

Catering & Conference Services



HOLIDAY INN VANCOUVER-CENTRE
711 West Broadway, Vancouver, BC V5Z 3Y2
Telephone: 604-707-1933 Fax: 604-872-7520
www.hivancouver.com catering@hivancouver.com

Event Information

FOOD & BEVERAGE POLICY

The Conference Services Department requires your Food & Beverage selections three (3) weeks prior to the event. Our Conference Services Department will be pleased to tailor a menu to accommodate any special requirements.

Due to the licensing restrictions, all Food & Beverages of any nature must be supplied by the Hotel and may not be removed from the Hotel property, with the exception of Wedding and/or Birthday cakes, for which a fee will be applied.

To protect our guests, the Hotel reserves the right to cancel beverage service for any of the following reasons:

- 1) Possession of alcohol, by attendees, that has not been purchased or contracted for through the Conference Services Department
- 2) Noncompliance with BC Licensing & Liquor Laws
- 3) Any circumstances judged by the Hotel Management or the Conference Services Department that would endanger the Hotel's guests, clients, employees, or property. In addition, all beverages must be consumed at the location where they are purchased.

GUARANTEED NUMBERS

The final guaranteed number of guests is required five (5) business days prior to the event. If the hotel is not informed of any changes, the most recent number of guests, menu and beverage arrangements will be considered final.

An increase in the number of attendees over the number guaranteed will be subject to availability and charged accordingly. Should the number of guests decreased by 25% or more from the original expected attendees, a charge of 50% of the estimated food & beverage will be applied to the differences.

BOOKING POLICY

A signed contract will ensure that all agreed terms & conditions are met. Verbal agreements are not valid. A deposit, credit card number, or approved billing is required with a signed contract to confirm a booking. Space cannot be held without a guaranteed method of payment.

A non-refundable deposit of \$500.00 for all social events is due with the signed contract. Full payment of the estimated invoice based on the guaranteed attendance is due three (3) business days prior to the event. At the conclusion of the event, the deposit and pre-payment will be reconciled against the actual invoice and a service charge may apply for any last minute changes to your event details.

Corporate billing privileges may be requested, however, our Accounting Department requires credit information at least seven (7) days prior to the event.

Event Information

BOOKING POLICY

If for any reason the Hotel is unable to perform its obligation under this contract (such as, but not limited to: labour disputes, accident, act of war, weather, act of God, fire, flood or other emergency conditions) such non performance is excused and the Hotel may terminate the Event Contract without Liability of any nature upon the return of the client's deposit. In no circumstance shall the Hotel be liable for loss of profit or other damages based on breach of contract, warranty or otherwise.

CONDUCT OF EVENT

The Hotel reserves the right to inspect and control all private functions. Client agrees to begin the function at the scheduled time and agree to have all participants vacate the designated function space at the closing hour indicated. Client agrees to reimburse Hotel for any overtime wage payments or other expenses incurred by the Hotel because of your failure to comply with these requirements. Client is responsible for any damage to the Hotel or the Hotel property caused by your attendees, vendors, contractors or agents. Client agrees to comply with all applicable federal, provincial, and local laws and Hotel rules and policies governing the Contract and event. In the event the conduct of the attendees at the function is determined, in the Hotel's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Hotel rules, Hotel reserves the right to immediately terminate this contract without penalty and attendees at the function must leave the premises when instructed to do so. In the event this contract is terminated due to the conduct of the attendees of the events, Hotel shall be released from all liability associated with the contract termination. Further, in the event the client misrepresents the nature of the events and the content of the events is determined to be objectionable, in Hotel's discretion, Hotel has the right to immediately terminate this contract without penalty and Hotel is released from all liability.

DISPLAYS, DECORATIONS & ENTERTAINMENT

Event signage may be displayed directly outside your designated meeting room. The Hotel reserves the right to remove signage that is not prepared in a professional manner or is deemed unsightly or untidy. All marketing materials must be removed without undue delay. Organizers are responsible for disposing of any packaging materials or waste in compliance with the statutory provisions.

Decorations are permitted with hotel authorization. No confetti of any kind may be thrown on the premises or used as decorations. There will be no pinning or tacking the walls or wallpaper. Access to the hotel for decorating must be pre-approved by the Conference Services Department. The organizer is responsible for removing any items/decorations that brought in by the end of the rental period. The Hotel will not be responsible for any discarded or lost items. Fog Machines and Bubble Machines are prohibited.

All entertainment arrangements must be approved by the Hotel prior to the event. The Hotel reserves the right to refuse any arrangements not in compliance with hotel policy. A fee up to \$92.75 forwarded to SOCAN will be charged for any live or taped music brought into a function.

Event Information

BOXES/PACKAGES/FREIGHT STORAGE

Conference materials must be properly labeled with the date, the name of the event, and the hotel contact. The Hotel is pleased to receive and assist in the handling of the conference materials 3 days prior to the event and 3 days after the event. Please coordinate the pickup of items immediately following your event as the Hotel is not responsible for damage to, or loss of, any articles left on the premises during or following an event. If the items are delivered and handled by the Hotel outside of the indicated time frame, a storage fee will be applied.

CANCELLATION POLICY

Cancellation of a confirmed event must be done in writing ninety (90) days prior to the event date. If the booking is cancelled within ninety (90) days of notice, liquidated damages are determined as follows:

30 Days of Event Date	100% of Meeting Space & 100% of Food & Beverage
31 Days to 89 Days Prior	70% of Meeting Space & 30% of Food & Beverage
90 Days to Event Date	No Damages

MISCELLANEOUS

All menu prices and room charges are subject to change without notice. All prices are quoted in Canadian Funds and subject to applicable taxes (subject to change).

Meeting Package

PACKAGE A

(Minimum 10 ppl)

Continental Breakfast

AM Break:

Freshly Brewed Seattle's Best Coffee, Decaffeinated Coffee, and
a Selection of Regular & Herbal Teas

The Working Lunch

\$60.00 per person

PACKAGE B

(Minimum 15 ppl)

Continental Breakfast

AM Break:

Freshly Brewed Seattle's Best Coffee, Decaffeinated Coffee, and
a Selection of Regular & Herbal Teas

Taste of Commercial Drive Buffet

\$62.50 per person

PACKAGE C

(Minimum 15 ppl)

Canadian Breakfast

AM Break:

Freshly Brewed Seattle's Best Coffee, Decaffeinated Coffee, and
a Selection of Regular & Herbal Teas

The Working Lunch

\$66.50 per person

Prices are subject to taxes and gratuities
Additional flat fee of \$50 per day will be applied for guarantee less than minimum
Gluten free options available for an additional \$3.50 per person

Meeting Break

BEVERAGES

Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a
Selection of Regular & Herbal Teas

\$4.50 per person

Assorted Chilled Fruit Juices

\$20.50 per jug (60oz)

Selection of Sodas, Mineral Waters & Assorted
Fruit Juices (Based on Consumption)

\$3.50 each

Smoothies (Strawberry, Mango or Peach)

\$22.50 per jug (60oz)

FRESH FRUITS & VEGETABLES

Fresh Whole Fruit

\$2.95 per piece

Fresh Fruit Tray (minimum 10 ppl)

\$7.25 per person

Vegetable & Dip (minimum 10 ppl)

\$7.50 per person

SNACKS

Freshly Baked Muffins, French Croissants or
Assorted Breakfast Pastries

\$4.95 each

Assorted Yogurts

\$1.95 each

Assorted Scones

\$4.95 each

Freshly Baked Cookies

\$24.50 per dozen

Banana Loaf

\$28.75 per loaf

Lemon Loaf

\$32.75 per loaf

Assorted Granola Bars

\$2.95 each

Chef's Dessert Pastries

\$34.95 per dozen

Prices are subject to taxes and gratuities

Buffet Breakfast

CONTINENTAL BREAKFAST

(Minimum 10 ppl)

Assorted Chilled Fruit Juices
Freshly Baked Muffins, French Croissants &
Assorted Breakfast Pastries
Whipped Butter, Fruit Preserves
Fresh Fruit Salad & Assorted Yogurts
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of
Regular & Herbal Teas

\$21.95 per person

THE HEALTHY START

(Minimum 15 ppl)

Assorted Chilled Fruit Juices
Hard Boiled Eggs
Granola Bar: Dried Fruits, Seeds, Raisins,
Honey & Milk
Fresh Fruit Salad & Assorted Yogurts
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of
Regular & Herbal Teas

\$22.95 per person

THE CANADIAN BREAKFAST

(Minimum 15 ppl)

Assorted Chilled Fruit Juices
Freshly Baked Muffins, French Croissants &
Assorted Breakfast Pastries
Whipped Butter, Fruit Preserves

Fluffy Scrambled Eggs
Country Fried Potatoes
Crispy Bacon
Turkey Sausages or Pork Sausages

Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of
Regular & Herbal Teas

\$28.95 per person

THE BREAKFAST WRAPS

(Minimum 15 ppl)

Assorted Chilled Fruit Juices

Choice of Two:
Bacon, Egg & Cheese Wraps
Ham, Spinach, Egg & Cheese Wraps
Broccoli, Mushroom, Egg & Cheese Wraps
Egg, Pepper, Chipotle Lime Black Beans &
Salsa Wraps

Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of
Regular & Herbal Teas

\$29.95 per person

Prices are subject to taxes and gratuities

Additional flat fee of \$50 per day will be applied for guarantee less than minimum

Gluten free options available for an additional \$3.50 per person

A La Carte Breakfast

SAME MENU SELECTION FOR ENTIRE GROUP

Please choose one of the following:

Fluffy Scrambled Eggs served with Crispy Bacon,
Pork Sausage, Oven Roasted Tomato and Country Fried Potatoes

Goat Cheese & Asparagus Omelette topped with Prosciutto, Oven Roasted Tomato and
Country Fried Potatoes

Spinach Egg White Frittata with Oven Roasted Tomato and Country Fried Potatoes

Traditional Eggs Benedict: Ham, Medium Poached
Egg and Hollandaise on an English Muffin served with Oven Roasted Tomato and
Country Fried Potatoes

Florentine Eggs Benedict: Spinach, Mushroom Ragout, Medium Poached Egg and
Hollandaise on an English Muffin served with Oven Roasted Tomato and
Country Fried Potatoes

All Meals include Basket of Assorted Muffins, Croissants & Assorted Breakfast Pastries
Freshly Brewed Seattle's Best Coffee, Decaffeinated Coffee, and Regular Tea

\$32.50 per person

Prices are subject to taxes and gratuities
Gluten free options available for an additional \$3.50 per person

Buffet Lunch

THE WORKING LUNCH

(Minimum 15 ppl)

Soup of the Day
Fresh Garden Greens with Chef's Choice of Dressings
Ciabatta Bun, Baguette, Focaccia, Croissant, Pita, and Cheese Bun
(Egg, Turkey, Beef, and Vegetarian)
Chef's Dessert Pastries & Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee, Decaffeinated Coffee, and
a Selection of Regular & Herbal Teas

\$35.95 per person

TASTE OF COMMERCIAL DRIVE

(Minimum 15 ppl)

Focaccia with Balsamic Dip
Arugula & Pear Salad

Choice of Two:

Vegan Garlic Pasta with Cajun Cauliflower
Chicken Florentine Pasta
Vegetable Lasagna

Chef's Dessert Pastries & Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of
Regular & Herbal Teas

\$38.95 per person

GREEK CONNECTION

(Minimum 20 ppl)

Pita Breads with Hummus & Tzatziki
Greek Salad
Roasted Lemon Greek Potatoes

Choice of Two:

Lemon Chicken
Greek Pork Souvlaki
Greek Beef Stew
Vegetarian Moussaka

Chef's Dessert Pastries & Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of
Regular & Herbal Teas

\$40.95 per person

Prices are subject to taxes and gratuities

Additional flat fee of \$50 per day will be applied for guarantee less than minimum

Gluten free options available for an additional \$3.50 per person

A La Carte Lunch

SAME MENU SELECTION FOR ENTIRE GROUP

PLEASE SELECT ONE STARTER OPTION

Potato & Leek Soup

Mixed Greens Tossed with
Balsamic Vinaigrette

Caesar Salad Tossed with Creamy Garlic
Dressing Croutons and Parmesan Cheese

PLEASE SELECTION ONE DESSERT OPTION

Chocolate Mousse Cake

New York Cheesecake with
a Seasonal Fruit Compote

Apple Crisp

PLEASE SELECT ONE ENTRÉE OPTION

Brown Sugar Crusted Pork Loin with Apple & Caramelized Onion Chutney,
Seasonal Vegetables and Chef's Selection of Starch

\$42.95 per person

Hasselback Chicken Cordon Blue with Honey Mustard Glaze,
Seasonal Vegetables and Chef's Selection of Starch

\$45.95 per person

Orange Honey Garlic Glazed Salmon, Seasonal Vegetables and Chef's Selection of Starch

\$46.95 per person

8oz. Ribeye Steak with Bordelaise Sauce, Seasonal Vegetables and Chef's Selection of Starch

\$50.95 per person

All Meals include Warm Rolls with Whipped Butter, Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and Regular Tea

Prices are subject to taxes and gratuities
Gluten free options available for an additional \$3.50 per person

Buffet Dinner

THE POINT GREY DINNER BUFFET

(Minimum 40 ppl)

Warm Dinner Rolls with Whipped Butter
Fresh Garden Greens with
Chef's Choice of Dressings
Pasta Salad

Hot Seasonal Vegetables
Rice Pilaf or Roasted Potatoes

PLEASE SELECT TWO ENTRÉE OPTIONS

Penne Pasta with
Vegetables and Tomato Sauce

Roasted Chicken Breast with
Pesto Cream Sauce

Baked Salmon with Creamy Piccata Sauce

Medium Roast Beef with Bordelaise Sauce

(Optional Chef Attended Carving Station is \$75 Per Chef, Per Station)

Chef's Dessert Table:

An Assortment of Cakes, Pies & French
Pastries Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and
a Selection of Regular & Herbal Teas

\$65.95 per person

THE BROADWAY DINNER BUFFET

(Minimum 40 ppl)

Warm Dinner Rolls with Whipped Butter
Fresh Garden Greens with
Chef's Choice of Dressings
Potato Salad

Hot Seasonal Vegetables
Rice Pilaf or Roasted Potatoes

PLEASE SELECT TWO ENTRÉE OPTIONS

Vegetable Lasagna

Baked Chicken Breast with
Honey Mustard Sauce

Baked Salmon with Dill Cream Sauce

Medium Roast New York Striploin with
Wild Mushroom Sauce

Chef's Dessert Table

An Assortment of Cakes, Pies & French
Pastries Fresh Fruit Salad
Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and
a Selection of Regular & Herbal Teas

\$68.95 per person

Prices are subject to taxes and gratuities

Additional flat fee of \$50 per day will be applied for guarantee less than minimum

Gluten free options available for an additional \$3.50 per person

Buffet Dinner

THE KITSILANO DINNER BUFFET

(Minimum 40 ppl)

Warm Dinner Rolls with Whipped Butter
Fresh Garden Greens with Chef's Choice of Dressings
Marinated Bean Salad & Potato Salad

Hot Seasonal Vegetables
Rice Pilaf or Roasted Potatoes

PLEASE SELECT TWO ENTRÉE OPTIONS

Vegetable Primavera

Oven Roasted Chicken with Mushroom Cream Sauce

Baked West Coast Salmon with Creamy Garlic Dijon Sauce

Roasted Pork Loin with Caramelized Onion Apple Chutney

Medium Roast New York Striploin with Rosemary Au Jus

(Optional Chef Attended Carving Station is \$75 Per Chef, Per Station)

Chef's Dessert Table

An Assortment of Cakes, Tortes, Pies & French Pastries

Fresh Fruit Tray

Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and a Selection of Regular & Herbal Teas

\$72.95 per person

Prices are subject to taxes and gratuities
Additional flat fee of \$50 per day will be applied for guarantee less than minimum
Gluten free options available for an additional \$3.50 per person

A La Carte Dinner

SAME MENU SELECTION FOR ENTIRE GROUP

PLEASE SELECT ONE STARTER OPTION

Coconut Carrot Ginger Soup
Roasted Tomato Basil Soup
Mixed Greens Tossed with Balsamic
Vinaigrette
Caesar Salad Tossed with Creamy Garlic
Dressing Croutons and Parmesan Cheese

PLEASE SELECT ONE DESSERT OPTION

Chocolate Mousse Cake
New York Cheesecake with a Seasonal Fruit
Compote Apple Crisp

PLEASE SELECT ONE ENTRÉE OPTION

Spinach & Ricotta-Stuffed Chicken Breasts with Lemony White Wine,
Seasonal Vegetables and Chef's Selection of Starch

\$55.95 per person

Salmon with Citrus Salsa Verde,
Seasonal Vegetables and Chef's Selection of Starch

\$58.95 per person

Grilled New York Steak with Roasted Garlic & Ancho Butter,
Seasonal Vegetables and Chef's Selection of Starch

\$60.95 per person

Grilled Halibut with Lemon-Basil Vinaigrette,
Seasonal Vegetables and Chef's Selection of Starch

\$65.95 per person

All Meals include Warm Rolls with Whipped Butter, Freshly Brewed Seattle's Best Coffee,
Decaffeinated Coffee, and Regular Tea

Prices are subject to taxes and gratuities
Gluten free options available for an additional \$3.50 per person

Reception Menu

CANAPÉS & HORS D'OEUVRES

ALL MENU ITEMS ARE PRICED AND SOLD PER DOZEN, MINIMUM ORDER OF 2 DOZEN PER ITEM
SOME ITEMS CAN BE PASSED FOR AN ADDITIONAL FEE

COLD CANAPÉS

\$45.00 per dozen per item

- Smoked Salmon & Dill Canapés
- Bacon & Tomato Cups
- Tomato Bocconcini Skewers
- Melon Prosciutto Skewers
- Mascarpone Shrimp Bites
- Beef Tenderloin Canapés
- Zucchini Bruschetta with Swiss Cheese
- Salsa Shrimp Melts
- Chicken & Mushroom Canapés
- Mushroom Polenta Diamonds

HOT HORS D'OEUVRES

\$45.00 per dozen per item

- Marinated Vegetable Skewers
- Salmon Croquettes
- Prosciutto Parmesan Potato Skins
- Asparagus & Brie Wonton Tartlets
- Mini Vegetable Frittata
- Tandoori Meatballs with Cilantro Raita
- Bacon Wrapped Scallops
- Deep Fried Prawns with Sweet Chili Sauce
- Spring Rolls with Plum Sauce
- Beef Brochette
- Sweet & Spicy Chicken Skewers

ADDITIONAL RECEPTION ITEMS

Assorted Mini Sliders
(Choice of: Roasted Vegetables & Brie;
Pulled Pork; Beef & Portobello Mushroom)

\$6.95 each

Charcuterie Board
(Charcuterie, Cheese, Bread, Fruits, Nuts,
Spreads)

\$16.95 per person

Chef's Dessert Table (Cakes, Pies & Petit Fours)

\$15.95 per person

Finger Sandwich Platter

\$9.95 per person

Antipasto Platter
(Grilled Vegetables, Tomato Bocconcini &
Prosciutto)

\$12.95 per person

Sushi Platter (60 pieces)

\$192.95 per order

Prices are subject to taxes and gratuities

Beverage Selections

	Host	Cash
Highball (1oz) - Vodka, Rum, Rye, Gin, Scotch	\$7.00	\$8.00
Domestic Beer (341ml) - Canadian, Coorslight, Red Truck Lager	\$7.00	\$8.00
Imported Beer (330ml) - Stella, Corona	\$9.00	\$9.00
Cider (330ml) - Growers Apple, Pear, Peach	\$7.00	\$8.00
Cooler (330ml) - Pabst Groovy Lemon Iced Tea, Smirnoff Ice	\$7.00	\$8.00
House Red/White by the Glass	\$7.00	\$8.00
Soft Drinks or Juices	\$3.50	\$3.00
Spirited Fruit Punch (Serves 30ppl)	\$130.00	
Non-Alcoholic Fruit Punch (Serves 30ppl)	\$90.00	

Host Bar

All beverages consumed are to be paid by the host of the event. Prices quoted are subject to applicable taxes and 20% gratuity.

Cash Bar

All beverages consumed are to be paid by the guests of the event. Prices quoted include all applicable taxes. Gratuities are not included.

A bartender fee of \$25.00 per hour will be charged for a minimum of four (4) hours if Host/Cash Bar revenue does not exceed \$450.00.

As per BC Licensing and Liquor Laws, any public special event may not provide homemade beer or wine or Ubrew/Uvin Products, or allow the people attending the event to bring their own liquor.

Any Wine brought into the hotel premises must be purchased from a BC Liquor Store or another source approved by the Liquor Distribution Branch, and a corkage fee of \$20.00 per bottle will be applied with supplementary documentation.

As per BC Licensing and Liquor Laws, function rooms must be vacated by 12 midnight Sunday and 1am Monday through Saturday. Last call will be announced ½ hour prior.

Prices are subject to taxes and gratuities

Wine Selections

WHITE WINES

Chaberton White - VQA
Bottle (750ml) \$30.00

Chaberton - Valley Chardonnay VQA
Bottle (750ml) \$35.00

Chaberton - Reserve Bacchus VQA
Bottle (750ml) \$36.00

Chaberton - Reserve Gewurztraminer VQA
Bottle (750ml) \$36.00

Bodacious - Pinot Grigio
Bottle (750ml) \$32.00

Oyster Bay - Sauvignon Blanc
Bottle (750ml) \$40.00

RED WINES

Chaberton Red - VQA
Bottle (750ml) \$30.00

Chaberton - Valley Gamay VQA
Bottle (750ml) \$40.00

Chaberton - Reserve Merlot VQA
Bottle (750ml) \$50.00

Dona Paula Los Cardos - Malbec
Bottle (750ml) \$32.00

Bodacious - Cabernet Sauvignon
Bottle (750ml) \$32.00

Oyster Bay - Pinot Noir
Bottle (750ml) \$40.00

Bubbles

Henkell Trocken
Bottle (750ml) \$38.00

Sumac Ridge
Bottle (750ml) \$55.00

Prices are subject to taxes and gratuities

Audio Visual

6FT LCD Projector Package

Includes: LCD projector, 6ft tripod screen, draped projection stand, and cables

\$235

8FT LCD Projector Package

Includes: LCD projector, 8ft tripod screen, draped projection stand, and cables

\$300

10'FT LCD Projector Package

Includes: LCD projector, 10 x 10 Post & Cradle pull up screen, draped projector stand, and cables

\$435

Possible upgrades available

Projector in package is basic for PowerPoint presentation to upgrade for finer text and spreadsheet details projector upgrade is possible
Added cost starting at \$75 for each package

6'FT Support Package

Includes: 6ft tripod screen, draped projection stand, and cables

\$110

8'FT Support Package

Includes: 8ft tripod screen, draped projection stand, and cables

\$130

10'FT Support Package

Includes: 10 x 10 Post & Cradle pull up screen, draped projection stand, and cables

\$190

Sound System Package

Includes: 2 QSC K8 Speakers with stands, 1 6CH mixer, 1 SM58 or OM7 microphone, 3 50ft XLR cables, 3x 33ft AC extensions

\$300

Packages are subject to labour and delivery/pickup
Suggested labour for set-up and dismantle of the above packages: 2 hours –
General AV Technician is \$85/hour
Delivery & Pickup \$240

Audio Visual

Requested Equipment Pricing

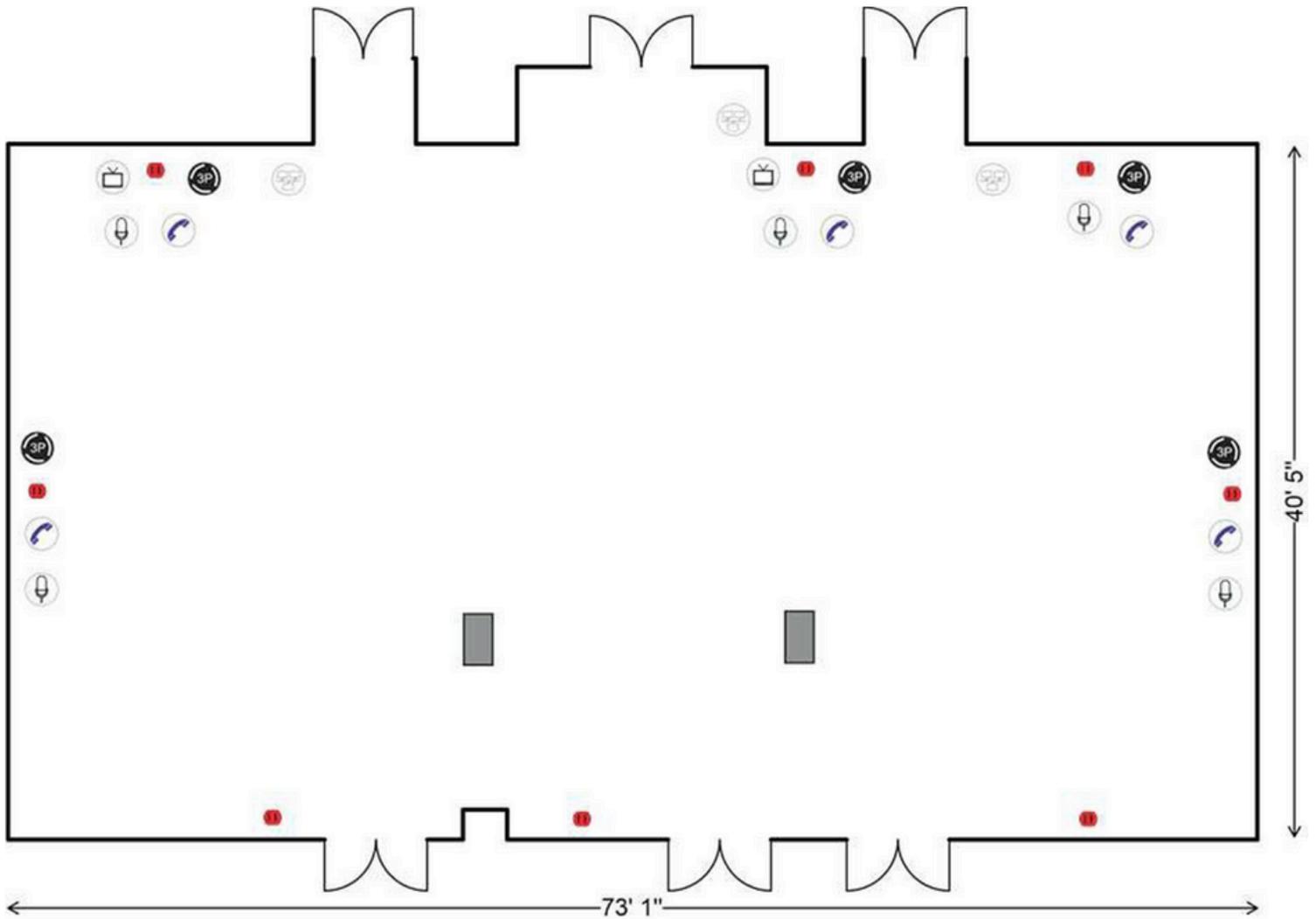
AC Package (Includes 33ft tri ac extension cable and power bar)	\$20
Laptop Computer w/Microsoft Office	\$150
HDMI DA2 Two Output Splitter	\$40
Wireless Presenter Remote	\$15
AV Cart w/ Skirt	\$35
Flipchart with Paper Pad and markers	\$45
Extra Flipchart Paper Pads	\$20
White Board 3x4ft w/ 2 sign easels	\$55
With Dry Eraser and 4 markers	\$10
Whiteboard 4x6ft w/2 sign easels	\$55
With Dry Eraser and 4 markers	\$10
Sign Easel	\$15
Wireless Microphone (lapel or handheld)	\$125
4 CH Audio Mixer	\$50
6 CH Audio Mixer	\$70
8-10 CH Audio Mixer	\$85
Passive Direct Box	\$15
Bluetooth Audio Receiver	\$16.50
Conference Phone	\$95
Poster Board 4x6/4x8	\$125/\$160

On-Site Technician

General AV Technician \$85/hour | Overtime 1.5 x hourly rate | Holiday Rates 1.5 x hourly rate

McMedia AV has an extensive inventory of audio visual equipment in addition to the items listed above. Should you wish to have a customer order of equipment arranged or are looking for specific items, please contact our team at rentals@mcmedia-av.ca.

Floor Plans and Capacity

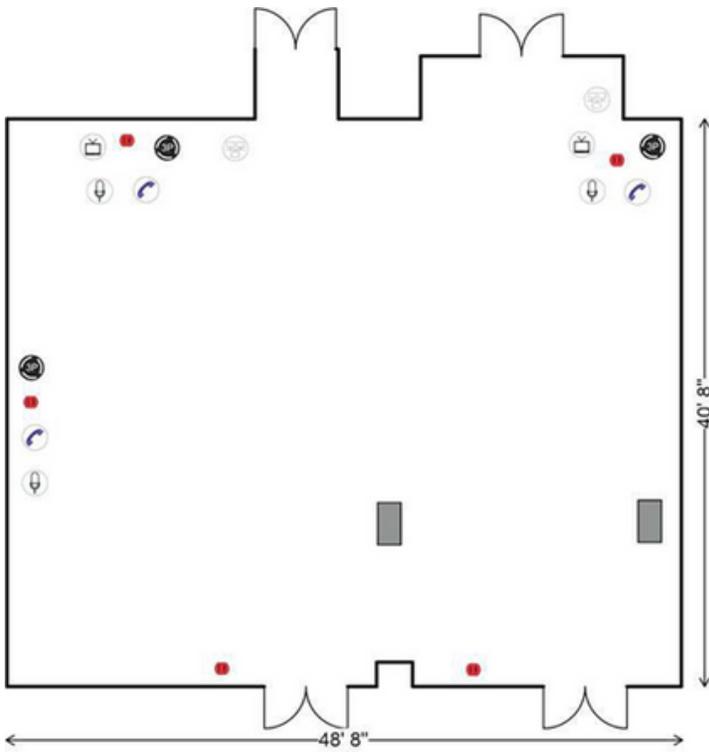


ARBUTUS BALLROOM

Lobby Level
2,993 square feet
13 feet ceilings

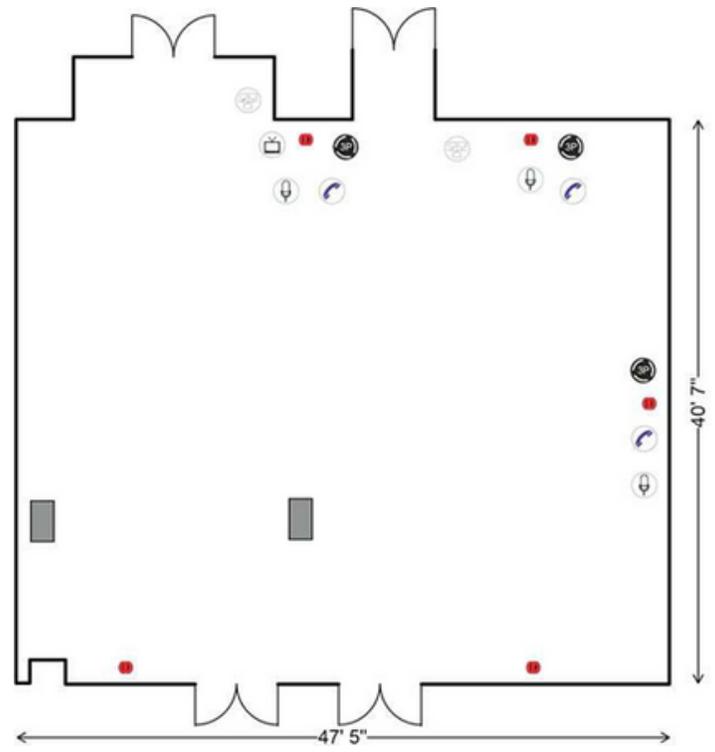
Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
260	140	80	90	250	300	150

Floor Plans and Capacity



ARBUTUS BALLROOM WEST & CENTRE

Lobby Level
2,009 square feet
13 feet ceilings



ARBUTUS BALLROOM EAST & CENTRE

Lobby Level
1,927 square feet
13 feet ceilings

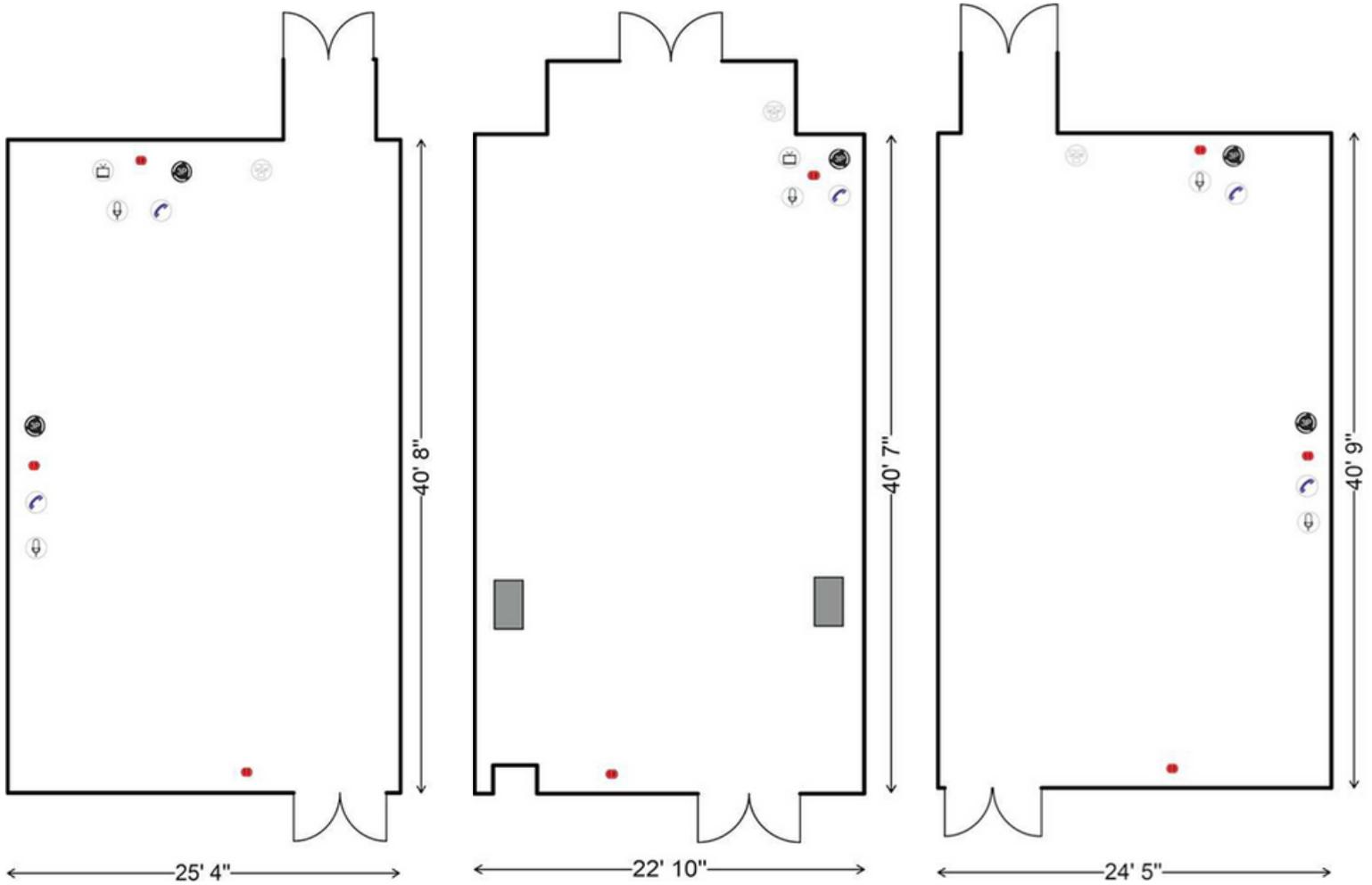
ARBUTUS BALLROOM WEST & CENTRE:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
160	80	50	55	110	180	70

ARBUTUS BALLROOM EAST & CENTRE:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
160	80	50	55	110	180	70

Floor Plans and Capacity



ARBUTUS BALLROOM WEST

Lobby Level
1,066 square feet
13 feet ceilings

ARBUTUS BALLROOM CENTRE

Lobby Level
943 square feet
13 feet ceilings

ARBUTUS BALLROOM EAST

Lobby Level
984 square feet
13 feet ceilings

ARBUTUS BALLROOM WEST:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
100	50	30	30	60	100	40

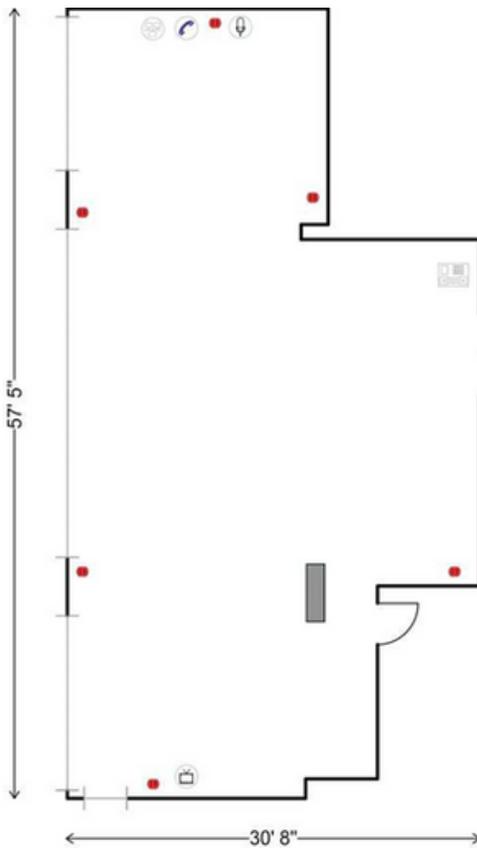
ARBUTUS BALLROOM CENTRE:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
60	30	20	25	50	80	30

ARBUTUS BALLROOM EAST:

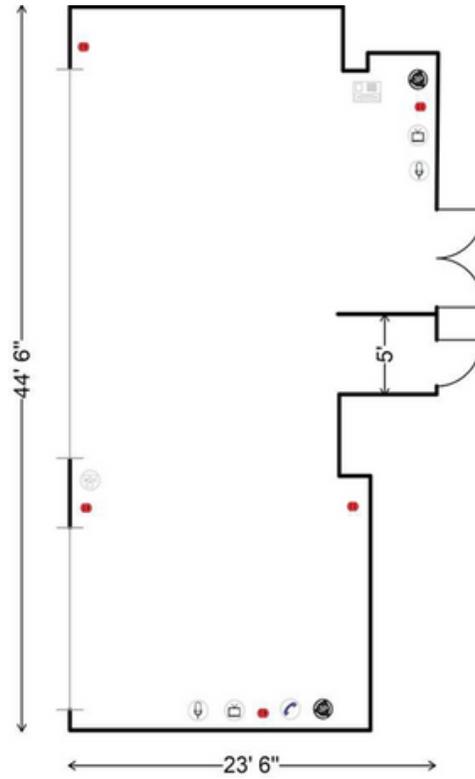
Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
100	50	30	30	60	100	40

Floor Plans and Capacity



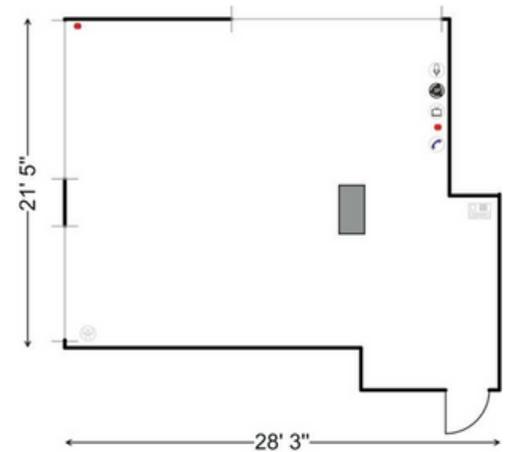
CYPRESS ROOM

5th Floor
1,200 square feet
9 feet ceilings Natural Light



OAK ROOM

5th Floor
810 square feet
9 feet ceilings Natural Light



PINE ROOM

5th Floor
642 square feet
9 feet ceilings Natural Light

CYPRESS ROOM:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
90	50	50	30	80	100	N/A

OAK ROOM:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
80	30	30	30	60	70	N/A

PINE ROOM:

Theatre	Classroom	Boardroom	U-Shape	Banquet	Reception	Dinner & Dance
30	15	15	15	30	40	N/A



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