



ATLANTICA

HOTEL HALIFAX

CATERING MENU

— 2024 —

CATERING MENU

Prices are per person unless otherwise noted

Beverages

- Coffee & tea includes decaf & herbal tea **\$4.00**
- Bottled water **\$3.48/EA***
- Sparkling water **\$3.91/EA***
- Assorted fruit juices **\$3.48/EA***
- Assorted soft drinks **\$3.48/EA***
- Chilled orange, cranberry or apple juice **\$10.43/LT**

** Items are charged on consumption.*

Bakery Essentials

- Gourmet muffins **\$4.00**
- French Danish - fruit & chocolate **\$4.50**
- Butter croissants **\$4.50**
- Assorted loaves **\$4.00**
- Assorted scones **\$5.00**
- Cinnamon rolls with vanilla icing **\$5.00**
- Variety of bagels with cream cheese **\$5.50**
- Gourmet cookies **\$3.00**
- Gluten free brownies **\$6.00**
- Gluten free muffins **\$6.00**
- Smoked salmon with toasted bagels & cream cheese **\$12.00**
- Assorted sweets & squares **\$4.00**

Refresh

- Seasonal whole fruit **\$4.00**
- Yogurt parfaits **\$8.00**
- Individual yogurt **\$3.50**
- Snack bars & granola bars **\$4.00**
- Fruit skewers with honey yogurt dip **\$10.00**
- Crisp tortillas with tomato salsa **\$10.50/BL**
- Fresh sliced fruit & berry selections with flavored yogurt dip & granola **\$12.00**
- Crudites and dip **\$10.00**
- Snack bowl including chips, pretzels **\$6.00/PP**

BREAKFAST BUFFETS

The Fresh Start

\$20.00 per person

- Mini butter croissants, assorted Danish, pastries, gourmet muffins
- Butter, Becel & jams
- Fresh sliced fruit with yogurt dip & granola
- Assorted cereals
- Chilled orange, apple & cranberry juices
- Coffee & tea

Rise and Shine

\$24.00 per person

- Mini butter croissants, assorted Danish, gourmet muffins, pastries
- Butter, Becel & jams
- Assorted cereals
- Nova Scotia scrambled eggs with Cheddar & scallion
- Smoked bacon & country sausage
- Home fries
- Whole fruit
- Chilled orange, apple & cranberry juices
- Coffee & tea

Breakfast Buffet

Add On Enhancements

Hot

- Cinnamon French toast with whipped cream & berry compote **\$5.00**
- Buttermilk pancakes with whipped cream & berry compote **\$5.00**
- Belgian waffles with whipped cream & berry compote **\$5.00**
- Breakfast sandwich/burrito **\$8.50**
- Kettle made oatmeal **\$4.00**
- Baked molasses beans **\$3.50**

THEME BREAKS

Minimum 15 guests

Wholesome

\$16.00 per person

- Assorted muffins
- Assorted cereal bars
- Sliced fruit & berries
- Chilled orange, apple & cranberry juice
- Coffee & tea

Fruit & Yogurt

\$18.50 per person

- Yogurt parfaits with homemade granola
- Assorted scones
- Fruit skewers
- Chilled orange, apple & cranberry juice
- Coffee & tea

Healthy in the Morning

\$17.50 per person

- Fruit smoothies
- Avocado toast
- Oat cakes
- Chilled orange, apple & cranberry juice
- Coffee & tea

Pick Me Up

\$19.00 per person

- Fresh baked cookies
- Chocolate brownies
- Assorted mini doughnuts
- Cheesecake squares
- Assorted soft drinks

Chips & Dip

\$16.00 per person

- Cannery Kettle chips
- Crisp tortillas with spinach dip & Pico de Gallo
- Curried pita chips with tzatziki & hummus
- Assorted soft drinks

Healthy in the Afternoon

\$18.00 per person

- Crudités with dip
- Peanut butter & chocolate energy balls
- Assortment of cheeses with crackers
- Coffee & tea

LUNCH BUFFETS

Minimum 15 guests

Stack it up

\$25.00 per person

- Chef's soup
- Garden salad, fresh vegetables with assorted dressings
- Cannery Kettle chips

Selection of sandwiches to include:

- Smoked turkey with cranberry mayo & Havarti on sourdough
- Sirloin of beef with horseradish mayo on ciabatta with caramelized onions
- Creamy avocado, cucumber & spinach on multi-grain
- Chicken salad on a pretzel roll

- Fresh baked cookies, assorted sweets & squares
- Coffee & tea

Wrap It Up

\$26.00 per person

- Chef's soup
- Garden salad, fresh vegetables with assorted dressings
- Cannery Kettle chips

Selection of wraps to include:

- Black forest ham, maple mustard, Swiss cheese
- Roasted vegetables, feta cheese with roasted red pepper mayo
- Grilled chicken Caesar with bacon & parmesan
- Turkey, spinach and tomato with creamy guacamole

- Fresh baked cookies, assorted sweets & squares
- Coffee & tea

Serve It Up Hot

\$29.00 per person

- Chef's soup
- Garden salad, fresh vegetables with assorted dressings
- Cannery Kettle chips

Selection of hot sandwiches to include:

- Pulled BBQ pork with house made coleslaw on a crusty bun
- Hoisin beef banh mi, pickled carrots, siracha, garlic aioli on a Hoagie roll
- Grilled vegetable quesadilla
- Sourdough grilled cheese with Havarti & smoked Cheddar

- Fresh baked cookies, assorted sweets & squares
- Coffee & tea

THEMED LUNCHES

Minimum 15 guests

Pizza Corner

\$28.00 per person

- Caesar salad
- Vegetarian & pepperoni pizza
- Garlic Fingers
- Cannery donairs loaded with tomatoes & onions, donair sauce
- Assorted cookies
- Coffee & tea

Drive Thru

\$30.00 per person

- Mixed green salad
- All beef burgers
- South Western chicken burgers
- Veggie burgers
- Assortment of condiments and garnishes
- French fries
- Fresh baked brownies
- Coffee & tea

Trattoria

\$29.00 per person

- Toasted garlic knots
- Insalata fresca - tomatoes, artichoke hearts, arugula & balsamic vinaigrette
- Penne tossed with roasted chicken breast in basil scented cream sauce
- Gnocchi Arrabbiata with Parmesan
- Tiramisu
- Coffee & tea

Picnic

\$26.00 per person

- Pickled coleslaw
- Potato salad with grainy mustard
- Corn bread
- Chicken pot pie
- Smoked Cheddar mac & cheese
- Assorted squares
- Coffee & Tea

THEMED LUNCHES

Minimum 15 guests

Mediterranean

\$28.00 per person

- Grilled pita with hummus
- Taboula - tomatoes, mint, parsley with fluffed couscous
- Greek salad
- Chicken shawarma with garlic fried chick peas
- Falafel - chick pea fritters
- Lemon rice pilaf
- Baklava
- Coffee & tea

Build Your Own Bowl

\$29.00 per person

- Chef's soup

Choice of two of the following individually portioned bowls:

- Chef's Specialty Chicken Bowl - Grilled chicken, candied walnuts, blue cheese, poached apples, arugala, rice
 - Coconut Curry Bowl - Roasted sweet potato, cauliflower, basmati rice, roasted peppers, cilantro, purple cabbage
 - Smoked Salmon Bowl - pickled onion, quinoa, goat cheese, artisan lettuce, garden vegetables, smoked peach vinaigrette
 - Taco Bowl - Mexican beef, pico, guacamole, sour cream, fried rice, whipped feta, fried tortilla, cilantro
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- Fresh baked cookies, assorted sweets and squares
 - Coffee & tea

LUNCH BUFFET

V - Vegetarian
GF - Gluten Free
DF - Dairy Free

Signature Lunch Buffet

\$38.00 per person

- Chef's soup

Choice of two of the following salads:

- Artisan greens, garden vegetables & a selection of dressings **GF**
- Caesar salad with smoked bacon, parmesan cheese & garlic dressing
- Greek pasta salad with crisp vegetables, feta, kalamata olives & lemon oregano dressing **V**
- Potato salad with grainy mustard dressing **V**
- Caprese salad, grape tomatoes & baby mozzarella with basil vinaigrette **V**
- Quinoa, arugala, goat cheese, cilantro with roasted red pepper dressing **V**
- Cucumber salad, fresh chopped vegetables tossed in lemon and cilantro **V**

Choice of two hot entrées:

- Atlantic salmon filet with Acadian maple cream **GF**
- Grilled chicken with roasted red pepper reduction **GF**
- Panko crusted haddock with corn salsa & red pepper coulis **GF**
- Pork loin with apricot stuffing & grainy mustard jus
- Honey garlic beef stir-fry **GF, DF**
- Wild mushroom ravioli in a herb cream **V**
- Cheese tortellini baked in a tomato cream with asiago cheese **V**
- Thai tofu & vegetable curry **V, DF**

Choice of one accompanying starch:

- Whipped garlic potatoes
- Herb roasted potatoes
- Basmati rice
- Chef's seasonal vegetables
- Warm Valley apple crisp with vanilla cream
- Fresh sliced fruit with honey yogurt dip
- Assorted sweets and squares
- Coffee & tea

***Add a third entrée for \$8.00 per person**

PLATED LUNCH

Select one choice from each course
Minimum 15 guests

V - Vegetarian
GF - Gluten Free
DF - Dairy Free

Appetizers

- Maple roasted butternut squash soup *GF, V*
- Tomato basil bisque *GF, V*
- Maritime seafood chowder **add \$6.00**
- Artisanal greens - micro greens with garden vegetables & a maple balsamic vinaigrette *GF, Vegan*
- Caesar salad - romaine, focaccia, smoked bacon, Parmesan cheese & garlic dressing
- Cucumber salad ~ fresh chopped vegetables with a lemon & cilantro vinaigrette *V*
- Arugula salad with julienne vegetables, with sesame dressing *DF, V*
- Honey roasted beets with goat cheese, walnuts & arugula with balsamic vinaigrette *GF, V*

Mains

- Seared chicken breast with forest mushrooms & roasted garlic jus with potato pave *GF* **\$34.00**
- South west chicken breast, chipotle BBQ sauce, Cajun rice **\$32.00**
- Roasted Atlantic salmon, crispy risotto & finished with an tomato jam *GF* **\$38.00**
- Pan roasted pork tenderloin, caramelized onion demi with garlic whipped potato *GF* **\$33.00**
- Haddock Provençal with saffron orzo **\$31.00**
- Wild mushroom ravioli in herb cream *V* **\$28.00**
- Vegetarian tikka masala with tofu over basmati rice *V* **\$31.00**
- Four cheese tortellini, basil cream with Parmesan *V* **\$29.00**
- Chef's selection of seasonal vegetables

Desserts

- Dark chocolate crème brûlée
- Chocolate mousse trio cake with berry compote
- Sorbet & fruit, layers of fresh fruit and berries, mango sorbet & lemon curd *GF*
- Flourless chocolate cake with brûlée bananas & raspberry puree *GF*
- Bumble berry crisp with brown sugar crumble
- Coffee & tea

WORKING DINNER BUFFETS

Minimum 15 guests

V - Vegetarian

GF - Gluten Free

DF - Dairy Free

Power Dinner

\$46.00 per person

- Chef's soup
- Artisan greens, garden vegetables & a selection of dressings
- Quinoa, arugala, goat cheese, cilantro with roasted red pepper dressing
- Seared breast of chicken with mushroom pan gravy
- Oven roasted salmon with tomato jam
- Chef's choice of seasonal vegetables & whipped garlic potatoes
- Warm apple crisp with vanilla cream
- Fresh baked cookies & assorted squares
- Coffee & tea

Taste of India

\$45.00 per person

- Kachumber salad
- Fried Papadoms & naan
- Lamb Tikka Masala – spiced curry sauce
- Butter Chicken - mild spiced tomato butter yogurt sauce **GF**
- Biryani rice
- Sweet Jalebi and Mango Lassi
- Coffee & tea

Trattoria at Night

\$42.00 per person

- Toasted garlic knots
- Caesar salad ~ romaine, focaccia, smoked bacon, Parmesan cheese & garlic dressing
- Antipasto board with sliced salami, prosciutto, mortadella & giardiniera
- Classic chicken parmigiana
- Spaghetti Aglio e Olio
- Mascarpone mousse
- Espresso Bavarian with lady fingers
- Coffee & tea

DESIGN YOUR OWN PLATED DINNER

Select one choice from each course
Minimum 15 guests

V - Vegetarian
GF - Gluten Free
DF - Dairy Free

Appetizers

- Maple roasted butternut squash soup **GF**
- Garlic roasted tomato bisque with gorgonzola crustini **V**
- Roasted cauliflower with red Thai curry puree **Vegan**
- Maritime seafood chowder **add \$6.00**
- Artisanal greens - micro greens with garden vegetables & a maple balsamic vinaigrette **GF, Vegan**
- Caesar salad - romaine, focaccia, smoked bacon, Parmesan cheese & garlic dressing
- Cucumber salad - fresh chopped vegetables with a lemon & cilantro vinaigrette **V**
- Arugula salad with julienne vegetables, with sesame dressing **DF, V**
- Honey roasted beets with goat cheese, walnuts & arugula with balsamic vinaigrette **GF, V**

Mains

- Seared beef tenderloin with a stilton crust, roasted garlic mashed potatoes with roasted herb jus, seasonal vegetables - cooked medium **\$60.00**
- Ginger soy glaze salmon, sticky rice, seasonal vegetables, lime cilantro crème fraîche **GF \$48.00**
- Pan seared chicken breast, sherry & thyme jus, mushrooms, garlic whipped potato, seasonal vegetables **\$42.00**
- Chicken breast stuffed with spinach & artichokes, prosciutto, seasonal vegetables, red wine jus **GF \$44.00**
- Salmon Wellington, wilted spinach with goat cheese, garlic mashed potatoes, white wine butter sauce, seasonal vegetables **\$48.00**
- Sweet potato & chickpea masala with cinnamon scented basmati rice **V, GF \$39.00**
- Mushroom ravioli, basil pesto tomato sauce, goat cheese and garlic knot **V \$39.00**

Desserts

- Lemon crème brûlée with biscotti **GF**
- Raspberry cheesecake with shortbread crust & white chocolate ganache
- Double layered brownie, chocolate mousse, French vanilla ice cream
- Warm blueberry fruit crisp with cinnamon cream
- Orange Sorbet with vanilla cream & fresh fruit **GF**
- Bavarian cream, vanilla sponge cake, fresh fruit & strawberry mousse
- Flourless chocolate cake with caramelized bananas & chocolate glaze **GF**
- Carrot cake with candied walnuts & caramel **GF, Vegan**
- Peanut butter cheesecake **GF**
- Coffee & tea

**Two different entrees may be chosen with the third being vegetarian at an additional \$3.00 per person.*

Selection needs to be made in advance and place cards indicating the guest choice to be provided. We require the breakdown on entrée selections 3 business days prior.

Menu items can be modified to accommodate dairy and gluten free requests.

Custom menus available upon request

DINNER BUFFET

Minimum 30 guests

V - Vegetarian
GF - Gluten Free
DF - Dairy Free

Appetizers

- Chef's soup
- Steamed mussels with white wine & garlic

Choice of three of the following salads:

- Artisan greens, garden vegetables & a selection of dressings **GF**
- Caesar salad with smoked bacon, Parmesan cheese & garlic dressing
- Greek pasta salad with crisp vegetables, feta, kalamata olives & lemon oregano dressing **V**
- Potato salad with grainy mustard dressing **V**
- Caprese salad, grape tomatoes & baby mozzarella with basil vinaigrette **V, GF**
- Quinoa, arugala, goat cheese, cilantro with roasted red pepper dressing **V**
- Waldorf salad - fresh apples, celery, walnuts, and grapes, dressed in mayonnaise served on a bed of lettuce **GF, V**
- Cucumber salad, fresh chopped vegetables tossed in lemon and cilantro **V, Vegan**

Mains

\$53.00 per person

Please choose two of the following options:

- Pork loin with apricot stuffing & grainy mustard jus
- Atlantic salmon filet with Acadian maple cream **GF**
- Oven roasted turkey with cranberry sage focaccia stuffing and gravy
- Slow roasted beef with roasted garlic & rosemary jus

Continued...

- Herb roasted breast of chicken with wild mushroom ragout
- Four cheese chicken tossed with penne
- Tomato pesto chicken with melted bocconcini
- Leg of lamb with winter vegetables
- Mushroom ravioli with portabella cream & asiago **V**
- Thai Red curry marinated tofu & vegetable **V, DF**
- Chef's seasonal vegetables
- Your choice of whipped garlic potatoes or herb roasted potatoes or basmati rice

Desserts

- A selection of decadent desserts
- Warm Valley apple crisp with vanilla cream
- Fresh fruit with honey yogurt dip
- Coffee & Tea

Add a Carving station

- Roast hip of beef, thyme demi & accompaniments **\$14.00/pp**
- Roast turkey breast with cranberry chutney & summer savoury 'bread pudding', homestyle gravy **\$10.00/pp**

RECEPTION ITEMS

*Priced per dozen.
Minimum three dozen of each selection.*

V - Vegetarian
GF - Gluten Free
DF - Dairy Free

Cold

- Antipasto skewers tortellini with fresh mozzarella *V* **\$27.00**
- Smoked salmon mousse canape *GF* **\$27.00**
- Mini lobster rolls on ciabatta **\$38.00**
- Scallop ceviche spoons with micro greens & garlic aioli *GF, DF* **\$32.00**
- Prosciutto wrapped cucumber with whipped feta *GF* **\$28.00**
- Shrimp cocktail *GF, DF* **\$27.00**
- Caprese salad skewers *GF* **\$25.00**
- Tomato & basil bruschetta *V* **\$25.00**

Hot

- Crispy lobster risotto cakes *GF* **\$38.00**
- Polenta & goat cheese brûlée with Pomegranate and mint relish *GF, V* **\$27.00**
- Vegetable spring rolls *V* **\$25.00**
- Vegetable Samosa with Mango Chutney *V* **\$29.00**
- Loaded potato croquettes **\$29.00**
- Sirloin sliders with garlic mayo & smoked Cheddar **\$30.00**
- Arrancini - crispy fried risotto balls stuffed with mozzarella with marinara sauce for dipping *V* **\$27.00**
- Bacon wrapped scallops with maple mustard sauce *GF, DF* **\$33.00**
- Mini pulled chicken tacos **\$31.00**
- Shrimp tempura with pineapple chili sauce **\$30.00**
- Pulled pork sliders with house made coleslaw **\$29.00**
- Arrabiata meatball stuffed with bocconcini **\$31.00**
- Beef satay with peanut sauce *DF* **\$30.00**

RECEPTION ITEMS

SMALL (15-20 ppl)

LARGE (40-50ppl)

Meat Platter

Small \$150.00 Large \$275.00

Selection of cured & smoked meats, rilletes, olives & vegetables. Crackers & breads with an assortment of mustards & spreads

In The Garden

Small \$85.00 Large \$150.00

Selection of garden vegetables with fresh dill ranch dip

From the Orchard

Small \$155.00 Large \$275.00

Fresh sliced fruit & berry selections with flavored yogurt dip

Charcuterie

Small \$200.00 Large \$375.00

Selection of cured & smoked meats, rilletes, assorted cheese, olives & vegetables

Dips

Small \$125.00 Large \$200.00

Various dips & spreads from around the globe with flat breads, crisps & breads

- Spinach & artichoke dip
- Tzatziki
- Roasted corn salsa
- Tomato & olive

Cheese Please

Small \$175.00 Large \$300.00

International & domestic cheese with baguettes, crackers & fruit garnish

Jumbo Shrimp Tower

Small \$180.00 Large \$300.00

With cocktail sauce and lemon wedges

Mexican Fiesta

Small \$100.00 Large \$175.00

Black bean dip, guacamole, pico de gallo, salsa roja, sour cream & crisp corn chips

Little Sandwiches

Small \$100.00 Large \$175.00

A selection of cocktail sandwiches & mini wraps

Sweet Tooth

Small \$180.00 Large \$300.00

Mini crème brûlée, chocolate bark, cakes & chocolate bites, cheesecake squares, mousses

RECEPTION

Pizza Corner

\$28.00 each

Pepperoni, The Works, Vegetarian, Donair or
Garlic Fingers

Poutine

\$15.00 per person

Crisp French fries, beef gravy & cheese curds
or

Sweet potato fries, masala curry & paneer

Taco Bar

Hard and soft-shell tacos with an array of garnishes:
green onion, crumbled bacon, diced tomatoes,
onions, shredded lettuce, shredded cheese, sour
cream, salsa & guacamole

Ground beef **\$14.00 per person**

Shredded chicken **\$16.00 per person**

Pulled pork **\$14.00 per person**

Maritime Kitchen Party

\$28.00 per person

Minimum 25 people

Seafood chowder, ale braised local mussels, mini
donairs & crispy mini fish & chips

Soft Pretzels

\$5.00 per person

Minimum 25 people

Buttered pretzels with cinnamon sugar &
spicy mustard

Mini Donuts

\$7.00 per person

Minimum 25 people

Toppings consisting of carmel, chocolate sauce,
cinnamon sugar & sprinkles

Carvery

Minimum 50 people

- Roast beef tenderloin **\$18 per person**
cooked medium rare, with caramelized onions, grain
mustard & horseradish

- Roast turkey breast **\$12 per person**
with cranberry chutney, summer savoury 'bread
pudding' & homestyle gravy

*For Chef attended stations, a **\$75.00 labour fee** will
be added to the above per person pricing*

BEVERAGE LIST

Beverages

*Cocktail/Martini pricing available upon request
Wine list available upon request*

Liquor	\$6.96
Liquor Premium	\$8.26
Beer	\$6.96
Imported Beer	\$8.26
House Wine	\$8.26
Imported Wine	\$9.57
Liqueurs	\$8.26
Coolers	\$8.26
Soft Drinks	\$3.48
Bottled Water	\$3.48
Fruit Juices	\$3.48
Sparkling Water	\$3.91
Fruit Punch	\$11.30/LT
Liquor Punch	\$25.22/LT
Champagne Punch	\$31.30/LT

17% Gratuity & HST will be added for host bars HST will be added for cash bars

A labour charge of \$25.00 per hour (minimum 3 hours) will apply if net sales of \$400.00 is not met.

CATERING OVERVIEW

Menu Selection

Menu selections should be discussed three to six weeks prior to the start of your event.

All menu prices quoted are for 90 days & are subject to change thereafter.

Our Catering Sales Manager would be pleased to assist you, should you prefer to personalize a custom menu to accommodate your guests/tastes. Alternative meals are available for guest(s) with special dietary needs (vegetarian, allergy, etc.).

Food & Beverage Regulations

Due to liability insurance, the Atlantica Hotel Halifax must provide all food & beverage items (with the exception of wedding cakes).

Therefore, the removal of any & all food & beverage from the hotel premises is prohibited.

Atlantica Hotel Halifax is responsible for upholding & administering the Liquor Laws of the Province of Nova Scotia regarding the dispensing of alcoholic beverages. As such, the hotel reserves the right to refuse to serve any person or group that would result in the hotel being in conflict with the Liquor Laws. Atlantica Hotel Halifax reserves the right to terminate any event before its scheduled ending time, for such reasons.

Nova Scotia Smoke Free Places Act

Atlantica Hotel Halifax is a non-smoking hotel & prohibits smoking in all guest rooms & meeting space.

Guaranteed Numbers & Cancellations

A guaranteed number of people attending your function is required three business days prior to the start of your event date (seven business days applies to Weddings/Social Events).

Atlantica Hotel Halifax will charge for the number of guaranteed people or for the number of people served, whichever is greater. To maintain high service standards all food & beverage items which are priced per person cannot be ordered for any amount less than the total number of guaranteed attendees. Should the final guaranteed number of attendees fall short of the guarantee originally stipulated on the function contract, Atlantica Hotel Halifax reserves the right to bill for the original guarantee stipulated on your contract, or impose an additional room rental charge & applicable tax. The hotel reserves the right to re-assign function space if the guaranteed number of attendance is lower than originally stipulated on the function contract.

Cancellations must be made with your Catering Sales Manager between the hours of 9:00 am & 5:00 pm, Monday to Friday. Cancellation fees will apply in accordance with the Hotel's policies. Please see your contract for details.

CATERING OVERVIEW

Service Fees

A service fee of 17% is applied to all food & beverage products prior to applicable tax.

A minimum three-hour labour charge of \$25.00 per hour applies to all bar services with revenues below \$400.00, prior to tax.

A \$45.00 labour charge is applied to all hospitality suite set-ups for ice & glass service.

A \$50.00 labour charge applies to groups numbering less than twenty (20) persons for served meals. All charges are subject to a 17% service fee & applicable tax.

Seating arrangements for social functions are based upon 60-inch round tables that seat 8-10 guests. Functions requiring complete table set-up earlier than one hour prior to the event start time may be subject to an additional labour charge.

Deposits

Social events require a deposit of \$500.00 – \$1000.00 within 14 days of confirming your function space, with the remaining balance due three business days prior to the event. Should the function be cancelled, the deposit is forfeited.

Credit Information

All existing accounts of Atlantica Hotel Halifax have billing privileges of net 30 days upon receipt of the function invoice. New accounts are required to establish credit with our accounting department by submitting a fully completed credit application at least two weeks prior to the function date to allow adequate time for processing.

Damages & Lost Items

Liability for any damages to the premises will be charged accordingly. Convenors of the function are held responsible for other members of their group. Atlantica Hotel Halifax assumes no responsibility for any personal items or equipment brought into the hotel. Unless a function room has been reserved on a 24-hour basis, any & all personal items & equipment must be removed from the function space at the function's contracted ending time.

Security

Atlantica Hotel Halifax can provide security arrangements from an outside security company for your function at an additional cost. The hotel will require two weeks notification to your Catering Sales Manager to ensure security personnel for your event date.

Management Right

Atlantica Hotel Halifax reserves the right to refuse or cancel any function deemed by the management to reflect poorly on the integrity or safety of its staff & other guests of the hotel.

CATERING OVERVIEW

SOCAN Fee

On behalf of SOCAN (Society of Composers, Authors & Music Publishers of Canada), Atlantica Hotel Halifax is obligated to charge an entertainment fee based on the capacity of the function room (NOT on the number of attending guests):

Room Capacity Fee Per Event (Standing or seated)	Without Dancing	With Dancing
Guild Hall	\$31.72	\$63.49
Guild East	\$22.06	\$44.13
Guild West	\$22.06	\$44.13
Commons	\$31.72	\$63.49
Citadel/Cunard	\$22.06	\$44.13
Cabinet	\$20.56	\$44.13
Campaign	\$22.06	\$44.13
Citadel	\$22.06	\$44.13
Cunard	\$22.06	\$44.13

NOTE: This fee is submitted directly to Re:Sound, is non-negotiable & is not a hotel fee.

Re:Sound - Music Licensing Company

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining compensation for artists and record companies for their performance rights. On behalf of Re:Sound, the Atlantica Hotel Halifax is obligated to charge a fee based on the following chart:

Room Capacity Fee Per Event (Standing or seated)	Without Dancing		With Dancing	
	1-100 people	101-300 people	1-100 people	101-300 people
Guild Hall	\$9.25	\$13.30	\$18.51	\$26.63
Commons	\$9.25	\$13.30	\$18.51	\$26.63
Guild East	\$9.25	\$13.30	\$18.51	\$26.63
Guild West	\$9.25	\$13.30	\$18.51	\$26.63
Citadel/Cunard	\$9.25	-----	\$18.51	-----
Cabinet	\$9.25	-----	\$18.51	-----
Campaign	\$9.25	-----	\$18.51	-----
Citadel	\$9.25	-----	\$18.51	-----
Cunard	\$9.25	-----	\$18.51	-----

NOTE: This fee is submitted directly to Re:Sound, is non-negotiable & is not a hotel fee.

CATERING OVERVIEW

Decorations & Rentals

Decorations, floral arrangements, entertainment & limousine rentals may be arranged & ordered through your Catering Sales Manager. Streamers & confetti are prohibited in the function rooms. If these items are used a cleaning charge will apply. Masking tape & putty are the only materials permitted for hanging items in function space.

Audiovisual Equipment

Atlantica Hotel Halifax recommends Encore Audio Visual Canada for rental of audiovisual equipment & services. Orders are placed through your Catering Sales Manager & Encore Audio Visual Canada will contact you directly for billing. If required, Atlantica Hotel Halifax will provide one microphone & podium at no cost for your function.

Display & Exhibits

Atlantica Hotel Halifax does not provide storage space for displays, materials & exhibits. Your Catering Sales Manager must approve the arrival of all displays, materials & exhibits. The hotel does not provide labour or equipment (i.e.: dollies, carts, etc.) for the unloading, moving or loading of displays, materials & exhibits.

Displays, materials & exhibits will be brought into the hotel via the receiving entrance located at the north end of the hotel (Quinpool Road). Shipments are received at this entrance between the operational hours of 8:00 am – 4:00 pm, Monday to Friday. Atlantica Hotel Halifax reserves the right to refuse exhibits, equipment or display material of excessive weight.

Please notify your Catering Sales Manager of any equipment requiring amperage beyond a standard electrical power supply to ensure correct voltage & amperage is available. Extra power can be provided through an outside supplier at an additional charge if notification is provided to your Catering Sales Manager two weeks prior to your function date.

Shipping & Receiving

Atlantica Hotel Halifax has limited storage space & cannot guarantee the security of any materials shipped in advance for your function. Should storage be required please contact your Catering Sales Manager. In some cases, a storage fee may apply. Items shipped to Atlantica Hotel Halifax must be clearly labeled. It is the responsibility of the convener and/or meeting room guest to make arrangements to have any meeting room materials returned to their company. Items left at the hotel will be kept for a maximum of 30 days from the date of the function. After 30 days, the parcels are opened by the hotel receiver to ensure safe disposal according to contents.

Please place the following label to all packages to ensure quick handling:

Contact Name
C/O Atlantica Hotel Halifax
1980 Robie Street
Halifax, Nova Scotia B3H 3G5