24 Hour Hold
Avenida	\$ 275.00	\$ 275.00
Bonavista	\$ 275.00	N/A

Same day changes to the room set up will result in \$100.00 change fee.

Pre-event set up is subject to availability and must be pre-arranged with the hotel

Audio Visual

A/V Screen	\$ 30.00 per day
LCD Projector	\$ 150.00 per day
Flip Chart/ White Board	\$ 30.00 per day
Conference Phone	\$ 175.00 per day
Microphone	\$ 90.00 per day
Podium	\$45.00 per day
Power Bars/ Extension Cords	\$ 5.00 per day
Television	\$ 55.00 per day
Wireless Internet	No Charge
Rush Delivery Charge	\$ 75.00

Breakfast

Smart Start Breakfast

Join our registered guests in the Bonavista Room from 6:30 am to 9:30 am for our Smart Start breakfast, features all your breakfast favorites and more: fluffy scrambled eggs, cheese omelets, bacon and sausage, sticky-sweet cinnamon rolls, an assortment of fresh fruits, yogurt, and breakfast cereals and breads. We also offer fruit juices, 2% and skim milk, and our very own 100% Arabica Smart Roast coffee. \$15.00 per person

Continental Breakfast

Assorted bagels, cinnamon rolls, assorted muffins, apples, oranges, and bananas. Served with jam, butter and cream cheese. \$14.00 per person

Beverages

Coffee	\$ 12.00 per 12 cup pot
Decaf Coffee	\$ 12.00 per 12 cup pot
Tea	\$ 12.00 per 12 cup pot
Assorted Pop	\$ 3.00 each
Assorted Fruit Juice	\$ 7.50 per carafe
Bottled Water	\$ 3.00 each

Lunch

Gourmet Sandwiches

All your deli favorites served on 9 varieties of bread. (Gluten free available upon request) Serves one and a half sandwiches per person \$17.00 per person

Add Soup \$8.50 per person

Add Salad \$6.25 per person

Soup & Salad

Chef's choice of hot homemade soup, broth or cream based, served with tossed fresh salad, \$14.00 per person

Soup Options: Chili Soup, Pizza Soup, Spicy Clam Chowder, Potato/Onion/Ham and Cheese Chowder, Beef Barley Soup, Cheeseburger Soup, Cauliflower and Broccoli Cheese Soup, Chicken Vegetable with Rice, Taco Soup, Thanksgiving Soup, Mexican Meatball with Rice and Cilantro Soup, Hamburger Soup, Cheddar Beer Soup, Spicy Bean and Sausage, Tortilla Soup, Chicken Gumbo, Roasted Butternut Squash Soup with Cambozola Cream, Rubeen Soup, Pasta Fagoli, Chicken, Chorizo and Tortilla Soup, Azteca Soup, Smoked Salmon Chowder, Roasted Fennel & Gorgonzola, Country Beef Soup, Cabbage Roll Soup or Mulligatawny Soup

Lasagna

Spinach, Traditional or Vegetarian with Roasted Vegetable and Pesto.

served with warm garlic bread and Caesar salad \$21.00 per person

Chicken Selections

Chicken with Peppercorn Cognac Cream Sauce, Pesto Crusted Chicken Breast (low fat), Herb Grilled Chicken Breast Thai Style (low fat), Chicken in Tarragon Cream Sauce, Chicken in Creamy Dijon-Sherry Sauce, Chicken Stuffed with Wild Mushrooms in Gorgonzola Cream Sauce, Baked Herb-Crusted Chicken Breasts (low fat), Grilled Citrus Chicken (low fat), Chicken Stir-fry

Served with tossed salad, buns, and your choice of potato or rice, \$27.00 per person

Beef Selections

Grilled Marinated Flank Steaks, Beef Stir-fry, Braised Chipotle Beef Short Ribs

Served with tossed salad, buns, and Choice of Potato or rice, \$28.00 per person

Seafood selections

Scallop, Mushroom and Rice in Cream Sauce, Shrimp, Wild Rice and Mushroom Bake, Paella, Linguini with Seafood Cream Sauce, Grilled Salmon with Asian Slaw

Served with tossed salad, buns, and Choice of Potato or rice, \$32.00 per person

Lunch Continued

Buffet Lunch

Build your own sandwiches, Includes;

- Meat Platter
- Cheese Platter
- Garnish Platter (Lettuce, Tomato, Cucumber, Red Onion)
- Chinese Noodle Salad
- Pasta Salad with Tomato, Cucumber and Feta in Dill Mayonnaise
- Relish Tray
- Fruit Tray
- Assorted Breads and Buns
- Condiments (Mayonnaise, Mustards, Butter)

Price per person \$29.00 (Minimum order 12 people)

Pizza Lunch

Assorted Pizza delivered hot and fresh to your meeting room. Three slices per person
\$10.00 per person (minimum 6 people)

Trays & Desserts

Peach & Blueberry Cobbler	\$7.50 per person
Bakery Squares	\$ 6.00 per person
Muffin Tray	\$ 25.00 per dozen
Cinnamon Rolls	\$ 17.00 per dozen
Bagel Tray	\$ 15.00 per dozen
Assorted Cookies	\$ 32.00 per dozen

DINNER MENUS

Menu 1

Mixed Baby Greens with House Dressing
Pork Tenderloin with Caramelized Shallot and Apple Cider Cream Sauce
Herb Roasted Potatoes
Gingered Baby Carrots
Strawberries with Cold Zabaglione
\$ 45.00 per person

Menu 2

Caesar Salad
Roasted Chicken Breast in Tarragon Mushroom Cream Sauce with Hint of Dijon
Rice Pilaf
Steamed Seasonal Vegetables
Peach Cobbler with Fresh Whipping Cream
\$ 45.00 per person

Menu3

Mixed Baby Greens with Balsamic Vinaigrette
Chicken Breast Stuffed with Wild Mushrooms in Gorgonzola Cream Sauce
Rice Pilaf
Gingered Baby Carrots
Carmel Apple Crisp with Fresh Whipped Cream
\$ 45.00 per person

Menu 4

Caesar Salad
Prime Rib with Peppercorn Madera Gravy
Garlic Mashed Potato
Roasted Root Vegetable
Chocolate Banana Bread Pudding with Chantilly Cream
\$51.50 per person

COCKTAIL PARTY MENU

(Minimum Order: 20 People, Minimum Notice: 72 Hours)

Grilled Shrimp with Garlic Aioli
Herb and Cheese Stuffed Mushrooms
Beef Tenderloin Encrusted with Peppercorn, Garlic and Dijon Served with Horseradish and Red Onion
Sauce

Coconut Chicken Satay
Vegetable Samosas with Tamarind Sauce
Pulled Pork with Caroline Slaw Slider
Smoked Salmon and Artichoke Bruschetta
Lemon Garlic Hummus with Grilled Pita
Tropical Summer Rolls with Sambal

Price per Person: \$36.50

Chicken Satay
Coconut Prawns with Lime Sauce
Beef Wrapped with Bacon Marinated in Honey Mustard
Italian Sausage Stuffed Mushrooms
Leek and Cheddar Tartlets
Chicken and Avocado Quesadillas with Sour Cream Salsa
Artichoke Dip with Spicy Pita Chips
Bruschetta Traditional with Baguettes
Santa Fe Cheesecake with Tostados

Price per Person: \$36.50

Southwest Tequila & Lime Shrimp
Grilled Skirt Steak with Soya Ginger Dipping Sauce
Lemon Garlic Wings
Green Chili and Cheese Quesadillas with Sour Cream Salsa
Sesame Chicken Drummets
Jamaican Beef Patties
Crab and Avocado Dip with Tostados
Roasted Red Pepper with Olive Bruschetta
Pita Pinwheels

Price per Person: \$36.50

Grilled Jumbo Prawns with Thai Basil Vinaigrette
Lemon, Garlic and Pepper Chicken Wings
Spinach and Feta in Phyllo
Spicy Mexican Meatballs with Salsa Chipotle
Cajun Breaded Chicken Breast with Curry Mayonnaise
Beef Satay with Caribbean Jerk Sauce
Bruschetta with Artichoke Heart Pesto with Baguette
Smoked Turkey and Cucumber Roll ups
Hummus with Spicy Pita Chips

Price per Person: \$36.50

Thai Spring Rolls with Chile Vinegar
Crispy Potato Skins with Chile and Cheese
Italian Sausage and Tomato Tartlets
Greek Chicken Souvlaki Skewers with Tzatziki Sauce
Sizzling Prawns

Cajun Crab Cakes with Lime and Green Onion Aioli
Smoked Salmon Mousse with Mini Bagels
Baked Feta with Black Olive and Artichoke Hearts Dip with Parmesan Basil Breadsticks
Bruschetta with Roasted Garlic and Baguette
Price per Person: \$36.50

Samosa
Beef Sliders with Cheddar and Mustard, Garlic Aioli
Mexican Tortilla Rollups
Shrimp and Scallop Fondue with Garlic Crostini
Yakitori Chicken Skewers
Cajun Breaded Chicken Livers with Curry Mayonnaise
Bruschetta with Sundried Tomato Pesto with Baguette
Shrimp Cocktail with Cilantro Salsa
Mediterranean Dip with Spicy Pita Chips
Price per Person: \$36.50

Beef Satay
Cajun Breaded Artichoke Hearts with Lemon Garlic Mayonnaise
Bacon Wrapped Scallops
Green Chili and Cheese Quesadillas with Salsa
Jamaican Jerk Chicken Skewers
Parmesan Basil Chicken Wings
Shrimp Salad Rolls with Chili Basil Vinaigrette
Chipotle Goat Cheese Dip with Baguette
Seven-Layer Dip with Tostados
Price per Person: \$36.50

Bar Service

Liquor Service – Guest supplies liquor, limited to beer and wine
\$20.00 per hour per bartender (minimum 4 hours)
\$8.00 per person corkage (minimum 40 people)

A liquor license must be provided along with the liquor prior to the functions start.

GUARANTEES

A final guarantee for any catering function is required 72 hours prior to the function date. If attendance falls below the guaranteed number, the customer will be charged for the guaranteed count. Guarantees for Monday and Tuesday must be received by 12:00 noon the preceding Friday.

BEVERAGES

Alberta law prohibits the sale and/or service of alcoholic beverages to anyone under the age of 18 years. No alcoholic beverages shall be brought into the banquet or meeting rooms unless a valid liquor permit and corkage fee is provided to the hotel. Private bars may be closed earlier than originally requested, per management discretion.

PAYMENT

An advance deposit is required 14 days prior to the event equal to the Room rental and 50% of the catering is. All deposits are non-refundable. Management reserves the right to require a security deposit depending upon the size and nature of the function. Security deposit is refundable upon inspection of facility. Any damage to the property or facility will be deducted accordingly. The remainder of the payment is required 72 hours prior to the function. Final payments for all services shall be made on the day prior to the function unless arrangements have been authorized prior to your event. Direct bill payments are due within ten days of billing date.

CANCELLATIONS.

Hotel must receive 14 days advance notice of cancellation to avoid a cancellation penalty. Cancellation penalty includes 50% charge of meeting room, 100% audio/visual and food & beverage services as described on the contract.

MEETING & BANQUET ROOMS

All meeting room assignments are based on the anticipated number of guests. We reserve the right to change meeting room assignments should your projected attendance fall below the original estimate. Preferred locations will be honored whenever possible. All functions will be posted directing guests to the proper room. All functions with exhibitors must arrange for removal of all materials on the scheduled departure date unless otherwise authorized by our catering coordinator.

SHIPPING & RECEIVING

If it is necessary for you to ship materials to our hotel prior to your meeting, packages will be accepted two days prior to your function. Special arrangements must be made in advance for any shipments arriving more than two days prior to your function. Due to our limited storage areas, advance shipments received more than two days prior to your function date will be refused unless pre-approved. Storage fees will be set at that time. Return Shipping for all items will be your responsibility. Merchandise must be picked up within two days of the completion of the event.

SET-UP FEE

A set-up fee may be assessed to groups using a meeting or a banquet room. The fee will be based on the number of people in attendance and the difficulty of the room set-up. **Same day changes to the room set up will result in a \$100.00 Change fee.**

EQUIPMENT

All equipment needs should be prearranged with our sales office prior to your function. Please refer to the hotel's A/V Rental Price List. **Same day orders will be subject to a \$75.00 rush fee.**

ENTERTAINMENT

Functions that have live music, DJ, etc. must arrange to have entertainment stop at 10:00pm. Management reserves the right to control the volume of any band, DJ, etc. If necessary, entertainers will be asked, only once, to lower the volume, noncompliance will necessitate appropriate action.

DECORATING

To avoid damage to wallpaper or paint, the affixing of anything to the wall, floor or ceiling of rooms is not permitted. Use of certain decorations (i.e. candles, potpourri, etc.) requires management approval.

LIABILITY

Groups agree to be responsible for any damages done to the premises or equipment by members, guests, invitees or outside groups contracted by the organization during the period of time they are on hotel property. Any damages will be charged accordingly. The hotel cannot assume responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during or following your function. Security arrangements should be made for all items unattended for any time.

SECURITY

If, in the sole judgment of the hotel, security is required to maintain order due to the size and nature of your function, the Hotel will provide security personnel at your expense. The hotel shall have final approval on any and all security personnel to be utilized during your event.

GRATUITY

18% gratuity will be applied to all food & beverage charges.

OUTSIDE VENDORS

If you prefer to make other arrangements for Food & Beverage, the vendor must be licensed to prepare and serve food in accordance with local health regulations. The hotel will charge a \$5 per person per day service fee.