



2026 CATERING PACKAGE



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WELCOME

Welcome to the Woodlands Inn & Suites Conference Centre

Nestled in the Northern Rockies along the iconic Alaska Highway, Fort Nelson is known for its rugged beauty, rich history, and warm hospitality. As the first major stop heading north into the Yukon, it serves as both a welcoming hub for travellers and a home to those who appreciate the spirit of the North.

Since opening in 1997, the Woodlands Inn & Suites has grown to become Fort Nelson's finest full-service hotel. With 131 guest rooms, a 71-suite extended stay tower, a full fitness centre, and the largest liquor store in town, we are proud to offer comfort, convenience, and exceptional service to every guest.

Our Conference Centre features three elegantly equipped banquet rooms—Aspen, Birch, and Spruce. Together, the Aspen & Birch rooms offer more than 2,400 square feet of versatile space, making it one of Fort Nelson's largest and most sought-after venues for weddings, meetings, conventions, and private gatherings.

We are pleased to present a thoughtfully curated banquet and catering menu, designed by our Executive Chef Immanuel Anjous. Formally trained in French and Italian culinary traditions and with experience in prestigious hotels across the Middle East, Chef Immanuel brings world-class expertise and passion to every event. Whether you are hosting a breakfast meeting, a plated dinner, or a fully catered off-site celebration, our team is committed to delivering a seamless experience with food prepared to the highest standards.

If you don't see exactly what you envision in the following pages, we welcome the opportunity to customize a menu just for you. Our Catering Department is also happy to support off-site functions with the same level of professionalism and care that defines the Woodlands experience.

Thank you for considering the Woodlands Inn & Suites. We look forward to helping make your event a success.

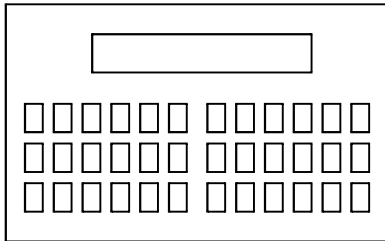
Sincerely,
The Woodlands Catering & Events Team
Woodlands Inn & Suites
(250) 774- 6669



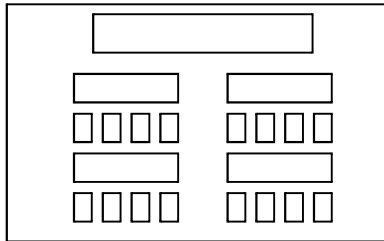
CONFERENCE ROOM CAPACITY

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 <small>(6 rounds tables of 8)</small>	96 people <small>(12 rounds tables of 8)</small>	N/A	128-144 people <small>(16-18 rounds tables of 8)</small>
Buffet Dinner	40 people <small>(5 rounds tables of 8)</small>	96 people <small>(12 rounds tables of 8)</small>	N/A	128-144 people <small>(16-18 rounds table of 8)</small>

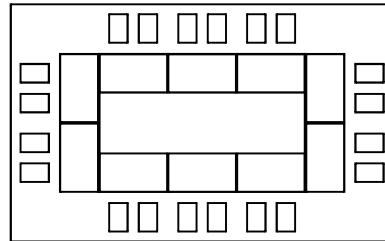
THEATRE STYLE



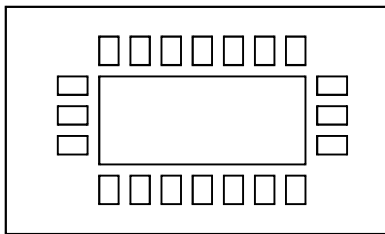
CLASS ROOM STYLE



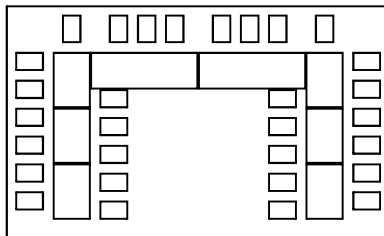
HOLLOW SQUARE STYLE



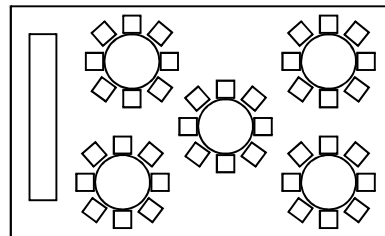
BOARD ROOM STYLE



U SHAPE STYLE



DINNER STYLE



CONFERENCE ROOMS & EQUIPMENT RATES

WOODLANDS INN CONFERENCE CENTRE

ASPEN ROOM

Hourly	\$100.00
Day (8 am-5 pm)	\$325.00
Evening (6 pm-2 am)	\$400.00
24 Hours.....	\$500.00

Aspen Room is equipped with a full service bar, PA system and coat check.

BIRCH ROOM

Hourly	\$50.00
Day (8 am-5 pm)	\$200.00
Evening (6 pm-2 am)	\$200.00
24 Hours.....	\$250.00

Birch Room has a built in whiteboard.

SPRUCE ROOM

Hourly	\$30.00
Day (8 am-5 pm)	\$125.00
Evening (6 pm-2 am)	\$150.00
24 Hours.....	\$200.00

Spruce Room has a built in white board.

ASPEN/BIRCH COMBINED

Hourly	\$120.00
Day (8 am-5 pm)	\$400.00
Evening (6 pm-2 am)	\$500.00
24 Hours.....	\$600.00

AUDIO VISUAL EQUIPMENT & SERVICES

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 (Full day)	\$20.00
Additional internet Services/ Quote required	
Flip chart (inc. paper and markers).....	\$20.00
Addition pads	\$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	\$50.00
Printing (color per page)	\$2.00
Printing (black & white per page)	\$0.50
Photocopies (per page)	\$0.25

COMPLIMENTARY SERVICES

With Full Day, Evening or 24-Hour Rental

Public Address System

Sound system external input adapter

Extension Cable for Microphones

Podium

Microphone

Microphone Stand

Extension cords and power bars

Ice Water with meeting room rental

Note pads and pens

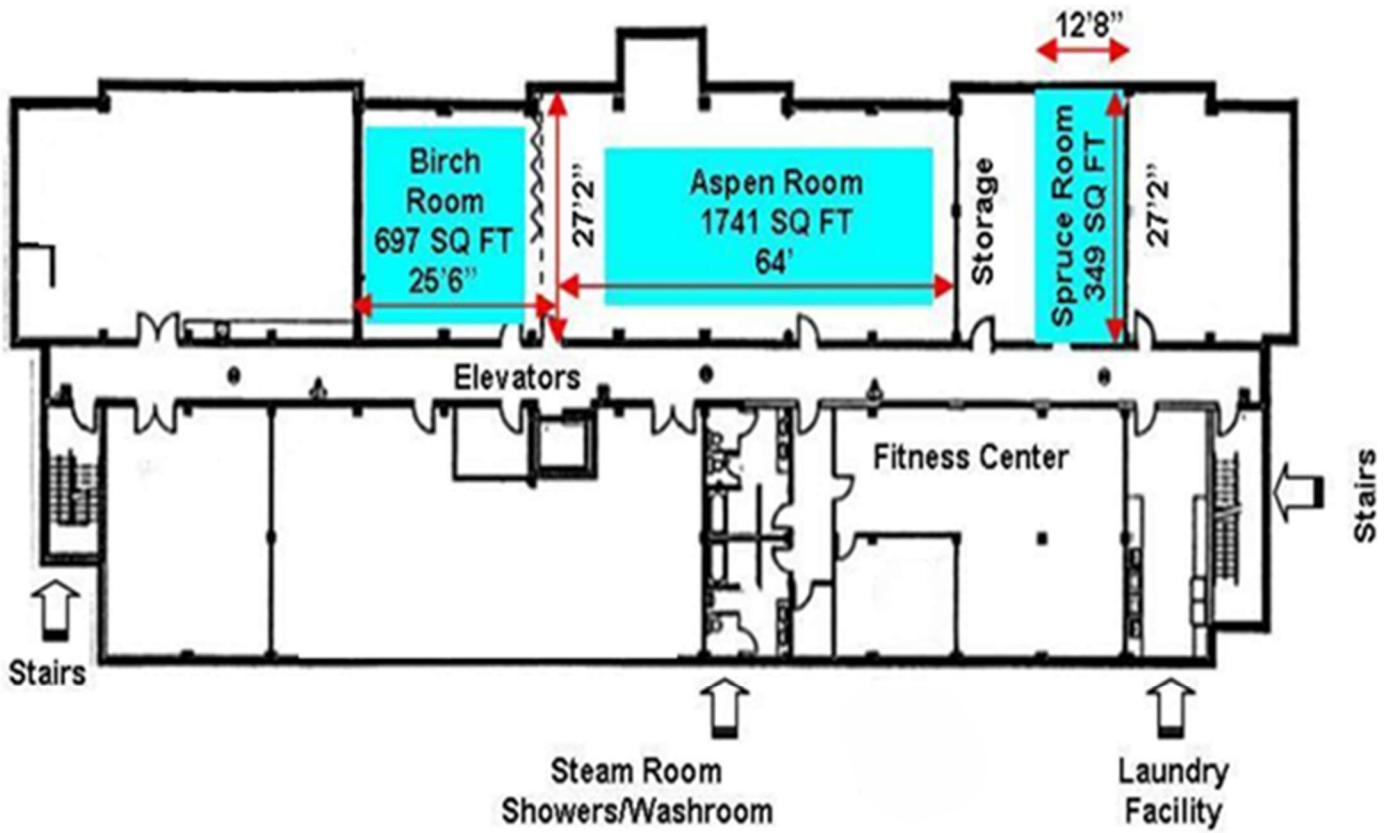
Local Fax available at Front Desk

Local Phone Extension from switchboard

*Additional charges may apply based on quantity required.

Prices do not include taxes or service charges

CONFERENCE LEVEL FLOOR PLAN



BREAKFAST BUFFET



The Continental (20 persons or more) — \$19 per person

Orange, apple, and cranberry juice

Fresh-baked muffins and breads

Whipped butter and preserves

Seasonal fresh fruit platter

Freshly brewed regular and decaffeinated coffee, with a selection of black, herbal, and fruit teas



The Classic (20 persons or more) — \$25 per person

Assorted juices (orange, apple, cranberry)

Choice of bread

Preserves and whipped butter

Seasonal fresh fruit platter

Scrambled eggs

Herb potatoes

Smoked bacon or sausage

Freshly brewed regular and decaffeinated coffee, with a selection of black, herbal, and fruit teas



Healthy Start (20 persons or more) — \$27 per person

Orange, apple, and cranberry juice

Seasonal fresh fruit platter

Vanilla yogurt

Poached eggs on English muffins

Mediterranean grilled tomatoes

Oats cooked in water, served with fresh milk and brown sugar

Herb potatoes

Freshly brewed regular and decaffeinated coffee, with a selection of black, herbal, and fruit teas

Breakfast Extras (Price per person)

Bacon (3 oz per person) — +\$6

Sausage (2 pcs per person) — +\$6

Waffles or pancakes — +\$4

Prices listed reflect food costs only and are based on a pick-up arrangement.
Additional charges apply for catering services or event planning.

SERVED BREAKFAST

The One — \$18 per person

Scrambled eggs with a choice of bacon or sausage, herb potatoes, and toast.

The Benedict — \$17 per person

Toasted English muffin topped with poached eggs, ham, hollandaise, herb potatoes, and sliced fruit.

The Healthy — \$18 per person

Spinach, artichoke, tomato, and egg white omelette, served with low-fat yogurt, granola parfait, and toast.

The Sweet Morning — \$14 per person

choice of three buttermilk pancakes with seasonal fruit compote, whipped cream, and maple syrup.

Light Refreshments & Snacks

Coffee Break — \$10 per person

Assorted freshly baked cookies and squares

Freshly brewed regular and decaffeinated coffee, with a selection of black, herbal, and fruit teas

Spinach Dip (20 persons or more) — \$15 per person

Spinach and artichoke dip with tortilla chips, salsa, and sour cream

Freshly brewed regular and decaffeinated coffee, with a selection of black, herbal, and fruit teas

Fresh Vegetables and Dip (20 persons or more) — \$7 per person

Seasonal Fruit Platter (20 persons or more) — \$8 per person

Prices listed reflect food costs only and are based on a pick-up arrangement.

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WORKING LUNCHES



The Classic (20 persons or more) — \$23 per person

Soup of the day made fresh daily

Freshly made sandwiches (egg, tuna, chicken, beef, ham and cheese, vegetarian)

Choice of Mediterranean pasta salad, potato salad (bacon, eggs, scallion, mayo), or green salad with condiments and dressing

House-baked cookies



It's a Wrap (20 persons or more) — \$26 per person

Soup of the day made fresh daily

Freshly made wraps in flour tortillas (egg, tuna, chicken, beef, ham and cheese, vegetarian)

Choice of Mediterranean pasta salad, potato salad, or green salad with condiments and dressing

Seasonal fresh fruit platter



Taste of Italy (20 persons or more) — \$25 per person

Minestrone soup

Caesar salad, marinated vegetable and antipasto platter

Traditional beef lasagna, garlic bread

Dessert squares



Tray of Assorted Sandwiches (20 persons or more) — \$9 per person



Beverages are priced per person:

Coffee, tea, juices, bottled water, and soft drinks — Prices upon request

Prices listed reflect food costs only and are based on a pick-up arrangement.
Additional charges apply for catering services or event planning.

LUNCH OR DINNER BUFFET

Aspen Lunch/Dinner — \$37 per person

Includes house-baked bread and butter, vegetables, rice or potatoes (mashed or roasted), coffee and tea service.

Seasonal Salads (Choice of Two) (Add +\$5 per person for a third):

Green salad – condiments and choice of two house dressings

Greek salad – onion, tomato, cucumber, lettuce, peppers, olives, feta, lemon oregano vinaigrette

Caesar salad – herbed croutons, creamy garlic dressing, parmesan, lemon

Pickled beet and onion salad – feta, arugula, mandarin, shallot vinaigrette

Potato salad – eggs, bacon, caramelized onion, green onion, grainy mustard mayo

Italian pasta salad – onion, pepper, tomato, olives, basil pesto

Cabbage salad – red and green cabbage, green apple, red onion, white wine vinaigrette

Chickpea salad – onion, tomato, cucumber, cilantro, chili, curry lemon vinaigrette

Quinoa salad – Middle Eastern flavor

Entrée (Choice of Two) (Add +\$9 per additional entrée):

Dijon roasted pork loin – honey mustard sauce

Traditional beef stew with vegetables

Beef lasagna – gratinated with mozzarella and parmesan

BBQ chicken breast – roasted onion and herbs

Roasted English cut of beef – gravy

Traditional butter chicken – cashew nuts and cilantro

Roasted salmon with herb cream sauce – Add \$3 per person

Roasted whole chicken – natural jus and fresh herbs

Dessert (Choice of Two) (Add +\$6 per additional dessert):

Crème caramel with fresh orange

Fresh fruit platter – chef's selection

Assorted dessert squares

Assorted cakes and pastries – chef's choice

Beverages are priced per person:

Coffee, tea, juices, bottled water, and soft drinks — Prices upon request

Prices listed reflect food costs only and are based on a pick-up arrangement.
Additional charges apply for catering services or event planning.

À LA CARTE HOT ITEMS (By the Dozen)



- Mini quiche with ham and cheese — **\$20/doz.**
- Tomato bruschetta on crispy baguette — **\$17/doz.**
- Chicken souvlaki bite on pita — **\$35/doz.**
- Green pea arancini with cheese fondue — **\$22/doz.**
- BBQ chicken lollipop with cilantro — **\$28/doz.**
- Chicken wings (choice of sauces) — **\$24/doz.**
- Assorted finger sandwiches (chicken, tuna, beef) — **\$32/doz.**

Plated desserts available upon request

Please speak with the chef for special requests — we will do our best to accommodate you.

BEVERAGES



- Freshly brewed regular and decaffeinated coffee — **\$18.00**
 - Selection of black, herbal, and fruit teas — **\$8.00**
 - Assorted juices (orange, apple, cranberry) — **\$3.00**
 - Bottled water — **\$2.50**
 - Soft drinks (Coca-Cola, Diet Coke, Sprite, Ginger Ale, Root Beer, Iced Tea) — **\$3.00**
-

BAG LUNCH TO GO



- \$16.00** per person
 - Sandwich, bottle water, fruit, granola bar, and desert square, napkin and cutlery
-

Prices listed reflect food costs only and are based on a pick-up arrangement.
Additional charges apply for catering services or event planning.

BUS TOUR PACKAGE

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.

CONTINENTAL BREAKFAST

20 persons or more

\$18.00 per person

Chilled Orange, Apple, and Cranberry Juice
Fresh Baked Muffins and Breads
Whipped Butter and Preserves
Seasonal Fresh Fruit Platter
Freshly Brewed Coffee and Decaffeinated Coffee
Selection of Black, Herbal and Fruit Teas



THE CLASSIC

20 persons or more

\$27.00 per person

Chilled Orange, Apple and Cranberry Juice
Fresh Baked Muffins and Breads
Whipped Butter and Preserves
Seasonal Fresh Fruit Platter
Scrambled Eggs
Herb Potatoes
Smoked Bacon or Sausage
Freshly Brewed Coffee and Decaffeinated Coffee
Selection of Black, Herbal, and Fruit Teas



THE HEALTHY START

20 persons or more

\$23.00 per person

Chilled Orange, Apple and Cranberry Juice
Seasonal Fresh Fruit Platter
Plain or Vanilla Yogurt
Poached Eggs on English Muffins
Mediterranean Grilled Tomatoes
Oats Cooked and Served with Fresh Milk and Brown Sugar
Herb Potatoes
Freshly Brewed Coffee and Decaffeinated Coffee
Selection of Black, Herbal, or Fruit Teas





Thank you for considering the Woodlands Inn & Suites for your event.

We are honoured to be part of your planning process and look forward to the opportunity to serve you and your guests with care, attention to detail, and genuine Northern hospitality.

As Fort Nelson's only full-service hotel, we proudly offer everything you need under one roof—spacious accommodations, professional meeting spaces, full catering services, a licensed restaurant and lounge, fitness centre, and the largest liquor store in town. Whether you're planning a corporate meeting, wedding reception, or private celebration, our team is ready to support your event from start to finish.

We are happy to provide you with a detailed quote tailored to your customized food and beverage needs. No matter the occasion, our goal is to ensure your event is seamless, memorable, and exactly as you envisioned.

We appreciate your trust in the Woodlands Inn & Suites and look forward to welcoming you and your guests.

SERVICE, TERMS AND CONDITIONS

TERMS AND CONDITIONS CONFERENCES AND MEETINGS

A guaranteed number of guests must be given to the Woodlands Inn & Suites 1 week 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 Manager, Guest Service Manager or General Manager

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.

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.

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 60 days prior to the function.

A customary service charge of 17% 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 \$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. Room tax of % and HST will be added to the published rates for rooms, food, beverages, and service, except where specified.

SERVICE, TERMS AND CONDITIONS CONT.

**Please familiarize yourself with emergency procedures and fire escape plan located on the back of the exit doors of each banquet room. If you require any additional fire escape plans, please contact the front desk.*

All functions requiring bar service will be required to pay a \$71.40 (\$17.85/hour-min. 4 hours) Bartender Fee if sales do not exceed \$500.00. Host Bartender Fee is \$71.40 (\$17.85/hour-min. 4 hours) plus 17% 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 (\$17.85/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.

All billed amounts are due within 30 days from the date of the event. If the balance remains unpaid after 30 days, a 5% administration fee will be applied to the total outstanding amount. An additional 2% fee will be assessed for every 15-day period that the balance remains unpaid beyond the initial 30-day period.

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. All cancelled functions must be given in written format via email.

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.