

Event Catering

Travelodge Strathmore Events

Your special event becomes a reality at the Travelodge Strathmore. Entertain your guests in our formal ballroom and enjoy a delectable feast prepared to your taste. Our beautifully decorated Heritage Ballroom is 5000 square feet with a dance floor, a high ceiling, and can accommodate up to 300 guests.

From the very first day of planning through to the final goodbye, every detail of your special gathering will be meticulously handled. Every event held at our elegant hotel is treated as a one-of-a-kind occasion. Our professional team will help you create the magical day you've imagined.

We can accommodate all of your event related get-togethers, be it a luncheon, rehearsal dinner, cocktail party, birthday or anniversary. When making your reservations let us know what you're planning and we will help organize all your events.

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 please call (403) 901-0000.

Sales & Catering Department
Travelodge Strathmore

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Hors D'oeuvre & Appetizer Menu

Cold Hors D'oeuvres

Smoked Salmon Canapé w/Chive Cream Cheese.....	\$25.00/ dozen
Prosciutto wrapped Asparagus.....	\$25.00/dozen
Shrimp with Cocktail Sauce.....	\$28.00/dozen
Chips with Salsa, Avocado & Cilantro Lime Dip.....	\$30.00/tray

Hot Hors D'oeuvres

Chicken Wings (Teriyaki, Hot, Sweet Chili, Salt & Pepper)	\$15.00/dozen
Dry Pork Ribs with Five Spice.....	\$16.00/pound
Asian Spring Rolls with Plum Sauce.....	\$14.00/dozen
Beef Sliders.....	\$26.00/dozen
Mexican Chicken Skewers.....	\$24.00/dozen
Scallops wrapped with Prosciutto Bacon.....	\$28.00/dozen
Spanakopita (Spinach, Feta & Dill wrapped in phyllo pastry)	\$15.00/dozen

Reception Enhancements (per guest)

Chocolate Dipped Strawberries..\$2.50	Domestic Cheese & Cracker Tray....\$6.00
Assorted Pickle Relish Tray.....\$3.50	Veggie Tray.....\$4.50
Seasonal Fruit (sliced)\$4.50	Assorted Deli Meats w/Rolls.....\$6.00

Chef Attended Stations (minimum 25 guests)

Includes up to two hours of service by our chefs.

Braised Roast of Alberta Beef

Served with gourmet mustards, horseradish and assorted rolls..... \$12 per guest

Jumbo Tiger Shrimp Flambé

Sautéed with garlic butter, vodka and lemon..... \$36 per dozen

Alberta AAA Beef Tenderloin Flambé

Served on grilled crostini with a roasted garlic aioli..... \$350 (serves 50)

Three Course Served Dinner Menu

Entrées are served with fresh vegetables & potatoes. Dinner rolls & butter are included. Alternate menus are available upon request. Please select one of each of the following for your group:

☞ **Starters** – please choose soup or salad:

Salad Options

Caesar Salad
Mixed Green Garden Salad
Spinach Salad

Soup Options

Cream of Wild Mushroom Soup
Tomato Basil Soup
Italian Wedding Soup

☞ **Entrées**

Roast Loin of Beef \$32

Tender eye of round sliced “English Style” with choice of Ranchman’s sauce (Smoky Bacon & Bourbon with Mushrooms), Port Peppercorn Sauce or Wild Mushroom Sauce.

Roast Turkey \$30

Traditional turkey dinner with celery, pecan & sage stuffing topped with turkey gravy.

Harvest Chicken \$30

Double chicken breast accompanied with wild mushroom sauce.

Chicken Cordon Bleu \$32

Double breast of chicken stuffed with black forest ham & Swiss cheese with wild mushroom sauce.

Italian Chicken Cordon Bleu \$32

Double breast of chicken stuffed with Cappicollo ham, roasted peppers & a blend of cheeses, and finished with a roasted tomato sauce.

Filet of Beef Tenderloin \$45

AAA Beef Tenderloin with mushroom demi glaze sauce.

Roast Prime Rib of Beef \$42

Tender AAA Prime Rib served with au jus.

☞ **Desserts**

- Cheesecake with Compote of Berries
- Decadent Chocolate Cake
- Apple Pie with Rum Sauce
- Red Velvet Cake

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

Buffet Menu

Buffet prices include coffee & tea station, your choice of two entrées, full selection of accompaniments and assorted desserts. Alternate menus may be created upon request. A minimum of 50 guests is required for the Buffet Menu.

Buffet menu \$42 (Children 12 and under - \$15 per child)

Please select two entrées from the following:

Roast Loin or Hip of Beef

Chef-attended carving board, your choice of au jus or smoky bacon jus.

Roast Turkey

Served with apple pecan stuffing topped with pan gravy and cranberry sauce.

Maple Roasted Ham

Served with caramelized apples and apple rum sauce.

Atlantic Salmon with Lemon Caper Sauce – add \$5 per person

Roast Prime Rib of Beef – add \$7 per person

Buffet Accompaniments

- ⌘ Choice of Herb Roasted Baby Potatoes or Herb Mashed Potatoes
- ⌘ Penne with Wild Mushroom Alfredo Sauce
- ⌘ Mixed Seasonal Green salad
- ⌘ Caesar salad
- ⌘ Tomato Basil Bruschetta
- ⌘ Tomato and Mozzarella Salad drizzled with Olive Oil and Fresh Basil
- ⌘ An Array of Garden Vegetables with dip
- ⌘ Grilled & Marinated Seasonal Vegetables with Olive Oil & Aged Balsamic Vinaigrette
- ⌘ Baja Mexican Rice Salad
- ⌘ A Relish selection, including pickles and other marinated vegetables
- ⌘ Dinner rolls & butter

Desserts

- | | |
|------------------------------|-------------------------------|
| ⌘ Cheesecake | ⌘ Creamy Vanilla Rice Pudding |
| ⌘ Assorted Dessert Squares | ⌘ Hot Apple Crisp |
| ⌘ Creamy filled Pastry Puffs | ⌘ Sliced Seasonal Fruit Tray |
| ⌘ Seasonal Pies | ⌘ Assorted Cakes |

*Buffet accompaniments & desserts may vary due to seasonal availability.

*Menu enhancements are available at an additional charge.

Dessert Upgrades & Late Night Menu



Chocolate Fountain **\$7 per guest**

Treat your guests to the lavish delight of fresh sweet strawberries and a selection of other seasonal fruits and cream puffs that can be dipped in a decadent cascade of milk chocolate.

Late-Night Table **\$15 per guest**

A selection of pizzas, cold cuts, cheeses, fresh seasonal fruit and rolls are available to revitalize the guests of your party near the end of your evening.

Sweetness Candy Buffet **\$5 per guest**

Add that extra flair that your guests will always remember. Everyone loves dessert, but who can resist lollipops, gummies and fun-sized chocolates? A wide selection is offered. It's sure to bring the kid out in all of us.

Bar & Corkage Details

Cash Bar

We provide the alcohol and your guests pay for their drinks. The bartender fee is \$20 per hour per bartender for a minimum of 3 hours, not including 1 hour of setup and 1 hour for teardown. The bartender fee is waived if bar sales exceed \$600.00 per bartender.

Corkage Bar

You provide the alcohol, liquor license and receipts. We provide the glasses, ice & mixes. You would also provide the dinner wine. Adult corkage fee @ \$12.00 per person and children's corkage fee (under 18 years) @ \$5.00 per child. The bartender fee is \$20 per hour per bartender for a minimum of 3 hours, not including 1 hour of setup and 1 hour for teardown.

Host Bar

We provide the alcohol and your guests do not pay for the drinks. This would get charged back to you. The bartender fee is \$20 per hour per bartender for a minimum of 3 hours, not including 1 hour of setup and 1 hour for teardown. The bartender fee is waived if bar sales exceed \$600.00 per bartender.

Bar Pricing

	Host	/	Cash
Domestic Beer & Highballs.....	\$5.50	/	\$6.00
Imported Beer.....	\$7.00	/	\$7.50
Cocktails, Premium.....	\$6.75	/	\$7.00
Shooters.....	\$5.00	/	\$5.50
Wine by the glass.....	\$7.50	/	\$8.00
House Wine by the bottle, red or white.....	\$36.00/		\$38.00
Pop & Juice.....	\$3.50	/	\$4.00

Bar & Wine Service

Wine Service

We offer a wide variety of fine wines and will provide a current menu for you to choose from. If your preferred wine is not listed, please let us know in advance. We will be happy to bring the wine in for your function. A minimum of two (2) weeks' notice is needed to source and order the wine.

Choose between Table Wine Service or First Glass Service:

Table Wine Service: We place wine bottles on the tables and guests pour their own wine.

First Glass Service: Our serving staff pour the first glass of wine and then place remaining bottle of the table for guests.

Wine List

White Wines

Torrae del Sale Pinot Grigio DOC Italy	750ml bottle
A dry, fruity and fresh wine with flavors of citrus and a nice crisp finish.	\$30.00
Vineland Un-Oaked Chardonnay VQA Canada	\$35.00
Bright notes of exotic pineapple spiral around essences of crisp apple and pear.	
Vineland Semi-Dry Riesling VQA Canada	\$35.00
A slightly sweet Riesling with signature lemon-lime zest on top and a solid base of peach, pear and crisp fall apple.	
Vineland Sauvignon Blanc VQA Canada	\$35.00
Notes of racy grapefruit, fresh cut grass and gooseberries with a fresh and crisp finish.	

Red Wines

Torrae del Sale Sangiovese Italy	750ml bottle
Medium bodied and fruity with notes of black cherries, plums and a fresh finish.	\$30.00
Chakana Malbec Reserve Argentina	\$32.00
Full bodied style with notes of blueberries and blackberries with a spicy, full finish.	
Octavia Cabernet Sauvignon California	\$35.00
Medium bodied Cabernet with flavors of red cherries, red plums and a milk chocolate finish.	
Lo Nuevo Vilata Old Vines Syrah blend Spain	\$37.00
Full bodied with ripe blackberries and black currants and a smoky-style finish.	

Room Rental Details

Decorating Room

We can decorate our ballroom at a cost, depending on the extent of effort and materials required. Please consult our Catering Coordinator for details.

The room rental includes:

- ⌘ Full day rental of ballroom and dance floor
- ⌘ Special room rates for your out-of-town guests with complimentary invitation inserts including all booking information, a map and directions
- ⌘ Complete room set-up and tear-down for the function
- ⌘ All napkins and table linens in white (other colors depend on availability)
- ⌘ Use of the hotel P.A. system with wireless or lapel microphone

Ceremonies

Enjoy the convenience of having your wedding ceremony and reception at the same location. Ceremonies can be held in the Heritage Ballroom, as well as receptions.

There is a pre-determined set up fee which includes:

- ⌘ Theatre style set up (with a centre aisle)
- ⌘ Skirted signing table with a chair for the bride
- ⌘ Microphone and staging are an additional cost, please consult Catering Coordinator

Other Room Rental Details:

- ⌘ All decorations, signage, promotional materials, candles or equipment used on the premises must be pre-approved and meet all fire and safety regulations as per town bylaws.
- ⌘ Outside articles cannot be fastened onto walls, ceilings or electrical fixtures. Those renting the Heritage Ballroom will be held responsible for all damages by organizer, guests or independent contractors on their behalf during the duration of function.
- ⌘ Allergies and food sensitivities can be accommodated. All specialty meals and requirements must be provided one (1) week in advance of function and are subject to standard pricing.
- ⌘ Food for a limited number of additional guests over the guaranteed number will be available and accommodated to the best of our ability and charged accordingly.

Additional Event Charges that May Occur

- ⌘ SOCAN (Society of Composers, Authors and Music Publishers of Canada) charges \$59.17 + GST for an event with dancing or \$29.56 + GST for an event without dancing
- ⌘ RE:Sound (represents the performance rights of artists and record companies) charges \$26.63 + GST for an event with dancing or \$13.30 + GST for an event without dancing

Event Contract

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
 Projection Screen 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

Terms & Conditions

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, including but not limited to entertainers, disc jockeys, live bands, etc., 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.

Terms & Conditions

Continued

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- 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.
- 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:** It is our policy to always serve alcoholic beverages in a responsible manner.
- a) Persons who appear 25 years of age or younger must present identification in order to be served alcoholic beverages.
 - b) We reserve the right to refuse service to persons under the age of 18 years or to already intoxicated persons.
 - c) We will, in all cases, refer to the Alberta Liquor and Control Act.
 - d) 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.
 - e) 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 Strathmore

They 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