

Refreshing Breaks

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Silex of Coffee (10 cups, regular or decaf) 22.00

Urn of Coffee (50 cups) 110.00

Assorted Herbal & Regular Tea 2.00 bag

Assorted Soft Drinks (each) 2.00

Assorted Bottled Juice (each) 3.00

Jugs of Juice (each) 20.00

Bottled Mineral Water (each) 2.75

Snacks and Breaks

Seasonal Sliced Fresh Fruit Served on Platter 4.50 per person

Assorted Granola Bars (each) 1.95

Squares and Tarts 3.00 per person

Assorted Chocolate Bars (each) 2.25

Jumbo Cookies 21.00 (dozen)

Popcorn / Large Bag (each) 5.00

Seasonal Fresh Vegetables & Dip 4.00 per person

Variety of Licorice (bag) 5.00

The Pastry Pantry

Fresh Bagels with Cream Cheese (each) 3.25

Freshly Baked Cinnamon Buns (each) 3.00

Croissants (each) 3.00

Muffins (each) 3.25

Fruit Danish (each) 3.00

Gourmet Cookies (dozen) 21.00

Gratuity and GST Not Included Prices Subject to Change Without Notice

Greenwood Inn Conference Centre (Edmonton)

4485 Gateway Blvd.
Edmonton, Alberta T6H 5C3
Phone: (780) 432-1200
Fax: (780) 432-2016

Breakfast Suggestions

The Continental

Orange and Apple Juice
Selection of Muffin, Danish, Croissant
Seasonal Fresh sliced Fruit
Freshly brewed Colombian Coffee & Tea,
Jams, Butter
14.00 per person

Healthy Start

Choice of Orange or Apple Juice - preset
Seasonal Fresh Sliced Fruit
Low Fat Muffins & Fruit Yogurt
Freshly brewed Colombian Coffee & Tea,
Jams, Butter
14.25 per person

The Sunriser

Choice of Orange or Apple Juice – preset
Selection of freshly baked Breakfast pastries
Scrambled Eggs
Butcher cut Bacon, Sausage links or Ham and
Hash Browns potatoes
Freshly brewed Colombian Coffee/Tea
14.75 per person

Eggs Benedict

Orange or Apple Juice - preset
Eggs Benedict on an English Muffin with
Choice of Canadian Bacon or Smoked Salmon
and Hollandaise Sauce
Hash Brown Potatoes
Freshly brewed Colombian Coffee & Tea
14.00 per person

The Executive

(minimum 40 persons)

Apple and Orange Juice,
Platter Selection of Muffins, Danish Pastry, fluffy butter Croissants
Platter of Seasonal Sliced Fresh Fruit,
Scrambled Eggs, Choice of Pancakes, or French Toast
Butcher cut Bacon, Ham or Sausage links, Assorted Jams, Butter,
Freshly brewed Colombian Coffee / Tea
16.00 per person

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Luncheons

Lunch Suggestions

Served from 11:00 am to 2:00 pm. If served buffet style add 4.00

*Menus include freshly baked buns and butter,
Choice of Soup or Salad, Dessert, Coffee and Tea*

Soup

*Soup du Jour
Seafood Chowder
French Onion (not baked)
Cream of Oven Roast Carrot & Ginger*

Salad

*A choice of
Greenwood Organic Field Greens or
Caesar Salad*

Beef or Chicken

*Teriyaki Stir Fry
Oriental Vegetables and Asian Noodles
17.50 per person*

Beef or Vegetarian Lasagna

*Fresh Vegetables and Garlic Bread
17.00 per person*

New York Strip Loin

*Cut of Alberta Beef
Slow Roasted and Crusted With Peppercorn
Sliced English Style
Chef's Potatoes and Fresh Vegetables
20.00 per person*

Grilled Breast of Chicken

*Brushed with a Light Pesto Sauce
Served with Rice & Fresh Vegetables
19.25 per person*

1/4 BBQ Chicken

*Slow Roasted BBQ 1/4 Chicken
Chef's Potato & Fresh Seasonal Vegetables
22.00 per person*

Traditional Turkey

*Mashed Potatoes, Gravy, Stuffing,
Fresh Vegetables
17.50 per person*

Assorted Pizzas

*Ham and Pineapple, Deluxe, Vegetarian
16.50 per person*

Atlantic Salmon

*Saffron Rice and Fresh Vegetables
20.50 per person*

Desserts (Choice of One)

*Apple Strudel with Whipped Cream
Strawberry Shortcake Served Strawberry Coulis
Chocolate Cake with Raspberry Drizzle*

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Sandwich Buffets

Full Day Menu

Full Continental Breakfast
Morning Coffee Break with Beverages
Lunch with Soup, Salad, 6 Quarter Cut Sandwiches, Squares, Tarts, Coffee, Tea
Afternoon Break with Coffee, Tea, Soft Drinks, Cookies
35.00 per person

Greenwood Premium Sandwiches

(minimum 20 persons)

Soup du Jour
Greenwood House Salad
Assorted Breads, Buns served Open Face with
Nanuk Smoked Salmon, Crab Meat Salad
Rare Roast Beef, Pastrami, Baby Shrimps,
Smoked Turkey, Italian Salami,
Seasonal Fresh Fruit & Squares & Tarts
Freshly brewed Colombian Coffee & Tea
19.00 per person

Build Your Own Sandwich

Assorted Breads, Buns, Butter
Roast Beef, Black forest Ham,
Smoked Turkey, Tuna Salad,
Sliced Cheeses, Lettuce, Tomato, Cucumber,
Dill Pickles, Onions, Mayonnaise, Butter,
Mustard, platter of seasonal freshly sliced fruits
Freshly brewed Colombian Coffee, Tea
18.00 per person

Italian Fashion

(minimum 20 persons)

Greenwood Field Greens, house dressing
Ciabatta & Focaccia Bread, Panini Buns
With Assorted Italian cold cuts
Roasted Egg Plant with Basil, Roma Tomatoes
Ricotta Cheese, Grilled Pesto Chicken
With Roasted Red Peppers, Grilled Vegetables
and Fresh Herbs, Provolone Cheese,
Sun dried Tomatoes and Olives, Cheese
Assorted Squares and Tarts
Freshly brewed Colombian Coffee & Tea
19.50 per person

The Corporate Express

Garden Greens, house dressing
Soup du Jour
6 quarter cut Sandwiches per person
Selection of filling, pickles & onions
Chef selection of dessert
Freshly brewed Colombian Coffee & Tea
16.00 per person

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Plated Dinner Suggestions

A-La-Carte Selections

*Featuring Freshly Baked Dinner Rolls, Soup or Salad,
One Entrée of your choice, Fresh Steamed Vegetables, Chef's Potato,
Dessert, Coffee and Tea*

Home Made Soup

*Soup du Jour
Seafood Chowder
Cream of Tomato with Gin & Basil*

Fresh Salad

*Traditional Caesar Salad
Garlic Croutons & Parmesan Cheese
Greenwood Inn & Suites Organic
Field Greens Salad*

Dinner Entrees

Alberta Beef Tenderloin and Mushroom Duxelle 37.00
Chicken Cordon Bleu, with Wine Mushroom Sauce 34.00
*West Coast Breast of Chicken Stuffed with Cream Cheese,
Smoked Salmon and Onions Served with light Dill Sauce 36.00*
Breast of Chicken Kiev, Wine Mushroom Sauce 33.50
Atlantic Salmon Baked in Herbed Butter 35.00
Triple A Slow Roasted Alberta Prime Rib of Beef with Yorkshire Pudding 37.00
*New York Strip Loin of Alberta Beef au Jus Slow Roasted and
Crusted with Peppercorn, Sliced English Cut 36.00*

Dessert

*New York style Cheesecake with Berry sauce
Chocolate Cake with Raspberry Drizzle
Deep Dish Apple Pie with Whipped Cream*

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Dinner Buffet

*A minimum of 50 guests is required for the buffet, if less,
a set up charge of 250.00 will be applied*

*Fresh Dinner Rolls & Butter
Cheese Board
Deli Meat Tray
Fresh Vegetables and Dip
Pickles and Olives*

*Greenwood Inn & Suites House Salad
Creamy Potato Salad
Caesar Salad with Garlic Croutons
Marinated Fresh Vegetables
Pasta Salad and Fruit Salad*

Choice of Hot Entrees

All entrees served with Fresh Steamed Vegetables, Chef's Potato & Pasta

*Carved Herb Roasted Alberta Beef, au jus
Turkey with Traditional Dressing and Gravy
Chicken Cordon Bleu with Mushroom Sauce
Atlantic Salmon Baked in Herbed Butter*

*West Coast Breast of Chicken Stuffed with Cream Cheese, Smoked Salmon and Onions
Medallions of Pork Tenderloin Sautéed With White Wine, Pearl Onions
Breast of Chicken Kiev, Wine Mushroom Sauce*

*Selection of Clams, Mussels, Smoked Salmon,
Smoked Mackerel, Peel & Eat Shrimps add 3.50 per person*

Prime Rib of Alberta Beef add 6.00 per person

Chef Carving in room 25.00 per hour

Dessert Buffet

*Selection of Pastries, Cakes Squares, Tarts, Fresh Seasonal Sliced Fruit
Coffee and Tea*

*Complement dessert buffet with our Chocolate Fountain with your choice of
Dark, Milk or White Chocolate, served with fresh fruit Skewers 5.50 per person*

Pricing per person one Entrée 37.00, two Entrées 40.00, three Entrées 43.00

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Cocktail Receptions

Hot Hors D'oeuvres

Atlantic Scallop Wrapped in Maple Bacon

Hoisin Grilled Chicken Satay

24.00 per dozen

Sautéed Garlic Black Tiger Prawns with

Cilantro / Pernod Butter Sauce

26.00 per dozen

Thai or Vegetable Spring Rolls

Jumbo Black Tiger Prawn

& White Cheddar Quiche

Pan Fried Pork Dumplings

Buffalo Style Chicken Wings

Swedish Meatballs

Spinach & Cheese Spanakopitas

Honey Garlic Boneless Ribs

Vegetable Samosas with Tzatziki Greek dip

20.00 per dozen

Mixed Gold Canapés

Salami Cornucopia,

Shrimp on Shrimp Mousse

Ham cheese Spiral, Salmon Mousse,

Pate De Foie

26.00 per dozen

Gold Hors D'oeuvres

Smoked Salmon & Cream Cheese

on Rye Toast Points

Shrimp & Scallop Salad on Toast

24.00 per dozen

Chilled Black Tiger Prawns on Ice

Lemon Wedges

26.00 per dozen

Beef Roulade Grainy Mustard

On Toasted Multigrain

22.00 per dozen

Tomato Bruschetta

21.00 per dozen

Seafood Gold Canapés Assortment

Mussel with curry cream sauce

Mini Scallop on a Zucchini Round

Shrimp on Seafood Cocktail Mousse

Surimi Crab, Smoke Salmon Mousse

26.00 per dozen

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Cocktail Receptions & Enhancements

Sandwich Tray

Selection of Quarter Cut
Assorted Sandwiches
(6 quarter per person) with Chef's selection
of filling, Pickles and Onions
7.50 per person

Imported & Domestic

Cheese Board

Fresh Fruit Garnishes, Sliced Baguette
& Assorted Crackers
7.25 per person

Vegetable Platter

Fresh Seasonal Vegetable Crudite
with Dips
4.25 per person

Freshly Sliced Fruit Platter

4.50 per person

Assorted Pizza 10 inch

16.50 each

Meat Platter

Assorted Domestic Deli Meats,
Platter of Domestic Cheeses with fresh Fruit
Garnish, Mini Rolls, Pickles and Olives
Condiments, Assorted Tartlets, Squares
Freshly brewed Colombian Coffee and Tea
15.50 per person

European Style

Antipasto Platter

Cold European Meats & Cheeses
Pickles & Olives
Grilled Vegetables & Artichoke Hearts
Sliced Focaccia Bread & French Bread
Seasonal Sliced Fresh Fruit
Freshly brewed Colombian Coffee / Tea
16.50 per person

Assorted Squares & Tarts

3.00 per person

Assorted Slices of

Cakes & Tortes

5.50 each

Chocolate Fountain

(minimum 20 persons)

Your choice of Dark or White Milk Chocolate, Served Fresh Fruit Skewers
10.75 per person

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All Day All Inclusive Meeting Room Package

All prices are per day.

The Corporate Package

Continental Breakfast

Assorted Pastries & Muffins

Fruit Juice Selection

Fresh Fruit Tray

Coffee & Assorted Teas

Morning Break

Coffee, Tea & Assorted Fruit Juices

Luncheon

Chefs Selection of Soup & Assorted

Sandwiches

Two Assorted Salads & Condiments

Chefs Selection of Desserts

Coffee & Assorted Teas

Afternoon Break

Assorted Juices & Soft Drinks

Fresh Homemade Cookies

Minimum of 20 Guests

47.99 per person

The Executive Package

Breakfast

The Executive Buffet

Scrambled Eggs, Hash Browns,

Bacon, Sausage, Pancakes

& Fresh Fruit Tray

Morning Break

Coffee, Assorted Teas & Fruit Juice

Fresh Baked Pastries & Muffins

Luncheon

Express Hot Buffet

Rolls, Butter & Condiments

Three Complimenting Salads

Choice of TWO Entrées:

Roast Beef au Jus, Beef or Vegetarian

Lasagna, Char Broiled Chicken Breast

Crusted Pork Loin, Poached Salmon

Accompanied with Chef's choice of

Potato & Vegetable

Chefs Selected Assorted Desserts

Coffee & Assorted Teas

Afternoon Break

Assorted Fruit Juices & Soft Drinks

Granola Bars & Dessert Squares

Fresh Fruit Tray

Minimum of 20 Guests

59.99 per person

****All our Inclusive Meeting Room Packages Include Pens & Note Sheets, Water Stations and Mints*

All Prices Are Exclusive Of Applicable Taxes And Gratuities

Gratuity and GST Not Included Prices Subject to Change Without Notice

Audio Visual Equipment & Set Up Extras

All prices are per day.

<i>TV/VCR</i>	<i>150.00</i>
<i>VCR</i>	<i>50.00</i>
<i>Flipchart</i>	<i>38.00 extra pads \$8.50 each</i>
<i>Whiteboard</i>	<i>30.00</i>
<i>Easel</i>	<i>20.00</i>
<i>10' Screen / Cradle</i>	<i>135.00</i>
<i>8' Screen</i>	<i>50.00</i>
<i>6' Screen</i>	<i>40.00</i>
<i>Overhead</i>	<i>90.00</i>
<i>LCD Projector</i>	<i>250.00</i>
<i>Slide Projector</i>	<i>80.00</i>
<i>Extension Cords</i>	<i>6.00</i>
<i>Laptop</i>	<i>230.00</i>
<i>Power bar</i>	<i>6.00</i>
<i>Microphone</i>	<i>30.00</i>
<i>Hand Held wireless or Lapel Microphone</i>	<i>130.00</i>
<i>Speakerphone Poly Comm.</i>	<i>160.00</i>
<i>DVD Player</i>	<i>70.00</i>
<i>CD Player</i>	<i>60.00</i>
<i>4 Channel Mixer</i>	<i>60.00</i>
<i>DI Box</i>	<i>15.00</i>
<i>Photocopies</i>	<i>0.50 per page</i>
<i>Fax</i>	<i>0.50 per page</i>
<i>Long Distance Fax</i>	<i>1.25 per page</i>
<i>On-site Technician</i>	<i>67.00 per hour</i>
<i>6 / 8 foot skirted display tables</i>	<i>20.00 each</i>

*If you need additional audio visual that is not listed here please call us
& we would be happy to help you.*

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Corkage Procedures & Regulations



- *It is the Client's responsibility to obtain a permit from the Alberta Gaming & Liquor Commission & forward the permit along with the original receipts to Greenwood Inn & Suites prior to liquor delivery.*
- *A corkage charge of \$11.00 per person will be applicable to full bar service including wine served with dinner. For the corkage charge, Greenwood Inn & Suites will provide ice, mix, & glassware.*
- *Greenwood Inn & Suites must provide bartenders. A charge of \$18.00 per hour per bartender (minimum 3 hours) will apply. One bartender per every 100 guests is the recommended ratio.*
- *All products must be delivered to Greenwood Inn & Suites at least 24 hours in advance of the function. Please contact our catering office at (780) 432-1200 for delivery information.*
- *Greenwood Inn & Suites recommends that the client purchase "Liquor Liability" insurance to cover the event.*
- *Alberta liquor laws do not permit the service of alcoholic beverages after 2:00 am*
- *Greenwood Inn & Suites reserves the right to refuse the service of alcoholic beverages to intoxicated guests.*
- *Left over alcoholic beverages must be picked up the following day. Empty bottles or cans will automatically be discarded.*
- *Last minute requests (during corkage functions) to Greenwood Inn & Suites to supply alcoholic beverages will be provided at the regular retail prices established by Greenwood Inn & Suites.*

Note: Greenwood Inn & Suites is required by law to report on any liquor products illegally imported into Alberta. Possession of such products can result in charges under the Alberta Liquor Control Act & or the (Canada) Customs Act.

The Alberta Gaming & Liquor Commission does not permit the services or sale of homemade products on licensed premises.

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Banquet Beverage Service

Host Bar

*When the host is paying for all beverages throughout the event.
The host bar can be used as a toonie or loonie bar with Greenwood staff collecting the money to be put towards the beverage invoice.*

	<i>Host</i>	<i>Host Toonie</i>	<i>Host Loonie</i>
<i>Domestic Liquor</i>	<i>4.75/beverage</i>	<i>2.75/beverage</i>	<i>3.75/beverage</i>
<i>Premium Liquor</i>	<i>5.25/beverage</i>	<i>3.25/beverage</i>	<i>4.25/beverage</i>
<i>Canadian Beer</i>	<i>4.75/beverage</i>	<i>2.75/beverage</i>	<i>3.75/beverage</i>
<i>Imported Beer</i>	<i>5.50/beverage</i>	<i>3.50/beverage</i>	<i>4.50/beverage</i>
<i>House Wine</i>	<i>4.75/beverage</i>	<i>2.75/beverage</i>	<i>3.75/beverage</i>
<i>Liqueurs</i>	<i>5.25/beverage</i>	<i>3.25/beverage</i>	<i>4.25/beverage</i>
<i>Soft drink/juice</i>	<i>2.25/beverage</i>	<i>.25/beverage</i>	<i>1.25/beverage</i>

Cash Bar

Guests are purchasing their own beverages throughout the event (includes GST).

<i>Domestic Liquor</i>	<i>5.25/beverage</i>
<i>Premium Liquor</i>	<i>6.25/beverage</i>
<i>Canadian Beer</i>	<i>5.25/beverage</i>
<i>Imported Beer</i>	<i>6.00/beverage</i>
<i>House Wine</i>	<i>5.25/beverage</i>
<i>Liqueurs</i>	<i>6.50/beverage</i>
<i>Soft drink/juice</i>	<i>2.50/beverage</i>

Fruit Punch Service "Host service only"

Non alcoholic punch 65.00/Gallon

Alcoholic punch 125.00/Gallon

Wine punch 95.00/Gallon

Corkage Bar

Host is providing their own alcohol for the event. Please see attached corkage bar regulations.

Adult Corkage 11.00 per person Children 3-12 years 5.00 per child

Wine Corkage Bar

Guests are providing wine. Corkage will be 5.00 per dinner person.

A bartender fee of \$18.00 an hour is applicable on all bars, minimum 3 hours applied.

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Banquet Wine List

Blush

RH Phillips White Zinfandel (US)
Zesty flavours of strawberry, cranberry and watermelon.
Floral aromas and light sweetness with crisp finish
28.75 per bottle

Whites

Jackson Triggs Chardonnay (Canada)
Apple, pear, rich buttery flavours, citrus aromas. Smooth character
25.00 per bottle

Santa Isabela Sauvignon Blanc (Chile)
Herbal aromas with hints of melon and citrus notes. Delightful dry clean taste
26.60 per bottle

Jackson Triggs Pinot Grigio (Canada)
Distinctive floral notes. Apple, lime, pear, bright citrus flavours
26.60 per bottle

Hogue Johannisberg Riesling (US)
Aromas and flavours of classic vanilla, apricot, orange peel and peach notes.
Natural acidity and slight residual sweetness
33.75 per bottle

Sumac Ridge Gewurztraminer VQA (Canada)
Fresh, floral spicy nose and spicy apple, grapefruit flavours followed by a long full finish
39.00 per bottle

Rosemount Estate Semillon-Chardonnay (Australia)
Pleasant nose, soft on the palate, with hints of stone fruit and melon
Wholesale: Currently in your winelist. Brand recognized blended wine
34.50 per bottle

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Banquet Wine List

Reds

Jackson Triggs Merlot (Canada)

Black cherry, raspberry flavours, velvety tannins. Smooth

24.60

Santa Isabela Cabernet Sauvignon (Chile)

Well rounded and full bodied with delightful hint of berry and black currant.

Soft ripe tannins. Smooth dry finish

23.50

RH Phillips Merlot (US)

Attractive, spicy minty nose. Enticing cherry vanilla aromas.

Pepper prune flavours on the finish

31.25

Goundrey Shiraz (Western Australia)

Complex nose of sweet vanilla and wild berries. Sweet berry fruit and fine grained tannins

33.75

Inniskillin Pinot Noir VQA (Canada)

Subtle leather notes, supple tannins, rich cherry and blackberry flavours

32.00

Wolf Blass Cabernet Sauvignon Yellow Label (Australia)

Aromas of plum and berries drift from the glass.

Flavours of rich berry, plum and a subtle touch of oak

39.75

Sparklings & Champagnes

Sumac Ridge Steller's Jay Brut (Canada)

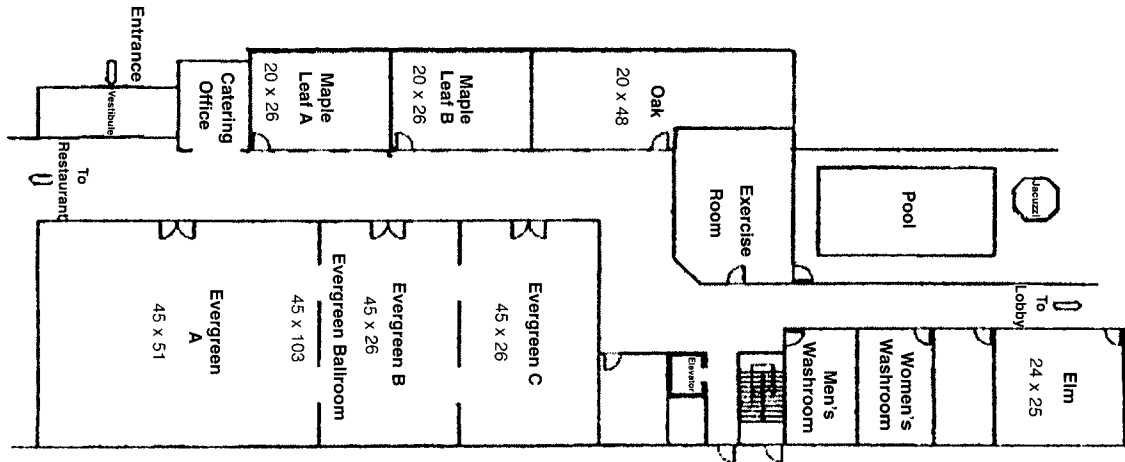
Blend of chardonnay, pinot blanc and pinot noir. Chardonnay gives fruitiness, pinot blanc

lends softness and pinot noir adds structure

42.00

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Conference Space Specifications



	Width	Length	Height	Theatre	Banquet	Reception	Classroom
<i>Evergreen A</i>	45	51	12	300	100	200	130
<i>Evergreen B</i>	45	26	12	120	70	100	42
<i>Evergreen C</i>	45	26	12	120	70	100	42
<i>Evergreen Ballroom</i>	45	103	12	600	280	400	214

	Width	Length	Height	Theatre	Banquet	Reception	Boardroom
<i>Maple Leaf B</i>	20	26	10	50	30	35	20
<i>Maple Leaf A</i>	20	26	10	50	30	35	20
<i>Maple Leaf A & B</i>	20	52	10	100	60	70	40
<i>Oak</i>	20	48	10	75	50	60	44
<i>Elm</i>	24	25	10	40	40	40	22

TERMS and CONDITIONS

Please read your contract in full prior to signing:

- MENU SELECTIONS:** Shall be submitted to the Catering Office at least thirty (30) days prior to the function to ensure availability of most selections, proper staffing and coordination of your function.
- CHOICE OF MEAL:** When selecting your meal choice, please be advised that for each meal function the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged 30 days in advance of the function.
- GUARANTEED NUMBER:** for all meal functions, the guaranteed number attending must be communicated to the Catering office not later than seven (7) working days prior to the function. If the guaranteed number is not received, the billing shall be made out for the number of people for which the function was originally booked, in addition to any further charges under Clause No. 6. If a guaranteed number is received the hotel will set five percent (5%) over the guaranteed number for functions of one hundred (100) or more, and (10%) over the guaranteed number for functions less than one hundred (100) guests will charge for the final guaranteed number or the number actually served, whichever is greater, in addition to further charges under Clause No. 6.
- TAXES AND GRATUITIES:** All food and beverage prices quoted are subject to applicable Federal and Provincial Taxes unless stated otherwise. A 17% gratuity is applied to the total invoice and is 5% GST applicable.
- MENU, BAR PERSONNEL & ROOM RENTAL CHARGES:** Are subject to change without notice. Prices will be honored for ninety (90) days from the date of deposit receipt.
- NUMBER OF GUESTS:** Should the number of guests for which a function was originally booked (as set out in Expected Attendance the date of this contract) decrease by 20 percent (20%) or more, the convener is responsible for 80 percent (80%) of expected amount or guaranteed amount, whichever is greater. Should your final guaranteed numbers decrease below the minimum accepted numbers for your function room, the hotel reserves the right to move your function to an alternate room without recourse or prior approval.
- SOCIAL & WEDDING FUNCTIONS:** A \$1000.00 non refundable, non transferable deposit is required and should be made payable to Sodexho at the time of space confirmation. One Hundred (100%) is due seven (7) working days prior to the function. All cancellation charges, guaranteed numbers and damage to the hotel property shall be credited against forfeited deposits. The deposit is non-refundable and non transferable. **A credit card number must be provided by convener and will be kept on file. Any balance remaining after the event will automatically be applied to this credit card.**
- CONFERENCE FUNCTIONS:** A minimum \$500.00 non refundable, non transferable deposit is required and should be made payable to Sodexho at the time of space confirmation. All cancellation charges, guaranteed numbers and damage to the hotel property shall be credited against forfeited deposits. All refunds or amounts owing shall be settled within seven (7) days after the function. The deposit is non-refundable and non transferable. **A credit card number must be provided by convener and will be kept on file. Any balance remaining after the event will automatically be applied to this credit card.**
- CANCELLATION CHARGE:** a cancellation made within ninety (90) days prior to the function will be charged at fifty percent (50%) of the total meeting room rental, and fifteen (15%) of the food and beverage, and a cancellation made within sixty (60) day prior to the function will be charged at fifty percent (50%) of the total meeting room rental, and fifteen (25%) of the food and beverage charges. A cancellation within seventy-two (72) hours of the function will result in the convener being charged for the total meeting room rental and the total food and beverage charges. The deposit and cancellation policies are subject to change at the hotel's discretion only. Please refer to the Guestroom Block Contract for the cancellation and attrition policies of the Greenwood Inn & Suites
- AUDIO/VISUAL EQUIPMENT:** Please refer to our recommended professional supplier's brochure for details of equipment and corresponding rental charges for the same. Sodexho and the Greenwood Inn & Suites by Fortis Properties would be pleased to place your equipment order for you while attending to your other meeting requirements.
- IF DISPLAYS, EXHIBITS, OR PRODUCTS:** are to be used, they are to be delivered to our receiving entrance no more than 24 hours prior to the function unless arrangements have been made with our Catering Office. Such displays, exhibits and products are the responsibility of the exhibitor and Sodexho and the Greenwood Inn & Suites by Fortis Properties accept no liability whatsoever for loss or damage thereto whether caused by the negligence of Sodexho and the Greenwood Inn & Suites by Fortis Properties, its employees and agents or otherwise. Such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24-hour basis. In such cases, Sodexho and the Greenwood Inn & Suites by Fortis Properties, at the customer's request, will arrange to have the function room locked. Sodexho and the Greenwood Inn & Suites by Fortis Properties will not be responsible for the exhibits, displays and products locked in the function room. Any items delivered or left more than 48 hours prior or to or after a function are subject to a \$50.00 per piece per day fee. Such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24 hour basis. In such cases Greenwood Inn Conference Centre at the customers' request will arrange to have the function room locked. Sodexho and the Greenwood Inn & Suites will not be responsible for the exhibits, displays and products locked in the function room. **ITEMS LEFT OVER 14 DAYS WILL BE DISCARDED.**
- SECURITY:** Special arrangements are available at an addition cost. Graduations are required to have paid professional security and a damage deposit may be required.
- FOOD & BEVERAGE:** All food and beverage items must be provided by Sodexho and the Greenwood Inn & Suites by Fortis Properties. With the exception of the wedding cake. Any other items must have the hotel's prior approval. Under no circumstances is food or beverage to be removed or brought into the premises.
- LIABILITY:** Sodexho and the Greenwood Inn & Suites by Fortis Properties reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and audible level of music played. Liability for all damages to the premises will be charged to the representative in charge of arrangements with Sodexho and the Greenwood Inn & Suites by Fortis Properties. To avoid damage to wall coverings we do not allow the use of tape, tacks or any other attachments for any posters flyers, or written materials to walls or doors without prior written consent from the hotel. The hotel would be pleased to hang any banner for you.
- STARTING TIMES & ENDING TIMES:** of all functions are to be strictly adhered to. The space is only booked for the time indicated, set-up and dismantle time are to be specified at the time of booking. More than 30 minute deviation from this will result in a \$150.00 per half hour fee. Beverage and music services must be closed at 1:00 a.m. Alberta / Manitoba any deviations from any of the policies will result in additional charges.
- BAR COSTS & POLICIES:** Banquet bars with net revenue of less the \$350.00 will be subject to a bartender fee of \$18.00 each per hour worked and a cashier fee of \$11.00 each per hour worked, 3 hour minimum. All prices are subject to change without notice but will be guaranteed to confirmed (deposit received) functions up to ninety (90) days in advance. All hosted beverage and all food prices are subject to a sixteen (16%) service gratuity. All prices quoted do not include any applicable taxes. All refunds or amounts owing shall be settled next day after the function. The hotel reserves the right to refuse or terminate the service of alcoholic beverages at any time if the service would not be in accordance with in the regulations of the Alberta Gaming & Licensing Liquor Control Commission.
- ELECTRICAL:** connections to the hotel's supply may only be made using the receptacles provided. No unauthorized connections of interference or overloading with the hotel's supply permitted. We will arrange for the hotel's maintenance staff to advise and assist in special arrangements and we will be pleased to quote hydro connection and staffing charges.
- TERMS OF PAYMENT:** All invoices are due in FULL three days prior to function unless prior direct billing has been approved.
- DIRECT BILLING:** must be arranged by way of an approved credit application fourteen (14) days prior to the event. Interest charges may apply to delinquent accounts. **A credit card number must be provided by convener and will be kept on file. Any balance remaining after the event will automatically be applied to this credit card.**
- ANY MAJOR CHANGES:** to the original set up as stated in this contract will be applicable to labor charges.
- ALL ENTERTAINMENT:** (live and recorded) is subject to SOCAN fees (Society of Composers, Authors and Music Publishers of Canada).
- USE OF THE HOTEL'S NAME AND LOGO:** in advertising is prohibited without prior approval by the General Manager of the hotel or his representative.
- DOORWAYS:** must not be obstructed in any way at any time.
- ADDITIONAL CHARGES:** may apply on statutory holidays.

Authorized Signature

Company

Date