

CATERING POLICIES

All function agreements are subject to the policies of the Park Inn & Suites by Radisson.

MENU SELECTION:

- One set menu is requested for all guests (Park Inn & Suites by Radisson policy procedure is flexible depends on the number of guest and items chosen)
- Certain dietary substitutes may be made with prior request
- ❖ Final selections must be arranged at least 10 days prior to your event
- **Solution** 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.
- 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:

Wi-Fi connection is complimentary.

SERVICE CHARGE AND TAXES:

- All food and beverages service is subject to a 18% Service Charge
- Government taxes are applicable as follows:

Food 5% F&B GST, 18% Gratuity plus 5% GST on gratuity

Beer/Wine/Alcohol 5% GST & 10% PST

Miscellaneous 5% GST & 7% PST on tangible goods

Audio Visual Equipment 5% GST & 7% PST

Labor Service Charge 5% GST Function Room Rental Charge 5% GST

Flowers 5% GST & 7% PST
Parking tax inclusive
Service Charge (Gratuity) 5% GST

❖ A Bartender (if required) can be provided at an hourly rate of \$35.00 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 cheque, cash, debit or credit card. The total charges are due on the day of the event.
- Credit Applications may be accepted by our Accounting Department, with a minimum of 2 weeks required for processing.

CANCELLATION:



MEETING ROOM FEATURES GUIDE

The Park Inn & Suites by Radisson caters small to/and medium-sized meetings and banquets. For your next function, please let our sales and catering team handle the details. Our friendly staff and professional approach will assist you in preparing for a successful event. 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.

ROOM DIMENSIONS:

 ❖ Dimensions:
 35'x 55'

 ❖ Square Footage:
 1925 sq. ft.

 ❖ Ceiling Height:
 9 ½ ft.

REGULAR RENTAL RATES:

*	7: 00 AM-5:00 PM	400.00 + 5% GST
*	Half Day (or Portion of the day anytime between 7:00 AM to 6:00 PM)	250.00 + 5% GST
*	5:00 PM-11:00 PM	400.00 + 5% GST

We are also willing to accommodate different times between 7:00 am to 11:00 pm daily.

CAPACITY:

*	Classroom Style	50
*	U-Shape	40
*	Boardroom Style	35
*	Dinner (Round Tables)	60
*	Theatre Style	80
*	Reception Style	120

Fish Bone set up style cannot be accommodated.

Note: Room Rental Rates are subject to negotiation based on the approximate food & beverage revenue production.

Please click link for more images: http://www.photowebusa.com/parkinn/vancouver/meeting-room/index.html





IN-HOUSE AUDIO VISUAL EQUIPMENT RENTALS

Please note, the below rental costs are subject to 5% GST & 7% PST. Prices listed are per day.

*	Projector Cart (1)
*	Screen: Eight foot
*	Screen: Five foot
*	Flipchart: Paper & markers/pens included
*	Overhead Projector, Cart, Screen
*	LCD Projector

	202 110,000
*	28" TV, VCR&DVD Combo on Cart
*	Pad of flipchart paper
*	A/C Extension cord (1)
.*.	Additional Extension cords

***	A/C Extension cord (1)
*	Additional Extension cords
*	A/C Power Bar (1)
*	Additional A/C Power Part

No Charge
\$35.00
\$25.00
\$45.00 (\$35.00 for multiple & consecutive bookings)
\$57.00
\$75.00 (\$50.00 for multiple & consecutive bookings)
\$125.00
\$15.00
No Charge
\$5.00 each

No Charge \$5.00



PROFESSIONAL AUDIO VISUAL EQUIPMENT RENTALS

Please Note: This equipment is available from our outside vendor. Prices do not include service charge. AV Equipment rentals are subject to standard delivery & pick up at \$50.00 plus 5% GST & 7% PST. For express delivery & pick up at \$65.00 plus 5% GST & 7% PST (24 hours notice). Prices listed are daily. There is a 50% discount off the same AV Equipment rentals for multiple events.

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*	5' Tripod	\$26		
*	6' Tripod	\$39		
*	7' Tripod	\$48		
*	8' Tripod	\$65		
*	60" InstaTheater	\$48 (smallest)		
*	80" InstaTheater	\$78		
*	100" InstaTheater	\$104		
*	120" InstaTheater	\$130		
Pro	ojectors			
*		\$39		
	Overhead: 3000/4000 Lumens with Dual Lamp			
*	Overhead:7200 Lumens Solar Bright	\$85		
*	Opaque: 4 Lamps Technology	\$65		
*	Data/Video: 1000 Lumens 1024 x 768	\$130		
*	Data/Video: 1500 Lumens 1024 x 768	\$195		
*	Data/Video: 2000 Lumens 1024 x 768	\$260		
*	Data/Video: 3000 Lumens 1024 x 768	\$360		
10	D TV Monitors			
		Φ.5.0.0		
*	40" LCD TV 720p	\$520		
*	52" LCD TV 720p	\$650		
*	Floor Stand	Free with LCD I	Rentals	
Da	ourment Comovas			
	cument Cameras	***		
*	Low end, Auto Focus	\$117		
*	Mid Range (1024 x 768)	\$156		
*	High End with Auto Focus (Component)	\$195		
*	Digital with auto Focus	TBA		
**	Digital with auto Focus	IDA		
La	ptop Cameras			
*	IBM Think Pad A31		\$104	
	o Pentium 4, 1.8GHz, 1GB, 30GB, CDRW/DVD,	14/15"	, -	
	Win XP Pro, Office 2003/200	/		
*	Gateway MX6025		\$110	
	 Celeron M, 1.4 GHz, 1GB, 60GB, CDRW/DVD 	. 15.4" Wide		
	Win XP Pro, Office 2003/200			
		7, WHEICSS	¢120	
*	IBM Think Pad R52		\$130	
	 Pentium 4, 1.8 GHz, 2GB, 60GB, CDRW/DVD 	, 15" Wide		
	Win XP Pro, Office 2003/200	7. Wireless		
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	D Computer Monitors			
*	19" LCD Monitors	\$130		
*	25" LCD Monitors	\$156		
		, , ,		
Color Laser Printers				
		¢156		
*	HP 1215 8ppm	\$156		
*	HP 2025n 21ppm	\$234		

Screens



Multi-function Laser Printers/Copiers		Φ1. 7 .6	
❖ Brothers 8040n 24ppm 600 dpi Laser		\$156	
❖ HP2727nf 27ppm 1200dpi Laser		\$195	
D=Duplex			
Polycom Tele/Audio Conferencing & Video Con	nferencing	;	
 Audio-Small group setup 		\$117	
❖ Larger Group setup with 2 extension Mics		\$156	
Video-Single Point	from	\$650	
❖ Multi Point	from	\$1300	
❖ Installation & Set-up		\$130	
 Onsite Support 		\$130/hr	
Digital Whiteboard			
• eBeam Whiteboard USB		\$117	
 eBeam Projection USB 		\$117	
•			
Audio & Video Recording Devices			
 HD DVD Recorders 		\$104	
 Digital Audio Recorders (Portable) 		\$58	
DVD Zone "0" Player		\$45	
 Canon GL2 Digital Video Camera 		\$260	
With Tripod			
Integrated Sound Systems			
❖ Anchor 25W Mono, Speaker & wired Mic		\$72	
❖ Anchor 50W Mono, Speaker & wired Mic		\$110	
❖ 100W Mono, Speaker & wired Mic		\$156	
❖ Fender Passport 150W Stereo, 2 Speakers		\$260 (+	1Mic. built-in 3 XLR Channels Mixer, Stand)
❖ Fender Passport 250W Stereo, 2 Speakers		\$390 (+	2 Mics, built-in 4XLR Channels Mixer, Stand)
Integrated Wireless Sound Systems			
❖ 7Watts Portable Wireless PA System		\$72	Lapel
 10Watts Portable Wireless PA System 		\$72	Handheld
30Watts Portable Wireless PA System		\$110	Lapel + Collar (with built-in Cassette Recorder)
Additional Components			
 Wireless Mic only (Lapel or Handheld) 		\$85	
Requires a PA System		400	
❖ 4 XLR Channels Mixer only		\$72	
❖ 8 XLR Channels Mixer only		\$110	
Entertainment Systems			
❖ 10W Karaoke Cassette & CD Player		\$72	
Demond Many (marks 1, 1, 1, 1)			
Powered Mixer (speakers included) ❖ 400 Watts with 8 XLR Channels		\$200	
		\$390 \$520	
❖ 800 Watts with 6 XLR Channels		\$520	



BUSINESS CENTRE SERVICE PRICE LIST

Please Note: Price lists are subject to 5% GST & 7% PST

Photocopies:

*	Less than 30	\$.25
*	More than 30	\$.20

Fax Service:

***** Local:

1 st page	\$1.00
Addt'l pages	\$.50
Maximum charge	\$10.00

***** Long Distance (North America)

1 st page	\$3.00
Addt'l pages	\$.50
Maximum charge	\$15.00

❖ Long Distance (Outside North America)

1 st page	\$5.00
Addt'l pages	\$.50
No maximum charge	

Incoming Faxes	
Each page	\$.25
Maximum charge	\$10.00

Courier Service:

* TBA. Charges as per Courier Company.

Complimentary Guest Computer:

Programs available- Internet Explorer, Microsoft Word, Microsoft Excel



GROUP BUFFET BREAKFAST MENU

(for groups of 15 guests or more)

Continental Breakfast \$13.95

Selection of Chilled Juices Assorted Muffins & Croissants Coffee/Tea/Decaf Coffee

With Seasonal Fresh Fruit & Fat Free Yogurt \$15.95

Healthy Start Breakfast \$15.95

Selection of Chilled Juices Oatmeal or Cold Cereal

Seasonal Fresh Fruit & Fat Free Yogurt

Eight Grain or White Toast Coffee/Tea/Decaf Coffee

Laurel Street Breakfast \$15.95

Selection of Chilled Juices

Scrambled Eggs Breakfast Potatoes Bacon & Ham

Eight Grain or White Toast Coffee/Tea/Decaf Coffee

With Seasonal Fresh Fruit or Cheese \$17.95

Plaza Deluxe Breakfast \$15.95

Selection of Chilled Juices

Eggs Benedict*
Breakfast Potatoes
Seasonal Fresh Fruit
Coffee/Tea/Decaf Coffee

*Substitute with Eggs Haida (Smoked Salmon) \$16.95

Prices are subject to 5% F&B GST, 18/% Gratuity and 5% GST on Gratuity



COFFEE BREAK MENU

Cold Drinks

Soft Drinks (regular / diet)	\$2.25 per can
San Pelligrino (500ml)	\$4.75 per bottle
Spring Water (500ml)	\$2.75 per bottle
Iced Tea / Real Lemonade	\$2.25 per can
Assorted Fruit Juice (300ml)	\$3.25 each
Red Bull (Energy Drink)	\$4.50 each

Hot Drinks

Freshly Brewed Coffee served in 10-cup Carafes

(Regular or decaffeinated)	\$18.95 each
Hot Chocolate	\$3.25 each
Herbal or Specialty Teas	\$1.95 each

From the Bakery	
Assortment of Muffins with Preserves & Butter	\$2.95 each
Freshly Baked Petite Croissants (2) - Preserves & Butter	\$3.25 (a pair)
Chocolate Chip Macadamia,	
Oatmeal & Raisin Cookies (12)	\$17.95
Fruit skewers with dip (light yogurt)	\$3.75 each
Bagels with Cream Cheese	\$3.50 each

Prices are subject to 5% F&B GST, 18/% Gratuity and 5% GST on Gratuity



GROUP LUNCHEON MENU

Build Your Own Sandwich Bar:

\$14.95 per person

(Minimum of 15 guests)

Served Buffet Style with a choice of either Soup of the Day or Market Greens,

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

Add Smoked Salmon & Capers: \$17.95 per person

The Road Runner:

\$13.95 per person

(Minimum of 15 guests)

Served Buffet Style with a choice of either Soup of the Day or Market Greens, 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

La Mesa de Fajitas:

\$14.95 per person

(Minimum of 15 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

The Fairview Slopes

\$14.95 per person

(Specialty wraps, 1 per person)

Served Buffet style with Seasonal Salad, assorted squares, coffee or tea, iced tea Grilled Chicken with Julienne of Peppers, Mushrooms & Chipotle Mayo Sautéed Vegetables Provencal with Feta Cheese Shrimp and Tuna Salad with Shredded lettuce and Dill Mayo

Please Note: If the above menus are chosen for dinner, there will be a surcharge of \$5.00 per person plus taxes. Prices are subject to 5% F&B GST, 18/% Gratuity and 5% GST on Gratuity



PLATTERS & BASKETS

Garden Fresh Vegetable Tray with Dip \$65.00

Serves 25 guests

Variety of Imported Cheeses with Crackers \$65.00

Serves 15 guests

Open Face Sandwiches \$65.00

Smoked salmon, black forest ham, roast beef, turkey breast

24 bun slices

Finger Sandwiches \$39.00

Tuna salad, egg salad, turkey, ham, beef 32 pieces

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Fresh Fruit Tray \$65.00

Serves 15 guests

The Laurel Street Deli Platter \$12.95 per person

Fresh baked assorted breads & butter Old style festive artisan ham, Montreal style pastrami, smoked turkey breast, roast beef, assorted cheese Condiments

The 4th Ave Meatless Deli Platter \$12.95 per person

With pita and flat bread Humus, deviled egg salad, tuna salad, bruchetta, avocado, tomatoes, cucumbers, sprouts, cream cheese Condiments

Prices are subject to 5% F&B GST, 18/% Gratuity and 5% GST on Gratuity



GROUP DINNER MENU

APPETIZER:

(Choice of One)

Pacific Seafood Chowder

Greens from the fields

Caesar Salad

ENTRÉE:

(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 may be chosen from the following</i>): Marchand de Vin (Red Wine enhanced aujus) or Shiitake Mushroom Sauce or Madagascar Peppercorn Sauce	\$31.00
Choice of 8 oz Prime New York Steak Café de Paris (limited to 30 people)	\$36.00
Boneless Breast of Chicken Southwest with Fruit Salsa	\$31.00
Boneless Breast of Chicken Neptune (napped vin blanc sauce with bay shrimp)	\$31.00
Roast Fraser Valley Turkey, Old Fashioned Bread Stuffing	\$31.00
Medallions of Pork Loin with Grainy Dijon Mustard Sauce	\$31.00
Braised Filet of Wild BC Salmon with crusted with fresh Herbs, Citrus Sauce	\$33.00
Seafood Linguini with Clams, Smoked Salmon, & Shrimps	\$29.95
Paupiettes of Holland Sole stuffed with spinach and napped with shrimp veloute	\$31.00
Baked York Style Ham with Maple Pecan Sauce	\$31.00

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

Strawberry Shortcake (in season only)

Tiramisu

Prices are subject to 5% F&B GST, 18/% Gratuity and 5% GST on Gratuity



CASH BAR /HOST BAR

	BEFO	RE TAX	WITH 10% PST & 5% GST
Highballs (1 oz liquor) Mount Gay Rum (Barbados) Finlandia (Vodka) Beefeater Gin (England) Dewars Scotch (Scotland) Canadian Club (Canada)		\$5.75	\$6.61
Beer – Domestic		\$5.50	\$6.33
Beer – Import		\$6.50	\$7.48
House Wine-White, Rose, Red (8oz glasses)		\$8.50	\$9.78
Liqueurs & Cognac	from:	\$5.95	\$6.84
Punch Fruit Punch (serves approx 30 people) Spirit Punch (servers approx 30 people) Wine Punch (servers approx 30 people)		\$60.00 \$110.00 \$85.00	\$69.00 \$126.50 \$97.75

Prices are subject to 5% GST & 10% PST



WINE LIST

White Wine

Chardonnay, Peller's Reserve (BC) (0)	\$30.00
Sauvignon Blanc, Santa Carolina (Chile) (0)	\$33.00
Riesling Kabinett, Piesporter (Germany) (2)	\$33.00
Gewurztraminer, Sumac Ridge (BC) (2)	\$33.00

Rose Wine

Rose, Pellers Reserve (BC) (3) \$30.00

Red Wine

Merlot, Concha y Toro (Chile) (0)	\$30.00
Malbec, Dona Paula Los Cardos (Argentina) (0)	\$33.00
Cabernet Sauvignon, Bin 45 (Australia) (0)	\$33.00
Shiraz, Yellow Tail (Australia) (0)	\$33.00

Sparkling

Stellar JayBrut VQA (BC) (1)	\$49.00
Nicolas Feuilatte Brut (France) (1)	\$99.00
Prosecco, Martini (Italy) (2)	\$39.00
Secura Viudas, Brut (Spain) (1)	\$39.00

Prices are subject to 5% GST & 10% PST