

SEASON'S EATINGS

13475 CENTRAL AVENUE
SURREY, BC V3T 0L8 CANADA
SALES 855 255 8933 | 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 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 over 8,000 square feet of cutting-edge conference & meeting spaces located at the heart of Surrey's business district, Civic Hotel welcomes British Columbia's business community with open arms. From intimate leadership workshops to expansive regional conferences & local mixers to large-scale group gatherings, our venue is the nexus of innovation & inspiration.

British Columbia is a place exactly like nowhere else - beautiful, prosperous, diverse & rich in nature, culture and & experiences. Our commitment to local sourcing shines through our culinary offerings. With ingredients sourced from local partners such as Mainland Whisky & Red Racer Beer in Surrey, Southlands Farm & Snow Farms in Delta, & a B.C.-based wine list, our carefully curated menu celebrates the richness of our province's agriculture & the vibrancy of its business community.

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

At Civic Hotel, everything is meticulously designed to support you, including an experienced & knowledgeable “one-step-ahead” team who can be reached whichever way you prefer (text, phone or email). Additionally, with Marriott's MeetingServices App, you can manage your event without leaving your seat. It handles the details so you can get back to what matters most – the people. Our app eases the stress of time, space and language barriers by connecting planners and hotel teams on any web-enabled devices 24/7.



FESTIVE THREE-COURSE PLATED LUNCH

Minimum of 15 people required.

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

Please select one starter, one entrée & one dessert

STARTER

Midnight greens with Okanagan goat cheese, roasted tomato & candied pecans in a mandarin ginger vinaigrette



Kabocha squash soup with chickpea croutons, five-spice aquafaba



Antipasto plate with Mediterranean olives, assorted B.C. cheeses, dry-cured salamis, hummus, grilled vegetables, crostini



ENTRÉE

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



\$54

Yarrow Meadows duck sausage ragu with pine mushrooms, fried gnocchi, manchego, tomato, pine nuts



\$52

B.C. pork loin braised with baby onions, figs, cherries, apple cranberry gastrique, crispy Brussels sprouts, parsnip purée



\$50

Pistachio-crust B.C. wild salmon with fennel beurre blanc sauce, slow-roasted winter squash, tarragon emulsion, sweet potato, carrot pave



\$54

Stout braised beef short ribs with king oyster mushrooms, daikon squash, root vegetable mash

\$60

Creamy vegan risotto with pesto cream sauce, crispy leeks, balsamic pearls, asparagus



\$47

DESSERT

Cinnamon pumpkin pie with chai spiced whipped cream, candied pecans

Chocolate mousse with torched marshmallow, graham crumble, raspberry gelée

B.C. Riesling poached Anjou pear with French vanilla cream, pistachios




Please inquire about wine pairings - our sales & event team will be happy to recommend local B.C. 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

\$58 per person. Minimum of 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 with five-spice chickpea croutons ♦♦

Heritage greens with cucumbers, tomatoes, carrots, dried cranberries, maple smoked pecans, mandarin ginger poppyseed vinaigrette ♦♦

Black kale Caesar salad with Swiss chard, pesto croutons, bacon, shaved manchego cheese, hemp hearts

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

Winter harvest salad with quinoa, B.C. winter squash, pomegranate, arugula, pumpkin seeds, dried apricots, maple rosemary vinaigrette ♦♦♦

Pearl couscous with cherry tomatoes, cucumber, pea sprouts, chickpeas, parsley, spinach, bocconcini, lemon herb dressing

ENTRÉE (CHOOSE THREE - TWO MEAT & ONE VEGETARIAN)

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

Pan-seared Fraser Valley free-range chicken breast with sun-dried tomato cream sauce, Italian parsley, lemon, Swiss chard, capers ♦♦

Roasted B.C. wild salmon with fennel orange beurre blanc, kabocha squash ♦♦

B.C. pork loin with braised baby onions, figs, cherries, apple cranberry gastrique ♦♦

Mushroom tondi ravioli with pesto cream sauce, leeks, spinach, Grana Padano cheese ♦

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 with chives ♦

Parmesan herbed polenta with green onions ♦

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 ♦♦♦

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

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FESTIVE THREE-COURSE PLATED DINNER

Minimum of 15 people required.

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

Please select one starter, one entree & one dessert

STARTER

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

Mixed kale salad with butternut squash, crostinis, crispy manchego, garlic caper emulsion dressing ♦

Smoked deviled egg, seared B.C. albacore tuna, sea beans, confit potatoes, lemon vinaigrette, Castelvetrano olives ♦♦

B.C. Dungeness crab & prawn cakes with curried cream sauce, cranberry blood orange coulis ♦

ENTRÉE

Rosemary brined slow-roasted turkey with fennel apple stuffing, pan gravy, whipped Yukon parmesan baby potatoes, cranberry chutney ♦\$67

Herb-crusting pan-seared Fraser Valley chicken supreme with wild rice pilaf, black garlic cream sauce, winter vegetable medley, B.C. pine mushrooms ♦♦ \$68

Potato-crusting B.C. halibut with sorrel saffron cream sauce, beluga lentils, chestnut emulsion, tarragon oil ♦♦\$72

Certified Angus Beef® tenderloin cooked to medium with sauce Bordelaise, pine mushrooms, hasselback potatoes, marinated prawn skewers ♦ \$86

Truffle & leek risotto with kabocha squash, wild mushrooms, crispy shallots, pine nuts, parmesan foam ♦ \$62

DESSERT

Flourless chocolate cake, brûléed cardamom marshmallows, raspberries, graham crumble, rum creme anglaise

Brandy eggnog crème brûlée with candied orange, soft amaretti cookies ♦

Local & international cheese selection with fig jam, candied hazelnuts, B.C. honey, fruit chips ♦♦

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

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JINGLE BELLS DINNER BUFFET

\$83 per person. Minimum of 40 people required.

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

SOUP & SALAD (CHOOSE THREE)

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

Heritage greens with cucumbers, tomatoes, carrots, dried cranberries, maple almonds, mandarin ginger poppyseed vinaigrette ◆◆

Pearl couscous with cherry tomatoes, cucumber, pea sprouts, chickpeas, parsley, spinach, bocconcini, lemon herb dressing

Lebanese fattoush salad, with mint, radish, tomato, butter lettuce, cucumber, onion, pita chips, feta, sumac pomegranate dressing ◆

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

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

Caprese salad with bocconcini, heirloom tomatoes, basil pesto, balsamic pearls ◆

Winter harvest salad with quinoa, B.C. winter squash, pomegranate, arugula, pumpkin seeds, dried apricots, maple rosemary vinaigrette ◆◆◆

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

ENTRÉE (CHOOSE THREE – TWO MEAT & ONE VEGETARIAN)

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

Braised AAA beef short ribs with pine mushrooms, sautéed mushrooms, cipollini onions, demi-glaze ◆◆

Pan-seared Fraser Valley free-range chicken breast with sun-dried tomato cream sauce, Italian parsley, lemon, Swiss chard, capers ◆◆

B.C. pork loin with braised baby onions, figs, cherries, apple cranberry gastrique ◆◆

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

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

Lentil moussaka, with zucchini, peppers, mushrooms, eggplant, manchego ◆

Chive & leek gnocchi with Brussels sprouts with sun dried 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 with chives ◆

Maple roasted B.C. squashes with carrots, edamame ◆◆◆

Thyme & rosemary roasted Yukon Gold baby potatoes ◆◆

Fragrant basmati rice, currants, almonds ◆◆

CARVING STATION

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

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 bread pudding with pecans, brandy, caramel sauce

Fresh fruit & berries, including seasonal Fraser Valley Selections ◆◆◆

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SANTA CLAUSE DINNER BUFFET

\$94 per person. Minimum of 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 with five-spice chickpea croutons ♦♦

Heritage greens with cucumbers, tomatoes, carrots, dried cranberries, maple smoked pecans, mandarin ginger poppyseed vinaigrette ♦♦

Pearl couscous with cherry tomatoes, cucumber, pea sprouts, chickpeas, parsley, spinach, bocconcini, lemon herb dressing

Lebanese fattoush salad, with mint, radish, tomato, butter lettuce, cucumber, onion, pita chips, feta, sumac pomegranate dressing ♦♦

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

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

Caprese salad, bocconcini with heirloom tomatoes, basil pesto, balsamic reduction ♦

Winter harvest salad with quinoa, B.C. winter squash, pomegranate, arugula, pumpkin seeds, dried apricots, maple rosemary vinaigrette ♦♦♦

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

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

ENTRÉE (CHOOSE THREE – TWO MEAT & ONE VEGETARIAN)

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

Braised AAA beef short ribs with pine mushrooms, sauteed mushrooms, cipollini onions, demi-glaze ♦♦

Grilled Yarrow Meadows duck sausage with pistou sauce, apricots, roasted pepper, fried squash ♦♦

Pan-seared Fraser Valley free-range chicken breast with sun-dried tomato cream sauce, Italian parsley, lemon, Swiss chard, capers ♦♦

B.C. pork loin braised with baby onions, figs, cherries, apple cranberry gastrique ♦♦

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

Roasted B.C. wild salmon with fennel orange beurre blanc, kabocha squash ♦

Lentil moussaka, with zucchini, peppers, mushrooms, eggplant, manchego ♦♦

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

SIDES (CHOOSE TWO)

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

Whipped roasted garlic red skin potatoes with chives ♦

Maple roasted B.C. squashes with carrots, edamame ♦♦♦

Thyme & rosemary roasted Yukon baby potatoes ♦♦

Fragrant basmati rice with currants, almonds ♦♦

Parmesan herbed polenta with green onions ♦

CARVING STATION

Certified Angus Beef® prime rib with 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 & international cheeses, balsamic mushrooms, grilled vegetables, hummus, peperonata 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 bread pudding with pecans, brandy, caramel sauce

Fresh fruit & berries, including seasonal Fraser Valley selections ♦♦♦

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BUFFET ENHANCEMENTS

Pickled artichoke & risoni salad with green garbanzo beans, pine nuts, tomato, smoked olives, sweet basil vinaigrette ♦\$7

Line-caught B.C. sablefish with wasabi miso emulsion, enoki mushrooms ♦♦\$10

Seared Arctic char with yuzu butter, beluga lentils, edamame ♦♦\$11

Braised beef cheeks with bone marrow, cabernet jus, wild mushrooms\$11

Chef-carved porchetta with pesto apple cider honey glaze ♦\$12

Chef-carved sweet bourbon-glazed smoked ham with sweet mustard pineapple sauce ♦\$10

Mini eggnog crème brulee with candied cranberries ♦ ..\$5

HOLIDAY BITES & PLATTERS

Prime rib bites with whipped potato, demi, horseradish \$52/dozen

Crispy chorizo stuffing with cranberry jelly \$60/dozen

Poached prawn with roasted pepper, pickled onion, Thai curry sauce, basil ♦♦ \$68/dozen

Turkey meatball sliders, cranberry, gravy aioli, crispy sage sprouts \$60/dozen

Caramelized onion & Bleu Benedictin cheese tarts, crispy sage \$52/dozen

Compressed pear, smoked walnut, goat cheese mousse, endive ♦♦ \$52/dozen

Salt roasted beets on tapioca chip, ricotta ♦\$53/dozen

Smoked salmon deviled eggs with roe, dill, paprika ♦ \$65/dozen

Five-spice duck breast on herbed crostini with turkey pate, cranberry gelée ♦ \$68/dozen

Fresh B.C. oysters tabasco with lemons, cranberry mignonette, cocktail sauce ♦ \$64/dozen

Holiday Dessert Board
 small (15-20) \$180
large (40-50) \$420

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
 small (15-20) \$260
 large (40-50) \$575

Dry-cured salamis, turkey liver pate, turkey sausage, B.C. cheese selection, balsamic mushrooms, peperonata sauce, hummus, roasted eggplant ♦

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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

Carte Blanche, Upper Bench Estate Winery,
Naramata ♦..... cash \$10, host \$9/5 oz. Glass

Merlot Cabernet Franc, Upper Bench Estate Winery,
Naramata ♦..... cash \$10, host \$9/5 oz. Glass

All Day Rosé, Elephant Island Winery,
Naramata ♦..... cash \$10, host \$9/5 oz. Glass

Rosé, Upper Bench Estate Winery
Naramata ♦.....cash \$10, host \$9/5 oz Glass

WINES BY THE BOTTLE

Carte Blanche, Upper Bench Estate Winery,
Naramata ♦..... \$50/750 ml. Bottle

Pinot Blanc, Upper Bench Estate Winery,
Naramata ♦.....\$55/750 ml. Bottle

White Meritage, Uppercase Winery,
Okanagan Falls ♦..... \$58/750 ml. Bottle

Pinot Gris, Upper Bench Estate Winery,
Naramata ♦..... \$58/750 ml. Bottle

Riesling, Upper Bench Estate Winery,
Naramata ♦..... \$55/750 ml. Bottle

Gewürztraminer, Tinhorn Creek Vineyards,
Okanagan Valley ♦..... \$57/750 ml. Bottle

Chardonnay, Tinhorn Creek Vineyards,
Oliver ♦..... \$57/750 ml. Bottle

Rosé, Upper Bench Estate Winery,
Naramata ♦.....\$55/750ml. Bottle

All Day Rosé, Elephant Island Winery,
Naramata ♦..... \$50/750 ml. Bottle

Rosé Merlot, Tinted Glasses,
Okanagan Valley ♦..... \$55/750 ml. Bottle

Cabernet Sauvignon, Black Sage Vineyard,
Oliver ♦..... \$70/750 ml. Bottle

Cabernet Franc, Tinhorn Creek Vineyards,
Oliver ♦..... \$60/750 ml. Bottle

Pinot Noir, Upper Bench Estate Winery,
Naramata ♦.....\$60/750 ml. Bottle

Merlot Cabernet Franc, Upper Bench Estate Winery,
Naramata ♦.....\$50/750 ml. Bottle

Serif, Uppercase Winery,
Okanagan Falls ♦.....\$58/750 ml. Bottle

Odyssey White Brut, Gray Monk Estate Winery,
Lake Country ♦..... \$60/750 ml. Bottle

Odyssey Rose Brut, Gray Monk Estate Winery,
Lake Country ♦..... \$60/750 ml. Bottle

BEER

SELECTION OF AWARD-WINNING,

LOCAL B.C. CRAFT BEERS

Russell Brewing, Farm Country Brewing, Four Winds Brewing. ♦
.....cash \$9.5, host \$8/12 oz. bottle (341 ml.) or 355 ml. can

SELECTION OF IMPORTED BEERS

Stella Artois, Corona, Guinness
.....cash \$9.5, host \$8/12 oz. bottle (341 ml.) or 355 ml. can

NON-ALCOHOLIC BEER

Red Racer Street Legal Pilsner
.....cash \$9.5, host \$8/12 oz. bottle (341ml.) or 473 ml. can

SELECTION OF DOMESTIC BEERS

Sleeman Honey Brown Lager can ♦
.....cash \$8.5, host \$7/12 oz. bottle (341 ml.) or 355 ml. can

CIDER

Okanagan Apple Cider,
Crisp Apple can.....cash \$8.5, host \$7.5



BAR & BEVERAGES

SPIRITS

LOCALLY PRODUCED, HAND-CRAFTED SPIRITS

MAINLAND WHISKY

Time Machine,
Surrey ♦ cash \$10, host \$9/1 oz.

Suburbia,
Surrey ♦ cash \$10, host \$9/1 oz.

Old Fashioned 1881,
Surrey ♦ cash \$10, host \$9/1 oz.

PREMIUM BRANDS

Bacardi White &
Dark Rums..... cash \$9, host \$8/1 oz.

Absolut Vodka..... cash \$9, host \$8/1 oz.

Canadian Club Rye Whisky..... cash \$9, host \$8/1 oz.

Crown Royal cash \$9, host \$8/1 oz.

Gordon's London Dry Gin cash \$9, host \$8/1 oz.

Jim Beam cash \$9, host \$8/1 oz.

DELUXE BRANDS

Bacardi 8 Year Old Rum..... cash \$11, host \$10/1 oz.

Wray & Nephew Overproof Rum.....cash \$11, host \$10/1 oz.

Ketel One.....cash \$11, host \$10/1 oz.

Canadian Club Classic 12 Year Old...cash \$11, host \$10/1 oz.

Maker's Mark Kentucky Bourbon....cash \$11, host \$10/1 oz.

Bombay Sapphire London Dry.....cash \$11, host \$10/1 oz.

1800 Silver Reserva.....cash \$11, host \$10/1 oz.

LUXURY BRANDS

Glenfiddich Special Reserve 12 Year Old.....cash \$14
host \$12/1 oz.

Glenlivet 12 Year Old.....cash \$14, host \$12/1 oz.

Woodford Reservecash \$14, host \$12/1 oz.

Appleton Estate 12 Year Old Rare Casks

.....cash \$14, host \$12/1 oz.

Belvedere Vodkacash \$14, host \$12/1 oz.

Don Julio Blanco.....cash \$14, host \$12/1 oz.

Hendrick's Gin..... cash \$14, host \$12/1 oz.

COCKTAILS (1 oz.)..... \$10

Ginger Fizz Royale - Sparkling wine, Bourbon, simple
syrup, lime juice, ginger ale

Cran-Aperol Spritz - Aperol, cranberry juice, prosecco

Hibiscus Tea Spritz - Gin, cold brew hibiscus tea, citrus
juice blend of fresh lemon, grapefruit, lime mix, simple
syrup

Pinot Grinchio - Bourbon, red wine, prosecco, lemon juice,
simple syrup

Eggnog Maple Rum Punch - Rum, eggnog, maple syrup

Holiday Rum Punch - Jamaican Rum, orange juice,
pomegranate juice, lime juice, grenadine

MOCKTAILS\$8

Tropical Breeze - Coconut water, cranberry juice,
pineapple juice

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

Hibiscus Spritz - Cold brew hibiscus tea, lime juice, ginger,
sparkling water

Rosemary Blueberry Smash - Lemon juice, sparkling water,
rosemary sprig, blueberries



AUDIOVISUAL EQUIPMENT

LCD Projector & Screen Package	\$300 each
TVs (Boardrooms Only)	\$150 each
Flipchart Easel with 3M® Paper	\$100
Flipchart Easel with Regular Paper	\$55
Poster Easel	\$15
Flipchart Paper 3M®	\$90
Whiteboard	\$100
Wireless Microphone	\$150

Lavalier Microphone	\$150
Handheld Microphone	\$150
Polycom Speakerphone (digital)	\$125
Meeting 360° Smart Video Conference Camera	\$150
Presentation Advancer	\$55
Laptop Computer	\$150
25-50 ft. HDMI Cable	\$25
Computer AV Adapters	\$25

ELECTRICAL ACCESSORIES

Extension	\$15
Power Bar	\$20
Extension & Power Bar	\$30
Desktop Power.....	\$15 per table

OTHER SERVICES

Shipping-Handling Fee
Inbound & Outbound \$5-\$25 per box

Coat Check
Minimum Fee of \$250 applies \$3 per item

Underground parking
(self-park)..... City of Surrey Parking Rates

Printing & Photocopies .. \$1 first sheet; \$0.25 colour; \$0.15
black & white

Prices are subject to service charge & applicable taxes.



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.

