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## 2011 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 to quote the event 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 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 functions and offer nightly dinner specials for large tour groups travelling through Fort Nelson. We are able to provide you a quote based on your needs.

Should you require further information please do not hesitate to contact our Catering Department. Again, thank you for your inquiry.

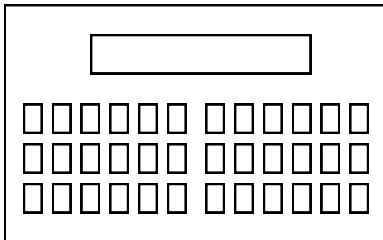
Sincerely,

Woodlands Inn & Suites  
Sales & Catering Department  
(250) 774- 6669 X5515

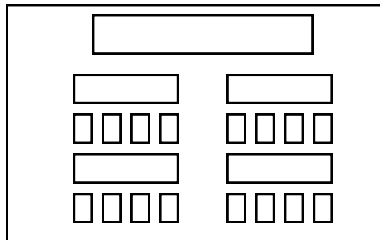
## CONFERENCE ROOM CAPACITY

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	24 people	205 people
Classroom Style	24 people	60 people	12 people	84 people
Boardroom Style	20 people	36 people	12 people	56 people
Hollow Square	30 people	50 people	10 people	80 people
U-Shaped	24 people	32 people	12 people	56 people
Plated Dinner	48 people (6 rounds tables of 8)	128 people (16 rounds tables of 8)	N/A	172 people (22 rounds tables of 8)
Buffet Dinner	40 people (5 rounds tables of 8)	112 people (14 rounds tables of 8)	N/A	152 people (19 rounds table of 8)

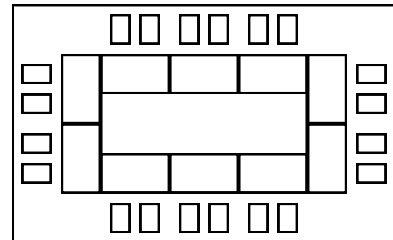
**THEATRE STYLE**



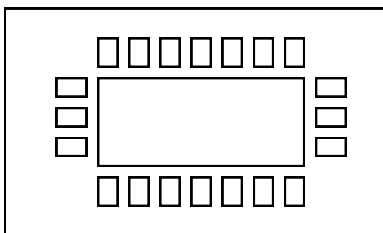
**CLASS ROOM STYLE**



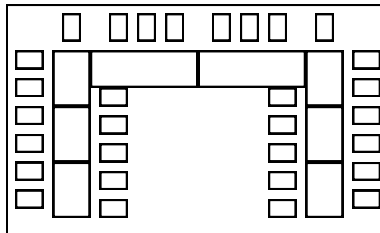
**HOLLOW SQUARE STYLE**



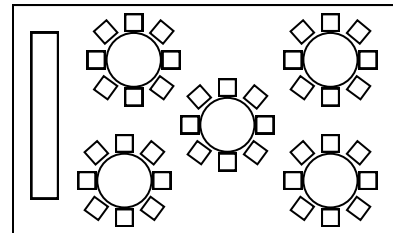
**BOARD ROOM STYLE**



**U SHAPE STYLE**



**DINNER STYLE**



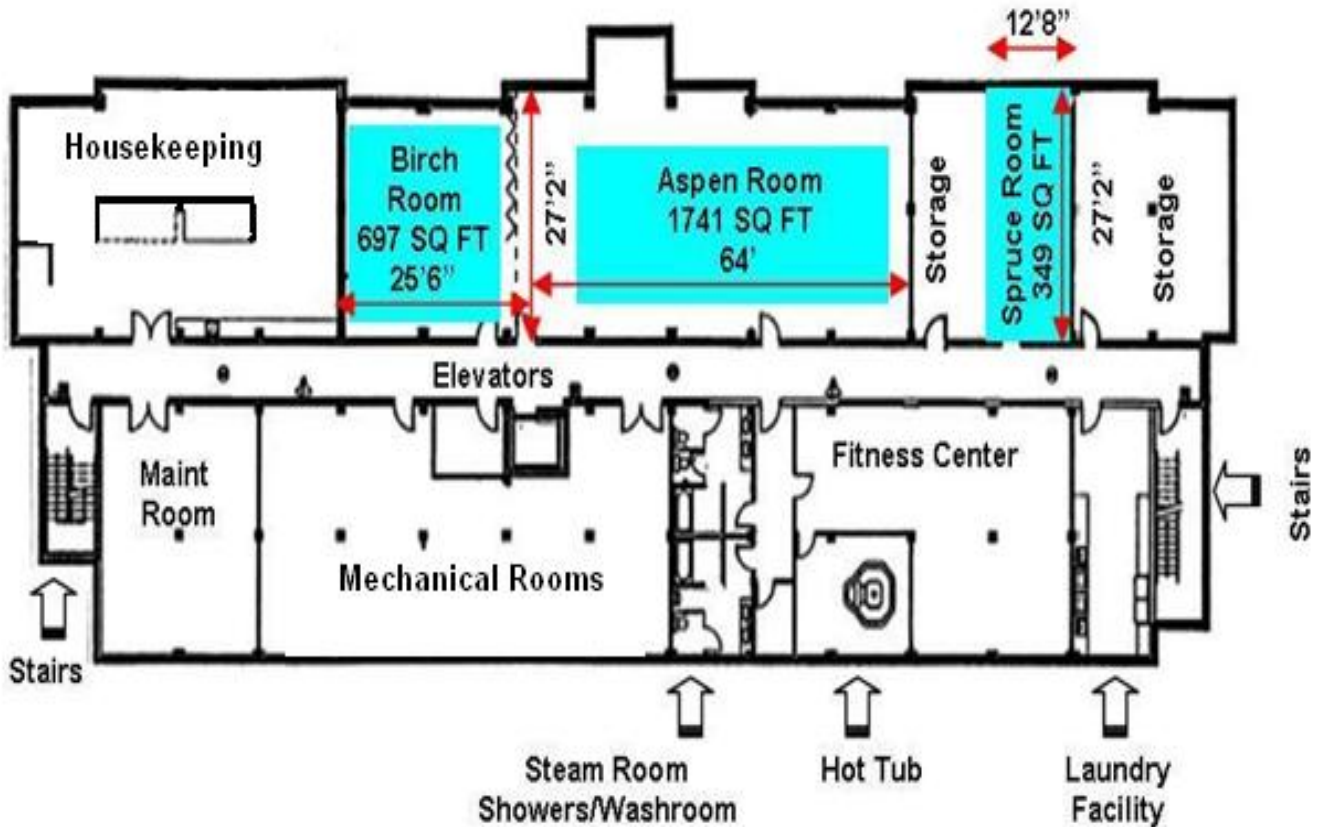


## CONFERENCE ROOMS & EQUIPMENT RATES

<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 (markers).....\$20.00            Screen .....\$15.00            White Board (markers).....\$20.00            OVERHEAD Projector/Screen .....\$25.00            Slide Projector .....\$20.00            TV/VCR Combo.....\$30.00            Printing in colour ..... \$2.00            Printing in black &amp; White ..... \$0.50            Photocopies..... \$0.25</p> <p style="text-align: center;"><b>COMPLIMENTARY SERVICES</b></p> <p>Public Address System            Extension Cable for Microphones            Podium/Microphones            Microphone Stands            Ice Water            Local Fax            Local Phone</p>

\*Prices do not include taxes or gratuities\*

## CONFERENCE LEVEL FLOOR PLAN





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## COFFEE BREAKS & BEVERAGES

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Muffins	\$2.50 each
Cookies	\$2.50 each
Assorted Pastries	\$2.50 each
Peanuts, pretzels, chips	\$3.00 each
Bottled Water	\$2.00 each
Juice	\$3.25 each
Soft Drinks	\$3.25 each
Coffee	\$15.00 per carafe
Tea service	\$5.00 per carafe

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## FRESH PLATTERS

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Dessert Square Platter	\$2.50 per person (minimum of 10people)
Fresh Fruit Platter	\$4.00 per person (minimum of 10people)
Vegetable Platter (Served with dipping sauce)	\$4.00 per person (minimum of 10people)
Domestic Cheese Platter (Served with assorted crackers)	\$5.00 per person (minimum of 10people)

Service 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 a chili plum dipping sauce  
\$12.00 per pound

### *Deep Fried Coconut Shrimp*

Served with cocktail sauce  
\$15.00 per plate

### *Mozzarella Sticks*

Served with a ranch dipping sauce  
\$12.00 per dozen

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

Served with a donair dipping sauce  
\$13.00 per dozen

### *Deep Fried calamari*

Served with a tzatziki dipping sauce  
\$13.00 per plate \$18.00 per 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

### *Combination Platter*

*(Calamari, dry ribs, chicken wings, mozzarella sticks)*

Served with dipping sauces  
\$26.00 per combination platter- serves approximately 4-5 people

\*Prices do not include taxes and gratuities\*

## **BREAKFAST BUFFET OPTIONS**

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### *CONTINENTAL BREAKFAST*

\$11.00 per person

Chilled Orange and Apple Juice  
Selection of Danish Pastries, Muffins and Butter  
Fruit Preserves and Marmalade  
Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Tea



### *NORTHERN EXPERIENCE BREAKFAST*

\$16.00 per person

Chilled Orange and Apple Juice  
Fluffy Scrambled Eggs  
Smoked Bacon Strips  
Maple Breakfast Sausages  
Crisp Country Style Potatoes  
Selection of Danish Pastries, Butter Croissants, Muffins  
Fruit Preserves and Marmalade  
Fresh Fruit  
Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Teas



### *Additions to your breakfast buffet*

...With Fresh Fruit, add \$3.00 per person  
...With cold cereal, add \$2.00 per person  
...With hot oatmeal, add \$2.00 per person  
...With assorted fruit yogurts, add \$2.00 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*

\$20.00 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*

\$20.00 per person

Daily Soup from the Kettle

Traditional Caesar Salad

Pasta Salad or Home Style Potato Salad

Selection of Pizzas including: Cheese, Meat Lovers, Vegetarian, Pepperoni and Supreme

Platter of Market Fresh Fruit & Assortment of Dessert Squares



### *Mexican Express Buffet*

\$24.00 per person

Daily Soup from the Kettle

Tossed Garden Greens

Pasta Salad or Home Style Potato Salad

Make Your Own Chicken Fajita with:

Sautéed Peppers, Onions and Mushrooms

Served with Cheddar Cheese, Sour Cream and Salsa

Seasoned Basmati Rice

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



### *Italian Buffet*

\$26.00 per person

Daily Soup from the Kettle

Freshly Baked Bruschetta

Traditional Caesar Salad

Grilled Vegetable Antipasto

Tri Colour Fusilli with Chicken in a Tomato and Basil Sauce

Oven Baked Lasagna Topped with Mozzarella Cheese

Tiramisu & Platter of Market Fresh Sliced Fruit



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\*

## **DINNER BUFFET OPTIONS**

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### *Dinner Buffet #1*

\$33.00 per person

Carved inside round of Alberta Beef & BBQ chicken,

Choice of potato

Seasonal Vegetables

Tossed Salad, Potato Salad & Coleslaw

Pickle Tray

Platter of Market Fresh Sliced Fruit & Assortment of Dessert Squares



### *Dinner Buffet #2*

\$36.00 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*

\$43.00 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 20 people.  
Service is available with minimum numbers for additional charges.

\*Prices do not include taxes and gratuities\*

## BUS TOUR PACKAGE

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We offer the following for our Bus Tour Groups: Served in our restaurant "ONE"

### *Cold Continental Breakfast Buffet*

Chilled Orange and Apple Juice  
Selection of Danish Pastries, Muffins and Butter  
Fruit Preserves and Marmalade  
Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Tea



### *The Northern Experience Breakfast Buffet*

Chilled Orange and Apple Juice  
Fluffy Scrambled Eggs  
Smoked Bacon Strips  
Maple Breakfast Sausages  
Crisp Country Style Potatoes  
Selection of Danish Pastries, Butter Croissants, Muffins  
Fruit Preserves and Marmalade  
Fresh Fruit  
Freshly Brewed Coffee, Decaffeinated Coffee, Specialty Teas



### *Additions to your breakfast buffet*

...With Fresh Fruit,  
...With cold cereal,  
...With hot oatmeal,  
...With assorted fruit yogurts



### *Bag Lunch to go*

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



\*We also offer a nightly dinner special for our tour groups\*  
We will be happy to provide you with a quote based on your food and beverage needs.  
Prices are based on a tour-group meal with one bill + tax + gratuity.



## **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 charge for the last number quoted. All 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.

One 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 two weeks prior to your function, to ensure availability of products.

The Woodlands Inn & Suites reserve the rights to all food and beverage service.

Governed by British Columbia Liquor Laws, no liquor service will be permitted after 2:00am. Last call for the sale of alcoholic beverages will at 1:00 a.m. (Sunday at midnight) Guests will be allowed 1 hour to vacate the room.

Corkage bars are not permitted at the Woodlands Inn & Suites.

Prices are subject to change without notice, but will be guaranteed 90 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. Any alcoholic beverages will be supplied or approved 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.

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 12% HST.



## **SERVICE, TERMS AND CONDITIONS**

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All functions requiring bar service will be required to pay a \$64.00 (\$16/hour-min. 4 hours) Bartender Fee if sales do not exceed \$500.00. Host Bartender Fee is \$64.00 (\$16.00/hour-min. 4 hours) plus 15% gratuity.

Cash Bar prices include taxes and mix on all beverages. Individuals pay tendered amount to bartender. Waitress service is not included in the price of a cash bar.

Any parties over 50 people are required to have a cashier (\$16/hour-min. 4 hours) including 1 bartender.

### **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 balance is due and payable at the conclusion of the function, unless billing arrangements have been approved by the Woodlands Inn & Suites. Should you require billing privileges, please request a credit application from our accounting department.

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.

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.