



IMPORTANT CATERING POLICIES TO KNOW
All function agreements are subject to the policies of the
Park Inn & Suites Vancouver Broadway

MENU SELECTION:

- ❖ One set menu is requested for all guests (Park Inn & Suites Vancouver Broadway policy procedure is flexible depends on the number of guest and items chosen)
- ❖ Certain dietary substitutes maybe made with prior request
- ❖ Final selections must be arranged at least 10 days prior to your event
- ❖ **Group menu prices are guaranteed for 90 days from the day of booking**

EVENT GUARANTEES:

- ❖ The hotel requires an approximate guest count 10 days prior to your event. It is the sole responsibility of the client to advise the final guarantee to the hotel 48 hours prior to the event. The hotel will prepare and set 5% above the guaranteed number to a maximum of 10 guests. In the event no guarantee is received by the hotel, the original contracted number will be charged, or the actual number of guests served, whichever is greater.
- ❖ The hotel is not responsible for damage or loss of any articles left at the hotel prior to, during, or following any function.
- ❖ Decorations are permitted with hotel authorization. No confetti of any kind may be thrown on the premises or used as decoration. Access to the hotel for decorating must be pre-approved with the Catering Department.
- ❖ A \$45.00 fee forwarded to SOCAN will be charged for any DJ music supplied at function.
- ❖ Please note that there is **No Smoking** in any meeting/banquet room and any hotel public areas per the City of Vancouver by law.

INTERNET CHARGES:

- ❖ Basic Wireless Internet Connection is complimentary for **ONE** computer. Basic Wireless Internet Connection using more than one computer is subject to \$12.00 administration fee plus 5% GST.

SERVICE CHARGE AND TAXES:

- ❖ All food and beverages service is subject to a 15% Service Charge
- ❖ Government taxes are applicable as follows:

Food	5% Goods & Service Tax
Beer/Wine/Alcohol	5% Goods & Service Tax plus 10% Provincial Liquor Tax
Miscellaneous	5% Goods & Service Tax
Audio Visual Equipment	5% Goods & Service Tax plus 7% Provincial Sales Tax
Labor Service Charge	5% Goods & Service Tax
Function Room Rental Charge	5% Goods & Service Tax
Flowers	5% Goods & Service Tax plus 7% Provincial Sales Tax
Parking	5% Goods & Service Tax plus 7% Provincial Sales Tax
Service Charge (<i>Gratuity</i>)	5% Goods and Services Tax
- ❖ A Bartender (if required) can be provided at an hourly rate of \$30.00 for a minimum of four (4) hours if estimated consumption is less than \$400.00.

PAYMENT:

- ❖ A credit card is required to guarantee the event on a definite basis. A method of payment may be a certified bank draft, cheque, cash, debit or credit card. The total charges are due on the day of the event.
- ❖ We do accept applications for a credit which can be arranged through our Credit Department, minimum of 3 weeks are required for processing.

CANCELLATION:

- ❖ Events cancelled within 21 days are subject to a cancellation fee of the full meeting room rental (Cancellation dates maybe modified based on the date the event is booked). Events cancelled within 48 hours are subject to a 100% charge of the estimated revenue. *****All cancellations must be submitted in writing*****

HOTEL FEATURES GUIDE

- ❖ The Park Inn & suites Vancouver Broadway caters to small and medium-sized meetings and banquets-up to 120 guests, reception style. For your next function, let our Sales and Catering team handle the details. Our friendly staff and professional approach will assist you in preparing for a successful event.

Oak Room

- ❖ The Oak Room is ideally situated on our main floor adjacent to the Market Café. The perfect combination when entertaining your next Executive Breakfast, Lunch or Dinner Meeting.
- ❖ Dimensions: 35'x 55'
- ❖ Square Footage: 1925 sq. ft.
- ❖ Ceiling Height: 9 ½ ft.

Regular Rental Rates (We are willing to accommodate different times between 7:00 am to 11:00 pm daily)

- ❖ 7: 00 AM-5:00 PM 400.00 + 5% GST
- ❖ Half Day (or Portion of the day anytime between 7:00 AM to 11:00 PM) 225.00 + 5% GST
- ❖ 5:00 PM-11:00 PM 400.00 + 5% GST

Capacities

- ❖ Reception Style 120
- ❖ Classroom Style 60
- ❖ U-Shape 40
- ❖ Dinner (Round Tables) 80
- ❖ Theatre Style 80

❖ **Note: Room Rental Rates are subject to negotiation based on the amount of food and beverage to be ordered.**





In-house Audio Visual Equipment Rentals

(Prices are subject to 5% GST and 7% PST,)

In House:

Projector Cart (1)	No Charge
Screen: eight foot	\$25.00
Flipchart: paper & markers/pens included	\$35.00
Overhead Projector, Cart, Screen	\$57.00
28" TV, VCR&DVD Combo on Cart	\$125.00
Pad of flipchart paper	\$15.00
A/C Extension cord (1)	No Charge
Additional Extension cords	\$5.00 each
A/C Power Bar (1)	No Charge
Additional A/C Power Pars	\$5.00

Professional AV Equipment

Prices are for 1 day Rental. There is an additional \$50 plus 12% tax for standard delivery & pick up and \$65.00 plus 12% tax for express delivery & pick up (24 hours notice)

Screens

- 5' Tripod \$29
- 6' Tripod \$43
- 8' Tripod \$72
- 60" InstaTheater \$58
- 80" InstaTheater \$87
- 100" InstaTheater \$115

Overhead Projectors

- ❖ 3000/4000 Lumens with Dual Lamp \$43
- ❖ 7200 Lumens Solar Bright \$94

Data/Video Projectors

- 1000 Lumens 800x 600 \$100
- 2000 Lumens 800 x 600 \$144
- 800 Lumens 1024 x 768 \$115
- 1000 Lumens 1024 x 768 \$144
- 1500 Lumens 1024 x 768 \$216
- 2000 Lumens 1024 x 768 \$288
- 3000 Lumens 1024 x 768 \$433

Accessories

- PowerPoint Slides Clicker \$22
- Up to 100' VGA Cable (M/M) \$15-\$40
- Laser Point only \$15

Integrated Sound Systems

- 25W Mono, 1 Speaker & wired Mic \$79
- 50W Mono, 1 Speaker & wired Mic \$123
- 100W Mono, Speaker & wired Mic \$173
- 150W Stereo, 2 Speakers & wired Mic \$288
- Built-in 3 XLR Channels Mixer, Stand
- 250W Stereo, 2 Speakers & 2 Mics \$433
- Built-in 4 XLR Channels Mixer Stand



Integrated Wireless Sound Systems

- 7Watts Portable Wireless PA System \$79 Lapel
- 10Watts Portable Wireless PA System \$79 Handheld
- 30Watts Portable Wireless PA System \$123 Lapel + Collar

Polycom Teleconferenceing (Audio Conferencing)

- Small group setup \$130
- Larger Group setup with 2 extension Mics \$173

Additional Components

- ❖ Wireless Mic only (Lapel or Handheld) \$94
Requires a PA System
- ❖ 4 XLR Channels Mixer only \$79
- ❖ 8 XLR Channels Mixer only \$123

Entertainment Systems

- ❖ 10W Karaoke Cassette & CD Player \$79
- ❖ 10W Cassette P & R + CD Player \$50

(Above prices are subject to change at anytime)



BUSINESS CENTRE SERVICE PRICE LIST

Photocopies:

Less than 30	\$.25 + 5 % GST
More than 30.....	\$.20 + 5% GST

Fax Service:

Local

1 st page	\$1.00 + 5% GST
Add'l pages.....	\$.50 + GST
Maximum charge.....	\$10.00 + 5% GST

Long Distance (North America)

1 st page.....	\$3.00 + 5% GST
Add'l pages.....	\$.50 + 5% GST
Maximum charge.....	\$15.00 + 5% GST

Long Distance (Outside North America)

1 st page.....	\$5.00 + 5% GST
Add'l pages.....	\$.50 + 5% GST
No maximum charge	

Incoming Faxes

All pages.....	\$.25 + 5% GST
Maximum charge.....	\$10.00 + 5% GST

Programs available (Internet Explorer, Microsoft Word, Microsoft Excel)

Courier Service:

charges as per Courier Company



BREAKFAST

(Note: Buffet Style is available for a minimum of 20 guests: add \$2.00 to the price below per person)

(Prices are subject to 15% Gratuity & 5% GST)

CONTINENTAL

Selection of Chilled Juices
Assorted Muffins & Croissants, Bagels, Butter
Preserves
Coffee, Tea, Decaf

\$11.50 per person

\$12.95 per person

(With Fresh Fruit in Season and Fat Free Yogurt)

LAUREL STREET

Selection of Chilled Juices
Scrambled Eggs
Breakfast Potatoes
Bacon and Ham
Eight Grain or White Toast
Coffee, Tea, Decaf

\$13.95 per person

\$15.00 per person

(With Fresh Fruit in Season or Cheese)

HEALTHY START

Selection of Chilled Juices
Oatmeal or Cold Cereal
Fresh Fruit in Season, Fresh Yogurt
Eight Grain or White Toast
Butter & Preserves
Coffee, Tea, Decaf & Milk

\$11.95 per person

PLAZA DELUXE

Selection of Chilled Juices
Eggs Benedict
Breakfast Potatoes
Fresh Fruit in Season
Coffee, Tea, Decaf

\$12.95 per person

Same as above but with Eggs Haida (Smoked salmon)

\$13.95 per person



CATERING COFFEE BREAK

C O L D

Soft Drinks (regular / diet)	\$1.95 per can
San Pelligrino (500ml)	\$4.25 per bottle
Spring Water (500ml)	\$2.50 per bottle
Iced Tea / Real Lemonade	\$1.95 per can
Assorted Fruit Juice (300ml)	\$3.25 each
Red Bull (Energy Drink)	\$3.95 each

H O T

Freshly Brewed Coffee served in 10-cup Carafes (Regular or decaffeinated)	\$17.50 each
1 Pot on Stand (15 cups)	\$24.75 each
Hot Chocolate	\$3.25 per cup
Herbal or Specialty Teas	\$1.75 per cup

F R O M T H E B A K E R Y A N D O T H E R

Assortment of Muffins with Preserves & Butter	\$2.75 each
Freshly Baked Petite Croissants (2) - Preserves & Butter	\$2.75 (a pair)
Chocolate Chip Macadamia, Oatmeal & Raisin Cookies (12)	\$16.95
Fruit skewers with dip (light yogurt)	\$2.95 each
Tim Horton's Donuts (one dozen)	\$9.25
Tim Horton's Tim Bits (20's)	\$5.25
Hot Cinnamon Buns with Preserves & Butter	\$3.25 each
Bagels with Cream Cheese	\$3.25 each

(Prices are subject to 15% Gratuity & 5% GST)



CATERING LUNCHEON

BUILD YOUR OWN SANDWICH BAR

(Must be minimum of 20 guests)

Served Buffet Style with a choice of Soup of the Day or Market Greens (one to be chosen), assorted dessert squares, coffee or tea, Iced tea

Selection of Artisan Baked Breads

Sliced tomatoes, onions, pickles, shredded lettuce & condiments

Montreal Style Pastrami

Roast Beef

Smoked Turkey Breast

Black Forest Ham

Devilled Egg Salad

Tuna Salad

Cheddar & Monterey Jack Cheese

Smoked Salmon & Capers

\$14.95 per person
add: \$3.00 per person

THE ROAD RUNNER

Served Buffet Style with a choice of Soup of the Day or Market Greens (one to be chosen), assorted dessert squares, coffee or tea, Iced tea

(1 ½ sandwich per person cut in quarters)

Served on White Bread, 8 Grain, Rye & Kaisers

Devilled Egg Salad, Tuna Salad, Black Forest Ham, Smoked Turkey, Roast Beef & Cheddar

\$13.25 per person

LA MESA DE FAJITAS

(Must be minimum of 20 guests)

Served Buffet style with Seasonal Salad, assorted dessert squares coffee or tea, Iced Tea

Chicken and Beef Fajitas, sautéed with bell peppers and onions, with grated Cheddar and Monterey Jack Cheese, diced tomatoes, shredded lettuce, salsa, sour cream and flour tortillas

\$14.95 per person

THE FAIRVIEW SLOPES

SPECIALTY WRAPS 1 EACH PER PERSON

Served Buffet style with Seasonal Salad, assorted squares, coffee or tea, Iced tea

Grilled Chicken with Julienne of Peppers, Mushrooms & Chipolte Mayo

Sautéed Vegetables Provençal with Feta Cheese

Shrimp and Tuna Salad with Shredded lettuce and Dill Mayo

\$14.95 per person

(Prices are subject to 15% Gratuity & 5% GST)



PLATTERS 'N BASKETS

Garden Fresh Vegetable Tray with Dip (serves 25 guests)	\$49.95
Variety of Imported Cheeses with Crackers (serves 15 guests)	\$49.95
Open Face Sandwiches (24 slices of buns) (Smoked salmon, black forest ham, roast beef, turkey breast)	\$48.00
Finger Sandwiches (32 pieces) (Tuna salad, egg salad, turkey, ham, beef)	\$36.00
Fresh Fruit Tray (15 guests)	\$49.95
Jumbo Prawns with Dip	Market Price
Basket of Chips or Pretzels (250 grams)	\$5.50 per basket
Basket of Salted Peanuts (250 grams)	\$5.50 per basket

The Laurel Street "Deli" Platter

Fresh baked assorted Breads & Butter
Old style Festive Artisian Ham, Montreal style Pastrami
Smoked Turkey Breast, Roast Beef, Assorted Cheese
Condiments

\$8.25 per person

The 4th Ave "Deli" Platter (meatless)

With pita and flat bread
Hummus, deviled egg salad, tuna salad,
Bruchetta, avocado, tomatoes, cucumbers,
Sprouts, cream cheese
Condiments

\$8.25 per person

(Prices are subject to 15% Gratuity & 5% GST)



DINNER

APPETIZER

(Choice of one)

Pacific Seafood Chowder
Greens from the fields
Caesar Salad

ENTRÉE SELECTIONS

(Prices include your choice of one appetizer, one dessert, Artisan Baked Breads, and Creamery Butter, Coffee or Tea)

❖ Roast Alberta Prime Rib of Beef (AAA Angus quality) with Yorkshire Pudding	\$39.95
Roast Sirloin of Alberta Beef (<i>One sauce maybe chosen from the following</i>):	\$29.95
Marchand de Vin (Red Wine enhanced aujus) or Shiitake Mushroom Sauce or Madagascar Peppercorn Sauce	
❖ Choice of 8 oz Prime New York Steak Café de Paris (<i>limited to 30 people</i>)	\$34.00
❖ Boneless Breast of Chicken Southwest with Fruit Salsa	\$29.95
❖ Boneless Breast of Chicken Neptune (<i>napped vin blanc sauce with bay shrimp</i>)	\$29.95
❖ Roast Fraser Valley Turkey, Old Fashioned Bread Stuffing	\$29.95
❖ Medallions of Pork Loin with Grainy Dijon Mustard Sauce	\$29.95
❖ Braised Filet of Wild BC Salmon with crusted with fresh Herbs, Citrus Sauce	\$29.95
❖ Seafood Linguini with Clams, Smoked Salmon, & Shrimps	\$27.95
❖ Paupiettes of Holland Sole stuffed with spinach and napped with shrimp veloute	\$27.95
❖ Baked York Style Ham with Maple Pecan Sauce	\$29.95

All entrees are served with fresh seasonal vegetables and appropriate garniture

DESSERT

(Choice of one)

Dolce de Leche
(Celebration torte of the America's made from 3 milks)
New York Style Baked Cheesecake
Lemon & Cream Shortcake
Strawberry Shortcake (in season only)
Tiramisu

(Prices are subject to 15% Gratuity & 5% GST)



WINE BY THE BOTTLE

WHITE WINES

(0) Peller's Chardonnay (B.C.)	\$31.00
(0) Lindeman's Bin 65 Australia, Chardonnay	\$34.00
(0) Jackson-Triggs Dry Reserve (VQA) Reisling (BC)	\$34.00
(0) Casillero de Diablo – Sauvignon – Blanc (Chile)	\$34.00
(0) Jackson – Triggs Reserve Chardonnay (VQA) – (BC)	\$33.00
(2) Sumac Ridge Gewurztraminer (VQA) – (BC)	\$34.00
(0) Rigamarole White (VQA) – (BC)	\$35.00

RED WINES

(0) Sawmill Creek Select Merlot (BC)	\$31.00
(0) Lindeman's Bin 45, Cabernet Sauvignon (Australia)	\$34.00
(0) Yellowtail Shiraz (Australia)	\$34.00
(0) Gehringer Pinot Noir (VQA) – (BC)	\$34.00
(1) Sumac Ridge Reserve Merlot (VQA) – (BC)	\$35.00
(0) Cotes du Rhone Villages – (France)	\$33.00
(0) Jackson – Trigg Cabernet – Merlot – (BC)	\$31.00

ROSE WINES

(1) Peller's Reserve White Zinfandel (BC)	\$31.00
(1) Sumac Ridge Reserve Rose (VQA) – (BC)	\$34.00

SPARKLING WINES

(0) Tott's Brut USA	\$30.00
(1) Sumac Ridge Stellar Jay Brut (VQA) – (BC)	\$49.00
(1) Segurda Vindas – Brut Reserva (Spain)	\$39.00
(7) Martini Rossi – Asti (Italy)	\$49.00
(1) Nicolas Feuillate – Premiere Cru (France)	\$99.00

(Alcoholic beverages are subject to 10% provincial liquor tax and 5% G.S.T.)



CASH BAR /HOST BAR

S P I R I T S

	BEFORE TAX	WITH TAX
Highballs (1 oz liquor)	\$5.35	\$6.15
<i>(Premium Spirits):</i>		
Havana Club (White and Anejo) Cuban		
Wyborowka (Polish)		
Beefeater Gin (England)		
Dewars Scotch (Scotland)		
Canadian Club (Canada)		
Beer – Domestic	\$5.35	\$6.15
Beer – Import	\$6.35	\$7.30
House Wine – Domestic (per glass) VQA WINES	\$7.50	\$8.65
House Wine – Import (per glass)	\$8.50	\$9.80
Liqueurs & Cognac	from: \$5.95	N/A
Fruit Punch (serves approx 30 people)	\$42.00	\$44.10
Spirit Punch (serves approx 30 people)	\$90.00	\$103.50
Wine Punch (serves approx 30 people)	\$75.00	\$86.25

(Alcoholic beverages are subject to 10% provincial liquor tax and 5% G.S.T.)