

2024 RAMADA DUNCAN CONFERENCE CENTRE





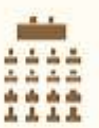




Call
250-748-4311
to discuss details
& reserve
your event space
today!

MEETINGS & EVENTS

	<u>Half Day</u>	<u>Full Day</u>
<u>Driftwood Room</u> Ideal for cocktail receptions, intimate meals, business meetings and seminars. This inviting room features high ceilings & patio doors that open into our charming courtyard. The possibilities are endless!	\$200	\$325
<u>Orca Room</u> A distraction free zone for your important business meetings and workshops. <i>Receive 25% off when booking alongside the Driftwood or Sitka to increase space (\$150/\$243.75)</i>	\$200	\$325
<u>Sitka Room</u> With large windows that encourage mindful inspiration, this room is a favourite among meeting planners.	\$200	\$325
<u>Ballroom</u> Our Driftwood, Orca & Sitka rooms open up to create a grand space complete with high ceilings, a dance floor and a stage area.	\$500	\$800
<u>Fireside Room</u> Enjoy the comforts of home with a gas fireplace and wrap-around windows allowing natural light to inspire. Also features a chalkboard wall and built-in projector screen.	\$150	\$200
<u>The Boardroom</u> A cozy, secluded space perfect for a break-out room or brainstorming session.	\$75	\$120

MEETINGS & EVENTS



Meeting Room Dimensions and Capacities									
Room name	Size (in feet)	Square Feet	Banquet Rounds	Banquet Rounds & Rectangles	Theatre	Classroom	Boardroom	U-Shape	Standing Reception
Ballroom (3 combined)	57x73	4122	200-240	300	300	180	-	-	350
Driftwood	53x24	1272	48-64	-	100	48	40	44	100
Orca	57x25	1425	48-64	-	100	48	40	44	100
Sitka	57x25	1425	48-64	-	100	48	40	44	100
Fireside	14x28	520	-	-	25	12	20	-	25
Boardroom	9x24	216	-	-	-	-	10	-	-

EQUIPMENT RENTALS

Complimentary high speed Wi-Fi is available for all guests of the Conference Centre.

Please speak with our Events Coordinator to confirm availability and reserve your audio visual equipment at the time of booking.

Microphone	Complimentary
Podium	Complimentary
Screen	\$25.00
Projector	\$50.00
Flip Charts with Markers	\$10.00
Photocopying10¢ / page

REFRESHMENTS



Hot Beverage Station

- Freshly brewed coffee & a variety of teas (2 hours) **\$2.75 / Guest**
- Freshly brewed coffee & a variety of teas (All day) **\$5.00 / Guest**

Urn of Freshly Brewed Coffee (35 cups) **\$80 Each**

Urn of Steeped Tea (35 cups) **\$80 Each**

Fruit Juice (serves 8) **\$8 / Pitcher**

- Orange, apple, cranberry, pineapple

Soft Drinks (canned, based on consumption) **\$3 Each**

Bottled Water (based on consumption) **\$3 Each**

Punch (serves 45) Fresh Fruit Juice, Ginger Ale, Sprite, Grenadine

- Non-alcoholic **\$75 / 12L**
- Alcoholic (add Sparkling Wine) **\$165 / 12L**

BREAKFAST BUFFET

Classic Breakfast \$15.95 / Guest

Farm fresh scrambled eggs

Crispy home-style hash browns

Applewood smoked bacon OR Banger sausages

Fresh seasonal fruit salad

Assorted muffins & pastries

Freshly brewed coffee, a selection of teas & assorted fruit juices

Add: Bacon or sausage \$3.00 / Guest

Add: Fluffy buttermilk pancakes \$3.00 / Guest



TIME FOR A BREAK



House baked assorted muffins **\$3.00 Each**

Assorted pastries **\$3.00 Each**

Cinnamon buns **\$3.00 Each**

Freshly baked assorted cookies **\$9.95 / Dozen**

Pick Me Up\$7.95 / Guest

Warm baked cookies

Fresh seasonal fruit platter

Freshly brewed coffee & a selection of teas

A Good Start\$8.50 / Guest

House baked muffins

Seasonal fresh fruit platter

Freshly brewed coffee & a selection of teas

Bake Shop Buffet \$12.50 / Guest

Muffins & banana bread

Assorted pastries

Fresh seasonal fruit platter

A selection of fruit juices

Freshly brewed coffee & a selection of teas

LUNCH & DINNER BUFFETS

The River Rock \$20.95 / Guest

An assortment of sandwiches (served on baguettes)

- Smoked deli ham & cheddar cheese
- Smoked turkey breast & swiss cheese
- Farm fresh egg salad & heritage blend greens
- Vegan option (upon request)

Served with:

- Select two of the following:
 - Chef's choice soup
 - Salad (options listed on page 5)
 - House french fries & ketchup
- Freshly brewed coffee & tea
- Assorted dessert squares & cookies

LOOKING FOR A

LIGHTER OPTION?

The mini River Rock \$16.95 / Guest

Pre-select two of the following sandwiches:

- Ham & cheddar
- Turkey & swiss
- Egg salad & heritage greens
- Chef's choice of soup
- Cookies (2/person)
- Coffee / Tea

Teriyaki Stir Fry (GF) \$22.95 / Guest

Seasonal vegetables in a house-made teriyaki sauce, seasoned pieces of chicken, basmati rice, sesame seeds. *Items served separately to accommodate dietary requirements & preferences.*

Served with:

- Asian slaw salad with a ginger garlic dressing
- Freshly brewed coffee & tea
- Assorted dessert squares & cookies

Add: Thick sliced garlic toast \$2.50 / Guest



'We Are Noodle Folk' \$22.95 / Guest

Chicken & Mushroom Carbonara

Grilled chicken breast, bacon, rich mushroom cream sauce, penne noodles & parmesan cheese
OR

Cheesy Baked Beef Lasagna

Certified angus beef, cottage cheese, house marinara, hints of oregano, basil, cloves & garlic

Served with:

- Choice of heritage blend green salad OR traditional caesar salad
- Thick sliced garlic toast
- Freshly brewed coffee & tea
- Assorted dessert squares & cookies

Add: Roasted seasonal vegetables..... \$2.50 / Guest



LUNCH & DINNER BUFFETS Continued



The Old Fork Burger Buffet \$24.95 / Guest

House Made Beef Patty OR Roasted Chicken Breast

On the side:

Warm brioche buns, sliced cheddar cheese, shredded iceberg lettuce, sliced tomato, shaved red onion, crisp dill pickle

Add: Applewood smoked bacon \$2.50 / Guest

Add: Garlic butter sautéed mushrooms \$2.00 / Guest

Served with:

- Choice of salad (listed on page 5)
- House french fries & ketchup
- Freshly brewed coffee & tea OR Fruit Punch
- Assorted dessert squares & cookies

Gluten free and vegetarian options available upon request

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Juniper Buffet \$30.95 / Guest

Oven roasted chicken breast with your choice of sauce:

Chasseur - rich brown mushroom sauce, flavored with herbs, wine, tomato, simmered in a demi-glace

Puttanesca - flavorful tomato sauce with capers, olives, garlic, fresh italian herbs

Mushroom & Herb Cream Sauce - thick and savory mushroom cream sauce with a white wine reduction, garlic, herbs

Served with:

- Choice of two salads (listed on page 5)
- Herb & garlic roasted nugget potatoes
- Seasonal garden vegetables
- A variety of bread rolls with butter
- Freshly brewed coffee & tea
- Assorted dessert squares & cookies



SALADS

Salad options to be served with your lunch or dinner buffet. (not for individual sale)

Heritage Blend Green Salad - Fresh mixed greens, carrots, tomato & cucumber served with creamy ranch dressing and a balsamic vinaigrette on the side

Traditional Caesar Salad - Crisp romaine lettuce, house-made garlic & black pepper croutons, topped with parmesan & lemon wedges. Tossed with a classic caesar dressing

Potato Salad - Local russet potato, cheddar, crisp celery & green onions mixed in a zesty, creamy dressing

Italian Pasta Salad - Penne pasta, tomatoes, cucumbers, olives, bell peppers, red onions & parmesan cheese tossed in our house-made oregano & basil infused vinaigrette

PLATTERS & APPETIZERS

A NOTE FROM THE CHEF

A general guide to suggested quantities is as follows:

3-4 pieces / person - short reception, dinner to follow immediately
4-8 pieces / person - longer receptions, dinner to follow later
8-12 pieces / person - heavy reception or light dinner
12-16 pieces / person - dinner

	Small (serves 12)	Medium (serves 25)	Large (serves 50)
Fresh Seasonal Vegetable Platter	\$35	\$65	\$125
Fresh Seasonal Fruit Platter	\$45	\$90	\$175
Chef's Sandwich Platter (24 pieces / 50 pieces)	\$90 / \$180		
Assorted sandwiches served on your choice of baguettes (recommended 2 / person)			
Charcuterie and Antipasti Platter	\$120		
(serves as an appetizer for approx. 20 guests)			
Assorted meats and pickles served with a selection of crackers			
Cheese Board	\$110		
(serves as an appetizer for approx. 20 guests)			
Assorted artisan cheeses served with crackers and crostini			
Assorted Cookies	\$9.95 / Dozen		
Assorted Dessert Squares	\$18.00 / Dozen		
Dessert Platter 3 pieces / person	\$3.75 / guest		
Assorted cookies & dessert squares			

Appetizers priced per dozen. Minimum order of 2 dozen.

Caprese Skewer (GF, Vegetarian)	\$32.00 / Dozen
Grape tomato, basil leaf, bocconcini & olive oil with fresh cracked pepper	
Teriyaki Chicken Skewers (GF)	\$32.00 / Dozen
Skewered grilled chicken, teriyaki glaze, green onion & sesame seeds	
Spinach & Goat Cheese Mini Quiche	\$24.00 / Dozen
Golden tartlets baked with farm fresh eggs, spinach & goat cheese	
Ham & Cheddar Mini Quiche	\$24.00 / Dozen
Golden tartlets baked with farm fresh eggs, cured ham & cheddar	
Roasted Red Pepper Hummus & Pita (Vegetarian)	\$15.00 / Each
Our made from scratch hummus served with warm pita bread	
Tandoori Meatballs (GF)	\$32.00 / Dozen
Ground angus beef, tandoori spices, fresh mint, cucumber raita	
Classic Devilled Eggs	\$15.00 / Dozen
Decoratively piped and garnished (6 eggs halved)	

ADDITIONAL INFORMATION

AUDIO / VISUAL EQUIPMENT

Rentals are on a first come, first serve basis. If the hotel is unable to provide the requested equipment the client will be notified. Audio / Visual rental fees are subject to applicable taxes. Prices are subject to change without notice.

CANCELLATION POLICY

Once confirmed, should you find it necessary to cancel your event the following cancellation fees will apply:

- If at any time the event is cancelled after the contract is signed the deposit is non-refundable.
(The equivalent of the room rental fee for one day.)
- 1 week or less prior to event date – 100% of room rental per day and 50% of estimated catering revenue will be charged.
- 48 hours or less prior to the event date - 100% of room rental per day and 100% of estimated catering revenue will be charged.

DEPOSIT & FINAL BILLING ARRANGEMENTS

A deposit equal to the room rental fee for one day is required to secure the use of the facility and is payable to the Ramada Duncan. In addition, this deposit will be held until a thorough building inspection has been conducted upon completion of your event. You will be held responsible for any damage to property or equipment caused by yourself or your guests. Any costs associated with theft or damage will be deducted from the deposit, with remaining funds applied as credit to the final bill.

FOOD AND BEVERAGE POLICY

All food and beverages must be provided and served by the Ramada Duncan with the exception of cakes for special occasions. If outside food and beverages are consumed in the Ramada Duncan Conference Centre, a \$250 charge will be applied and the product removed from the space.

GRATUITY & APPLICABLE TAXES

Meeting room rates, catering, audio visual equipment, staging and host bar prices are subject to applicable taxes and 15% gratuity.

- Food & non alcoholic beverages 5% GST
- Soft drinks 5% GST & 7% PST
- Alcoholic beverages 5% GST & 10% liquor tax
- Audio visual 5% GST & 7% PST

GURANTEED ATTENDEES

A final guaranteed number of attendees are due 72 business hours prior to the first scheduled event. The client is responsible for all guaranteed food and beverage costs multiplied by the final guarantee or the actual number of attendees, whichever is higher. If no guarantee is received from the client by the deadline, the higher estimated number of guests will be prepared for and charged to your account.

MENU SELECTIONS (CUSTOM, ALLERGIES, ETC.)

Our experienced catering team will be happy to work with you to arrange a custom menu that best meets your needs.

Dietary substitutions are available and will need to be arranged and confirmed with our Events Coordinator prior to the event.

READY TO BOOK?

Get in touch with our team for more information!

Email:
events@ramadaduncan.com

Call:
250-748-4311