

MEETING AND CONVENTION CATERING POLICIES
REGULAR ROOM RENTALS & MINIMUM NUMBERS

Room	8:00 am to 5:00 pm or 6:00 pm to midnight	8:00 am to midnight	Food & Beverage Minimums
Lower Level of the Hotel			
○ Club	\$1,000	\$2,000	100 people
Main Floor of the Hotel			
○ Provencher Ballroom	\$3,000	\$3,600	180 people
○ Broadway Room	\$1,000	Not available	65 people
Mezzanine Level of the Hotel			
○ LaVerendrye Room	\$850	\$1,200	60 people
○ Gateway Room	\$500	\$750	-
○ Tache Room	\$250	\$375	-
○ Gateway~Tache Room	\$750	\$1,000	60 people
First Floor of the Hotel			
○ Salon A	\$300	\$475	-
○ Salon B	\$250	\$425	-
○ Salon C	\$300	\$475	-
Fourth Floor of the Conference Centre			
○ Grand Ballroom	\$4,000	\$4,750	300 people
Seventh Floor of the Hotel			
○ Crystal Ballroom	\$3,000	\$3,600	180 people
○ Concert Hall Ballroom	\$3,000	\$3,600	160 people

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.** Prices are negotiable when multiple meeting days & meals are considered. We would be pleased to review all your function needs before quoting a package price.

If the minimum numbers are not met for food & beverage service, a supplemental fee of **\$35.00** per person below the specified minimum will apply.

If you have any questions, please do not hesitate to call the Sales Department at The Fort Garry.
Telephone 204.946.6510 | Toll Free 1.800.665.8088 | Fax 204.942.7036 | e-mail sales@fortgarryhotel.com

MEETING AND CONVENTION CATERING POLICIES

DEPOSITS & CANCELLATIONS:

- All deposits are **non-refundable**.
- deposit equivalent to the rack room rental rate for the highest priced banquet room booked for your event is required to confirm the booking on a definite basis.
- **Fifty (50%) percent** of the estimated value of the function is due & payable by cheque, cash or credit card NINETY (90) days prior to the function or sooner for functions booked within thirty (30) days of the event date.
- **One Hundred (100%) percent** of the estimated value is due TWO WEEKS (14) days prior to the event date. The balance owing is due on the date of the function.
- Direct billing must be arranged with an approved Credit Application through our Credit Department.
- Functions cancelled after signing of a Booking Confirmation Agreement, will be subject to cancellation charges as liquidated damages (and not as a penalty) as follows:
 - a) Initial deposit will be forfeited
 - b) Cancellation from the date of signing to 91 days prior to the scheduled event date - 50% of the estimated value of the function as determined by The Fort Garry Hotel, Spa and Conference Centre
 - c) Cancellation within 31 and 90 days prior to the event date – 75% of the estimated value of the function as determined by The Fort Garry Hotel, Spa and Conference Centre
 - d) Cancellation within 30 days prior to the event date - 100% of the estimated value of the function as determined by The Fort Garry Hotel, Spa and Conference Centre

PRICING & GUARANTEES

- Due to market fluctuations, prices will be confirmed three (3) months prior to the event. All food & beverage are subject to PST, GST and a 15% gratuity.
- All arrangements for meeting room requirements, menus (including specialty meals) & 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. On request only, the Hotel will prepare for 2% above the guaranteed numbers for served meals.
- **With increased numbers over 2% after the cutoff date, a fee of \$10.00 per person will apply**
- **In Events offering more than two entrée selections: Assigned seating is required, NO EXCEPTIONS, a meal breakdown per table is required. If these requirements are not met, a \$250.00 fee will apply.**

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. 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.

PERSONAL ITEMS

- The hotel does not assume responsibility for any personal items, food or beverage left behind at the conclusion of the function.
- The hotel is not responsible for damage or loss of any merchandise or articles brought into the hotel or left behind after the conclusion of the function.
- Perishable items, flowers and materials that require special storage arrangements can only be delivered the day of the event.
- The Fort Garry must have knowledge of all vendors at least 30 days prior to your event. All vendors are guaranteed access to the banquet room 2 hours prior to the start of the event. Access times must be arranged SEVEN (7) days in advance. Vendors are required to break down and clean up all their supplies and accessories at the conclusion of the event. No storage will be provided for left items and The Fort Garry accepts no responsibility for lost or misplaced items.

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/cash 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

Less than 100 guests	Unmanned Coat Racks at \$25.00 per coat rack
101 to 200 guests	Flat Fee of \$200.00
201 to 300 guests	Flat Fee of \$300.00
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 **CONNECT** Music Licensing DJ License.
- 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 Provencher Ballroom, The Club, Crystal Ballroom, Concert Hall, Broadway Room and LaVerendrye Room **MUST** stop at 12:30 AM.
- All music within the Grand Ballroom **MUST** stop at 1:00 AM.

MATERIAL HANDLING & LIABILITY:

The Fort Garry shall not be liable for safe or timely arrival of any packages sent to The Fort Garry by the group. It is the group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. Shipments that require special handling should be coordinated with the Catering & Event Coordinator prior to shipping.

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 Fort Garry is required to handle a number of materials for conventions & exhibitions, a flat fee labour charge of \$ 150.00 will 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.

On completion of an event, clients 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.

If the use of the hotel's scissor lift is required, a charge of \$150.00 plus taxes will be levied for each use. If the use of the hotel's bobcat is required, a charge of \$225.00 per trip plus taxes will be levied for each use.

AUDIO VISUAL REQUIREMENTS

- The Fort Garry can meet your audio visual requirements through our in house provider Encore Audio Visual. When contracting with an audiovisual supplier other than Encore Audio Visual, a patch fee of \$100.00 per room per day will be charged. In addition, there will be a labour fee of \$ 25.00 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
Electric piano	\$ 100 per day (does not include tuning)

DISPLAY TABLES

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

INTERNET

High Speed Wireless Internet	complimentary
High Speed Hardwired Line	\$75 per day