

## Meeting Room Features Guide 2018

Thank you for considering the Park Inn & Suites by Radisson, Vancouver for your function. The **Oak Room** caters to small & 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.



### Oak Room Dimensions

Dimensions:	35'x 55'
Square Footage:	1,925 sq. ft.
Ceiling Height:	9 ½ ft.

### Oak Room Rental Rate Time Frames

- Full Day (7: 00 AM-5:00 PM)
- Half Day (or Portion of the day between 7:00 AM to 6:00 PM)
- Evening Rate (5:00 PM-11:00 PM)

We are also willing to accommodate different times between 7:00 am to 11:00 pm  
Note: Room Rental Rates are subject to negotiation based on the approximate food & beverage revenue production. Quotations are valid for 90 days.

## Oak Room Capacity

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

## Menu Selection

- One set menu is requested for all guests (Park Inn & Suites by Radisson Vancouver is flexible dependent upon number of guests and items selected)
- Certain dietary substitutes may be made with prior request.
- Final selections must be arranged at least 10 days prior to your event.
- Outside vendors for catering services are prohibited.
- Group menu prices are guaranteed for 90 days from the day of booking
- Menus are available upon request; kindly contact the Sales & Catering office at [sales@parkinn-vancouver.ca](mailto:sales@parkinn-vancouver.ca)

## Event Guarantee

- The hotel requires an approximate guest count 10 business days prior to your event. It is the sole responsibility of the client to advise the final guarantee to the hotel 72 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.

## Room Damage

- 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 all meeting/banquet room facilities and hotel public areas per the City of Vancouver By-Law.

## Internet Charge

- Wi-Fi connection is complimentary.

## Service Charge and Taxes

All Food and beverage service is subject to 18% Service Charge (Gratuity)

Government taxes are applicable as follow (taxes are subject to change)

- Food 5% GST on food; 5% GST on Gratuity
- Beer/Wine/Alcohol 5% GST & 10% PST+ 5% GST on Gratuity
- 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

## 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.

## 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.**

