

# THE ALL NEW PLACE TO MEET.

## Catering Menu

With stylish space & locally inspired catering, Civic Hotel, Autograph Collection is designed to make the professional personal & the formal functional.

13475 CENTRAL AVENUE  
SURREY, BC V3T 0L8 CANADA  
SALES 855 255 8933 | [CIVICHOTEL.CA](http://CIVICHOTEL.CA)

**CIVIC**  
HOTEL

# WELCOME

## THANK YOU FOR CHOOSING THE CIVIC HOTEL, AUTOGRAPH COLLECTION FOR YOUR UPCOMING EVENT.

Civic Hotel is an independent, boutique hotel in the heart of a new Surrey City Centre, where local business welcomes the world, with 144 guest rooms, a rooftop deck, & premium amenities & services all served by a curated culinary experience.

With its central location, over 8,000 square feet of state-of-the-art conference & meeting space, & a wealth of supporting activities, the Civic Hotel issues a bold invitation to British Columbia's business community. From leadership tune-ups to regional conferences, local mixers to large group meetups, this is where Canada's cutting-edge convenes to share inspiration & press the boundaries of innovation.

British Columbia is a place exactly like nowhere else—beautiful, prosperous, diverse & rich in nature, culture & experiences. This carefully curated menu has been designed to include many local, BC products, connecting you & your guests with our province, the BC agriculture & local business communities.

Following guidance from local health authorities, we have enhanced our events experience so that you and your guests feel comfortable and safe. Our chefs have modified our catering packages with more plated dishes and individually packaged food options. Our events team will create floor plans and structure your space to ensure appropriate physical distancing between guests, and will provide hand sanitizer as well as distancing signage. Our modern audiovisual technology is great for live video and conference calls to remote audiences.

As an Autograph Collection Hotel, the Civic Hotel is pleased to offer Marriott Bonvoy™ points for eligible meetings & events. The Marriott Bonvoy™ Rewarding Events Program is designed with the meeting planner in mind. It allows members to earn Marriott Bonvoy points or airline miles on actualized revenue for qualified meetings & events held at all properties with participating Marriott brands.

Equally impressive, the broad & exciting range of opportunities to support your guests in style & comfort:

- ♦ Catering available for all conference, event & meeting spaces
- ♦ State-of-the-art audiovisual equipment
- ♦ Complimentary high-speed Wi-Fi for conference guests
- ♦ Fully accessible underground parking & convenient valet services

At Civic Hotel, everything is meticulously designed to support you, including an experienced & knowledgeable “one-step-ahead” staff who can be reached in whichever way you prefer (text, phone or email).

# BREAKFAST

All breakfasts include illy® coffee & decaffeinated coffee & Dammann® assorted tea sachets.

## CONTINENTAL BREAKFAST ..... 19

Seasonal juice

Assorted Chef's pastries, muffins, Danishes & croissants, butter

Artisan granola parfait

Fresh fruit & berries including seasonal Fraser Valley selections ♦

## CIVIC BREAKFAST ..... 25

Seasonal juice

Fraser Valley free-range eggs scrambled with chives ♦

Wild mushrooms fricassee & fine herbs ♦

Slow roasted tomatoes

Crispy smoked BC maple bacon ♦

Local honey pork sausage ♦

Roasted herb baby Yukon potatoes ♦

Fresh fruit & berries including seasonal Fraser Valley selections ♦

Artisan breads, preserves, butter

♦ Indicates a local ingredient is used.

♦ Indicates vegan.

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# BREAKFAST ENHANCEMENTS

Chef-attended stations at 125 per chef, preparing to order.

## ARTISAN GRANOLA PARFAIT .....8

Selection of organic dried fruits, granola, Greek yogurts, pumpkin seeds, nuts & fresh fruit & berries including seasonal Fraser Valley selections ♦

## SMOOTHIES (5 oz.).....7

(CHOOSE TWO)

Spinach, kale, celery, almond milk & wheat germ ♦

Banana, berries, yogurt, honey & orange juice

Mango, pineapple, coconut milk, yogurt & lime juice

## BC SMOKED SALMON SANDWICH ..... 15

Smoked BC wild salmon with bagels & cream cheese, onions, dill, capers ♦

## OATMEAL .....6

Steel cut oatmeal with raisins, cranberries, almonds, walnuts, demerara sugar & low-fat milk

## FRESH FRUITS & BERRIES .....7

Including seasonal Fraser Valley selections ♦

## CHARCUTERIE .....14

Spicy Capicola, cedar wood-smoked honey-glazed ham, brined & smoked Black forest ham, fennel-spiced Genoa salami, roasted turkey breast with artisanal breads, pickled onions & olives

## ARTISAN CHEESE BOARD ..... 14

Rondoux triple cream brie, champ fleury, smoked gouda, horseradish monterey, herb goat cheese, sundried tomato goat cheese, lemon black pepper goat cheese with crostini, bread & crackers

## ASSORTED QUICHE LORRAINE .....8

Smoked salmon, leek, mushroom & asiago cheese or sundried tomato tofu quiche ♦

## ASSORTED PASTRY (ONE) ..... 4/person

## INDIVIDUAL GREEK YOGURT ..... 4

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# BREAKFAST

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## BREAKFAST À LA CARTE ..... 34

### STARTER (CHOOSE ONE)

Greek yogurt & granola parfait, nuts & seasonal berries

Maplewood smoked BC wild salmon, lemon, capers, shaved red onion, dill cream cheese & bagel chips ♦

Fresh fruit & berries including seasonal Fraser Valley selections, minted cottage cheese, almonds & dried cranberries ♦

### ENTRÉE (CHOOSE ONE)

Chicken & waffles, smoked paprika hollandaise, fresh cilantro & poached egg

Fraser Valley free-range eggs white frittata, mushroom, oven roasted tomato, asparagus & spinach ♦

Scrambled Fraser Valley free-range egg tacos with guacamole, pico de gallo & aged cheddar cheese ♦

Scrambled Fraser Valley free-range eggs, herb & garlic crusted tomato, roasted red nugget potatoes & smoked BC wild salmon ♦

Brioche French toast, Okanagan apples, vanilla compote with sultana raisins & cinnamon mascarpone cream ♦

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# BREAKS

Individually packaged and served

## REVIVE & ENERGIZE ..... 12

Assorted energy bites  
Basket of whole seasonal fruit  
illy® coffee & decaffeinated coffee  
Dammann® assorted tea sachets

## HEALTH NUT ..... 18

Roasted nuts ♦  
Assorted dried fruits ♦  
Coconut water  
illy® coffee & decaffeinated coffee  
Dammann® assorted tea sachets

## SNACK BAR ..... 18

Assorted flavoured popcorn  
Hardbite jalapeño potato chips ♦  
Trail mix  
Fruit & nut bars  
Candies  
Assorted soft drinks & waters

## MEDITERRANEAN ..... 25

Baked pita chips, sliced baguette, crostini ♦  
Citrus tzatziki, eggplant dip  
Sundried tomato hummus, garlic herb hummus ♦  
Marinated feta & Moroccan olives blend  
illy® coffee & decaffeinated coffee  
Dammann® assorted tea sachets

## À LA CARTE ITEMS

House baked cookies (TWO) ..... 6/person  
Assorted pastry (ONE) ..... 4/person  
Popcorn ..... 6/person  
Hardbite potato chips ♦ ..... 4/person  
Mini donuts (TWO) ..... 6/person  
Chia seed coconut pudding ♦ ..... 4/person  
Roasted nuts ♦ ..... 11/person  
Assorted dessert bars & squares ..... 6/person  
Gluten-free date loaf or pecan chocolate loaf ... 5/person  
Energy bites (THREE) ..... 6/person

## BEVERAGES

Selection of soft drinks ..... 4/drink  
Selection of juices ..... 4/drink  
Sparkling water ..... 4/drink  
Bottled water (500 ml.) ..... 4/drink  
illy® canned iced espresso & mochaccino .... 4.50/person  
illy® coffee & decaffeinated coffee ..... 4.50/person  
Dammann® assorted tea sachets ..... 4.50/person

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# LUNCH

Lunch includes illy® coffee & decaffeinated coffee, Dammann® assorted tea sachets.

## DELI ..... 30

### SOUP

Chef's daily soup creation

### SALAD (CHOOSE ONE)

Creamy kale slaw with shaved fennel

Kale Caesar, pesto croutons, parmesan shavings,  
bacon crisps

Heritage greens, asiago cheese, dried cranberries, maple  
almonds, citrus vinaigrette

Baby spinach, green apple, Little Qualicum goat cheese,  
citrus vinaigrette ♦

### ASSORTED SANDWICHES (CHOOSE TWO)

Ham & Swiss cheese, arugula, shaved Okanagan  
apple mayonnaise ♦

Smoked turkey, jack cheese, chipotle, cranberry  
mayonnaise

Beef & pepper, smoked cheddar, horseradish aioli

Curried egg salad, cilantro, greens

Roasted vegetables, hummus, olives ♦

Tuna salad, dill pickle, green onion

### DESSERTS (CHOOSE ONE)

House baked cookies

Fresh fruit & berries including seasonal Fraser Valley  
selections ♦

Assorted mini dessert

Assorted dessert bars & squares

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# LUNCH

Lunch includes illy® coffee & decaffeinated coffee, Dammann® assorted tea sachets.

## WRAP .....33

### SOUP

Chef's daily soup creation

### SALAD (CHOOSE ONE)

Creamy kale slaw with shaved fennel

Kale Caesar, pesto croutons, parmesan shavings, bacon crisps

Heritage greens, asiago cheese, dried cranberries, maple almonds, citrus vinaigrette

Baby spinach, green apple, Little Qualicum goat cheese, citrus vinaigrette ♦

### WRAPS (CHOOSE TWO)

#### CANADIAN

Smoked BC wild salmon, dill, roasted white potatoes, cucumber, lettuce, tomato & lime aioli, served in a spinach tortilla ♦

#### INDIAN

Basmati rice, cucumber, bell peppers, tomato, lettuce, corn, red onion, curry spiced tofu, cilantro vinaigrette, served in a whole wheat tortilla ♦

#### GREEK

Greek-style marinated Hallmark Farms free-range chicken breast, cucumber, tomato, feta cheese, red onion, Kalamata olives, served in a spinach tortilla ♦

#### MEXICAN

Hallmark Farms free-range chicken, lettuce, corn, avocado mousse, kale slaw, pico de gallo & jack cheese, served in a tomato tortilla ♦

#### ASIAN

AAA BC beef teriyaki, lettuce, rice noodles, pickled red onion, red peppers, scallions, chopped peanuts, spicy sesame soy dressing, served in a rice paper wrap ♦

## DESSERTS (CHOOSE ONE)

House baked cookies

Fresh fruit & berries including seasonal Fraser Valley selections ♦

Assorted mini desserts

Assorted dessert bars & squares

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# LUNCH

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## SALAD BOWL .....25

(CHOOSE THREE)

### WEST COAST BARLEY

Apple, cranberries, butternut squash, sunflower seeds,  
maple balsamic vinaigrette ♦♦

### KALE CAESAR

Garlic chickpea croutons, cherry tomatoes, crispy onions,  
shaved Parmesan

### FIESTA

Black beans, corn, peppers, spinach, tomatoes, avocado,  
pumpkin seeds, ancho lime coconut vinaigrette,  
Spanish rice

### SOBA

Soba noodles, nappa cabbage, shiitake, edamame, sesame  
seeds, broccoli, miso soy vinaigrette

### QUINOA

Heritage greens, shaved carrots, maple almonds, mission  
figs, cucumber, citrus Dijon vinaigrette ♦♦

## PROTEINS (CHOOSE ONE)

Lemon herb Hallmark Farms free-range chicken breast ♦

BBQ pulled pork

Marinated tofu

Pan seared wild sockeye salmon (ADD 3) ♦

Coconut lime poached prawns (ADD 3)

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# LUNCH

Includes freshly baked dinner rolls with butter, illy® coffee & decaffeinated coffee, Dammann® assorted tea sachets.

## PATTULLO PLATED LUNCH .....36

Choose soup or salad, two entrées (one meat, one vegetarian), one dessert

### SOUP AND SALADS (CHOOSE ONE)

Baby heirloom beetroot & orange salad, Little Qualicum goat cheese, maple date vinaigrette ♦

Okanagan apple, fennel & potato salad, citrus chive mayo ♦

Creamy kale coleslaw, shaved fennel

Panzanella salad, Kalamata olives, feta cheese

Heritage greens, asiago cheese, dried cranberries, maple almonds, citrus vinaigrette ♦

Baby spinach, green apple, Little Qualicum goat cheese, citrus vinaigrette ♦

Kale Caesar, pesto croutons, parmesan shavings, bacon crisps

Chef's daily soup

### ENTRÉES (CHOOSE ONE MEAT & ONE VEGETARIAN)

Slow-roasted pork loin, caramelized pears, rosemary maple glaze, Israeli couscous

Pan-seared Hallmark Farms free-range chicken breast, sundried tomatoes, shaved feta, herb roasted potatoes ♦

Chickpea & cauliflower curry ♦

Grilled BC wild salmon, sparkling wine & chive beurre blanc ♦

Beef cannelloni al forno, roasted red pepper cheese sauce

Slow braised AAA BC beef short rib, forest mushroom, green pear, truffle demi, mashed potatoes ♦

Cheese tortellini, fire roasted tomato sauce, sweet basil

Vegetarian cannelloni al forno, pesto coconut cream sauce

Penne primavera, goat cheese, sundried tomatoes, Kalamata olives, trio peppers, caramelized onions

Butternut squash ravioli with fennel cream reduction

### DESSERTS (CHOOSE ONE)

House baked cookies

Mango mousse

Fresh fruit & berries including seasonal Fraser Valley selections ♦

Assorted petit fours

Butter tarts

Tiramisu

Lemon square

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# LUNCH

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## GOLDEN EARS PLATED LUNCH

### SOUP & SALAD (CHOOSE ONE)

Chef's daily soup creation

Midnight greens with Little Qualicum goat cheese, roasted tomato & candied pecans in a cranberry citrus vinaigrette ♦

Classic Caesar salad, pesto croutons, crispy maple bacon & parmesan crisps

Spinach salad with pancetta, 7-minute egg & sautéed king mushrooms in a warm spiced honey pepper vinaigrette

Asparagus, prosciutto, roasted endive, orange, shaved fennel oven dried tomato & drizzled balsamic vinaigrette

### ENTRÉES (CHOOSE ONE)

Herb-crusted Hallmark Farms free-range chicken breast stuffed medallions with wild mushrooms & goat cheese mash potato balls, seasonal vegetables, demi glaze ♦ ..... 50

Roasted Berkshire pork loin, braised cabbage, seasonal vegetables, honey-roasted apple mustard jus..... 45

Vegan Mediterranean couscous, asparagus, cherry tomatoes, zucchini ribbon, roasted bell pepper vinaigrette ♦ ..... 43

AAA BC beef tenderloin, cognac & pepper jus, root vegetable gratin, seasonal vegetables ♦ .....52

Tandoori Hallmark Farms free-range chicken, coconut cumin rice, charred eggplant, naan or papadum ♦ ..... 44

Sous vide butter BC wild salmon, wilted kale & spinach salad, pickled shallots, seasonal vegetables, pomegranate vinaigrette ♦ ..... 49

### DESSERTS (CHOOSE ONE)

Chocolate mousse, Tahiti vanilla, blueberry preserve

Cheesecake, chocolate & berry compote

Baked apple pie, vanilla ice cream, cinnamon streusel

Lemon curd tart served with crème fraîche

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# DINNER

All dinners include freshly baked dinner rolls with butter, illy® coffee & decaffeinated coffee, Dammann® assorted tea sachets. Minimum 20 people required.

## GROUSE PLATED DINNER .....52

Choose soup or salad, two entrées (one meat, one vegetarian), one dessert

### SALADS (CHOOSE ONE)

Personal antipasto platter, selection of sliced cured meats, local cheeses, Moroccan olives, condiments, grilled vegetables ♦

Spinach salad, shredded egg, slivered almonds, dried cranberries, raspberry vinaigrette

Quinoa salad, kale, edamame, apple, cranberries, pecans, ginger apple vinaigrette ♦

Heirloom tomato & bocconcini salad, virgin olive oil, basil, aged balsamic glaze

Baby heirloom beetroot & orange salad, Little Qualicum goat cheese, maple date vinaigrette ♦

Greek orzo salad with cucumbers, white bean, cherry tomatoes, red onion, feta, herb vinaigrette

Heritage greens, Little Qualicum goat cheese, dried cranberries, candied pecans, citrus vinaigrette ♦

Israeli couscous, red onion, baby spinach, cilantro, dill, olives, cherry tomato, roasted garlic lemon vinaigrette ♦

Caprese salad, roasted red onion, pesto and balsamic reduction

Chef's daily soup

## ENTRÉES (CHOOSE ONE MEAT & ONE VEGETARIAN)

Maple sesame teriyaki glazed Barkley Sound wild sockeye salmon, steamed ginger bok choy, jasmine rice ♦

Slow braised AAA BC beef short ribs, forest mushroom, green peas, truffle demi, mashed potatoes ♦

Roasted pork loin, pancetta, apple, dates, figs, Marsala sauce, Israeli couscous

Birria de Borrego (Mexican lamb stew), lime, cilantro, caramelized onion

Gnocchi pasta, sundried tomatoes, baby spinach, fried artichokes, basil cream sauce

Grilled Fraser Valley free-range chicken breast, forest mushroom, Madeira jus, seasonal vegetables, roasted herb potatoes ♦

Chickpea, eggplant & potato curry, coriander, garam masala ♦

Butter chicken with garlic naan, basmati rice, roasted vegetables

Spinach & ricotta ravioli, roasted garlic pesto cream sauce

Garlic sesame soy tofu, steamed ginger bok choy ♦

Vegetable jambalaya with okra and smoked paprika

Thai prawn red curry, eggplant, zucchini, jasmine rice

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# DINNER

## DESSERTS (CHOOSE ONE)

Assorted petit fours and macarons

Mango mousse cake with Godiva whipped cream and fresh berries

Gulab jamun with pistachios

Apple tart with maple pecans, French vanilla ice cream, and lemon caramel

Chocolate brownie with fresh berries

Grand Marnier cheesecake with candied orange

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# DINNER

All plated dinners include freshly baked bread rolls & butter, illy® coffee & decaffeinated coffee, Dammann® assorted tea sachets.

## SEYMOUR PLATED DINNER

### APPETIZERS (CHOOSE ONE)

- Forest mushroom bisque, basil goat cheese foam
- West Coast seafood cioppino ♦
- Classic Caesar, pesto croutons, crispy maple bacon, parmesan crisps
- Asparagus soup, maple bacon lardon
- Grilled asparagus, prosciutto, roasted endive, orange, shaved fennel, dried tomato & endive dressing ♦
- Midnight greens with Little Qualicum goat cheese, roasted tomato & candied pecans in a cranberry citrus vinaigrette ♦
- Spinach, 7-minute egg, pickled zucchini & carrots, crispy pancetta, green goddess vinaigrette
- Vegetable terrine, eggplant, mini vegetables, miso forest mushroom broth ♦

### ENTRÉES (CHOOSE ONE)

- Herb-crusted Fraser Valley free-range chicken breast stuffed medallions with forest mushroom, roasted tomato, mini hasselback potatoes, port cream sauce ♦ .....56
- Harissa butter basted Wild BC salmon, mango lime coconut cream, cilantro smoked cheddar cheese, charred corn & chili carrots ♦ .....59
- Digby scallops, prawns & mussels with wilted spinach, Riesling lemon fennel broth, radish & oyster mushroom ..... 69
- Fork tender braised marinated BC beef short ribs in port jus, red nugget whipped potatoes & vanilla butternut squash ♦ ..... 69

- Cocoa cinnamon BC AAA filet mignon with sweet potato pave, bourbon tea glaze, candy beets, confit onion & brown butter fennel ♦ .....79
  - Falafel trio with couscous pilaf, lemon tomato yogurt, asparagus tip, roasted florets, micro chard & truffle oil ..... 50
  - Sous vide fennel & king mushroom with butternut squash purée, herb fluid sauce, orange, frisée, eggplant chip & coconut foam ♦ .....52
  - Forest mushroom ravioli with herb beurre blanc, tomato confit, crispy artichokes & arugula purée .....52
  - Saffron braised pork tenderloin with wild rice pilaf, olive oil sabayon, basil sauce, focaccia toast & charred fennel .....56
  - Seared Haida Gwaii halibut, lemon caper sauce, trio pepper risotto & seasonal vegetables ♦ .....MARKET PRICE
  - Crusted lamb lion with parsnip purée, blueberry Shiraz demi, toasted cauliflower, butter peas & pickled zucchini ..... 68
  - Pan seared rainbow trout with sea lettuce broad bean salad, truffle spring pea purée, king mushroom & sea asparagus .....56
- ### DESSERTS (CHOOSE ONE)
- Chocolate decadence truffle cake
  - Warm Cointreau-scented crème brûlée
  - Warm Louisiana bread pudding, bourbon sauce
  - Warm bourbon peach cobbler served with vanilla ice cream
  - Red velvet cake, chocolate & berries
  - New York cheesecake, mango compote

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# BAR & BEVERAGES

Civic Hotel is pleased to offer a curated wine list, celebrating BC wines, beers & spirits.

## WINE

### WINES BY THE GLASS

Movers & Shakers, White Blend, Conviction,  
Kelowna ♦ ..... cash 10.00, host 8.75/6 oz. glass

Dreamers & Schemers, Red Blend, Conviction,  
Kelowna ♦ ..... cash 10.00, host 8.75/6 oz. glass

Also available on request

Sauvignon Blanc, Open,  
Okanagan Valley ♦ ..... cash 9.00, host 7.50/6 oz. glass

Merlot, Open,  
Okanagan Valley ♦ ..... cash 9.00, host 7.50/6 oz. glass

### WINES BY THE BOTTLE

Movers & Shakers, White Blend,  
Conviction, Kelowna ♦ ..... 44/750 ml. bottle

Dreamers & Schemers, Red Blend,  
Conviction, Kelowna ♦ ..... 44/750 ml. bottle

Pinot Gris, CedarCreek,  
Kelowna ♦ ..... 57/750 ml. bottle

“Woo Woo” Gewürztraminer, Dirty Laundry,  
Summerland ♦ ..... 53/750 ml. bottle

Pinot Blanc, Gray Monk,  
Kelowna ♦ ..... 47/750 ml. bottle

Black Sage Vineyard, Cabernet Sauvignon,  
Summerland ♦ ..... 69/750 ml. bottle

Cabernet Merlot, CedarCreek,  
Kelowna ♦ ..... 52/750 ml. bottle

Pinot Noir, CedarCreek,  
Kelowna ♦ ..... 55/750 ml. bottle

Private Reserve Cabernet Merlot, Sumac Ridge,  
Summerland ♦ ..... 45/750 ml. bottle

Odyssey White Brut, Gray Monk,

Lake Country ♦ ..... 69/750 ml. bottle

Hush Rosé, Dirty Laundry,

Summerland ♦ ..... 50/750 ml. bottle

## BEER

### SELECTION OF AWARD-WINNING, LOCAL BC CRAFT BEERS

Red Racer ♦ ..... cash 9.00, host 7.50  
500 ml. can

Four Winds, Steel & Oak ♦ ..... cash 9.00, host 7.50  
12 oz. bottle (341 ml.) or 355 ml. can

Also available on request

### SELECTION OF IMPORTED BEERS

Heineken, Corona ..... cash 9.00, host 7.50  
355 ml. can

### SELECTION OF DOMESTIC BEERS

Granville Island ♦ ..... cash 8.00, host 7.00  
355 ml. can

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# BAR & BEVERAGES

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## SPIRITS

### LOCALLY PRODUCED, HAND-CRAFTED SPIRITS

Truth Vodka Distiller's Reserve, The Liberty Distillery,  
Vancouver ♦ ..... cash 10.00, host 9.00/1 oz.

Endeavour Gin, The Liberty Distillery,  
Vancouver ♦ ..... cash 10.00, host 9.00/1 oz.

Trust Whiskey Single Grain, The Liberty Distillery,  
Vancouver ♦ ..... cash 10.00, host 9.00/1 oz.

### COMMON BRANDS

Bacardi White &  
Dark Rums..... cash 8.00, host 7.00/1 oz.

Absolut Vodka..... cash 8.00, host 7.00/1 oz.

Canadian Club Rye Whisky ..... cash 8.00, host 7.00/1 oz.

Gordon's London Dry Gin ..... cash 8.00, host 7.00/1 oz.

If you have a particular wine, beer or spirit in mind for your event that is not already listed above, please inquire with our sales team about sourcing it for you.

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# AUDIOVISUAL

LCD Projector & Screen Package .....	250 each
TVs (Boardrooms Only) .....	100 each

For additional audiovisual requirements &/or tech support, please contact your Catering Sales Manager.  
SOCAN & Re:Sound Tariffs will apply for events with live or recorded music. Fees will be confirmed upon booking.

# SERVICES

Shipping-Handling Fee	
Inbound & Outbound .....	5-25 per box
Coat Check	
Minimum Fee of 250 applies .....	3 per item
Parking	
Valet .....	24
Underground parking	
(self-park)..... City of Surrey Parking Rates	
Printing & Photocopies1.00 first sheet; 0.25 colour; 0.10	
black & white	

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# TERMS & CONDITIONS

**GENERAL.** These terms & conditions will supplement any agreement between Hotel & Client.

**TAXES & SERVICE CHARGES.** All Food & Beverage prices are subject to an 18% taxable service charge & 5% Goods & Service Tax (GST). All Alcoholic Beverage prices are subject to an additional 10% Provincial Liquor Sales Tax (PLT). Taxes & service charge are subject to change.

**LABOUR CHARGES.** Additional labour charges may apply for additional services requested, event changes made less than 48 hours in advance or for extraordinary cleaning required by use of glitter, confetti or similar items. Any last-minute, major setup changes requested on-site will result in additional labour fees starting at 250 being charged to your account.

**GUARANTEE.** Final guarantees are due 72 business hours prior to event. The Hotel will prepare 3% more than the guarantee up to a maximum of 20 meals. Guarantee increases of more than 10% within 72 hours will be subject to a 10% surcharge & the Hotel cannot guarantee that the same meal choice will be offered. Client is responsible for paying for the number of Guaranteed Attendees. If the number of attendees that attend the Event is more than the number of Guaranteed Attendees, the Client is responsible for the total number of attendees that attend the Event.

**PRICING.** All menu prices & items (including Room Rental & Audiovisual services) are subject to change until the Banquet Event Order (BEO) has been signed & returned to Hotel.

**FOOD & BEVERAGE.** Due to licensing requirements & for quality control, all food & beverage served at Hotel must be supplied & prepared by Hotel. Bartender & cashier will be provided complimentary if consumption is over 400 net revenue per bar, otherwise a minimum charge of 25 per hour will apply for each bartender & cashier, minimum 4 hours each. BC liquor laws do not permit the sale of alcoholic beverages after 1:00 AM (Sundays – 12:00 AM) All cash bar prices are inclusive of 10% Provincial Liquor Sales Tax (PLT) & 5% Goods & Services Tax (GST). Alcohol may only be consumed by those that have reached the legal age for alcohol consumption.

**ASSIGNMENT OF FUNCTION SPACE.** Hotel will provide Function Space in accordance with the schedule of events, based on the contracted number of people attending the event. Hotel may make reasonable substitutes to Function Space by notifying Client

**SHIPPING & STORAGE.** Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than two days in advance. Hotel will charge a handling & storage fee of 5 to 25 per box or item for any materials sent to Hotel. Hotel will not be responsible for any loss or damage to materials sent to Hotel. The Client will arrange with the shipping company to have the shipment picked up from the Hotel on the last day of the meeting. The Hotel will not be responsible for handling & sending back any shipments left behind unless prior arrangements have made by the Client with the Catering Services Manager.

**SECURITY.** Hotel does not provide security in the function space & all personal property left in the function space is at the sole risk of the owner. Account will advise its attendees that they are responsible for safekeeping of their personal property. Hotel may reasonably require Account to retain security personnel in order to safeguard guests or property in Hotel. Security personnel are not authorized to carry firearms without advance Hotel approval.

**DISCLOSURE.** Client will be responsible for determining to whom it needs to disclose any terms of this BEO.

**LAWS & POLICIES.** Each party will comply with all applicable federal, provincial & local laws & Hotel rules & policies.

**INDEMNIFICATION.** Each party will indemnify, defend & hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants. Neither party will be liable for punitive damages.

**CANCELLATION.** Cancellation MUST be received in writing. Cancellation of the Event will result in a charge as noted on the BEO or, where applicable, in any agreement between Hotel & Client.