

LET BLACKCOMB SPRINGS SUITES SET THE STAGE FOR YOUR NEXT EVENT



2024

BLACKCOMB  SPRINGS
SUITES

• • • by CLIQUE • • •



Make your next meeting or event **a memorable experience!**

Nestled in the forest, in a peaceful and quiet enclave on the slopes of Blackcomb mountain, Blackcomb Springs Suites provides the perfect setting for your next family or business event.

Offering space for intimate and professional events, the Team at Blackcomb Springs Suites will help you and your attendees create a unique event experience by providing the attentive and personal service touch that we are known for.

Leave the planning and execution of the event to us. Call us directly to book your next event and to ask for further information and quotes based on your ideas and catering wishes...anything is possible!



Meeting Rooms

CHEAKAMUS ROOM

SIZE	SPACE	COCKTAIL STANDING	COCKTAIL STANDING & SEATED	BANQUET & BUFFET	THEATRE	CLASSROOM	CONFERENCE	U-SHAPED	RECEPTION
32' x 20' (8ft H)	640sq.ft.	50	40	40	50	36	20	18	55

SPEARHEAD ROOM

SIZE	SPACE	COCKTAIL STANDING	COCKTAIL STANDING & SEATED	BANQUET & BUFFET	THEATRE	CLASSROOM	CONFERENCE	U-SHAPED	RECEPTION
21' x 20' (8ft H)	420sq.ft.	30	20	20	30	20	14	12	32

Meeting Room rental fee waived when renting 5 or more Suites at Blackcomb Springs Suites.
Rental Fee does not include taxes, set-up and cleaning fees, food and drinks, service charges, and a/v equipment.



Audio Visual Services

75" SMART TV WITH CASTING FEATURE included

WHITEBOARD WITH MARKERS

FLIP CHART / EASEL PADS

POWERCORD SPEAKER PHONE

SOUND SYSTEM WITH SPEAKERS & MIC

100" SCREEN & PROJECTOR

ADDITIONAL SERVICES:

SET-UP FEE included

TABLE CLOTHES, PENS & PADS

CLEANING FEE



Food & Beverage Services

Minimum 15 people

COFFEE SERVICE:

SMALL COFFEE DISPENSER

Serves approximately 30 x 8oz cups

LARGE COFFEE DISPENSER

Serves approximately 80 x 8oz cups

Comes with milk, cream, sugar, sweeteners, and stir sticks.
Available for service with china mugs or biodegradable cups/lids.

TEA SERVICE:

SMALL TEA DISPENSER

Serves approximately 30 x 8oz cups

LARGE TEA DISPENSER

Serves approximately 80 x 8oz cups

Comes with milk, sugar, sweetener, assorted herbal and black tea bags, and stir sticks.
Available for service with china mugs or biodegradable cups/lids.

HOT CHOCOLATE SERVICE:

SMALL HOT CHOCOLATE DISPENSER

Serves approximately 30 x 8oz cups

LARGE HOT CHOCOLATE DISPENSER

Serves approximately 80 x 8oz cups

Available for service with china mugs or biodegradable cups/lids.



Platters

SANDWICH PLATTER

a selection of freshly prepared deli sandwiches (ham, beef, turkey, chicken, and vegan)

MUFFIN PLATTER

a selection of freshly baked muffins

COOKIE PLATTER

a selection of freshly baked cookies

FRESH FRUIT PLATTER

a selection of seasonally available fresh fruits

DESSERT PLATTER

a selection of freshly baked dessert squares

LOCAL CHEESE PLATTER

seasonal variety of pre-cut and whole cheeses from the region served with chutneys and preserves; served with bread and crackers

CHARCUTERIE PLATTER

selection of cured meats, pâté, olives and gherkins; served with bread and crackers

HUMMUS PLATTER

a homemade recipe of hummus and pita

CRUDITES PLATTER

a selection of freshly cut vegetables with house-made ranch dip

DONUT PLATTER

a selection of freshly made donuts made in-house



ADDITIONS:

BOTTLED BEVERAGES

an assortment of juices, soft drinks, San Pellegrino, and bottled water

SERVICE WARE

china plates and cups, glasses, cutlery, and paper napkins

TACO BAR:

(11am - 8pm)

selection of beef brisket in pasilla sauce, chicken tinga, carnitas, pulled pork, pulled jackfruit, poblano pepper with cream and corn, salsas, pico de gallo, cheese, sour cream, rice and beans, and green salad

Fine Print

GUARANTEED NUMBERS

Blackcomb Springs Suites requires the final guest attendance list at least seven (7) business days prior to all food and/or beverage functions. Should the Group Meeting Coordinator not receive the requested final guaranteed attendance at least (7) business days prior to the commencement of the function, the original expected attendance amount will be charged. If additional meals are requested after the final guaranteed attendance is given, please notify your Group Meeting Coordinator immediately, and we will make every effort to accommodate your request. Functions with 9 or less delegates will be charged a one time set up fee of one hundred and fifty dollars (\$150).

FOOD FACTS

All food and beverages that are served or consumed in the hotel meeting and function areas must be purchased exclusively from Blackcomb Springs Suites. A final and complete menu must be submitted to your Group Meeting Coordinator at least fourteen (14) days prior to the commencement of the function. Food is provided by reputable and licensed third parties with catering license. Blackcomb Springs Suites reserves the right to make reasonable substitutions on the menus to adjust for fluctuations in market prices and/or commodity shortages.

BEVERAGE SERVICE

In line with the British Columbia's Liquor Regulation Branch, Blackcomb Springs Suites cannot provide, sell or serve liquor. However, the event organizer can provide its own for the event. Liquor must be consumed within the event room. You can hire a commercial caterer to provide liquor service under specific licensing regulations.

DIETARY RESTRICTIONS & ALLERGIES

We are pleased to accommodate dietary requirements and allergy meal requests where possible. We can accommodate gluten free, nut free, dairy free, vegan and vegetarian options for an extra three (\$3) per person. Please provide the requirements seven (7) business days prior to the event with the final guarantees. Food is prepared in a commercial kitchen that is not a nut-free or allergen free environment. We make every effort to accommodate all requests, however we cannot guarantee that our product has not come into contact with allergens at some point within the food supply chain.

OUTSIDE FOOD SERVICE

Blackcomb Springs Suites does not permit outside food service to be brought into the premises. Exceptions to this include: wedding cakes, Kosher meals, and severe allergies. A food waiver must be filled out and signed and approved by Blackcomb Springs Suites at least fifteen (15) business days prior to the function if outside food is permitted to be brought in.

DEPOSIT & PAYMENT REQUIREMENTS

The following payment schedule is required to guarantee your program. An initial non-refundable deposit of five hundred (\$500) is required to guarantee and secure your function date(s) and time(s). The remaining balance shall be paid upon check out. Failure to submit the initial deposit within 72 hours of receiving the signed contract, may result in cancellation of your function date(s) unless other written arrangements are made in advance.

CANCELLATION POLICY

Event cancellations may only be made by the person whose name appears on the event contract. If you need to cancel your function, you must call and speak directly with your Group Meeting Coordinator. If the event is canceled within thirty (30) days of the function, all deposits paid will be forfeited. If the cancellation is made within fifteen (15) days of the function date, one hundred (100%) of the contract price as outlined on the Banquet Event Order will be invoiced. The hotel also reserves the right to cancel the event under circumstances that are deemed a violation of hotel policies and procedures.

TAXES & SERVICE CHARGES

All functions are subject to a Gratuity Service Charge of 18% plus 5% GST (Goods & Services Tax). All equipment rentals, bar set-up, liquor licenses, dance floor labour charges, and room rental charges are subject to 5% GST.

RESPONSIBILITY FOR ITEMS

Blackcomb Springs Suites is not responsible for damage or loss of any articles or merchandise left in the hotel prior to, during, or following your function.

PACKAGE RECEIVING AND/OR STORAGE

Blackcomb Springs Suites will accept packages within seventy-two (72) hours of the start of your function. Packages need to include the following information: 1) name of the group, 2) name of company contact, 3) name of the "Group Meeting Coordinator", 4) name of actual meeting, and 5) date(s) of the actual function. All related equipment, crates, boxes etc., must be removed from the premises upon conclusion of the function. Blackcomb Springs Suites accepts no responsibility for stored items. No COD's will be accepted.

SECURITY

Blackcomb Springs Suites at its sole discretion may require your Group to provide licensed, uniformed security personnel for social functions that exceed 60 persons in attendance at the Group's expense. Security personnel, if required, are retained to ensure the safety of both the Group's attendees as well as guests of the Hotel.

AUDIO VISUAL EQUIPMENT

A selection of audio/visual equipment and services are available on a rental basis from Blackcomb Springs Suites. Orders may be placed with your Group Meeting Coordinator. While most of the audio/visual equipment is readily available from Blackcomb Springs Suites, some equipment may not be available and will need to be ordered from outside sources. If audio/visual equipment for your function is rented from an outside source, we require five (5) business days cancellation notice prior to the start of your function. Cancellations received within this period will result in the full rental fee.

SIGNAGE

Signs, banners, posters, or any other items may not be affixed to any walls, ceilings, or doors without the express written consent of the Group Meeting Coordinator, or Manager, or his/her designee.