

# SEASON'S EATINGS

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

**CIVIC**  
HOTEL

AUTOGRAPH COLLECTION®  
HOTELS

# 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™ Events are designed with the meeting planner in mind. It allows members to earn points or airline miles on actualized revenue for qualified meetings & events held at all properties with participating Marriott International brands.

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

- ♦ 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).



# FESTIVE THREE-COURSE PLATED LUNCH

Minimum 15 people required.

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

## SOUP OR SALAD (CHOOSE ONE)

Heritage greens, Okanagan goat cheese, candied pecans, citrus cranberry vinaigrette ♦♦

Kabocha squash soup, chickpea croutons, five-spice aquafaba ♦♦♦

Antipasto plate, Mediterranean olives, assorted BC cheeses, dry-cured salamis, hummus, grilled vegetables ♦

## ENTRÉE (CHOOSE ONE)

Rosemary brined slow-roasted carved turkey, holiday stuffing, pan gravy, Marsala orange cranberry chutney, brown butter roasted vegetables, parmesan chive whipped potatoes..... \$49

BC pork loin braised, baby onions, figs, cherries, apple cranberry gastrique, crispy Brussels sprouts, parsnip puree ♦♦..... \$48

Pan-seared BC wild salmon, fennel seed beurre blanc sauce, slow-roasted winter squash, charred heirloom tomatoes, sweet potato pave ♦.....\$52

Port wine braised beef short ribs, king oyster mushrooms, daikon squash, herbed polenta ♦..... \$59

Chive and gnocchi, crispy Brussels sprouts, sundried tomato, roasted artichoke leek sauce, balsamic reduction ♦♦..... \$44

## DESSERT (CHOOSE ONE)

Cinnamon pumpkin pie, chai spiced whipped cream, candied pecans

New York cheesecake, BC berry compote, chocolate ganache ♦

BC Riesling poached anjou pear, French vanilla cream, pistachios ♦♦

Please inquire about wine pairings - our sales & event team will be happy to recommend local BC or international wines to enhance your meal.

All menu prices & items are subject to change until the banquet event order has been signed & returned to Hotel.

All prices are listed per person unless otherwise noted. Prices are subject to service charge & applicable taxes.

♦ Indicates a local ingredient is used.

♦♦ Indicates vegan.

♦♦♦ Indicates gluten-free option.



# CAROLER LUNCH BUFFET

\$55 per person. Minimum 20 people required.

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

## SOUP & SALAD (CHOOSE THREE)

Kabocha coconut squash soup, five-spice chickpea croutons



Heritage greens, Okanagan goat cheese, dried cranberries, candied pecans, citrus Dijon vinaigrette



Four bean salad, garbanzo, kidney beans, white beans, green beans, red onion, cherry tomatoes, fine herbs, apple cider vinaigrette



Baby spinach, maple bacon, hard-boiled Fraser Valley free-range eggs, sautéed balsamic mushrooms, crispy onions, raspberry vinaigrette



Winter harvest salad, quinoa, butternut squash, pomegranate, baby kale, pumpkin seeds, maple rosemary vinaigrette



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

## ENTRÉE (CHOOSE TWO - ONE VEGETARIAN & ONE MEAT)

Rosemary brined slow-roasted carved turkey, holiday stuffing, pan gravy, Marsala, orange steeped cranberries chutney

Pan seared Fraser Valley free-range chicken breast, creamy roasted garlic artichoke crema, winter squash



Roasted B.C. wild salmon, fennel orange beurre blanc, kambocha squash



B.C. Pork Loin braised, baby onions, figs, cherries, apple cranberry gastrique



Butternut squash mascarpone ravioli, spinach, sage, wild mushrooms, goat cheese pesto sauce, parmesan breadcrumbs

Chive & leek gnocchi with Brussels sprouts, sundried tomato, roasted pepper sauce, vegan cheese



## SIDES

Local Fraser Valley winter root vegetable medley including celeriac, turnip, parsnip, Brussels sprouts, carrot-top pesto



Roasted garlic red skin baby whipped potatoes, chives



## DESSERT

Chef's selection of festive holiday desserts that may include: cheesecake, tortes, deep-dish apple flan, Christmas yule log, shortbread cookies, assorted French pastries, cinnamon pumpkin pie, butter tarts, chocolate mocha cake

Fresh fruit & berries including seasonal Fraser Valley selections



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# FESTIVE THREE-COURSE PLATED DINNER

Minimum 15 people required.

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

## APPETIZERS (CHOOSE ONE)

Heritage greens, Little Qualicum Cheeseworks goat cheese, berries, candied pecans, cranberry citrus vinaigrette ♦♦

Coconut kabocha squash soup, curried chickpea croutons, grissini, five-spice aquafaba ♦♦♦

BC Dungeness crab & prawn cakes, curried cream sauce, cranberry blood orange chutney ♦

Grilled asparagus, slow roasted tomato, charred endive, pine nuts, prosciutto, pickled mandarin oranges, roasted garlic thyme emulsion

## ENTRÉE (CHOOSE ONE)

Rosemary brined and slow-roasted turkey, with fennel apple stuffing, pan gravy, whipped Yukon parmesan potatoes, cranberry chutney ..... \$62

Pan-seared Fraser Valley chicken breast, wild rice pilaf, chestnut cream sauce, winter vegetable medley, BC morel mushrooms ♦♦ ..... \$64

Seared BC arctic char, crispy sunchokes, beluga lentils, sea asparagus, red pepper sauce, basil oil ♦♦ ..... \$68

Certified Angus Beef® tenderloin cooked to medium, sauce bordelaise, morels, hasselback potatoes, marinated prawn skewers ♦ ..... \$76

Truffle and leek risotto, kabocha squash, wild mushrooms, crispy shallots, pine nuts, parmesan foam ♦ ..... \$56

## DESSERT (CHOOSE ONE)

Warm chocolate bread pudding, bourbon sauce, rum soaked currents, vanilla gelato

Brandy eggnog crème brulee, candied orange, soft amaretti cookies

Local & international cheese selection, fig jam, candied hazelnuts, BC honey, fruit chips ♦♦

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# JINGLE BELLS DINNER BUFFET

\$73 per person. Minimum 40 people required.

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

## SALADS (CHOOSE THREE)

Kabocha coconut squash soup, five-spice chickpea croutons  
◆◆◆

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

Broccoli & cauliflower florets salad, ambrosia apples, onions, cucumber, cranberries, pumpkin seeds, feta cheese, chia seed vinaigrette ◆◆◆

Four bean salad, garbanzo, kidney beans, white beans, green beans, red onion, cherry tomatoes, fine herbs, apple cider vinaigrette ◆◆◆

Baby spinach, maple bacon, hard-boiled Fraser Valley free-range eggs, sautéed balsamic mushrooms, crispy onions, raspberry vinaigrette ◆◆◆

Yukon Gold potato salad, green onions, Fraser Valley free range eggs, capers, fresh dill, smoked paprika, creamy roasted garlic thyme dressing ◆◆◆

Caprese salad, bocconcini, heirloom tomatoes, basil pesto, balsamic reduction ◆◆◆

Winter harvest salad, quinoa, butternut squash, pomegranate, baby kale, pumpkin seeds, maple rosemary vinaigrette ◆◆◆

Baby heirloom beetroot & orange salad, Okanagan goat cheese, maple date vinaigrette ◆◆◆

## ENTRÉE (CHOOSE THREE – ONE VEGETARIAN & TWO MEAT)

Rosemary brined slow-roasted carved turkey, holiday stuffing, pan gravy, Marsala, orange steeped cranberries chutney

Braised boneless Certified Angus Beef® short ribs, white beans, king oyster mushrooms, port demi-glace ◆◆◆

Pan seared Fraser Valley free-range chicken breast, creamy roasted garlic artichoke crema, winter squash ◆◆◆

B.C. Pork Loin braised, baby onions, figs, cherries, apple cranberry gastrique ◆◆◆

Poached lingcod medallions, tarragon coconut cream sauce, braised sui choy, tomato confit ◆◆◆

Roasted B.C. wild salmon, fennel orange beurre blanc, kambocha squash ◆◆◆

Butternut squash mascarpone ravioli, spinach, sage, wild mushrooms, goat cheese pesto sauce, parmesan breadcrumbs

Chive & leek gnocchi with Brussels sprouts, sundried tomato, roasted pepper sauce, vegan cheese ◆◆◆

## SIDES (CHOOSE THREE)

Local Fraser Valley winter root vegetable medley including celeriac, turnip, parsnip, Brussels sprouts, carrot-top pesto ◆◆◆

Whipped roasted garlic red skin potatoes, chives ◆◆◆

Maple roasted BC squashes, carrots, edamame ◆◆◆

Thyme & rosemary roasted Yukon baby potatoes ◆◆◆

Fragrant basmati rice, currants, almonds ◆◆◆

## CARVING STATION

AAA slow-roasted top round beef, au jus, horseradish, gourmet mustards

## DESSERT

Chef's selection of festive holiday desserts that may include: cheesecake, tortes, deep-dish apple flan, Christmas yule log, shortbread cookies, assorted French pastries, cinnamon pumpkin pie, chocolate mocha cake

Warm sticky toffee pudding

Fresh fruit & berries including seasonal Fraser Valley selections ◆◆◆

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# SANTA CLAUS DINNER BUFFET

\$90 per person. Minimum 50 people required.

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

## SALAD (CHOOSE FOUR)

Kabocha coconut squash soup, five-spice chickpea croutons  
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Heritage greens, Little Qualicum Cheeseworks goat cheese, dried cranberries, candied pecans, citrus vinaigrette ◆◆

Broccoli & cauliflower florets salad with ambrosia apples, onions, cucumber, cranberries, pumpkin seeds, feta cheese, chia seed vinaigrette ◆◆

Four bean salad, garbanzo, kidney beans, white beans, green beans, red onion, cherry tomatoes, fine herbs, apple cider vinaigrette ◆◆

Baby spinach, maple bacon, hard-boiled Fraser Valley free-range eggs, sautéed balsamic mushrooms, crispy onions, raspberry vinaigrette ◆◆

Yukon Gold potato salad, green onions, Fraser Valley free range eggs, capers, fresh dill, smoked paprika, creamy roasted garlic thyme dressing ◆◆

Caprese salad, bocconcini, heirloom tomatoes, basil pesto, balsamic reduction ◆

Winter harvest salad, quinoa, butternut squash, pomegranate, baby kale, pumpkin seeds, maple rosemary vinaigrette ◆◆◆

Baby heirloom beetroot & orange salad, Okanagan goat cheese, maple date vinaigrette ◆◆

## ENTRÉE (CHOOSE THREE – TWO MEAT & ONE VEGETARIAN)

Rosemary brined slow-roasted carved turkey, holiday stuffing, pan gravy, Marsala, orange steeped cranberries chutney

Braised boneless Certified Angus Beef® short ribs, white beans, king oyster mushrooms, port demi-glace ◆

Pan seared Fraser Valley free-range chicken breast, creamy roasted garlic artichoke crema, winter squash ◆◆

B.C. Pork Loin braised, baby onions, figs, cherries, apple cranberry gastrique ◆◆

Poached ling cod medallions, tarragon coconut cream sauce, braised sui choy, tomato confit ◆◆

Roasted B.C. wild salmon, fennel orange beurre blanc, kambocha squash ◆◆

Butternut squash mascarpone ravioli, spinach, sage, wild mushrooms, goat cheese pesto sauce, parmesan breadcrumbs

Chive & leek gnocchi, Brussels sprouts, sundried tomato, roasted pepper sauce, vegan cheese ◆◆

## SIDES (CHOOSE THREE)

Local Fraser Valley winter root vegetable medley including celeriac, turnip, parsnip, Brussels sprouts, carrot-top pesto  
◆◆◆

Whipped roasted garlic red skin potatoes, chives ◆

Maple roasted BC squashes, carrots, edamame ◆◆◆

Thyme & rosemary roasted Yukon baby potatoes ◆

Fragrant basmati rice, currants, almonds ◆◆

## CARVING STATION

Certified Angus Beef® prime rib, au jus, horseradish, gourmet mustards, chimichurri

## PLATTERS

Seafood: ceviche, poached prawns infused with garlic dill & vodka, white wine poached mussels, candied salmon, smoked salmon, assorted condiments ◆◆

Antipasto: cured meats, local and international cheeses, balsamic mushrooms, grilled vegetables, hummus, pepperanatta sauce ◆◆

## DESSERTS

Chef's selection of festive holiday desserts that may include: cheesecake, tortes, deep-dish apple flan, Christmas yule log, shortbread cookies, assorted French pastries, cinnamon pumpkin pie, chocolate mocha cake

Warm sticky toffee pudding

Fresh fruit & berries including seasonal Fraser Valley selections ◆◆◆

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# BUFFET ENHANCEMENTS

Pickled Artichoke, green garbanzo beans, pine nuts, tomato & risoni salad, sweet basil vinaigrette ♦ .....\$7

Line-caught BC sablefish, wasabi miso emulsion, enoki mushrooms ♦ .....\$10

Searched Arctic char, yuzu butter, beluga lentils, edamame ♦♦ .....\$11

Braised beef cheeks, cabernet jus, wild mushrooms .....\$11

Carved sweet bourbon-glazed smoked ham, sweet mustard pineapple sauce .....\$10

Mini eggnog crème brulee, candied cranberries .....\$6

# HOLIDAY BITES & PLATTERS

Mac & cheese croquettes, tomato chutney ..... \$52/dozen

Crispy chorizo stuffing, cranberry jelly ..... \$60/dozen

BC Dungeness crab salad, pea puree, roasted red pepper ♦♦ ..... \$70/dozen

Sage turkey meatball, creamy bourbon mousse ♦ \$60/dozen

Butternut squash tartlets, goat cheese mousse, crispy sage ♦♦ ..... \$52/dozen

Apple chip, blue benedictin cheese, pomegranate seeds ♦ ..... \$55/dozen

Prosciutto cup, goat cheese, fig jam..... \$65/dozen

Five spice duck breast on herbed crostini, turkey pate, pickled mandarin orange ..... \$70/dozen

Holiday Dessert Board .....\$10

Chef's selection of festive holiday desserts that may include: cheesecake, tortes, deep-dish apple flan, Christmas yule log, shortbread cookies, assorted French pastries, cinnamon pumpkin pie, chocolate mocha cake

Antipasto Board ♦ ..... \$15

Dry-cured salamis, turkey liver pate, turkey sausage, BC cheese selection, balsamic mushrooms, pepperanatta sauce, hummus, roasted eggplant

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# BAR & BEVERAGES

## COCKTAILS \$9 (1 oz.)

Baileys Hot Chocolate - hot chocolate, Baileys Irish cream liqueur & candy cane-dusted house marshmallows

Festive Chai White Russian - chai tea, vodka & coffee liqueur

Pomegranate Royale - pomegranate liqueur, pomegranate seeds & prosecco

Winter Sangria - hibiscus, cinnamon, rum, blood orange & prosecco

Christmosas - BC green apple, cranberry, grapes, grape juice & champagne

## MOCKTAILS \$6

Shirley Ginger - ginger beer, soda water, lime juice & grenadine

Rosemary Blueberry Smash - blueberries, rosemary, honey, lemon & soda water

Candy Cane Sparkler - pomegranate juice, simple syrup, soda water & candy cane

Christmas Colada - eggnog, pineapple & coconut

Apple Cranberry Spritzer - apple & cranberry juices, lemon-lime soda, cranberries & rosemary

## SPIRITS \$9

### LOCALLY PRODUCED, HAND-CRAFTED SPIRITS

Truth Vodka Distiller's Reserve, The Liberty Distillery, Vancouver ..... cash \$10, host \$9/1 oz.

Endeavour Gin, The Liberty Distillery, Vancouver ..... cash \$10, host \$9/1 oz.

Trust Whiskey Single Grain, The Liberty Distillery, Vancouver ..... cash \$10, host \$9/1 oz.

*Also available on request*

### SELECTION OF COMMON BRANDS

Bacardi White & Dark Rums ..... cash \$8, host \$7/1 oz.

Absolut Vodka ..... cash \$8, host \$7/1 oz.

Canadian Club Rye Whisky ..... cash \$8, host \$7/1 oz.

Gordon's London Dry Gin ..... cash \$8, host \$7/1 oz.



# BAR & BEVERAGES

Civic Hotel is pleased to offer a curated wine list, celebrating BC wines. Wine offerings are certified by the British Columbia Vintners Quality Alliance (BC VQA), which guarantees BC origin & ensures that qualifying wines meet certain minimum quality requirements, ensuring that you & your guests experience the best that BC has to offer.

## WINE

### WINES BY THE GLASS

Movers & Shakers, White Blend, Conviction,  
Kelowna .....cash \$10, host \$8.75/6 oz. glass

Dreamers & Schemers, Red Blend, Conviction,  
Kelowna .....cash \$10, host \$8.75/6 oz. glass

*Also available on request*

Sauvignon Blanc, Open, Okanagan  
Valley .....cash \$9, host \$7.50/6 oz. glass

Merlot, Open, Okanagan  
Valley .....cash \$9, 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, host \$7.50  
500 ml. can

Four Winds, Steel & Oak ..... cash \$9, host \$7.50  
12 oz. bottle (341 ml.) or 355 ml. can

*Also available on request*

### SELECTION OF IMPORTED BEERS

Heineken, Corona ..... cash \$9, host \$7.50  
355 ml. can

### SELECTION OF DOMESTIC BEERS

Granville Island ..... cash \$8, host \$7  
355 ml. can

*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.*



# AUDIOVISUAL

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

# SERVICES

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.

Shipping/Handling	
Inbound & Outbound.....	\$5-\$25/box
Coat Check	
Minimum Fee of 250 applies.....	\$3/item
Parking	
Valet .....	\$24
Underground Parking	
Self-Park .....	City of Surrey Parking Rates
Printing & Photocopies .....	\$1 first sheet
	+\$0.25 colour
	+\$0.10 black & white



# 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 been 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.

