

# BUSINESS MEETINGS & FUNCTIONS

Welcome!

Thank you for considering the Travelodge Strathmore as the location for your special event. We offer excellent service and a courteous, professional staff dedicated to making your event a success. We recognize that your event is special, and the catering service should reflect your individual personality and style. We aim to exceed your expectations.

The Travelodge Strathmore is pleased to offer, as a guideline, several menu suggestions to assist you in the planning of your special event. When you are planning, please let us know of any special needs or requests so we can ensure a memorable event. We welcome the opportunity to create a custom menu reflecting your special occasion and your budget.

We would be pleased to give you a tour of our facility. Drop in anytime to view and then set up an appointment. To contact our Catering Coordinator for further information call (403) 901-0000.

Sales & Catering Department  
Travelodge Strathmore



Travelodge Strathmore  
350 Ridge Road  
T1P 1B5 AB, Canada  
Tel: (403) 901-0000  
Fax: (403) 901-0016  
[www.travelodgestrathmore.com](http://www.travelodgestrathmore.com)

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# ROOM RATES & AUDIO VISUAL RENTALS

## Meeting Room Rates

Heritage Ballroom (5000 square feet with high ceiling)		
	Full Day Wedding/Social Event	\$700 +deposit
	Full Day Meetings	
	~ 60+ people	\$700
	~ less than 60 people	\$350
	Evening Meetings (starting 5pm)	
	~ 60+ people	\$450
	~ less than 60 people	\$300
	Morning Meetings (done by 2pm)	
	~ 60+ people	\$450
	~ less than 60 people	\$300
Cattle Baron's Room – Boardroom (230 square feet, Up to 14 people)		
	Full Day	\$150
Business Suites – Ranchman's or Cowboy's (624 square feet, up to 10 people): Large conference table, white board, fireplace, private bedroom		
	Meeting Only	\$125
	Meeting & Overnight Room (subject to seasonal change)	\$190

## Audio Visual Rentals

Flip Chart (paper and markers included).....	\$30
Whiteboard, eraser and markers .....	\$30
Theatre-style Projector Screen (automated and wall-mounted).....	\$40
LCD Projector .....	\$200
VCR or DVD player.....	\$50
Wireless Handheld Microphone .....	\$40
Headset Microphone .....	\$40
Lapel Microphone .....	\$40
Sound Mixer .....	\$50
42" LCD TV .....	\$50
Speakerphone .....	\$50



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# BREAKFAST & COFFEE BREAK SUGGESTIONS

Breakfast Buffet.....	\$18.00 per guest
Breakfast Potatoes	Bacon & Sausage
Scrambled Eggs	Pancakes with Maple Syrup
Croissants	Fresh Seasonal Fruit

## Baked Goods

<b>Large Muffins or Bagels</b> .....	\$3.50 each
<i>Chocolate, Apple Cinnamon, Blueberry &amp; Carrot, etc...(selection varies)</i>	
<b>Cinnamon Buns or Danishes</b> .....	\$3.00 each
<i>Flavors of Danishes: Apple, Raspberry, Maple</i>	
<b>Large Freshly Baked Cookies or Croissants</b> .....	\$3.00 each
<i>Cookies: double chocolate chip, oatmeal raisin, white chocolate macadamia</i>	
<b>Whole Cakes &amp; Loaves (serves 8 people)</b> .....	\$25.00 each
<i>Coffee cakes, banana bread, cranberry loaf (selection varies)</i>	

## Group Trays

<b>Bagel Tray</b> .....	\$3.50 per guest
<i>Assorted varieties, served with butter, jam &amp; cream cheese (selection varies)</i>	
<b>Muffin Tray</b> .....	\$3.50 per guest
<i>Assorted varieties, served with butter, jam &amp; cream cheese (selection varies)</i>	
<b>Gourmet Breakfast Tray</b> .....	\$3.50 per guest
<i>Fresh Croissants, Danish, Muffins, Cinnamon Buns, Bagels, served with butter, jam &amp; cream cheese.</i>	
<b>Mixed Pastries &amp; Cake Tray</b> .....	\$3.50 per guest
<i>Danishes, Muffins, Tarts, Cakes and Assorted Danishes (Apple, Raspberry, Maple)</i>	
<b>Fruit Yogurt</b> .....	\$2.75 each
<i>A variety of flavors are offered.</i>	
<b>Seasonal Fresh Fruit Tray</b> .....	\$3.75 per guest



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## Luncheon Menu

### Gourmet Sandwich Buffet Lunch

Daily soup, mixed green garden salad, Caesar salad, 2 kinds of dressing, assorted sandwiches, relish tray, fresh fruit & assorted mini desserts ..... \$24.00 per guest

**Served Plated Lunch**.....\$26.00 per guest

Your choice of mixed green garden or Caesar salad

Choose one entrée:

- English Cut Roast Loin of Beef with au jus, Port Peppercorn or Wild Mushroom Sauce
- Breaded Chicken Breast with Wild Mushroom Sauce
- Filet of Salmon garnished with Lemon Dill Sauce or Maple Glazed
- AAA Meatloaf topped with Wild Mushroom Sauce
- Chicken Parmesan topped with Basil Tomato Sauce & melted Mozza cheese

Accompanied with herb mashed potatoes, fresh vegetables, dinner rolls & butter.

### Optional Desserts

Your choice of one of the following ..... \$7.00 per guest

- Cheesecake topped with Strawberries
- Apple Pie
- Decadent Chocolate Cake
- Red Velvet Cake

\*Our Pastry Chef can accommodate almost any personal request you may have.


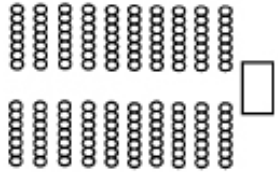

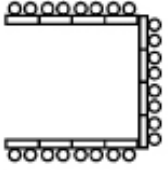
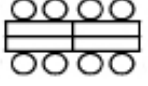
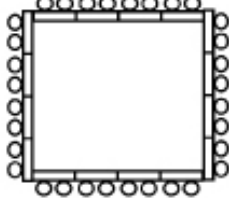
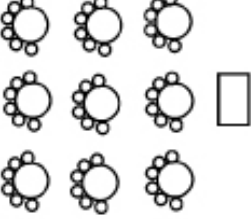
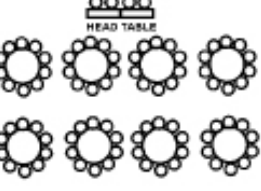
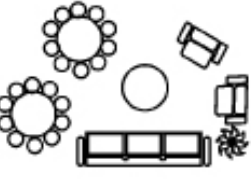
## Beverages

Coffee or Tea .....	\$3.25 each
Pitcher of Milk: 1%, 2%, Chocolate (serves 6-8) .....	\$18.00 each
Bottled Soft Drinks (Coke, Sprite, Diet Coke, Ginger Ale, etc...) .....	\$3.50 each
Jug of Juice: Orange, Cranberry, Apple (serves 6-8) .....	\$18.00 each
Bottled Water .....	\$3.25 each



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## Seating Styles

<p><b>CLASSROOM</b></p> <p>This format can accommodate most group sizes and is ideal when extensive notes are to be taken.</p> 	<p><b>THEATRE</b></p> <p>Appropriate for larger groups and lecture-style presentations.</p> 	<p><b>HERRINGBONE</b></p> <p>This format encourages audience participation, but utilizes more space than classroom format.</p> 
<p><b>U-SHAPE</b></p> <p>Excellent for groups of 10 to 30, allowing eye contact and encouraging participation.</p> 	<p><b>BOARDROOM</b></p> <p>Ideal for intensive group work, with 24 or fewer participants.</p> 	<p><b>HOLLOW SQUARE</b></p> <p>For groups of 30 to 40, this format facilitates discussion.</p> 
<p><b>1/2 ROUNDS</b></p> <p>Excellent for luncheon meetings with speakers. Very effective format for small group work.</p> 	<p><b>BANQUET</b></p> <p>Traditional for social functions, also very effective format for small group work.</p> 	<p><b>RECEPTION</b></p> <p>An informal set-up for groups with a more relaxed and casual atmosphere.</p> 



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**Contact Information**

Name of Booking Party: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Function Details** (please specify if event is a wedding ceremony, reception, business meeting, etc)

Description: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_ Attendance: \_\_\_\_\_

**Room** (please choose from one of the following)

- Heritage Ballroom (seats up to 270)       In-Suite Meeting Room (seats up to 12)  
 Cattle Barons Boardroom (seats up to 10)

**Seating Style** (please choose from one of the following)

- Banquet       Herringbone       Reception  
 Boardroom       Hollow Square       Theatre  
 Classroom       U-Shape       ½ Rounds

**Audio Visual Equipment** (please check off all items required)

- Flip Chart       LCD Projector       Projection Screen  
 White Board       42" LCD TV       Sound Mixer  
 Speakerphone       VHS or DVD Player       Lapel Microphone  
 Headset Microphone       Wireless Handheld Microphone

**Food & Beverages** (please check off all required then list your choice for each)

- Breakfast: \_\_\_\_\_  Beverages: \_\_\_\_\_  
 Breaks: \_\_\_\_\_  
 Lunch: \_\_\_\_\_  
 Dinner: \_\_\_\_\_

**Payment Terms**

- Cash     Cheque     Direct Billing     Amex     MC     Visa  
 Name on Card: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

**Signatures:** By signing this contract, the person named below agrees to be identified as the Booking Party.\_\_\_\_\_  
Authorized Signature (Booking Party)\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date\_\_\_\_\_  
Witness Signature (Travelodge Staff)\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

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**Important:** Please read your contract in full prior to signing. By signing this contract the Booking Party named below acknowledges that they have read, understand and agree to the points contained herein.

1. All prices are subject to change and will be confirmed no more than three months prior to the event.
2. **DEPOSIT AND PAYMENT REQUIREMENTS:**
  - a) A \$1435 deposit is required at the time of booking (\$700 room rental + GST (\$35) + \$700 damage deposit). This booking deposit is non-refundable if reservation is cancelled without due notice (see cancellation policy below). A credit card is also required at time of deposit for hotel's records.
  - b) Fifty percent (50%) of estimated catering bill is required thirty (30) days prior to event.
  - c) Remaining catering balance to be paid in full seventy two (72) hours prior to event taking place, along with the guaranteed number of guests attending the event. Should the guaranteed number not be received, the estimated number will be used as the guarantee to calculate charges, or actual numbers if higher.
  - d) A certified cheque will be required if payment is made less than seventy two (72) hours prior to event.
3. **CANCELLATIONS:** Reservations are subject to the following charges
  - a) Cancellation in writing less than 4 months prior to event will be assessed the full booking deposit.
  - b) Cancellation in writing less than twenty one (21) days prior to event will be assessed fifty percent (50%) catering and the full booking deposit.
  - c) Cancellation less than seventy two (72) hours prior to event will be assessed full cost of event.
  - d) No cancellations, but non-appearance, will be assessed the full cost of the event.
4. **CATERING EXCLUSIVITY**
  - a) The Travelodge Strathmore will be the sole supplier of all food and non-alcoholic beverages, with the exception of special event cakes.
  - b) Any other special items must have the hotel's prior approval.
  - c) In accordance with the Alberta Health and Safety Regulations, all food supplied is prohibited from leaving the hotel premises.
  - d) The catering office must be notified of the menu selection and the guaranteed number of guests attending the function no later than seventy two (72) hours prior to the event. Should a guarantee not be received, the estimated number will be used as a guarantee or actual numbers if higher.
  - e) All food and beverage is subject to applicable taxes as well as eighteen percent (18%) gratuity.
5. **LIABILITY FOR DAMAGES AND CHARGES**
  - a) Any and all damages to the premises related to the Booking Party's event will be charged to the booking party named below. This includes, but is not limited to, the Heritage Ballroom and any public areas of the hotel, inside or outside.
  - b) Thumb tacks, nails, transparent tape and staples are not to be used in the banquet room. If anything is to be used, please use masking tape. The hotel would be pleased to hang any banners for you.
  - c) Rice, confetti, glitter, etc. are strictly prohibited from being scattered in or on the hotel grounds.
  - d) Failing to adhere to these rules will result in damage charges being assessed.
  - e) The Travelodge Strathmore is not responsible for damages to or loss of any article left in the hotel prior to, during or following any event by the customer or guest.



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# TERMS & CONDITIONS CONTINUED

6. **SMOKING POLICY:** All Travelodge Strathmore public areas and function rooms are deemed non-smoking. The Master of Ceremonies should include this in their announcement.
7. **LIQUOR SERVICE POLICIES:**
  - a) It is our policy to always serve alcoholic beverages in a responsible manner.
  - b) Persons who appear 25 years of age or younger must present identification in order to be served alcoholic beverages.
  - c) We reserve the right to refuse service to persons under the age of 18 years or to already intoxicated persons.
  - d) We will, in all cases, refer to the Alberta Liquor and Control Act.
  - e) Those renting the Heritage Ballroom for events, receptions or functions at which alcoholic beverages are provided have a responsibility for the actions and behavior of his/her guests as a result of alcoholic beverage consumption.
  - f) Last call for alcohol is 12:00 midnight.
8. **HOURS OF OPERATION:** The Travelodge Strathmore service will be available until 12:00 midnight for all events and will be closed no later than 1:00 am.
9. The Travelodge Strathmore reserves the right to:
  - a) refuse or terminate the service of alcoholic beverages at any time if the service would not be in accordance with the regulations of the Alberta Gaming and Liquor Board
  - b) remove persons from the premises who contravene this policy
  - c) inspect and control all private events, including the conduct and performance of entertainers and audible levels of music played
10. The Travelodge Strathmore may, at its sole discretion, cancel this contract by giving the booking party written or oral notice of its decision to do so. If the Travelodge Strathmore determines that holding the event may result in
  - a) Civil commotion
  - b) Harassment of patrons of the Travelodge Strathmore
  - c) Damage to any property of the Travelodge StrathmoreThey shall return to the booking party any deposit paid to the Travelodge Strathmore as soon as reasonably possible. There shall be no other liability upon the Travelodge Strathmore.

\_\_\_\_\_  
Authorized Signature (Booking Party)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (Travelodge Staff)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date