



Let our experienced catering sales team help you plan the most special day of your lives!

Whether it is small & intimate or large & extravagant, the Coast West Edmonton Hotel & Conference Centre is an exceptional venue for your wedding.

For more information on availability and pricing please contact our catering sales team.

Sales & Service Manager

Trista Champagne

t.champagne@coasthotels.com

780.483.7770

Catering & Sales Coordinator

Ellen Stuckey

e.stuckey@coasthotels.com

780.483.7770



Wedding Packages

amethyst wedding package | \$55 per person | min. 100 guests

- dinner buffet with four salads and two entrees
- deluxe accommodation for the bride and groom on the night of the wedding
- cake cutting service
- complimentary ballroom rental
- cake table & gift table skirted with tulle & mini lights

hotel supplies:

- white linens
- mirror tile
- candle with votive
- podium
- microphone and in-house sound system
- dance floor



connect with our catering team
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Coast West Edmonton Hotel & Conference Centre
18035 Stony Plain Road
Edmonton, AB T5S 1B2

*all food and beverage prices
are subject to a 17% service
charge and applicable taxes*

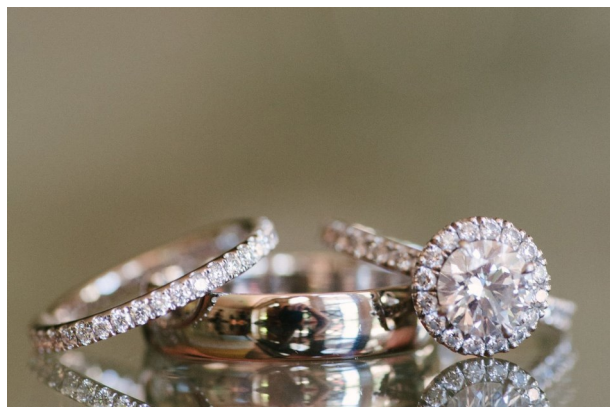
Wedding Packages

diamond wedding package | \$65 per person | min. 100 guests

- dinner buffet with four salads and two entrees
- 16 drink tickets for the wedding party—maximum value of \$7.50 per ticket
- deluxe accommodation for the bride and groom on the night of the wedding with sparkling wine and breakfast for two the following morning
- cake cutting service
- complimentary ballroom rental
- complimentary ceremony venue or back-up ceremony venue
- cake table & gift table skirted with tulle & mini lights

hotel supplies:

- choice of black or white linens
additional colours available, additional charges will apply
- mirror tile
- vase and your choice of flower colour
- candle with votive
- podium
- microphone and in-house sound system
- dance floor



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Wedding Packages

sapphire wedding package | \$75 per person | min. 100 guests

- dinner buffet with six salads and three entrees
- 24 drink tickets for the wedding party—maximum value of \$7.50 per ticket
- deluxe accommodation for the bride and groom on the night of the wedding with sparkling wine and breakfast for two the following morning with late checkout time of 2 PM
- cake cutting service
- complimentary ballroom rental
- complimentary ceremony venue or back-up ceremony venue
- cake table & gift table skirted with tulle & mini lights

hotel supplies:

- choice of black or white linens
additional colours available, additional charges will apply
- mirror tile
- vase and your choice of flower colour
- candle with votive
- chair covers
- podium
- microphone and in-house sound system
- dance floor



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Wedding Packages

ruby wedding package | \$90 per person | min. 100

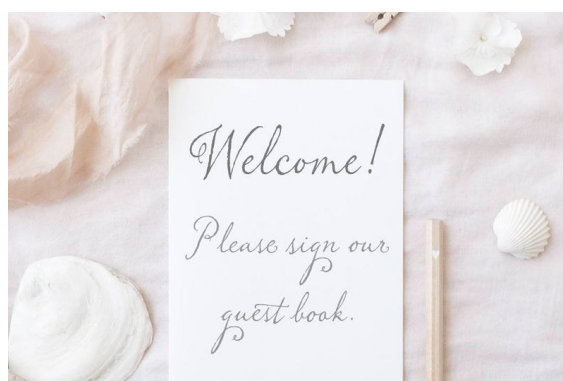
- dinner buffet with six salads and three entrees
- 24 drink tickets for the wedding party—maximum value of \$7.50 per ticket
- deluxe accommodation for the bride and groom on the night of the wedding with sparkling wine and breakfast for two the following morning with late checkout time of 2 PM
- cake cutting service
- use of cake serving set
- complimentary ceremony and reception room
- cake table & gift table skirted with tulle & mini lights
- table stands with numbers
- sign easel for seating chart

hotel supplies:

- archway and signature table
- choice of black or white linens
additional colours available, additional charges will apply
- mirror tile
- vase and your choice of flower colour
- candle with votive
- chair covers
- podium
- microphone and in-house sound system
- dance floor

table wine:

- one bottle of house red and one bottle of house white per table
- based on tables of 8



late night snack

- dinner rolls
- fresh crudité & dip
- assorted deli meats with cheeses with condiments

Conference Rooms



Meeting Room	Size	Maximum Capacity
Ebony Ballroom A	1000 sq. ft.	80
Ebony Ballroom B	700 sq. ft.	50
Ebony Ballroom C	1760 sq. ft.	120
Ebony Ballroom ABC	3460 sq. ft.	275
Gold Room A	1000 sq. ft.	80
Gold Room B	650 sq. ft.	40
Gold Room AB	1650 sq. ft.	130
Emerald Room	450 sq. ft.	15
Burgundy Room	4550 sq. ft.	450

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Wedding Package Menu

salads (choice of 4 or 6 depending on the package selected):

- mixed greens
- creamy pasta
- thai noodle
- curried mushroom
- antipasto
- caesar salad
- original greek
- creamy potato
- black bean & corn
- marinated vegetable
- waldorf
- marinated tomato
- bocconcini & cucumber
- strawberry spinach
- traditional spinach
- thai-bouleh
- mango jicama slaw
- asian slaw
- curried chickpea

entrees (choice of 2 or 3 depending on the package selected):

- chef carved roast beef sirloin *with a rich house made gravy*
- parmesan crust chicken cordon bleu *with roasted pepper coulis*
- grilled pork medallions *with fried plantain chips & mango, papaya salsa*
- grilled caribbean coconut chicken *with tropical fruit & coconut chutney*
- roast turkey *with house made dressing, cranberry sauce & gravy*
- stuffed roasted pork loin *with apple stuffing & natural jus*
- sesame crusted salmon *with pineapple, lemon & teriyaki glaze*
- chicken marsala *with wild mushrooms & marsala wine sauce*
- balsamic marinated chicken *with roasted red peppers & shaved asiago*
- citrus chicken *with chili salsa*
- virginia baked ham *with apple mustard chutney*

includes:

- dinner rolls & butter
- herb roasted baby potatoes
- wild rice pilaf
- honey glazed carrots with dill
- garden vegetable medley
- a rich display of decadent cakes, tarts, mini desserts & fresh sliced seasonal fruits
- freshly brewed starbucks coffee & assorted teas

Beverage & Bar Service

white

cash | host

jackson triggs sauvignon blanc, canada	\$29.00 \$25.00
folonari pinot grigio, italy	\$35.00 \$31.00
two oceans sauvignon blanc, south africa	\$35.00 \$31.00
sparkling wine	\$35.00 \$31.00

**wine selections are subject to availability*

red

cash | host

jackson triggs cabernet sauvignon, canada	\$29.00 \$25.00
folonari chianti, italy	\$35.00 \$31.00
two oceans cabernet sauvignon merlot, south africa	\$35.00 \$31.00

**wine selections are subject to availability*

banquet bar

cash | host

premium cocktails (including caesars)	\$7.50 \$6.75
import beer	\$7.50 \$6.75
house wine by the glass	\$6.50 \$5.75
domestic beer	\$6.50 \$5.75
house cocktails	\$6.50 \$5.75
soft drinks	\$3.00 \$2.25

punch services

fruit punch	\$100.00 50 servings
vodka fruit punch	\$150.00 50 servings
sparkling wine punch	\$130.00 40 servings

Host bar: All beverages consumed are to be paid for by the host. Host prices are subject to an additional 17% service charge and 5% GST. One bartender per 100 people is required. Should consumption be less than \$1000 a \$20 per hour bartending fee will apply.

Cash bar: Guests are responsible for paying for their own beverages. Cash prices include taxes. One bartender per 100 people is required. Should consumption be less than \$1000 a \$20 per hour bartending fee will apply.

Note: bars must be booked for a minimum of 4 hours and the bartenders are booked 1 hour before and 1 hour after the bar service time for set up and clean up.

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Terms & Conditions

Deposits

A non-refundable deposit will be required to guarantee your booking and to reserve the requested room at the Coast West Edmonton Hotel & Conference Centre.

Menu Selection & Final Event Details

All menu items selected and final event details such as timing, set up, linens, etc. must be in place no later than 14 days prior to event.

Banquet Event Orders (BEO's)

Once the final menu and details are agreed upon, the catering manager will provide you with a finalized BEO. It is your responsibility to review this form carefully to ensure accuracy of all details of your event as this is what our catering staff and chefs will follow for instructions. If you see any errors or discrepancies on this document, please advise the Sales & Service Manager prior to returning a signed copy of approval.

Guaranteed Numbers

The conference centre requires an approximate guest count 30 days prior to the event date. A final guarantee is required 7 business days prior to the event. If the guarantee is not received on time, the conference centre reserves the right to prepare and charge for the original number contracted or the actual number of guests, whichever is greater. Guarantees for a Monday or Tuesday event will be required by the Friday prior. The conference centre will prepare 5% above the guaranteed number. Should the number of guests attending the function differ from the original contract, the conference centre reserves the right to provide an alternate function room.

Payments for Events

All event charges are subject to 5% GST and 17% service charge. All events require a credit card authorization for deposit and final payment in advance.

Attrition & Cancellation

An estimated number of attendees must be provided to the conference centre 30 days prior to each function, after which time the conference centre will allow a maximum attrition of 20%. Should the numbers be reduced by more than 20%, a charge of 50% of the estimated food and beverage will apply on the difference. Cancellation of a confirmed event less than 30 days prior to the start date will result in a cancellation charge of 100% of the total charges. Cancellation must be received in writing.

Allergies

In the event that any guest in your group has food allergies or sensitivities, the client shall provide the conference centre, in writing, the details including names and nature of their allergies no less than 72 hours in advance. We undertake and provide, upon request, full information on the ingredients of any items served to your group.

Terms & Conditions

Socan & Re-Sound

The Society of Composers, Authors, and Music Publishers of Canada has a license fee for each event held where music is played, live or recorded. Re-Sound has a license fee for each event held where recorded music is played. All Socan/Re-Sound fees are charged based on the function room of the event. Your event coordinator can provide you with detailed pricing information pertaining to Socan/Re-Sound Fees.

Signage

Your signage may only be displayed directly outside your designated meeting room. The conference centre reserves the right to remove any signage that is not prepared in a professional manner.

Guest Packages & Boxes

Due to limited storage on the property, we can only accept shipments 2 days prior to your event. Arrangements for leftover boxes must be made prior to your departure. The conference centre is not responsible for damage to, or loss of, any articles left on the premises during or following an event. All deliveries must be properly labeled. Deliveries must be made to the receiving/loading dock of the conference centre. The conference centre will not accept deliveries at the front door. A service charge of \$5 per piece will be levied on arrival and departure. The conference centre will not be responsible for exhibits, displays and products locked in a function room. The conference centre will not receive or sign for C.O.D shipments.

Non-Smoking Hotel

All function rooms and foyers are designated non-smoking in accordance with the city of Edmonton bylaws.

Service Charges & Taxes

Service charges are subject to change without notice. **Current taxes are applicable as follows:**

Room, Food, Beverages | 17% service charge and 5% GST

Audio Visual Fees | 17% service charge and 5% GST

Labour Charges | 5% GST

Additional Banquet Labour | \$20 per hour, min. 4 hours per server +5% GST

FAQ

When can we access the facility for decorating?

This will be determined approximately 72 hours prior to the wedding, as it depends on other functions that are booked in the banquet room prior to your event. If the banquet room has not been rented to another group, then you will be able to set up/decorate (1) day prior to your wedding. If the room is rented the day/evening before, you will be able to have access to the room the morning of your event by 8:00 am.

What tables, chairs & linens are provided?

The Coast West Edmonton Hotel & Conference Centre will provide and set up round tables with 8 banquet chairs per table; table linens (white or black); table skirting (white or black satin); China, cutlery & glassware is set on the tables by our staff.

Who will set up tables for the bake, gifts & registry?

We will provide and set up these tables with linen tablecloths and skirting. We will also supply a DJ table. If you choose to have these tables decorated, you must undertake this yourself.

Are we allowed to bring in candles?

Contained flame candles are allowed (tealights & votive) on guest tables. Candles cannot be in candelabras or in a situation where an open flame has the possibility to start a fire.

Who will provide flowers & wedding decorations?

These are the responsibility of the wedding party to provide, set up and take down. Take down must take place the night of your event. The Coast West Edmonton Hotel & Conference Centre is not responsible for anything left in the room. A \$500.00 clean-up may be added to the invoice in a case when items are left behind.

Can we bring in our own liquor?

The Coast West Edmonton Hotel & Conference Centre is a licensed facility and as such, CANNOT allow groups to bring in alcohol of their own or serve homemade wines. All alcohol must be ordered and served by the Coast West Edmonton Hotel & Conference Centre. In some instances clients may bring wine purchased through a Liquor Store, for consumption at their event. This would be based on advance approval and a \$16 per bottle corkage fee. The corkage fee is subject to an applicable service fee and applicable taxes. For further information, please discuss this with our Sales and Service Manager.

How long can guests stay?

The regular hours for our bars are 5:00 pm to 12:45 am. Last call takes place at 12:30 am & the last drink from the bar will be served at 12:45 am. The time of expected departure of all guests should be no later than 1:15 am. Your clean-up crew is allowed to stay later to remove all decorative items that you have brought in.

Where can our guests park?

There is typically ample parking at The Coast West Edmonton Hotel & Conference Centre and parking is complimentary.