



T H E F O R T G A R R Y H O T E L C A T E R I N G

East Indian Specialty Banquets

For Events with an Approved Contract Caterer
in the Fort Garry Conference Centre (Grand Ballroom)

FEE SCHEDULE

Dinner

Saturday Bookings

Number of Guests from 300
Cover Charge per Person \$33.00 (plus taxes and gratuities)

Friday and Sunday Bookings

Number of Guests from 300
Cover Charge per Person \$30.00 (plus taxes and gratuities)

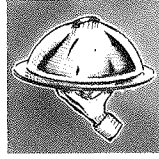
Lunch

Number of Guests from 300
Cover Charge per Person \$28.00 (plus taxes and gratuities)
(available from 9:00 AM to 2:00 PM. Guests must vacate the room by 2:30 PM)

As the Cover Charge relates to set up and service, the above prices apply to all attendees, with the exception of children 5 years of age and younger.

NOT included in the fee schedule above are:

- Corkage fees and charges related to beverage service
- All charges negotiated between the client and the contract caterer
- Additional labour as may be required
- Rental and/or set-up fee for separate rooms, should they be required for a wedding or other ceremony.
- Audio Visual equipment.
- Additional power or special electrical installation required for sound, audio visual or other installation.
- SOCAN and RE Sound Tariffs



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For Events with an Approved Contract Caterer
in the Fort Garry Conference Centre (Grand Ballroom)

TERMS AND CONDITIONS:

The Grand Ballroom is booked on the basis of availability. General Terms and Conditions are outlined in the Catering Policy and the Booking Agreement Contract which confirms the booking of the banquet space.

Based on bookings, additional banquet and meeting space in the immediate vicinity of the Grand Ballroom may be available for rental or set-up fee.

Only Caterers that have been approved by The Fort Garry will be permitted to offer their services in The Fort Garry's facilities. The hotel is in no way a party to the negotiations between the client and the Caterer. The Hotel will provide information on approved caterers. The client will advise the Hotel on their choice of caterer.

The Hotel will provide:

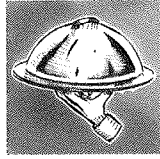
- The services of one of our Conference and Event Services Managers.
- Full room set up with table linens, full place settings and buffets, equipped with heat lamps and chaffing dishes, as required. Votive candles are provided for every table. Chair covers and centerpieces are not provided.
- The Services of a Banquet Manager and serving staff at a ratio of one server to every 24 guests.
- One Chef and a kitchen cleaner to assist the contract caterer.
- Regular and decaffeinated coffee and assorted teas.

BEVERAGE SERVICE

- Please see attached hotel policies and pricing for corkage, host and cash bars.
- The hotel observes the Liquor Control Act of Manitoba. All regulations regarding hours of operation, over service and age of majority are strictly enforced.
- The hotel provides inventory for all bar service. Under no circumstance may the client or attendees bring any alcoholic beverages into the hotels licensed areas.
- Special wine selections available through the Liquor & Gaming Authority of Manitoba (LGA) and Independent Wine Stores (IWS) are subject to return by The Fort Garry or purchase by the client.
- Due to fluctuating prices in liquor costs, all liquor prices will be confirmed at the time of purchase.

Special selections available through the Liquor & Gaming Authority of Manitoba (LGA) and Independent Wine Stores (IWS) are subject to return by The Fort Garry or purchase by the client. 15% gratuity, PST and GST is added to all prices.

Prices quoted are based on LGA and IWS current pricing; pricing is subject to change without notice.



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in the Fort Garry Conference Centre (Grand Ballroom)

ROOM RENTAL

Room	8:00 am to 5:00 pm or 6:00 pm to midnight	8:00 am to midnight	Food and Beverage Minimums
Fourth Floor of the Conference Centre ○ Grand Ballroom	\$4,000	\$4,750	300 people
Fifth Floor of the Conference Centre ○ Selkirk Ballroom	\$750	\$1,000	
○ Selkirk Annex	\$250	\$350	
○ Assiniboine Ballroom	\$750	\$1,000	
○ Assiniboine A	\$325	\$500	
○ Assiniboine B	\$325	\$500	
Exclusive catering for all other banquet rooms in The Fort Garry Hotel, Spa and Conference Centre must be prepared by The Fort Garry Hotel kitchen.			

Rack rental rates for each respective meeting room are quoted above. Rates are based on minimal food service. Additional room set up charges may apply.

If the minimum numbers are not met for food & beverage service, a supplemental fee based on the above Fee Schedule will apply.

If you have any questions, please do not hesitate to call the Catering Department at The Fort Garry. In one of the following ways:

Telephone 204.942.8251
Toll Free 1.800.665.8088
Fax 204.942.7036
E-mail catering@fortgarryhotel.com



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CATERING POLICIES

DEPOSITS & CANCELLATIONS:

- A **non-refundable** deposit equivalent to the rack room rental rate is required to confirm the booking on a definite.
- **Fifty (50%) percent** of the estimated value of the function is due & payable by cheque, cash or credit card THIRTY (30) days prior to the function or for functions booked within THIRTY (30) days of the event date.
- **One Hundred (100%) percent** of the estimated value is due SEVEN (7) days prior to the event date. The balance owing is due on the date of the function.
- Functions cancelled within NINETY (90) days of the event date will be subject to cancellation charges based on the schedule outlined in the Catering Agreement.

PRICING & GUARANTEES

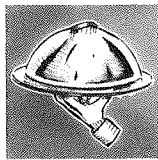
- Due to market fluctuations, prices will be confirmed three (3) months prior to the event. All food & beverage is subject to a pre-tax 15% gratuity **except for food items prepared and delivered by an approved Contract Caterer which must be negotiated by you directly with the Contract Caterer.** All arrangements and all other details must be completed one (1) month prior to your function.
- The Customer will advise of the minimum guarantee by 12:00 noon, SEVEN (7) full business days prior to the function. The Hotel will charge for the guaranteed number or actual number of guests served, whichever is greater. If the guaranteed number of guests has not been advised, the expected number of guests will be charged for.
- Prices quoted are subject to taxes and gratuities where applicable.

WINE SELECTIONS: IMPORTANT

- Wine selections including Sparkling Wines **MUST** be received two weeks prior to your event date. Once you have selected your wines and communicated this information to The Fort Garry, each and every change or addition thereafter, is subject to a \$250.00 restocking fee.
- If wine selections are not received within the required time frame, The Fort Garry reserves the right to provide the red, white and sparkling house wine selections for your event. **There are no exceptions.**

GENERAL

- All food (including beverages) served in the Hotel must be prepared by the Hotel **except for food items prepared and delivered by an approved Contract Caterer.** For health & insurance reasons, Hotel policy does not allow for the removal of food from the premises following a function.
- Should the number of guests attending the function differ greatly from the original number quoted, the Hotel reserves the right to provide an alternate function room of appropriate size. Last minute requests will be accommodated if possible but cannot be guaranteed. Additional charges may apply:



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DISPLAY OF MATERIALS

- The Fort Garry has been undergoing extensive restoration & renovation. Our efforts are ongoing. In order to preserve the integrity of these changes, we insist that when materials are hung or attached to any walls, doors, or ceilings by means of tape, tacks, post-its, etc., permission is obtained from the Banquet Manager as to how the materials are to be displayed. A damage charge may apply where permission was not obtained.

COAT CHECK POLICY AND CHARGES

The Hotel assumes no responsibility for lost or damaged personal property. Host coat check or coat racks may be arranged through our Catering Department for your function. All coat racks must be kept inside the banquet room.

Cash Coat Check

\$2.00 per person (including taxes)

Sales must exceed \$100.00 otherwise a labour charge of \$100.00 will be applied to the Master Account

Host Coat Check

301 to 400 guests	Flat fee of \$400.00
More than 401 guests	Flat fee of \$500.00

MUSIC

- All DJ's must hold a current license. If they do not, they can potentially be closed down.
- The Government of Canada mandates that the Hotel collect a **SOCAN** (Society of Composers, Authors & Music Publishers of Canada) fee for all functions booking live or recorded music as well as a RE Sound fee.
- All music within the Grand Ballroom, Assiniboine Ballroom or Selkirk Ballroom MUST stop at 1:00 AM.

MATERIAL HANDLING & LIABILITY: All delivered materials pertaining to a function must be clearly addressed as follows (all boxes should be marked as '1 of 3', '2 of 3', etc.):

Attention: On Site Convenor
 The Fort Garry
 Name of Function | Date of Function | Room of Function
 On-Site Contact Name

When the Hotel is required to handle a large number of materials for conventions & exhibitions, a flat fee labour charge of \$ 150.00 may apply. The Hotel assumes no responsibility for lost or damaged personal property or equipment. All items must be removed from the function room immediately following the function.

Storage arrangements can be made with our Catering & Banquet Department. Limited storage is available. A storage fee may be charged if materials arrive more than two (2) days prior to & are not picked up two (2) days after the event.



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On completion of an event, guests are responsible for having all boxes & items left at the Hotel returned to them. Boxes/items left behind for later delivery must have a corresponding weigh-bill & guests must arrange for their own courier service within a reasonable time upon completion of the event.

FREEMAN AUDIO-VISUAL SOLUTIONS FOR YOUR AUDIO VISUAL REQUIREMENTS

- Freeman Audio Visual Solutions is our on-site supplier. This ensures that our customers receive only the very best in audiovisual support & customer service. Arrangements may be made through the hotel for this service. Your Freeman AV Solutions representative is on site during your function & ensures their technicians have the best training available combined with leading edge technology. Freeman AV Solutions employees are professionally uniformed & present a very polished image to your delegates. They have instant access to extra equipment should the scope of your requirements change at any time during your event. Freeman AV Solutions representatives work alongside our own employees & the service synergy created ensures a first class event. Hourly charges will apply if you require a technician to run your event.
- When contracting with an audiovisual supplier other than Freeman AV Solutions, a patch fee of \$65.00 per room per day will be charged. In addition, there will be a labour fee of \$ 22.00 per hour (minimum of three hours each) charged for hotel supervision of set up & tear down.

IN-HOUSE EQUIPMENT RENTAL LIST

Extension Cords	\$ 2.50 per day
Power Bars	\$ 5 per day
Speaker Phone	\$ 75 per day
Easels	\$ 7 per day
Podium & Microphone	complimentary from the hotel
Keyboard	\$ 75 per day

DISPLAY TABLES

6' skirted tables & 2 chairs day	\$25 (no power) per table per day
6' skirted tables & 2 chairs day	\$35 (with power) per table per day

INTERNET

High Speed Wireless Internet	complimentary
High Speed Hardwired DSL Line	\$75 per day
Computer HUB (maximum 20 computers)	\$150 per day