



wedding packages



Coast Coal Harbour Vancouver Hotel by APA is a hotel wedding venue located in Vancouver, British Columbia. It is set against the waterways of Coal Harbour and the peaks of the North Shore Mountains. Welcoming and modern, the Coast Coal Harbour Hotel by APA combines citysophistication with the best of West Coast comfort.

Facilities and Capacity

The hotel features the stunning Coal Harbor Ballroom, it boasts floor-to-ceiling windows showcasing the twinkling lights of the city. This space can accommodate approximately 280 guests for a delectable meal. Of course, there is also ample room for dancing the night away.

Or consider the elegant Grouse Room – perfect for smaller wedding ceremonies or receptions. It is about 900 square-foot space and would be just right for a more intimate dining experience of 60 people.

Packages

Book your wedding at the Coast Coal Harbour hotel by APA Hotel with a minimum food & beverage purchase and receive:

Charmed Beginnings - \$12,000 Food & Beverage Commitment

- Dedicated Conference Service Manager to assist with organizing your reception.
- Experienced Banquet Team attending to every detail during your event
- Complimentary room rental for the function space for the reception
- Complimentary dance floor and staging, registration table, gift table, Podium
- Complimentary votive candles, table number stands, china, flatware, glassware, white linen & white napkins
- Preferred guest room rate for family & friends with customized website
- Complimentary parking for one vehicle.
- Complimentary menu tasting for up to 2 guests with contracted weddings for entrees only
Tasting times are from 2:30pm-4:30pm from Monday-Friday

Packages cont.

Timeless Romance - \$20,000 Food & Beverage Commitment

- Dedicated Conference Service Manager to assist with organizing your reception.
- Experienced Banquet Team attending to every detail during your event
- Complimentary room rental for the function space for the reception
- Complimentary use of additional function room as bride waiting room or vendors' room
- Complimentary dance floor and staging, registration table, gift table, Podium
- Complimentary votive candles, table number stands, china, flatware, glassware, white linen & white napkins
- Preferred guest room rate for family & friends with customized website
- Complimentary sparkling wine toast for your guests.
- Honeymoon Suite Romance Package
 - Overnight accommodation in a Superior Room
 - Complimentary valet parking for one vehicle
 - Welcome bottle of sparkling wine & chocolate dipped strawberries
- Complimentary menu tasting for up to 4 guests with contracted weddings for entrees only
Tasting times are from 2:30pm-4:30pm from Monday-Friday

Forever After - \$30,000 Food & Beverage Commitment

- Dedicated Conference Service Manager to assist with organizing your reception.
- Experienced Banquet Team attending to every detail during your event
- Complimentary room rental for the function space for the reception
- Complimentary use of additional function room as bride waiting room or vendors' room
- Complimentary dance floor and staging, registration table, gift table, Podium
- Complimentary votive candles, table number stands, china, flatware, glassware, white linen & white napkins
- Preferred guest room rate for family & friends with customized website
- Complimentary sparkling wine toast for your guests.
- Honeymoon Suite Romance Package
 - Overnight accommodation in a Superior Room
 - Complimentary valet parking for one vehicle
 - Welcome bottle of sparkling wine & chocolate dipped strawberries
 - Breakfast for two in Prestons restaurant
- Complimentary menu tasting for up to 4 guests with contracted weddings for entrees only
Tasting times are from 2:30pm-4:30pm from Monday-Friday
- Complimentary one year anniversary stay in Coast King Room with a View.

reception

WELCOME RECEPTION

\$40.00 per person (25 PERSON MINIMUM)

Flavored water station

Smoked salmon

Served on a rye cranberry cracker, with mustard butter and pickled onion

Roast turkey toast

Brie spread, fresh strawberries

Mushroom caps roasted vegetables

Served with goat cheese **GF**

Beef tenderloin

Served on mini yorkshire pudding horseradish crème fraîche

Charcuterie platter

Local Artisen cheese platter

Crudité platter

DELUXE RECEPTION

\$60.00 per person (50 PERSON MINIMUM)

Flavored water station

Sesame cone albacore tuna tartar

Wasabi, sesame oil and micro greens

Beef tenderloin

Served on mini yorkshire pudding horseradish crème fraîche

Quinoa falafel 'lollipops'

Chimichurri sauce **GF / VG**

Duck confit sausage rolls

Duck confit, puff pastry, house mustard

Crabcake

Rock crab, shrimp, chipotle aioli

Antipasto platter

Grilled marinated vegetables, bocconcini, olives, artichokes, salami

Crudité platter

Fresh cut seasonal vegetables with house made dips

Local artisan cheese

A selection of local bc cheese with orchard fruit chutneys, crisps and crackers



buffet

1. the english bay | \$100

(50 person minimum)

Flavored water station

Served with Artisan Bread Rolls and Butter

SALADS

Add \$5.00 per person for an additional salad choice

SELECT THREE

Baby greens

Shaved and pickled vegetables, seeds, balsamic dressing gf/vegan

Spinach kale caesar

Croutons, parmesan and white balsamic reduction

Quinoa with cranberry

Pumpkin seeds, fresh apple and citrus dressing GF / VG

Roasted cauliflower and yam

Braised lentil, cilantro lime and coriander dressing GF / VG

Caprese – heirloom grape tomatoes, bocconcini, arugula, balsamic reduction GF

PLATTERS

Add \$5.00 per person for an additional platter choice

SELECT ONE

Crisp crudités and a variety of dips

Fresh cut seasonal vegetables with house made dips GF / V

Local charcuterie

Local and house made selection of sausage, salami and pâtés served with chutney, pickles, olives, crisps, flatbread and baguette

Local cheese board

A selection of local bc cheese with orchard fruit chutneys, crackers and crisps V

ENTREES

Add \$10.00 per person for an additional entree choice

SELECT THREE

Slow braised short rib

Shaved thin, with balsamic thyme jus

Buttermilk fried chicken

Served with jalapeño honey glaze

West coast salmon

Maple dijon bourbon glazed GF

Farmcrest chicken

Herb marinated, crispy prosciutto GF

Squash and sage ravioli

Almond pesto V

Italian vegan sausages

Served with wild mushrooms on a white bean cassoulet GF / VG

SIDES

Creamy garlic and thyme mashed potato GF/ V

Rice pilaf cranberry, leeks and pumpkin seeds GF/ VG

Medley of season vegetables GF/VG

DESSERT

INCLUDES:

Fresh Fruit Platter GF / VG

Lemon Tarts V

Sticky toffee pudding cake V

Tiramisu V

ADD-ON LATE NIGHT SNACK

\$8.00 per person

SELECT 1

Mini Poutine

Pulled Pork Sliders

Nachos

Hot Dogs

2. the bowen island | \$120

(50 person minimum)

WELCOME RECEPTION

SELECT THREE

Flavored water station included

BLT

Bacon, oven dried local tomato, lettuce stack, mayo, brioche

Baby tomato & bocconcini skewer

Mustard green, pesto marinade **GF / V**

Compressed watermelon and feta bite

Rooftop mint and balsamic syrup **GF / V**

Vegan mini taco

Served with vegan crumble and guacamole avocados **GF / VG**

Pickle brined buttermilk fried chicken bites

Jalapeño honey **GF**

Vegetable quinoa falafel "lollipops"

Served with chimichurri sauce **VG/GF**

Duck confit sausage rolls

Duck confit, puff pastry, house mustard

Arancini leek

Grana padano, marinara dip **V**

BUFFET

Served with Artisan Bread Rolls and Butter

SALADS

Add \$5.00 per person for an additional salad choice

SELECT THREE

Baby greens

Shaved and pickled vegetables, seeds, balsamic dressing gf/vegan

Spinach kale caesar

Croutons, parmesan and balsamic reduction

Quinoa with cranberry

Pumpkin seeds, fresh apple and citrus dressing **GF / VG**

Roasted cauliflower and yam

Braised lentil, cilantro lime and coriander dressing **GF / VG**

Caprese

heirloom grape tomatoes, bocconcini, arugula, balsamic reduction **GF**

PLATTERS

Add \$5.00 per person for an additional platter choice

SELECT ONE

Crisp crudités and a variety of dips

Fresh cut seasonal vegetables with house made dips **GF / V**

Local charcuterie

Local selection of sausage, salami and pâtés served with chutney, pickles, olives, crisps, flatbread and baguette

Local cheese board

A selection of local bc cheese with orchard fruit chutneys, crackers and crisps **V**

California Roll

Assortment of rolls and sashimi with traditional sushi garnish **GF**

Add \$10.00 per person if selected (Based on 5pc per person)

3. the mount pleasant | \$150

(50 person minimum)

WELCOME RECEPTION

SELECT THREE

Flavored water station included

Welcome drink included (wine, beer, champagne)

BLT

Bacon, oven dried local tomato,
lettuce stack, mayo, brioche

Baby tomato & bocconcini skewer

Mustard green, pesto marinade **GF / V**

Compressed watermelon and feta bite

Rooftop mint and balsamic syrup **GF / V**

Vegan mini taco

Served with vegan crumble and guacamole
avocados **GF / VG**

Pickle brined buttermilk fried chicken bites

Jalapeño honey **GF**

Vegetable quinoa falafel "lollipops"

Served with chimichurri sauce **VG/GF**

Duck confit sausage rolls

Duck confit, puff pastry, house mustard

Arancini leek

Grana padano, marinara dip **V**

Beef Tenderloin

Served on mini Yorkshire pudding horseradish
crème fraiche

BUFFET

Served with Artisan Bread Rolls and Butter

SALADS

Add \$5.00 per person for an additional salad choice

SELECT FOUR

Baby greens

Shaved and pickled vegetables, seeds, balsamic dressing gf/
vegan

Spinach kale caesar

Croutons, parmesan and balsamic reduction

Quinoa with cranberry

Pumpkin seeds, fresh apple and citrus dressing **GF / VG**

Roasted cauliflower and yam

Braised lentil, cilantro lime and coriander dressing **GF / VG**

Caprese

heirloom grape tomatoes, bocconcini, arugula, balsamic
reduction **GF**

PLATTERS

Add \$5.00 per person for an additional platter choice

SELECT TWO

Crisp crudités and a variety of dips

Fresh cut seasonal vegetables with house made dips **GF / V**

Local charcuterie

Local selection of sausage, salami and pâtés served with
chutney, pickles, olives, crisps, flatbread and baguette

Local cheese board

A selection of local bc cheese with orchard fruit
chutneys, crackers and crisps **V**

California Roll

Assortment of rolls and sashimi with traditional sushi
garnish **GF**

Add \$10.00 per person if selected (Based on 5pc per person)

buffet

ENTREES

Add \$10.00 per person for an additional entree choice
SELECT THREE

Slow braised short rib

Shaved thin, with balsamic thyme jus and pepper boursin

Buttermilk fried chicken

Served with jalapeño honey glaze

West coast salmon

Maple dijon bourbon glazed GF

Farmcrest chicken

Herb marinated, crispy prosciutto GF

Squash and sage ravioli

Almond pesto V

Italian vegan sausages

Served with wild mushrooms on a white bean cassoulet GF / VG

Prime rib carvery station

Black pepper cheddar popovers, mushroom port demi, horseradish and mustard.
Add \$15/person if selected (includes carvery fee)

Porchetta carvery station

Herb rubbed, mustard mojo and chimichurri GF
Add \$10/person if selected (includes carvery fee)

SIDES

Creamy garlic and thyme mashed potato GF/ V

Rice pilaf cranberry, leeks and pumpkin seeds GF/ VG

Medley of season vegetables GF/VG

DESSERT

INCLUDES:

Fresh Fruit Platter GF / VG

Lemon Tarts V

Sticky toffee pudding cake V

Tiramisu V

ADD-ON LATE NIGHT SNACK

\$8.00 per person
SELECT 1

Mini Poutine

Pulled Pork Sliders

Nachos

Hot Dogs



buffet

ENTREES

Add \$10.00 per person for an additional entree choice
SELECT TWO

Slow braised short rib

Shaved thin, with balsamic thyme jus

Buttermilk fried chicken

Served with jalapeño honey glaze

West coast salmon

Maple dijon bourbon glazed **GF**

Farmcrest chicken

Herb marinated, crispy prosciutto **GF**

Squash and sage ravioli

Almond pesto **V**

Italian vegan sausages

Served with wild mushrooms on a white bean cassoulet **GF / VG**

Prime rib carvery station

Black pepper cheddar popovers, mushroom port demi, horseradish and mustard.

Add \$15/person if selected (includes carvery fee)

Porchetta carvery station

Herb rubbed, mustard mojo and chimichurri **GF**

Add \$10/person if selected (includes carvery fee)

SIDES

Creamy garlic and thyme mashed potato **GF / V**

Rice pilaf cranberry, leeks and pumpkin seeds **GF / VG**

Medley of season vegetables **GF/VG**

DESSERT

INCLUDES:

Fresh Fruit Platter **GF / VG**

Lemon Tarts **V**

Sticky toffee pudding cake **V**

Tiramisu **V**

Cheesecake with concord grape and port compote

French macarons

ADD-ON LATE NIGHT SNACK

\$8.00 per person

SELECT 1

Mini Poutine

Pulled Pork Sliders

Nachos

Hot Dogs



reception - plated dinner

1. the bc place | \$105

Served with Artisan Bread Rolls and Butter

APPETIZER

SELECT ONE FOR THE GROUP

Spinach & kale caesar salad

Classic house-made dressing, croissant croutons, parmesan cheese, and white balsamic drizzle

Strawberry spinach salad

Candied pecans, goat cheese, poppy seeds dressing **GF / V**

Kabocha squash red curry and ginger soup **GF / V**

Okanagan pear salad

Blueberry, baby greens, gorgonzola, sweet & sour lemon vinaigrette **GF / V**

Barnston island hand cut baby leaves salad

Pickled & shaved veggies, tomatoes, seeds, balsamic vinaigrette **GF / VG**

ENTREES

SELECT ONE FOR THE GROUP

Additional Entrée Selection \$10 per guest

Name Cards & Seating Charts are required for pre-selected choice menu

Farmcrest chicken breast supreme

Yam mascarpone purée, broccolini, red wine demi

Wild sockeye salmon

Citrus brined, pan seared, orange soy glaze, rainbow carrots, herbed roasted fingerling potato **GF**

Cauliflower "steak"

Marinated and grilled, shakshuka sauce, swiss chard and lentils **GF / VG**

Roasted squash ravioli

Crispy sage, arugula pesto **V**

DESSERT

SELECT ONE FOR THE GROUP

Cheesecake

Salted caramel, cashew crumble **V**

Dark chocolate pâté

Pistachio **GF / V**

Coconut panna cotta

Grilled pineapple salsa, roasted coconut ribbons **GF**

ADD-ON LATE NIGHT SNACK

\$8.00 per person

SELECT 1

Mini Poutine

Pulled Pork Sliders

Nachos

Hot Dogs



reception - plated dinner

2. the false creek | \$120

Served with Artisan Bread Rolls and Butter

WELCOME RECEPTION

SELECT THREE

Flavored water station included

BLT

Bacon, oven dried local tomato, lettuce stack, mayo, brioche

Baby tomato & bocconcini skewer

Mustard green, pesto marinade **GF / V**

Compressed watermelon and feta bite

Rooftop mint and balsamic syrup **GF / V**

Vegan mini taco

Served with vegan crumble and guacamole avocados **GF / VG**

Pickle brined buttermilk fried chicken bites

Jalapeño honey **GF**

Vegetable quinoa falafel "lollipops"

Served with chimichurri sauce **VG/GF**

Duck confit sausage rolls

Duck confit, puff pastry, house mustard

Arancini leek

Grana padano, marinara dip **V**

PLATED

Served with Artisan Bread Rolls and Butter

APPETIZER

SELECT ONE FOR THE GROUP

Spinach & kale caesar salad

Classic house-made dressing, croissant croutons, parmesan cheese, and white balsamic drizzle

Strawberry spinach salad

Candied pecans, goat cheese, poppy seeds dressing **GF / V**

Kabocha squash red curry and ginger soup **GF / V**

Okanagan pear salad

Blueberry, baby greens, gorgonzola, sweet & sour lemon vinaigrette **GF / V**

Barnston island hand cut baby leaves salad

Pickled & shaved veggies, tomatoes, seeds, birch syrup vinaigrette **GF / VG**

ENTREES

SELECT ONE FOR THE GROUP

Additional Entrée Selection \$10 per guest

Name Cards & Seating Charts are required for pre-selected choice menu

Braised "48 hour" short rib

Cabernet jus, potato puree, orange salsa, seasonal vegetables **GF**

Farmcrest chicken breast supreme

Yam mascarpone purée, broccolini, red wine demi **GF**

Wild sockeye salmon

Citrus brined, pan seared, orange soy glaze, rainbow carrots, herbed roasted fingerling potato **GF**

Cauliflower "steak"

Marinated and grilled, shakshuka sauce, swiss chard and lentils **GF / VG**

Roasted squash ravioli

Crispy sage, arugula pesto **V**

DESSERT

SELECT ONE FOR THE GROUP

Cheesecake

Salted caramel, cashew crumble **V**

Dark chocolate pâté

Marshmallow fluff, pistachio **GF / V**

Coconut panna cotta

Grilled pineapple salsa, roasted coconut ribbons **GF**

ADD-ON LATE NIGHT SNACK

\$8.00 per person

SELECT 1

Mini Poutine

Pulled Pork Sliders

Nachos

Hot Dogs

reception - plated dinner

3. the stanley park | \$150

WELCOME RECEPTION

SELECT THREE

Flavored water station included

BLT

Bacon, oven dried local tomato, lettuce stack, mayo, brioche

Baby tomato & bocconcini skewer

Mustard green, pesto marinade **GF / V**

Compressed watermelon and feta bite

Rooftop mint and balsamic syrup **GF / V**

Vegan mini taco

Served with vegan crumble and guacamole avocados **GF / VG**

Pickle brined buttermilk fried chicken bites

Jalapeño honey **GF**

Vegetable quinoa falafel "lollipops"

Served with chimichurri sauce **VG/GF**

Duck confit sausage rolls

Duck confit, puff pastry, house mustard

Arancini leek

Grana padano, marinara dip **V**

Beef Tenderloin

Served on mini Yorkshire pudding horseradish crème fraîche

PLATED

Served with Artisan Bread Rolls and Butter

APPETIZER

SELECT ONE FOR THE GROUP

Spinach & kale caesar salad

Classic house-made dressing, croissant croutons, parmesan cheese, and white balsamic drizzle

Strawberry spinach salad

Candied pecans, goat cheese, poppy seeds dressing **GF / V**

Kabocha squash red curry and ginger soup **GF / V**

Blueberry, baby greens, gorgonzola, sweet & sour lemon vinaigrette **GF / V**

Barnston island hand cut baby leaves salad

Pickled & shaved veggies, tomatoes, seeds, birch syrup vinaigrette **GF / VG**

ENTREES

SELECT ONE FOR THE GROUP

Additional Entrée Selection \$10 per guest

Name Cards & Seating Charts are required for pre-selected choice menu

Angus beef tenderloin

Garlic rustic mash, smoked mushroom, seasonal vegetables, bourbon demi, honey butter

Farmcrest chicken breast supreme

Yam mascarpone purée, broccolini, red wine demi **GF**

Wild sockeye salmon

Citrus brined, pan seared, orange soy glaze, rainbow carrots, herbed roasted fingerling potato **GF**

Cauliflower "steak"

Marinated and grilled, shakshuka sauce, swiss chard and lentils **GF / VG**

Roasted squash ravioli

Crispy sage, arugula pesto **V**

DESSERT

SELECT ONE FOR THE GROUP

Tiramisu

Lemon Tarts

Fresh Fruit Platter **GF / V**

Local Artisan Cheese Board

Cheesecake

Assorted French Macarons

ADD-ON LATE NIGHT SNACK

\$8.00 per person

SELECT 1

Mini Poutine

Pulled Pork Sliders

Nachos

Hot Dogs

Okanagan pear salad



COAST
coal harbour
vancouver hotel™
by **APA**

1180 West Hastings Street,
Vancouver BC V6E 4R5
T 604.697.0202 | F 604.697.0123
Reservations 1.800.663.1144
coasthotels.com

banquet wines

WHITE

Peller Estate VQA, Sauvignon Blanc, British Columbia	\$48.00
Red Rooster, Pinot Blanc, British Columbia	\$50.00
Sandhill , Sauvignon Blanc, British Columbia	\$57.00
Sandhill Pinot Gris, British Columbia	\$57.00
Gray Monk, Ehrenfelser, British Columbia	\$50.00
Burrowing Owl, Chardonnay, British Columbia	\$77.50

RED

Peller Estate Vqa, Cabernet Merlot, British Columbia	\$48.00
Red Rooster, Merlot, British Columbia	\$54.00
Sandhill, Cabernet Merlot, British Columbia	\$58.00
Quails Gate, Pinot Noir, British Columbia	\$60.00
Burrowing Owl, Syrah, British Columbia	\$77.00

BUBBLES

Bottega Prosecco, Italy	\$55.00
Chamdeville, France	\$55.00
Veuve Clicquot, France	\$130.00



banquet bar

	HOST	CASH
Deluxe cocktails	\$10.00	\$11.00
House wine by the glass	\$10.00	\$11.00
Local beer	\$10.00	\$11.00
Local craft & import	\$10.50	\$10.00
Bottled beer coolers & ciders	\$10.50	\$11.00
Soft drinks or juices	\$6.00	\$7.50
Mineral water	\$8.00	\$8.50
Liqueurs	\$13.50	\$14.50
Martinis & specialty cocktails	\$15.50	\$16.00
Fruit punch	\$135.00 per gallon 1 gallon serves 30 guests	
Liquor punch	\$210.00 per gallon 1 gallon serves 30 guests	
Sparkling wine punch	\$200.00 per gallon 1 gallon serves 30 guest	

HOST BAR

All beverages consumed are to be paid for by the host. Host prices are subject to an additional 6.5% Administration Fee, 12% Gratuities, 5% gst and 10% pst. We recommend one host bar per 75 people. Should consumption be less than \$400.00 In sales per bartender, A bartender fee of \$150.00 Will apply to each bar (\$250.00 On statutory holidays)

CASH BAR

Guests are responsible for paying for their own beverages. Cash prices include taxes. Should consumption be less than \$400.00 In sales per bartender, a bartender fee of \$150.0 (\$250 On statutory holidays) will apply and a cashier fee of \$100.00 (\$150.00 On statutory holidays) will apply per bar and cashier station.

Custom cocktails can be available if ordered 10 business days in advance and product availability

booking guidelines

FUNCTION GUARANTEES

THE HOTEL REQUIRES AN APPROXIMATE GUEST COUNT 30 DAYS PRIOR TO THE EVENT DATE. BANQUET EVENT ORDERS (BEO'S) WILL BE ISSUED 10 DAYS PRIOR TO YOUR EVENT. BEO'S NEED TO BE SIGNED AND RETURNED A MINIMUM OF 7 BUSINESS DAYS PRIOR TO YOUR EVENT.

A FINAL GUARANTEE IS REQUIRED 3 BUSINESS DAYS PRIOR TO THE EVENT AND THIS IS TO INCLUDE PRE-SELECTIONS OF MEALS AND DIETARY RESTRICTIONS. IF THE GUARANTEE IS NOT RECEIVED ON TIME, THE HOTEL RESERVES THE RIGHT TO PREPARE AND CHARGE FOR THE ORIGINAL NUMBER CONTRACTED, OR THE ACTUAL NUMBER OF GUESTS, WHICHEVER IS GREATER.

THE HOTEL WILL PREPARE 3% ABOVE THE GUARANTEE NUMBER. SHOULD THE NUMBER OF GUESTS ATTENDING THE FUNCTION DIFFER FROM THE ORIGINAL CONTRACT, THE HOTEL RESERVES THE RIGHT TO PROVIDE AN ALTERNATE FUNCTION ROOM.

IF THE AGREED UPON ROOM SET UP NOTED ON THE BEO IS CHANGED AFTER A ROOM HAS BEEN SET OR WITHIN 24 HOURS AN ADDITIONAL LABOUR CHARGE OF \$40 per STAFF, per HOUR MAY APPLY FOR ANY REQUESTED CHANGES.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. PRICES WILL BE CONFIRMED NO MORE THAN FOUR MONTHS PRIOR TO THE FUNCTION DATE.

ALL FOOD & BEVERAGE CONSUMED IN THE HOTEL IS TO BE PROVIDED BY THE COAST COAL HARBOUR VANCOUVER HOTEL BY APA

DUE TO LICENSING REQUIREMENTS AND QUALITY CONTROL ISSUES, ALL FOOD AND BEVERAGE TO BE SERVED ON HOTEL PROPERTY MUST BE SUPPLIED AND PREPARED BY COAST COAL HARBOUR VANCOUVER HOTEL BY APA. IN ACCORDANCE WITH BC LIQUOR LAWS, ALL ALCOHOLIC BEVERAGES CONSUMED IN LICENSED AREAS MUST BE PURCHASED BY THE HOTEL THROUGH THE BC LIQUOR DISTRIBUTION BOARD; LIQUOR SERVICE IS NOT PERMITTED AFTER 1:00AM, 12:00AM ON SUNDAYS & HOLIDAYS

ALLERGIES

IN THE EVENT THAT ANY GUEST IN YOUR GROUP HAS FOOD ALLERGIES THE CLIENT SHALL PROVIDE THE HOTEL, IN WRITING, THE DETAILS INCLUDING NAMES AND NATURE OF THEIR ALLERGIES. SPECIAL DIETARY RESTRICTIONS MAY BE MET IF NOTIFIED 72 HOURS PRIOR TO THE EVENT. WE UNDERTAKE TO PROVIDE, UPON REQUEST, FULL INFORMATION ON THE INGREDIENTS OF ANY ITEMS SERVED TO YOUR GROUP.

CANCELLATION POLICY

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. CANCELLATIONS MUST BE RECEIVED IN WRITING TO THE ATTENTION OF THE CATERING MANAGER.

AUDIO VISUAL AND OUTSIDE AUDIO VISUAL FEE

WE PROVIDE FULL AUDIO SERVICES THROUGH ENCORE. IN THE EVENT THAT YOU WANT TO PROVIDE YOUR OWN AV SUPPLIER AN ADDITIONAL CHARGE WILL APPLY. PLEASE ASK YOUR CATERING MANAGER FOR DETAILS.

MUSIC TARIFFS

SOCAN, THE SOCIETY OF COMPOSERS, AUTHORS, AND MUSIC PUBLISHERS OF CANADA AND RE:SOUND, THE CANADIAN NOT-FOR-PROFIT MUSIC LICENSING COMPANY DEDICATED TO OBTAINING FAIR COMPENSATION FOR ARTIST AND RECORDING COMPANIES FOR THEIR perFORMANCE RIGHTS HAS A LICENSE FEE FOR EACH EVENT HELD WHERE MUSIC IS PLAYED, LIVE OR RECORDED. THESE FEES ARE COLLECTED BY THE HOTEL AND SUBMITTED TO SOCAN AND RE: SOUND DIRECTLY. ALL MUSIC TARIFF FEES ARE CHARGED BASED ON THE FUNCTION ROOM OF THE EVENT. YOUR CATERING MANAGER CAN PROVIDE YOU WITH DETAILED PRICING perTAINING TO MUSIC TARIFF FEES.

FEES & TAXES

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. CURRENT TAXES ARE APPLICABLE AS FOLLOWS:

FOOD: 12% GRATUITY, 6.5% ADMINISTRATION FEE AND

5% GST LABOUR CHARGE: 5% GST

ALCOHOLIC BEVERAGES: 12% GRATUITY, 6.5 ADMINISTRATION FEE % PLUS GST AND 10% PST

MISCELLANEOUS ITEMS: 5% GST AND 7% PST

AUDIO VISUAL: 23% SERVICE CHARGE (APPLICABLE ON EQUIPMENT ONLY) PLUS 5% GST AND 7% PST

ADDITIONAL BANQUET LABOUR: \$40.00 per HOUR MINIMUM 4 HOURS per SERVER PLUS 5% GST

SECURITY

SECURITY ARRANGEMENTS MUST BE CONTRACTED BY THE HOTEL AND INVOICED ACCORDINGLY. ANY EVENTS FOR perSONS UNDER THE AGE OF 19 YEARS MUST HAVE ONE SECURITY OFFICER per 50 GUESTS, FOR THE DURATION OF THE EVENT.

SIGNAGE

YOUR SIGNAGE MAY ONLY BE DISPLAYED DIRECTLY OUTSIDE YOUR DESIGNATED MEETING ROOM. THE HOTEL RESERVES THE RIGHT TO REMOVE SIGNAGE THAT IS NOT PREPARED IN A PROFESSIONAL MANNER.

booking guidelines

GUEST PACKAGES & BOXES PLUS LOADING BAY

DUE TO LIMITED STORAGE ON PROPERTY, WE CAN ONLY ACCEPT SHIPMENTS 2 DAYS PRIOR TO YOUR EVENT. ALL VENDORS ARE REQUIRED TO ADVISE THE CATERING MANAGER OF THEIR DELIVERY (IN VEHICLE HEIGHT OF 10"10" FOR THE LOADING BAY) ARRANGEMENTS FOR LEFT OVER BOXES MUST BE MADE PRIOR TO YOUR DEPARTURE. THE HOTEL 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. YOUR CATERING AND/ OR BANQUET MANAGER CAN PROVIDE A SHIPPING LABEL FOR YOU. DELIVERIES MUST BE MADE TO THE RECEIVING / LOADING DOCK OF THE HOTEL. THE HOTEL WILL NOT ACCEPT DELIVERIES AT THE FRONT DOOR. UP TO 10 BOXES ARE COMPLIMENTARY. A CHARGE OF \$5.00 PER BOX FOR OVER 10 BOXES. PALLET IS CHARGED \$75 PER PALLET EACH WAY.

THE HOTEL WILL NOT BE RESPONSIBLE FOR EXHIBITS, DISPLAYS AND PRODUCTS LOCKED IN A FUNCTION ROOM. THE HOTEL WILL NOT RECEIVE OR SIGN FOR C.O.D SHIPMENT.

NON-SMOKING HOTEL

ALL FUNCTION ROOMS AND FOYERS ARE DESIGNATED NON-SMOKING IN ACCORDANCE WITH THE CITY OF VANCOUVER BYLAWS.