

MEETING PACKAGE

Minimum 20 ppl

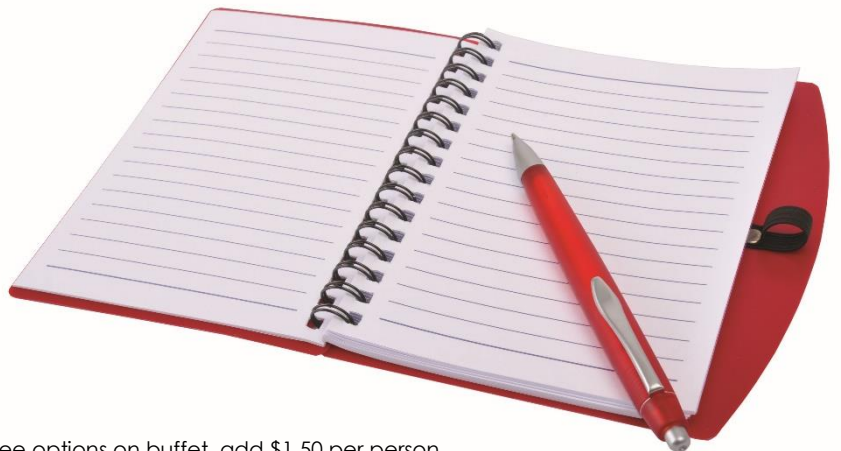


FULL AGENDA | \$61 | *per person per day*

- Dedicated meeting room
- Classic breakfast buffet*
- Small bite mid-morning and afternoon breaks*
- Urban lunch*
- High speed wireless internet
- Flip chart and water station
- Conference planner office supply kit
- All service charges

PARTIAL AGENDA | \$49 | *per person per day*

- All of the above excluding breakfast



* To include gluten free options on buffet, add \$1.50 per person



PRICES SUBJECT TO CHANGE | PRICES DO NOT INCLUDE AUDIO VISUAL REQUIREMENTS,
OR APPLICABLE TAXES & GRATUITIES | HARBOURTOWERS.COM | 250.480.6564

BRAINSTORMING |

includes coffee + assorted teas

BREAKFAST |

herb + cheese scrambled eggs, Vic's spice hashbrowns
bacon + sausage, toast station, sliced fruit, yogurt, chilled juices

BREATHER |

tropical smoothies, fruit + sponge trifles, mini muffins

STREET LUNCH |

chicken stir-fry + sweet rice, miso glazed meatballs
vegetable potstickers, asian slaw, cookies

BOOSTER |

vietnamese coffee shots, cinnamon rolls, fruit skewers

DOWN TO BUSINESS |

includes coffee + assorted teas

BREAKFAST |

scrambled eggs + pico de gallo, shredded hashbrowns,
bacon + ham, toast station, croissants, sliced fruit, chilled juices

BREATHER |

iced chai latte, assorted danish pastries, yogurt + house made granola

STREET LUNCH |

cold cut pinwheel sandwiches, bacon mac + cheese,
vegetarian chili, cobb salad lettuce cups, nanaimo bars

BOOSTER |

mini milkshakes, pudding shots, cookies



THE BOARDROOM |

includes coffee + assorted teas

BREAKFAST |

denver style frittata, Vic's spice hashbrowns,
bacon + sausage, toast station, muffins, sliced fruit, chilled juices

BREATHER |

berry smoothies, herb + cheese scones, fruit tarts

STREET LUNCH |

two sauce lasagna, chicken flatbread, margherita flatbreads,
caesar salad, rustic bruschetta salad, mini brownies

BOOSTER |

iced mocha shots, biscotti, chocolate croissants



THE FINE PRINT

FUNCTION ROOM ASSIGNMENT AND REQUIREMENT

Function details including meeting room setups, timing of events and number of attendees are required no later than 30 days in advance of your events. Should the number of attendees and/or set-up requirements change, the Hotel reserves the right to assign a more suitable function room. Room rental will be charged accordingly. In the event of a room set up change within 72 hours of any function, a service fee of \$25/hr/associate will be charged.

GUARANTEED ATTENDANCE

Final guaranteed number of attendees is required 7 days (5 business days) prior to the event. Should final numbers not be provided, you will be billed for the contracted number of attendees or the actual attendees (whichever is greater). We will do our best to accommodate increased numbers after the guaranteed numbers are provided; however we reserve the right to make substitutions when necessary.

ALLERGIES & DIETARY RESTRICTIONS

Please inform us 7 days (5 business days) prior to your event of any attendees with allergies or special dietary restrictions. We will provide alternate meals of the Chef's choice at no additional charge with advanced notice. Charges will apply to all substitutions made the day of the event.

CHILDREN

A 50% discount will be applied to buffet menus for children aged 6-11. There is no charge for buffet meals for children 5 & Under. Special plated children's meals are available upon request.

STATUTORY HOLIDAYS

A surcharge will be applied to events held on Canadian Statutory Holidays.

PRICES & APPLICABLE TAXES

We reserve the right to change prices due to current market conditions & government taxes are subject to change.

Food & Non-Alcoholic Beverages	15% Service Charge & 5% GST
Alcoholic Beverages	5% GST, 10% Liquor Tax
Host Bar	15% Service Charge
Labour Fees	5% GST
Audio Visual	15% Service Charge, 7% PST & 5% GST
SOCAN Royalty (music)	\$20.56 - \$59.17, 5% GST
RE:Sound Licence (music)	\$9.25-\$26.63, 5% GST

FOOD & BEVERAGE POLICY

Due to Health Regulations and Liquor Licensing, we do not allow any outside food or beverage to be served at functions held in the hotel, with the exception of wedding cakes provided by a certified bakery. For this same reason, food and provided by the hotel is not allowed to be consumed outside designated meeting spaces.

AUDIO VISUAL EQUIPMENT

Our designated audio visual provider is Freeman Audio Visual. Should you contract an outside A/V supplier a patch fee will apply

CONTRACT

To ensure that all requirements stated are agreed upon, we ask that the client sign a copy of the Banquet Event Order and return it to the Catering Consultant no later than 14 days in advance.

EVENT CANCELLATION POLICY

Within 30 Days 100% room rental and 100% of estimated food & beverage

