



2024 CATERING PACKAGE





TABLE OF CONTENTS

Welcome.....	page 3
Conference Room Capacity.....	page 4
Conference Rooms & Equipment rates.....	page 5
Conference Rooms (lower level) Floor Plan.....	page 6
Breakfast Buffet Options.....	page 7
Plated Breakfast Options.....	page 8
Breaks & Beverages.....	page 9
Working Lunches.....	page 11
Hors D' Oeuvres.....	page 12
Dinner Buffet.....	page 15
3 Course Plated Dinner.....	page 18
Bus Tour Information.....	page 20
Service, Terms & Conditions.....	page 22



WELCOME

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. 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.

No matter what type of occasion, whether it is a convention, meeting, special party or wedding, either our private banquet rooms or One Restaurant can be set to meet your individual requirements. Our facilities, flexible lighting, technical advantages and commitment to service will assure the success of any function.

Our Executive Chef has created a banquet and catering menu that can be customized to meet your needs. If you are not seeing what you are wanting for your event, with the help of our Executive Chef we are able to help you create the menu that you are envisioning for your event.

One Catering doesn't just cater to in house functions, we are also available to provide services to events that are being held elsewhere, with the same level of professionalism and friendly service that we are known for.

Should you require further information please do not hesitate to contact our Catering Department.

Again, thank you for your inquiry and we look forward to being of service.

Sincerely,

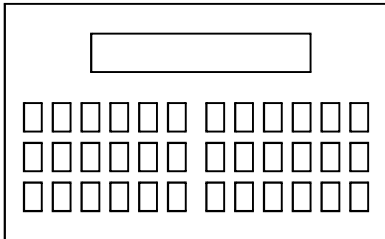
Woodlands Inn & Suites
Sales & Catering Department
(250) 774- 6669



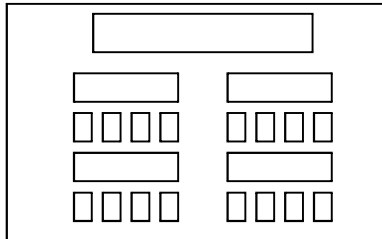
CONFERENCE ROOM CAPACITY

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)

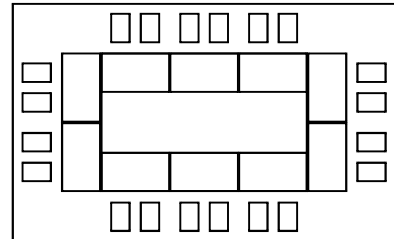
THEATRE STYLE



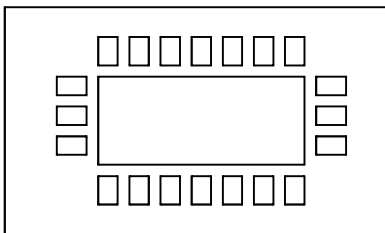
CLASS ROOM STYLE



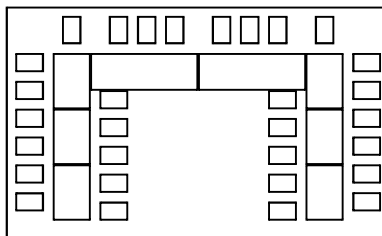
HOLLOW SQUARE STYLE



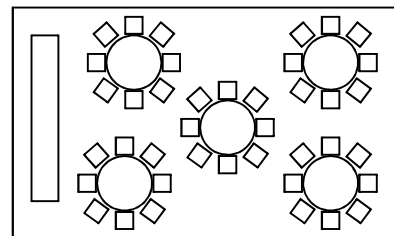
BOARD ROOM STYLE



U SHAPE STYLE



DINNER STYLE



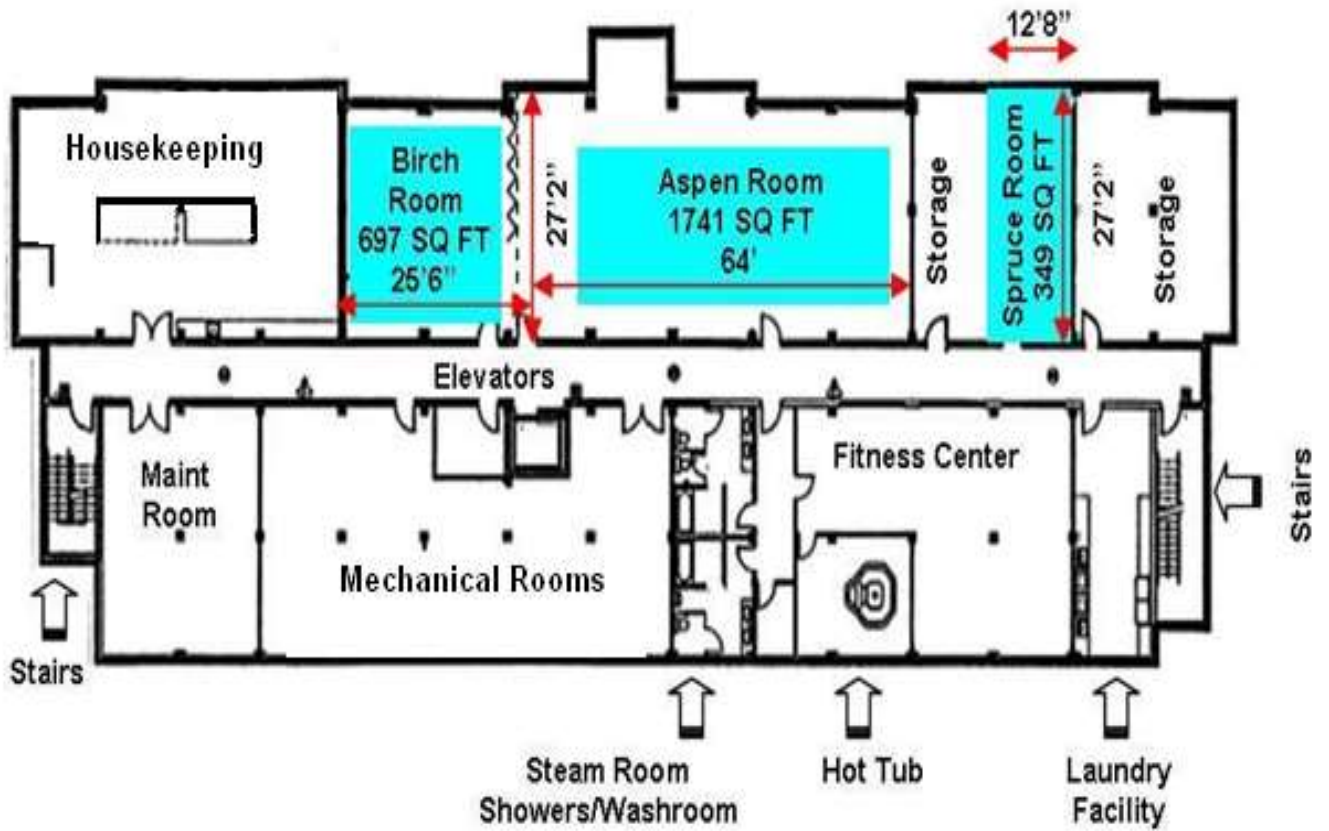


CONFERENCE ROOMS & EQUIPMENT RATES

WOODLANDS INN CONFERENCE CENTRE	AUDIO VISUAL EQUIPMENT & SERVICES
<p>ASPEN ROOM</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>BIRCH ROOM</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>SPRUCE ROOM</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>ASPEN/BIRCH COMBINED</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 (Full day)\$20.00 Additional internet Services/ Quote required 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 \$50.00 Printing in color per page..... \$2.00 Printing in black & white per page \$0.50 Photocopies per page \$0.25</p> <p style="text-align: center;">COMPLIMENTARY SERVICES With Full Day, Evening or 24-Hour Rental</p> <p>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</p> <p>*Additional charges may apply based on quantity required.</p>

Prices do not include taxes or service charges

CONFERENCE LEVEL FLOOR PLAN





BREAKFAST OPTIONS

BUFFET STYLE

CONTINENTAL BREAKFAST

20 persons or more

\$16.00 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

\$25.00 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

\$21.00 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



PLATED

THE ONE

\$17.00 per person

Scrambled Eggs
Pre-Selected Bacon or Sausage
Herb Potatoes and Gilled Tomatoes
Toast



THE BENEDICT

\$17.00 per person

Toasted English Muffin, Topped with Poached Eggs, Ham and Hollandaise Sauce
Herb Potatoes and Sliced Fruit



THE HEALTHY

\$18.00 per person

Egg White Omelet Stuffed with Spinach, Artichoke, Tomato, and Herbs
Low Fat Yogurt and Granola Parfait
Toast



THE SWEET MORNING

\$12.00 per person

Choice of Either 3 Buttermilk Pancakes or 2 Full Waffles
Seasonal Fruit Compote, Whipped Cream and Maple Syrup



Additions to your breakfast

Price is per Person

Bacon (3oz per person) - \$5.00 per person
Sausage (2 pc per person) - \$5.00 per person
Waffles or Pancake - \$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 service charges



BREAKS & BEVERAGES

THE COFFEE BREAK

\$10.00 per person

Assorted Freshly Baked Cookies and Squares
Freshly Brewed Coffee and Decaffeinated Coffee
Selection of Black, Herbal, and Fruit Teas



THE CHEESE BOARD

\$16.00 per person

20 persons or more

A Selection of Hard and Soft Cheeses
Assorted Crackers
Grapes and Dried Fruits
Chutney
Nuts



PUB FAIR

\$15.00 per person

20 persons or more

Spinach and Artichoke Dip with Baguette
Tortilla Chips with Salsa and Sour Cream
Hummus with Pita
Freshly Brewed Coffee and Decaffeinated Coffee
Selection of Black, Herbal, and Fruit Teas



DESSERT SQUARE PLATTER

\$4.00 per person

10 persons or more



SEASONAL FRESH FRUIT WITH YOGURT DIP

\$8.00 per person

20 persons or more





FRESH VEGETABLE PLATTER WITH DIP

\$7.00 per person

10 persons or more



CREATE YOUR OWN PLATTER

Muffins	\$2.75 each
Cookies	\$2.75 each
Assorted Pastries	\$3.00 each
Peanuts, pretzels, chips	\$3.00 each



BEVERAGES

Bottled Water	\$2.50 each
Canned Juice	\$3.00 each
Canned Soft Drinks	\$3.00 each
Coffee (10 cup)	\$19.00 per carafe
Tea service	\$10.00 per carafe

Alcoholic Beverages \$ Current lounge prices 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 - Price per bottle quotes available upon request

All Services available with minimum numbers for additional charges

**Prices do not include taxes or service charges*



WORKING LUNCHES

THE CLASSIC

20 persons or more

\$23.00 per person

Fresh Made Soup of the Day

Freshly Made Sandwiches with a variety of breads and fillings

Choice of Salad: Mediterranean Pasta, Potato (bacon, eggs, scallion, and mayo), or green salad with condiments and dressing

House Made Cookies



IT'S A WRAP

20 persons or more

\$23.00 per person

Fresh made Soup of the Day

Freshly Made Wraps with Four Tortillas with a variety of fillings

Choice of Salad: Mediterranean Pasta, Potato (bacon, eggs, scallion, and mayo), or green salad with condiments and dressing

Seasonal Fresh Fruit Platter



TASTE OF ITALY

20 persons or more

\$25.00 per person

Minestrone Soup

Caesar Salad

Marinated Vegetable and Antipasto Platter

Traditional Beef Lasagna

Garlic Bread

Desert Squares



TRAY OF ASSORTED SANDWICHES

20 persons or more

\$8.00 per person

Assorted breads and fillings

****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 service charges****



HORS D' OEUUVRES

MINI QUICHE

\$21.00 / dozen

With ham and cheese



TOMATO BRUSCHETTA

\$16.00 / dozen

Served on crispy baguette



SMOKED SALMON CANNELLONI

\$30.00 / dozen

With cream cheese, lemon and dill



CHICKEN SOUVLAKI BITES

\$24.00 / dozen

Served on pita



STUFFED NEW POTATO

\$22.00 / dozen

With bacon, scallion, and jack cheese



BBQ CHICKEN LOLLYPOP

\$21.00 / dozen

With cilantro



CHICKEN WINGS

\$25.00 / dozen

Tossed with your choice of sauces



Don't see what you want?
Meet with our Executive Chef and we will do our very best to bring your ideas to life.

****Prices do not include taxes or service charges****



LUNCH OR DINNER BUFFET

\$37.00 per person

House baked bread and butter

Seasonal Vegetables

Rice, Roasted potato or mashed potato

Choice of 2 seasonal salads from the list below

Choice of 2 entrée from the list below

Choice of 2 plated desserts from the list below



SEASONAL SALADS

Green Salad

Condiments and 2 house dressings

Greek Salad

Onion, tomato, cucumber, lettuce, peppers, olives, feta
Lemon oregano vinaigrette

Caesar Salad

Herb croutons, parmesan cheese, lemon
Creamy garlic dressing

Pickled Beet and Onion Salad

Feta, arugula, mandarin segments
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 cabbage, green cabbage, green apple, red onion
White wine vinaigrette

Chickpea Salad

Onion, tomato, cucumber, cilantro, chilli
Curry lemon vinaigrette



Quinoa Salad

Onion, tomato, peppers, cilantro
Lemon vinaigrette

****Each additional salad add \$5.00 per person****



Entrée

Dijon roasted pork loin

With honey mustard sauce

Chicken Stir Fry

Asian vegetables, chicken, stir fry sauce

Beef Lasagna

Topped with mozzarella and parmesan cheese

BBQ Chicken Breast

With roasted onion and fresh herbs

Roasted English Cut of Beef

Served with gravy

Chicken Adobo

With green onions

Traditional Butter Chicken

With cashew nuts and cilantro

Roasted Whole Chicken

With natural jus and fresh herbs

Roasted Salmon

Additional \$3.00

With herbs and cream sauce

****Each additional entrée add \$9.00 per person****





Dessert

Cream Caramel

Served with fruits and whipped cream

Fresh Fruit Platter

Chef selection of seasonal fresh fruits served with yogurt vanilla dip

Assorted Dessert Squares

Add \$2.00

**** Each Additional Desserts add \$6.00 per person****



** Plated dessert available upon request

CHEF ATTENDED STATIONS FOR BUFFET

20 persons or more

Prime Rib of Beef

Additional \$30.00 per person

Served with beef au jus, horseradish, selections of mustards, and Yorkshire pudding

Beef Top Round

Additional \$12.00 per person

Served with beef au jus, horseradish, selections of mustards, and Yorkshire pudding

Pineapple and Honey Glazed Ham

Additional \$12.00 per person

Served with natural reduction

Roasted Turkey

Additional \$12.00 per person

Served with turkey gravy, cranberry sauce, thyme and savory stuffing

Roasted Pork Loin

Additional \$12.00 per person

Served with Dijon jus and apple sauce





THREE COURSE PLATED OPTIONS

20 persons or more

Price per person includes 1 appetizer, 1 entrée, and 1 desert

Appetizers

Roasted Tomato Soup

With basil butter

Thai Chicken Soup

With fresh cilantro

Cream of Mushroom Soup

With parsley cream

Leek & Potato Soup

With smoked bacon and chives

Caesar Salad

Herb croutons, parmesan cheese

Creamy garlic dressing

Market Greens

Tomato, carrot, cucumber, red radish

House made vinaigrette

Beet Salad

Arugula, orange segments, feta

Green apple vinaigrette





Entrée

6 oz Pan Roasted Salmon

\$49.00 per person

Served with lemon dill cream

6oz Chicken Breast

\$40.00 per person

Served with creamy mushroom sauce or thyme jus

5oz Grilled Pork Chop

\$37.00 per person

Served with mustard sauce

Meat Lasagna

\$35.00 per person

Served with garlic bread and topped with mozzarella and parmesan cheese

8oz Beef Prime Rib

(Please give 72 hours notice for this option)

\$59.00 per person

Served with French au jus

Chef Choice Vegetarian Option

\$34.00 per person



Dessert

House Made Cream Brule

Add biscotti for \$2.00

House Made Cream Caramel

Served with fresh orange

Cheese Cake

Served with fresh strawberry, whipped cream, and raspberry sauce

Fresh Fruit Platter

Chef's choice of seasonal fruit with vanilla yogurt dip





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

\$16.00 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

\$25.00 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

\$21.00 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



Bag Lunch to go

\$16.00 per person

Sandwich, bottle water, fruit, granola bar, and desert square, napkin and cutlery



Prices based on 1 group bill and do not include taxes and service charges

"We are happy to provide you with a quote for customized food and beverage needs"



SERVICE, TERMS AND CONDITIONS

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 17% will be added to all food and beverage consumption and a 10% service charge will be added to all room and audio visual set up. These are 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.



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 17% 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.