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## 2018 CATERING PACKAGE

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## WELCOME

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Dear valued and prospective guests,

Welcome to the Woodlands Inn & Suites Conference Centre. Thank you for allowing us the opportunity to quote for the event(s) that you are planning.

The Woodlands Inn & Suites has three elegantly equipped banquet rooms. Enjoy the comforts of our Aspen, Birch and Spruce rooms. No matter what type of occasion, whether it is a convention, meeting, special party or wedding, our banquet rooms can meet your individual requirements.

With more than 2400 square feet, our adjoining Aspen & Birch banquet room is not only one of the largest in Fort Nelson but also one of the finest. Our facilities, flexible lighting, technical advantages and commitment to service will assure the success of any function.

We would be more than happy to discuss a customized menu for your private function and any special beverage requirements that you may have. We cater to small and large functions and special events. With private banquet rooms, ONE restaurant and 1 lounge, we are able to provide you with quotes based on your specific size, food and beverage and audio visual needs.

Should you require further information please do not hesitate to contact our Catering Department. Again, thank you for your inquiry and look forward to being of service.

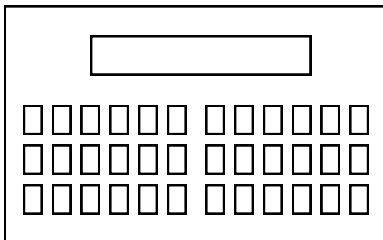
Sincerely,

Woodlands Inn & Suites  
Sales & Catering Department  
(250) 774- 6669

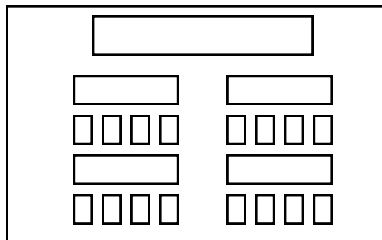
## CONFERENCE ROOM CAPACITY

FUNCTION FORMAT	BIRCH	ASPEN	SPRUCE	BIRCH/ASPEN
Dimensions	27'2"X25'6"	27'2"X64'	27'2"X12'8"	27'2"X89'6"
Square Footage	697 square feet	1741 square feet	349 square feet	2438 square feet
Theater Style	55 people	145 people	N/A	205 people
Classroom Style	24 people	60 people	N/A	84 people
Boardroom Style	20 people	36 people	12 people	56 people
Hollow Square	N/A	40-44 people	N/A	80 people
U-Shaped	24 people	32 people	N/A	56 people
Plated Dinner	48 people (6 rounds tables of 8)	96 people (12 rounds tables of 8)	N/A	128-144 people (16-18 rounds tables of 8)
Buffet Dinner	40 people (5 rounds tables of 8)	96 people (12 rounds tables of 8)	N/A	128-144 people (16-18 rounds table of 8)

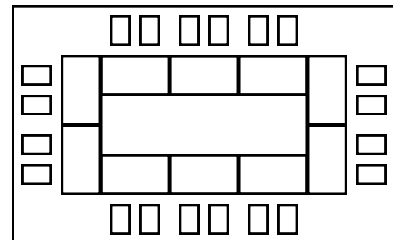
**THEATRE STYLE**



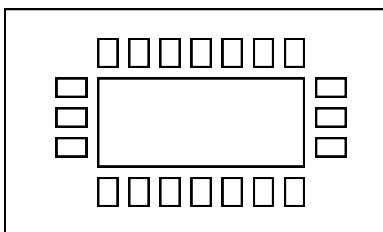
**CLASS ROOM STYLE**



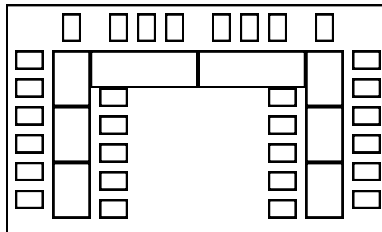
**HOLLOW SQUARE STYLE**



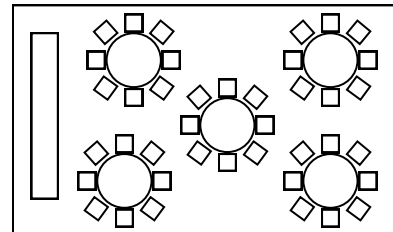
**BOARD ROOM STYLE**



**U SHAPE STYLE**



**DINNER STYLE**

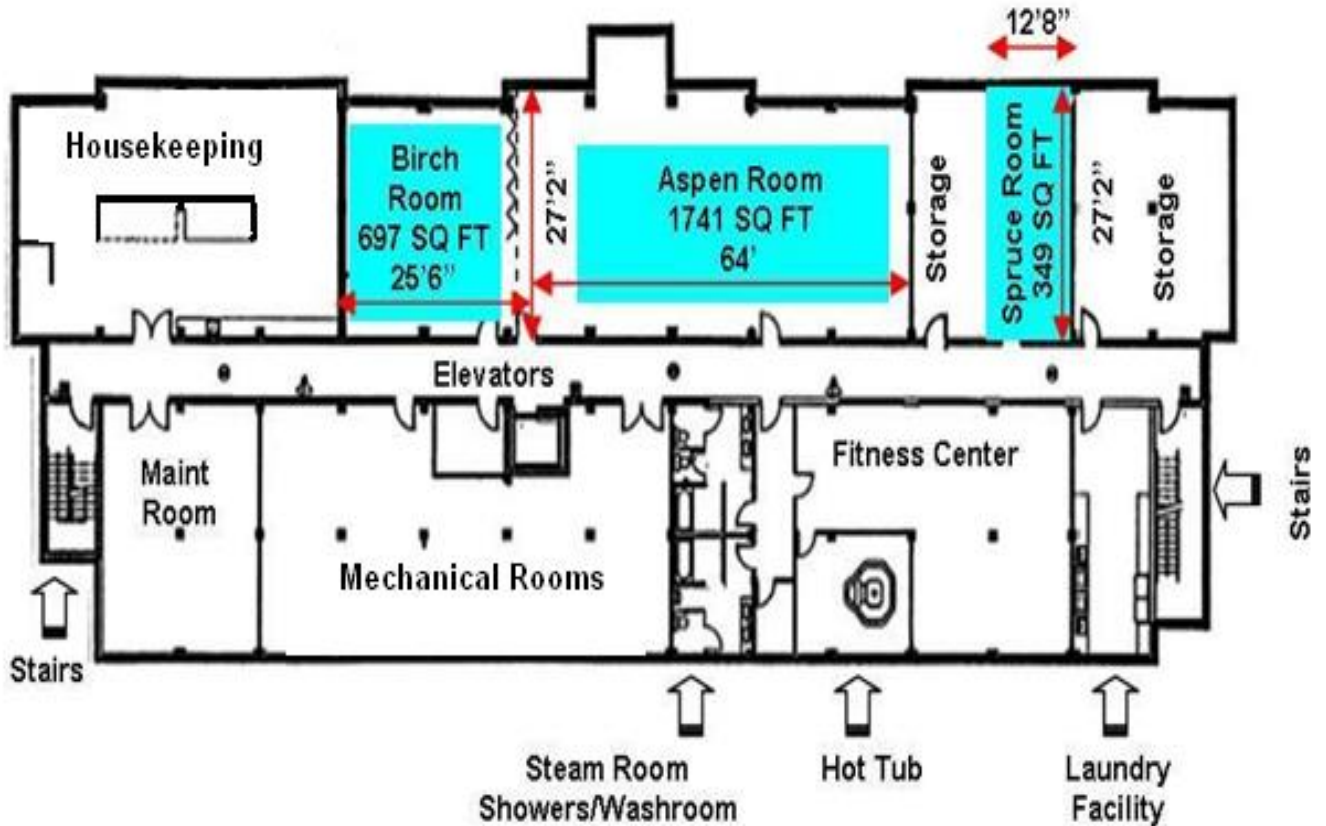




## CONFERENCE ROOMS & EQUIPMENT RATES

<b>WOODLANDS INN CONFERENCE CENTRE</b>	<b>AUDIO VISUAL EQUIPMENT &amp; SERVICES</b>
<p><b>ASPEN ROOM</b></p> <p>Hourly.....\$100.00            Day (8 am-5 pm) .....\$325.00            Evening (6 pm-2 am) .....\$400.00            24 Hours.....\$500.00</p> <p>Aspen Room is equipped with a full service bar, PA system and coat check.</p> <p><b>BIRCH ROOM</b></p> <p>Hourly..... \$50.00            Day (8 am-5 pm) .....\$200.00            Evening (6 pm-2 am) .....\$200.00            24 Hours.....\$250.00</p> <p>Birch Room has a built in whiteboard.</p> <p><b>SPRUCE ROOM</b></p> <p>Hourly..... \$30.00            Day (8 am-5 pm) .....\$125.00            Evening (6 pm-2 am) .....\$150.00            24 Hours.....\$200.00</p> <p>Spruce Room has a built in white board.</p> <p><b>ASPEN/BIRCH COMBINED</b></p> <p>Hourly.....\$120.00            Day (8 am-5 pm) .....\$400.00            Evening (6 pm-2 am) .....\$500.00            24 Hours.....\$600.00</p>	<p>LCD/Proxima (half day) .....\$40.00            LCD/Proxima (full day) .....\$70.00            Polycom (half day).....\$60.00            Polycom (full day).....\$110.00            Speaker Phone .....\$25.00            Internet (1/2 day).....\$25.00            Internet (Full day) .....\$50.00            Wireless routers.....\$20.00            Additional internet connection ..... \$10.00            Flip chart with paper and markers.....\$20.00            Addition pads of flip chart paper.....\$15.00            White board with markers .....\$20.00            Projection screen.....\$15.00            Overhead projector/screen .....\$25.00            Slide projector .....\$20.00            TV/VCR/DVD combo .....\$30.00            Printing in color per page ..... \$2.00            Printing in black &amp; white per page.... \$0.50            Photocopies per page..... \$0.25</p> <p style="text-align: center;"><b>COMPLIMENTARY SERVICES</b></p> <p>Public Address System            Sound system external input adapter            Extension Cable for Microphones            Podium            Microphone            Microphone Stands            Extension cords and power bars            Ice Water with meeting room rental            Note pads and pens            Local Fax            Local Phone</p>

## CONFERENCE LEVEL FLOOR PLAN





## COFFEE BREAKS & BEVERAGES

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Muffins	\$2.75 each
Cookies	\$2.75 each
Assorted Pastries	\$3.00 each
Peanuts, pretzels, chips	\$3.00 each
Bottled Water	\$2.50 each
Canned Juice	\$3.00 each
Canned Soft Drinks	\$3.00 each
Coffee	\$18.00 per carafe
Tea service	\$8.00 per carafe
**Alcoholic Beverage	\$5.50 plus taxes
Includes bar brand rum, gin, vodka, rye, scotch, beer, coolers and glass of house wine Premium liquor, liqueurs, shooters, imported beer and wine available at extra charge. All alcoholic prices are subject to change.	
**Table Wine Service	\$ per bottle quotes available on request

## FRESH PLATTERS

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Dessert Squares	\$3.25 per person (minimum of 10people)
Seasonal Fresh Fruit	\$5.00 per person (minimum of 10people)
Fresh Vegetables (Served with dipping sauce)	\$4.00 per person (minimum of 10people)
Domestic Cheese Selection (Served with assorted crackers)	\$6.00 per person (minimum of 10people)

All Services available with minimum numbers for additional charges

\*\*Prices do not include taxes or gratuities\*



## APPETIZER SELECTIONS

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### *Pork Dry Ribs*

Served with sweet chili dipping sauce  
\$14.00 per 7 oz portion

### *Deep Fried Coconut Shrimp*

Served with cocktail sauce  
\$16.00 per plate

### *Cajun Prawns*

7 prawns sautéed in Cajun spices with slice of garlic toast  
\$14.00 per plate

### *Garlic Finger with parmesan & mozzarella cheeses*

Served with a donair dipping sauce  
\$14.00 per 12 " pizza crust.

### *Beef Samosas*

6 individual beef samosas, deep fried and served with sweet chili dipping sauce  
\$14.00 per 1/2 dozen

### *Chicken Fingers*

Served with a plum dipping sauce  
\$18.00 per dozen

### *Chicken Wings (Teriyaki, BBQ, Salt & Pepper, Mild, Hot or Suicide)*

Served with a ranch dipping sauce  
\$14.00 per pound

### *Breaded Pickle Spears*

7 dill pickle spears breaded and deep fried , served with ranch dipping sauce.  
\$11.00 per plate





Catering Package-March 2018

\*Prices do not include taxes and gratuities\*

## **BREAKFAST BUFFET OPTIONS**

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### *CONTINENTAL BREAKFAST*

\$14.00 per person

Chilled Orange and Apple Juice

Selection of Danish Pastries, Muffins and Butter

White bread, whole wheat bread and bagels

Fruit Preserves and Marmalade

Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Tea



### *NORTHERN EXPERIENCE BREAKFAST*

\$19.00 per person

Chilled Orange and Apple Juice

Fluffy Scrambled Eggs

Smoked Bacon Strips

Maple Breakfast Sausages

Crisp Country Style Potatoes

Selection of Breakfast Pastries and Muffins

Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Teas



### *Additions to your breakfast buffet*

...With fresh fruit, add \$5.00 per person

...With cold cereal, add \$3.00 per person

...With hot oatmeal, add \$3.00 per person

...With assorted fruit yogurts, add \$3.00 per person



The prices above are based on a minimum of 20 people.  
Service is available with minimum numbers for additional charges.

\*Prices do not include taxes and gratuities\*

## LUNCH BUFFET OPTIONS

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### *Deluxe Soup & Sandwich Buffet*

\$22.00 per person

Daily Soup from the Kettle

Tossed Garden Greens

Pasta Salad or Home Style Potato Salad

Selection of Deli Style Sandwiches and Wraps

Filled with a Variety of Fillings, which include: Egg Salad, Tuna Salad, Roast Beef, Chicken Salad,  
Platter of Market Fresh Fruit & Assortment of Dessert Squares



### *Pizza Buffet*

\$24.00 per person

Daily Soup from the Kettle

Traditional Caesar Salad

Select from Greek, Cowboy Meat Lovers, Vegetarian, Ham & Pineapple and Back Yard BBQ  
Based on two pizza slices per person from 8 slice pizza. Extra pizza available at regular prices  
Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



### *Mexican Express Buffet*

\$25.00 per person

Daily Soup from the Kettle

Tossed Garden Greens

Make Your Own Chicken Fajita with:

Sautéed Peppers, Onions and Mushrooms

Served with Cheddar Cheese, Sour Cream and Salsa

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



### *Italian Buffet*

\$27.00 per person

Daily Soup from the Kettle

Freshly Grilled Garlic Toast

Traditional Caesar Salad

Oven Baked Lasagna Topped with Mozzarella Cheese

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



The prices above are based on a minimum of 20 people.  
Service is available under minimum numbers for additional charges.

\*Prices do not include taxes and gratuities\*

## **DINNER BUFFET OPTIONS**

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### *Dinner Buffet #1*

\$39.00 per person

Carved Inside Round of Alberta Beef & BBQ Breast of Chicken,  
Choice of Garlic Mashed Potato, Baby Roast Potato or Rice  
Seasonal Vegetables

Tossed Salad, Potato Salad & Coleslaw

Pickle Tray

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



### *Dinner Buffet #2*

\$43.00 per person

Carved inside round of Alberta Beef, Stuffed pork loin & Pacific Salmon your  
Choice of potato

Seasonal vegetables

Tossed Salad, Caesar Salad, & Potato Salad

Pickle tray

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



### *Dinner Buffet #3*

\$46.00 per person

Carved Prime Rib, Boneless Chicken with a Mushroom Cream Sauce,  
& Pacific Salmon

Choice of Potato

Seasonal Vegetables

Tossed Salad, Pasta Salad, Potato Salad, Caesar Salad & Mushroom Salad

Pickle Platter

Domestic Cheese Platter

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



The prices above are based on a minimum of 30 people.  
Service is available under minimum numbers for additional charges.

\*Prices do not include taxes and gratuities\*

## BUS TOUR PACKAGE

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**We welcome every Bus Tour with complimentary fresh baked cookies and iced tea in the lobby upon arrival**

We offer the following bus tour group breakfast options.

### *Cold Continental Breakfast Buffet*

\$13.00 per person

Chilled Orange and Apple Juice

Selection of Danish Pastries, Muffins and Butter

White bread, whole wheat bread and bagels

Fruit Preserves and Marmalade

Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Tea



### *The Northern Experience Breakfast Buffet*

\$18.00 per person

Chilled Orange and Apple Juice

Fluffy Scrambled Eggs

Smoked Bacon Strips

Maple Breakfast Sausages

Crisp Country Style Potatoes

Selection of Danish Pastries, Muffins

Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Teas



The prices above are based on a minimum of 30 people.  
Service is available under minimum numbers for additional charges.

### *Additions to your breakfast buffet*

...With Fresh Fruit, add \$5.00 per person

...With cold cereal, add \$3.00 per person

...With hot oatmeal, add \$3.00 per person

...With assorted fruit yogurts, add \$3.00 per person



### *Bag Lunch to go*

\$13.50 per person

Sandwich, bottle water, fruit, cookies, napkin and cutlery



We will be happy to provide you with a quote for customized food and beverage needs.

\*Prices based on 1 group bill and do not include taxes and gratuities\*



## **SERVICE, TERMS AND CONDITIONS**

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A final guaranteed number of guests must be given to the Woodlands Inn & Suites 7 days prior to the function. If the guaranteed number is not received, the hotel will prepare for and charge for the last number quoted. Any changes to catering during an event must be directed to the Sales, Marketing & Catering Department.

For Weddings all details must be completed 1 month prior to the Event, with final numbers 1 week prior to the event, only the guaranteed numbers of meals are prepared and billed to the client.

The same menu is required for all guests. Limited dietary substitutes can be made available upon request. Menu and wine selections must be submitted to the Catering Office a minimum of two weeks prior to your function, to ensure availability of products.

The Woodlands Inn & Suites reserve the rights to all food and beverage service. No outside food or beverage products can be brought into the banquet rooms by the client for service.

Governed by British Columbia Liquor Laws and hotel policies, no liquor service will be permitted after 1:00 a.m. Last call for the sale of alcoholic beverages will at 12:30 a.m. (Sunday at midnight) Guests will be allowed half hour to vacate the room after 1:00 a.m.

Corkage bars are not permitted at the Woodlands Inn & Suites. Prices are subject to change without notice, but will be guaranteed 60 days prior to the function.

A customary service charge of 15% will be added to all food and beverage consumption and is not included in the prices quoted.

The Woodlands Inn will be the sole supplier of all food consumed in our facilities. All alcoholic beverages must be supplied by the hotel.

You may decorate your own event. We ask that no nails or adhesives to be used on the walls, ceilings or floors. All decorations must be removed before the next business day or a clean-up charge of a minimum of \$100.00 will be applied to the bill. Any damages from decorating will be billed to the client of immediate payment. The person who signs the contract is responsible for all damages incurred from the event at the hotel.

Final rooming lists are requested to be submitted 14 days prior to arrival indicating final guestroom requirements, time of arrival and departure. Guestrooms cannot be guaranteed without receipt of this information. Guest rooms do not include 5% GST and 8% Room Tax.



Catering Package-March 2018

## **SERVICE, TERMS AND CONDITIONS**

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All functions requiring bar service will be required to pay a \$72.00 (\$18/hour-min. 4 hours) Bartender Fee if total net sales do not exceed \$600.00.

Any parties over 75 people are required to have a cashier/bar helper and will be required to pay a \$72.00 (\$18/hour-min. 4 hours) fee if total net sales do not exceed \$1000.

Host Bartender Fee is \$72.00 (\$18.00/hour-min. 4 hours) plus 15% gratuity added to the host bar bill.

Cash Bar prices posted include taxes and mix for all beverages. Individuals pay directly the amount to bartender for cash bars. Waitress service is not included in the price of a cash bar. Running a tab for cash bar is available with pre authorized cc left at bar.

### **DEPOSIT AND CREDIT ARRANGEMENTS**

A 50% deposit is required within 1 week of the booking, or a guarantee with a credit card number and expiry date for all Banquets.

The estimated total balance is due and payable 1 days prior to the function, unless billing arrangements have been approved in advance by the Woodlands Inn & Suites. Should you require billing privileges, please request a credit application from our accounting department allowing up to 3 weeks if approved.

No penalty will be charged for a banquet-catering cancelled up to thirty (30) days prior to the event. If cancelled within the thirty (30) days of the scheduled function date, a cancellation fee of 50% of the total function cost will be charged. Banquet space is not guaranteed until a signed contract is returned to the Woodlands Inn and Suites.

The convener agrees that the company may at its sole direction; cancel this contract by giving to the convener verbal or written notice of its decision to do so, if the company should consider that to hold the function might result in civil commotion, harassment of patrons of the hotel or damage thereto. The company shall return to the convener the deposit paid and there shall be no further liability upon the company.

### **EQUIPMENT RENTAL**

All rented equipment is the sole responsibility of the renter during the time written on the catering agreement. Should the rented equipment go missing or should damages incur, the renter bears all financial responsibility for repair or replacement of said device.