

THE ADVENTURE HOTEL

INFORMATION AND POLICIES

CATERING

The Adventure Hotel is equipped and pleased to provide catering to any location. Due to the increased staffing levels and additional rental requirements there is an additional \$9.00 per person charge for events catered off site. Included with this are water gobblers, wine glasses, cutlery, plateware, napkins and linen. Charges will be adjusted dependent on more or less guest requirements. Please speak directly to our Food and Beverage manager for more details.

MENUS

The enclosed menus are designed to help facilitate your preferred event. Please keep in mind that they are designed to be suggestions. Our Executive Chef is more than pleased to customize a menu to fit your budget and dietary requirements. Event menus must be selected no later than 1 week prior to the event. Please note, that due to health board regulations, guests are not permitted to keep leftover food and beverage items.

GRATUITY

Functions are subject to an automatic gratuity of 15% of all service provided. This gratuity is shared by all staff involved in making your event a success.

DEPOSITS AND PAYMENT SCHEDULE

A non refundable deposit of \$500 is required at the time of booking to secure your event. For groups that have not established credit with our hotel, full payment is due 24 hours prior to your event for any off premise catering, and upon completion of the event for in house banquets. For a credit application, please contact our General Manager directly at 250-352-7211.

NOISE RESTRICTIONS

After 11pm, noise restrictions apply, and all banquet facilities must be vacated by midnight.

GUARANTEED NUMBER OF GUESTS

We require an estimated number of guests upon booking, and a guaranteed number no later than 72 hours prior to the event. The guest will be charged either for the guaranteed number of guests or actual number of guests served, whichever number is greater. We set and prepare food and beverage for 5 - 10% more than the final guarantee.

BANQUET ATTENDANCE

We reserve the right to move any function to a more suitable banquet room if the guaranteed number of guests decreases by more than 25% in comparison to the original estimated guest count.

DECORATIONS

Guests are more than welcome to bring in any outside decorations to enhance the look of our banquet rooms. Unfortunately, due to the additional cleaning requirements, confetti and sparkles are not permitted. Additionally, nails, staples and tacks are not to be used on our banquet room walls or ceiling. Masking tape is acceptable. The New Grand Hotel does not accept responsibility for any lost or stolen items left in banquet room facilities.

FOOD AND BEVERAGE PRICING

Due to the volatile nature of food prices, we reserve the right to adjust prices on functions booked more than 6 months in advance. Prices are guaranteed for events booked within 6 months upon receipt of initial deposit.

BAR SERVICES

For banquets requiring bar service, there is a bartender charge of \$20.00 per hour for a minimum of 4 hours. If bar sales are more than \$400.00 the charge is waived. Catered Bar Service is available for private events off site at a flat rate of \$500.00, plus the applicable product charges.

