

~ Old Orchard Inn Conference Centre & Spa ~

## Meeting Refreshments

<u>From the Bakery</u>	<u>Per Dozen</u>
Assorted Muffins	17.95
Selection of Fresh Baked Cookies	17.95
Assorted Dessert Squares	17.95
Croissants with Butter & Preserves	18.95
Bagels with Cream Cheese	18.95
Assorted Danish Pastries	18.95
Scones	17.95
Sliced Banana Bread	17.95

<u>Heart Smart</u>	<u>Per Person</u>
Whole Fresh Fruit (Apples, Oranges, Grapes & Bananas)	1.95
Crisp Vegetables with Dip	3.95
Sliced Fresh Fruit Platter with Yogurt Dip	4.25
Fresh Fruit Skewers with Yogurt or Chocolate Dip	4.25
Domestic and Imported Cheese Platter with Fruit Garnish	4.95
Granola Bars ( <i>assorted flavours</i> )	1.75
Low Fat Individual Yogurt ( <i>assorted flavours</i> )	2.25
Low Fat Yogurt & Granola Parfait ( <i>presented in a wine glass</i> )	2.95

<u>Beverages</u>	<u>Per Serving</u>
Freshly Brewed Coffee, Decaffeinated Coffee or Tea	2.25
Herbal Tea ( <i>assorted flavours</i> )	2.95
Assorted Soft Drinks ( <i>cans</i> )	1.95
Hot Chocolate	1.95
Bottled Spring Water	2.25
Assorted Chilled Juices ( <i>individual bottles</i> )	2.25
Perrier Bottled Water	3.00
Pot of Coffee ( <i>10 cups</i> )	22.50
Carafe of Coffee ( <i>15 cups</i> )	33.75

<u>Packages</u> (Minimum of 10 participants required)	<u>Per Person</u>
Morning " <b>Kick start</b> " includes: <i>Coffee, Tea, Juice, Muffins &amp; Granola Bars</i>	5.50
Afternoon " <b>Energizer</b> " includes: <i>Coffee, Tea, Soft Drinks &amp; Cookies</i>	5.50
"Sweet Delight" includes: <i>An Assortment of Danish Pastries, Muffins, Scones &amp; Whole Fruit</i>	3.50

~ All Prices Are Subject To Applicable Taxes & Gratuities ~

~ Prices Are Valid Until December 31, 2010 ~

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## Old Orchard Inn Catering Information

### **Menu Selection & Catering Policies**

Our Executive Chef welcomes the opportunity to create a special menu for any occasion. Special menus may address the following: dietary concerns, theme menus, seasonal and local products, gourmet selections, and budget limitations.

Municipal and Provincial Health regulations governing our food service license require that all food served for your function be supplied by our hotel kitchen and not from any external sources or suppliers. The only exception to this policy is special occasion cakes. In addition, provincial health regulations prohibit the removal of any food products from the hotel. Buffets will be displayed for a maximum of two hours at any function to ensure product quality.

*Your menu selections are required 14 days prior the event date. All food prices are guaranteed for 90 days prior to your event.*

### **Beverage Service**

Our beverage service licenses do not permit the service of beverage items being supplied from external sources. This includes any donations. Designated Old Orchard Inn personnel are the only personnel authorized and licensed to sell and serve liquor for consumption on the premises.

*Your beverage selections are required 14 days prior the event date.*

### **Guarantee Policy**

We require a guaranteed number of guests attending an event 3 days prior to the event date. This is the minimum number of guests the planner agrees to pay for, based on quoted rates.

The Hotel reserves the right to relocate functions to an alternate room within the hotel should the "guaranteed" number fall below fifty (50%) of the original expected attendance.

### **Service Charges**

All Cash and Host Bar services are subject to a Bartender fee of \$75.00 + HST when sales fall under \$300.00 before tax.

A \$75.00 + HST charge is applied for glass and ice set-ups in each Hospitality Rooms and/or Suites.

A variety of audio-visual equipment is available to suit your needs. Please contact your Account Manager for pricing and availability.

All food and beverage services will have a customary 15% gratuity charge.

*All prices are subject to applicable 13% HST.*

### **Payment Policy**

A non-refundable deposit of \$250.00 is required to confirm and guarantee a booking. A second deposit 50% of the estimated total is due 30 days prior to the event date. For additional details please contact our Sales Department.

Note: A deposit of \$500.00 is required to confirm and guarantee a Wedding booking.

The balance of any amount owing, due to increases in number of guests or pre-approved adjustments which occur on the day of the event, is due upon completion unless prior arrangements have been made. The revised balance will be invoiced accordingly.

For your convenience, Old Orchard Inn will accept the following methods for deposit or payment of account: company cheque (drawn on a Canadian Bank ONLY), Visa, Master Card, American Express, Debit Card or Money Order.

### **Cancellation Policy**

Notice of cancellation must be given in writing 14 working days prior to the date of the event. If notice is received after 14 days, all prior payments are non-refundable.

Exception: Weddings - Cancellation must be received in writing six (6) months prior to the event in order for you to receive full refund of your deposit.

### **Additional Information**

When booking an evening event, please be aware that the departure time is 1:00am unless otherwise noted in the booking sheets.

Old Orchard Inn will supply white linens for functions.

If confetti, rice, flower petals, etc. are used on the property of Old Orchard Inn, a minimum clean-up fee of \$200.00 + HST will apply.

### **Musical Entertainment**

For the pleasure of all guests we ask that music not commence prior to 9:00pm and be completed by 1:00am. All musical entertainment is subject to a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee and will be applied to the final invoice. Music played without dancing - \$30.00 + HST. Music with dancing - \$60.00 + HST.

### **Special Meeting/Event Packages**

There are a variety of packages available to suit your needs. For any guests that are attending an event at Old Orchard Inn, we extend a special rate for overnight accommodations. Please inquire further with one of our Sales Managers.

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