

# *Conferences and events*

TRAVELODGE VICTORIA  
VICTORIA, BC



229 Gorge Road East | Victoria BC | 250.388.6611 | [events@travelodgevictoria.com](mailto:events@travelodgevictoria.com)

# PLANNED PERFECTION

## Affordable & Convenient Meeting Space

The Travelodge Victoria is the perfect place to hold functions and events. With capacity for up to 125 guests, we specialize in company meetings, workshops, parties, and weddings. Our friendly, professional sales and catering team will work with you to customize a group event that suits your needs and budget. Located in the heart of Victoria's Upper Harbour district overlooking the scenic Gorge Waterway, our convenient location and free parking offers meeting and event planners all of the amenities they need for a memorable event.

## HOTEL AND FACILITY FEATURES

- 1200 Square Feet of Event and Meeting Space
- Customized Menus
- Complimentary WiFi
- Free Parking
- 73 Guest Rooms & Kitchen Suites
- Indoor Pool, Saunas, & Fitness Centre
- Business Centre
- Fax / Photocopying Services
- The Old Coachman Eatery
- Coachman Banquet Room & Club Bar
- Upper Deck Sports Lounge

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# HOTEL OVERVIEW



Located on Victoria's historic hotel row along Gorge Road, Travelodge Victoria has been the hotel of choice for locals and visitors since 1973, when it originally opened as "The Coachman Inn." With beautiful views overlooking Victoria's Upper Harbour,

Travelodge Victoria offers a convenient and central location that is accessible to all with free parking available on-site for guests and visitors.

Each guest room offers relaxing tones and all of the comforts of home. Our standard guest rooms feature in-room coffee and tea, air conditioning, complimentary wireless internet, and 43" flat screen televisions. Rooms are also equipped with mini refrigerators, coffee makers, and kettles. Guests can choose from rooms with one king bed, two double beds, or two queen beds. For enhanced comfort, we also offer complete kitchen units available in our junior and one bedroom suites.

## Standard Amenities:

Free Newspapers, Free Local Calls, Free Parking, Free WiFi, Telephones with Personal Voicemail, Complimentary In-Room Coffee & Tea, 43" Flat Screen Television, Mini-Fridge, Pet Friendly Rooms, and Kitchen Suites.

## Hotel Amenities:

The Coachman Banquet Room & Club Bar, Upper Deck Sports Lounge, The Old Coachman Eatery, Ice & Vending Machines, Indoor Heated Pool, Saunas, Fitness Centre, Coin Laundry, Seasonal Free Shuttle, Free Parking.



# ACCOMMODATIONS

Travelodge Victoria is pleased to provide 73 comfortable guest rooms complete with all the comforts of home. Standard Room and Kitchen Suites are available offering beautiful views of Victoria's Upper Harbour.

## Standard Hotel Rooms

Standard rooms are available with two double beds or one king bed. These rooms are air-conditioned and include a work desk, coffeemaker, bar fridge, safe, and 43" flat screen.

## Double Queen Hotel Rooms

Rooms with two queen beds feature all of the amenities of a standard room and are more spacious featuring a small fridge, microwave, and 43" flat screen television.

## Junior Suites

Our junior suites feature two queen beds, a fully equipped kitchen with small dining table and 43" flat screen television. Rooms face the Gorge Waterway and offer full or partial views.

## One Bedroom Suites

Our largest rooms are the one-bedroom suites, with a queen bed in a separate bedroom, two double sofabeds in the living room, and a fully equipped kitchen with a small dining table nearby. All suites now feature a 43" flat screen television.

## Standard Amenities:

- Free Newspapers
- Free Local Calls
- Free Parking
- Free Wireless Internet
- Complimentary In-Room Coffee & Tea
- Mini Refrigerator & Kettle
- Telephones with Personal Voicemail
- Pet Friendly Rooms Available



# CONFERENCE FACILITIES

## The Coachman Banquet Room & Club Bar

The Coachman Banquet Room & Club Bar offers a bright and modern function space featuring a soft-toned colour scheme and natural light to create the comfort and feeling of being at home. The 1100 square foot room can be configured to accommodate a variety of small to medium sized functions. It is the ideal space for a small wedding, party, workshop, seminar, or an intimate banquet. An adjoining Club Bar provides a comfortable reception area to welcome guests and encourage networking.

Audio Visual Equipment is available for rent from our local partners. A projection screen, flip chart, and markers are available on-site. A complete range of on-site catering options are also available.

## The Old Coachman Eatery

The Old Coachman Eatery offers a modern space for receptions, banquets, or dinner parties featuring warm tones, natural light, LED lighting, and partial views of Victoria's Upper Harbour. The room is accented with a coastal theme featuring scenes of the Pacific Northwest and beautiful a rock wall. With 650 square feet available, we can accommodate a variety of parties and meal functions.



### Meeting Room Dimensions and Capacities

| Room Name    | Dimensions | Square Feet | Banquet | Theatre | Classroom | Boardroom | U-Shape | Hollow Square | Reception |
|--------------|------------|-------------|---------|---------|-----------|-----------|---------|---------------|-----------|
| BANQUET ROOM | 48' x 19'  | 1100        | 115     | 125     | 70        | 34        | 29      | 28            | 125       |
| RESTAURANT   | 47' x 14'  | 650         | 50      | -       | -         | -         | -       | -             | 50        |

# RECOMMENDED SUPPLIERS

## SPAS AND SALONS

Outshine Salon and spa  
250-383-5598

Arc Hair Salon  
(Douglas Street Location)  
250-361-4664

Conscious Hair by Elena  
(Portable)  
250-216-4971

## MAKEUP

Sharon Rai (Portable Makeup and Hair)  
250-686-8155

Melanie Baird Makeup Artistry  
(Portable)  
250-661-4914

## FLORISTS

In Bloom Floral Boutique  
250-385-3319

Browns Florist (Fort Street)  
250-388-5545

## EVENT RENTALS

Pedersen's Rentals  
250-383-7783

Decorate Victoria with Huff N Puff  
(Decorator)  
250-382-4833

Scene about Town  
250-388-9605

Island Tents and Events  
250-385-3541

## DJ & MUSIC SERVICE

Candu Music  
250-541-3580

Long and Maquade (Rentals)  
250-384-3622

Sharps Audio Visual  
250-385-3458

Capital City DJ Service  
250-145-5410

## PHOTO BOOTH

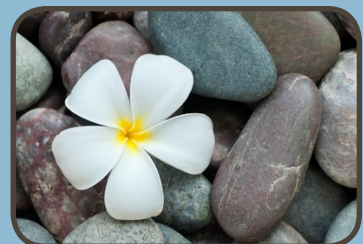
Four Frames  
Derek: 250-522-2620  
Lindsey: 250-266-1697

## CAKES AND CANDIES

Cheesecake Cravings  
250-590-2242

Oh La La Cupecakes  
Broughton: 250-590-8019  
Hillside: 250-385-0707

Lighthouse Cake Co.  
250-478-4499





# REFRESHMENT BREAKS

## Freshly brewed coffee & decaffeinated coffee

\$15.00 per 12 cup thermos

## Traditional English Tea

\$15.00 per 12 cup thermos

(Free when you order a thermos of coffee)

## Regular and Diet Soft Drinks

\$1.95 per can

## Orange, or Apple Juice

\$10 per pitcher

(All pitchers hold between 9-10 cups)

## Light Snacks & Trays

Small (serves 10) Medium (serves 25-30)

Large (serves 45-50)

## Domestic Cheese Tray with Grapes

S \$39.99 M \$49.99 L \$74.99

## Assortment of Fruit Platter

S \$39.99 M \$49.99 L \$74.99

## Vegetable Tray

S \$34.99 M \$44.99 L \$64.99

## Pastries, Scones, & Muffin Tray

S \$22.99 M \$29.99 L \$35.99

## Assortment of Sandwiches Tray

S \$24.99 M \$32.99 L \$39.99

## Selection of Desserts

(Nanaimo Bars, Tiger Brownies, Carrot Cake)

S \$24.99 M \$32.99 L \$39.99

## Freshly Baked Chocolate Chip Cookies

\$8.95 per dozen

## Assorted Granola Bars

\$2.95 per person

## Bagels and Cream Cheese

\$3.95 per person

## THEMED REFRESHMENT BREAKS

### CINNAMON BREAK

Warm Goopy Cinnamon Buns with Icing

Fresh Brewed and Decaffeinated Coffee and Assorted Teas

5.00 per person

### NUTRITIOUS DELICIOUS

Sliced Seasonal Fresh Fruit

Assorted Granola Bars

Fresh Brewed and Decaffeinated Coffee and Assorted Teas

7.95 per person

### CHOCOHOLIC BREAK

Chocolate Chip Cookies

Decadent Chocolate Brownies

Assorted Chocolate Bars

Hot Chocolate

Fresh Brewed and Decaffeinated Coffee and Assorted Teas

8.95 per person

### CANDY SHOP

Red and Black Twizlers Licorice

Smarties

Gummy Worms and Gummy Bears

Assorted Cans of Pop

10.95 per person

*prices do not include tax or 15% gratuity*

# BUFFET BREAKFAST

*20 person minimum, prices subject to a 15% gratuity and 5% GST*

## **Bake Shop Buffet**

Orange and Grapefruit Juice  
Croissants, Muffins and Banana Bread  
Preserves & Butter  
Assorted Coffee and Tea Service  
\$6.50 per person  
Add Fresh Fruit Platter  
\$2.50 per person

## **Continental Breakfast Buffet**

Orange and Grapefruit Juice  
2% Milk  
Croissants, Muffins and Banana Bread  
Hot Oatmeal with Brown Sugar  
Corn Flakes and Bran Cereal  
Preserves & Butter  
Assorted Coffee and Tea Service  
\$9.50 per person  
Add Fresh Seasonal Fruit  
\$2.50 per person

## **Wellness Breakfast Buffet**

Orange and Grapefruit Juice  
2% Milk  
Selection of Assorted Muffins  
Honey Almond Granola  
Fresh Seasonal Fruit  
Assorted Coffee and Tea Service  
\$9.50 per person

## **American Breakfast Buffet**

Orange and Grapefruit Juice  
Muffins and Banana Bread  
French Toast and Maple Syrup  
Scrambled Eggs  
Breakfast Sausage  
Crisp Bacon Strips  
Golden Hash Browns  
Assorted Coffee and Tea Service  
\$12.50 per person  
Add Fresh Seasonal Fruit  
\$2.50 per person

## **European Breakfast Buffet**

Orange and Grapefruit Juice  
Croissants, Butter and Preserves  
French Toast and Maple Syrup  
Eggs Benedict  
Golden Hash Browns  
Assorted Coffee and Tea Service  
\$12.50 per person  
Add Fresh Seasonal Fruit  
\$2.50 per person



# BUFFET LUNCH

*20 person minimum, prices subject to a 15% gratuity and 5% GST*

## **Coachman Light Luncheon**

Soup Selection  
Mixed Field Greens Salad  
(white balsamic vinaigrette and herb ranch)  
Assorted Finger Sandwiches  
(Egg Salad, Black Forest ham and Cheddar, Roast Beef  
and Swiss Cheese and a Vegetarian Cream Cheese)  
Dessert Square Selection  
Assorted Coffee and Tea Service  
\$12.50 per person

## **Coachman Luncheon**

Choice of Two Salads  
Choice of two Entrées  
(\*Tenderloin, Prime Rib and Rib Eye at additional cost)  
Choice of Vegetable  
Choice of Starch Dessert Square Selection  
Assorted Coffee and Tea Service  
(Visit our catering website for selections, [www.cateringvictoria.com](http://www.cateringvictoria.com) )  
Approximate cost is \$19 per person based on selections

## **Ploughman's Lunch buffet**

Home Style Potato Salad  
Variety of Breads and Rolls  
Assorted Cold Cuts  
Domestic and Import Cheese  
Hard Boiled Eggs  
Assorted Pickles and Relish Trays  
Sliced Tomatoes  
Dessert Square Selection  
Assorted Coffee and Tea Service  
\$14.50 per person

## **Asian Buffet**

Wonton Soup  
Chicken Chop Suey  
Sweet and Sour Pork  
Beef and Broccoli Chow Mein  
Fried Rice  
Dessert Square Selection  
Fortune Cookies  
Assorted Coffee and Tea Service  
\$15.50 per person

# RECEPTIONS & PLATTERS

*A general guide to reception appetizers quantities per person are as follows:*

- 3-4 pieces per person - short reception with dinner to follow
- 4-8 pieces per person - longer reception with dinner to follow
- 8-12 pieces per person - heavy reception or light dinner
- 12-16 pieces per person - dinner

## **California Rolls**

\$15.00 per dozen pieces

## **Coconut Encrusted Prawns**

\$20.00 per dozen

## **Baby Quiche ( your choice )**

\$17.00 per dozen

## **Bacon Wrapped Scallops**

\$22.00 per dozen

## **Roast Beef and Asparagus Canapés**

\$19.00 per dozen

## **Smoked Salmon Lemon Cream Cheese Canapés**

\$19.00 per dozen

## **Chilled Pacific Prawns and Cocktail Sauce**

\$20.00 per dozen

## **Chicken or Beef Skewers**

\$22.00 per dozen

## **Fresh Crab Cakes**

\$28.00 per dozen

## **Mini Vegetarian Spring Rolls**

\$16.00 per dozen

## **Selection of Shaved Deli Meats**

\$95.00 per platter - serves 25

## **Assorted Pickle, Olive and Relish Tray**

\$40.00 per platter - serves 25

## **Smoked Salmon Platter**

**Sliced Red Onion, Capers, Lemon, Cream Cheese**

\$95.00 per platter - serves 25

## **Sandwich Platter**

**Assorted Finger Sandwiches**

\$75.00 - serves 25

## **Domestic and Imported Cheese**

\$75.00 - serves 25 people

## **Fresh Cut Vegetable Platter**

\$40.00 - serves 25

## **Fresh Fruit Platter**

\$60.00 - serves 25

## **Assorted Sweets and Squares**

\$60.00 - serves 25

## **Chocolate Dipped Strawberries**

\$1.50 each

*Visit our Website for other selections or to  
suggest your own items.*

*We are happy to prepare anything you request.*

*[www.cateringvictoria.com](http://www.cateringvictoria.com)*

*20 person minimum, prices subject to a 15% gratuity and 5% GST*

# DINNER BUFFET OPTIONS

*All buffets include fresh brewed coffee, tea and assorted dinner rolls served with butter.*

*Prices are subject to taxes and a 15% Gratuity.*

## Salads

|                            |                                 |         |          |
|----------------------------|---------------------------------|---------|----------|
| Tossed, Assorted Dressings | Caesar                          | Pasta   | Coleslaw |
| Vegetable                  | Mushroom, Red Pepper            | Waldorf | Potato   |
| Tomato Onion               | Cucumber, Dill, Yogurt Dressing |         |          |

## Carved Meat

|                   |                                   |                              |
|-------------------|-----------------------------------|------------------------------|
| Baron of Beef     | Honey, Bourbon Glazed Ham         | Boneless Roast Turkey Breast |
| Stuffed Pork Loin | Prime Rib (add \$3.00 per person) |                              |

## Entrees

|                             |                        |                             |                   |
|-----------------------------|------------------------|-----------------------------|-------------------|
| Fresh BC Salmon             | Southern Fried Chicken | Nine Piece Roasted Chicken  | Sweet & Sour Pork |
| Sweet and Sour Meatballs    | Swedish Meatballs      | BBQ Chicken                 | Coq au Vin        |
| Hunter Style Chicken        | BBQ Pork Ribs          | Sliced Ham, Pineapple Sauce |                   |
| Chicken in White Wine Sauce |                        |                             |                   |

## Starches

|                |                      |                      |                     |
|----------------|----------------------|----------------------|---------------------|
| Mashed Potato  | Garlic Mashed Potato | Oven Roast Potato    | Scalloped Potato    |
| Duchess Potato | Baked Potato         | Stuffed Baked Potato | Buttered Fettuccine |
| Noodles        | Steamed Rice         | Rice Pilaf           |                     |

## Vegetables

|                                   |                |                          |                 |
|-----------------------------------|----------------|--------------------------|-----------------|
| Fresh Mixed Vegetables            | Glazed Carrots | Green Beans Almandine    | Harvard Beets   |
| Broccoli, Cauliflower Cheese Bake | Corn O'Brian   | Buttered Brussel Sprouts | Corn on the Cob |

## Desserts

|                     |   |                  |                       |
|---------------------|---|------------------|-----------------------|
| Black Forest Torte  | Butter Tarts                                    | Fruit Tarts      | Fruit Salad           |
| Mocha Torte         | Assorted Pies                                   | Assorted Squares | Apple or Cherry Crisp |
| Fresh Fruit Platter |   |                  |                       |
| Trifle              | Homemade Cheesecake Slices (add \$2 per person) |                  |                       |

## Menu Package Options

| Options              | A       | B       | C       | D       |
|----------------------|---------|---------|---------|---------|
| Number of Salads     | Two     | Three   | Four    | Four    |
| Number of Mains      | Two     | Two     | Three   | Three   |
| Number of Vegetables | One     | Two     | Two     | Three   |
| Number of Starch     | One     | One     | Two     | Two     |
| Number of Carved     | -       | -       | One     | One     |
| Pricing Per Person   | \$19.50 | \$22.50 | \$26.50 | \$27.50 |

# OFF-SITE ACTIVITIES

## FISHING

Springtide Charters  
1-800-470-3474

## ATTRACTIONS

Butchart Gardens  
250-652-4422

Royal BC Museum  
1-888-447-7977

## WHALE WATCHING

Eagle Wing Tours  
250-384-8008

## OUTDOOR ADVENTURE

WildPlay Element Parks  
250-590-7529

Adrena Line Adventures (zip line tours)  
250-642-1933

Ocean River Kayak Adventures  
1-800-909-4233

Goldstream Provincial Park  
250-474-1336

## CITY TOURS

Big Bus Victoria  
250-389-2229

Victoria Hippo Tours  
250-590-5290

Victoria Harbour Ferry  
250-708-0201

## CHARTERS

Tofino Bus  
250-725-2871

Wilson's Transportation  
250-475-3235

LA Limousines  
250-391-9000

## SCOOTER RENTALS

Cycle BC Rentals  
1-866-380-2453

## CAR RENTALS

Budget Car & Truck Rental  
1-800-668-9833





# VICTORIA EVENT SERVICE'S BANQUET FACILITY POLICY

Name of Group: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information of Onsite Contact: \_\_\_\_\_

- A non refundable Deposit of \$100.00 is required to secure basic banquet hall rental.
- A Valid Credit card must be left on file in office.
- Maximum hall capacity for events is 100 persons seated appropriately at tables (banquet and round) 125 persons cocktail style.
- The hall may be accessed for decorating the evening prior to the function or day of providing the time is available. If you wish to secure a setup time, \$75.00 sur charge may be added to you bill.
- The hall must be vacated within 1 hour following the finish of the function unless discussed other wise, and all decoration must be removed. If you wish to have day after removal and cleanup please check with office for availability and /or costs.
- V.E.S is not liable for lost or stolen items. Renter is responsible for any damages beyond normal wear and tear caused by renter or event. Damage repairs will be charged to renter's credit card.
- V.E.S is located within a hotel and asks that you and your group respect the other guests staying in the building.
- All music is to be finished by 12:00am and Quest must vacate event within one hour after music is done, unless discussed otherwise.
- Parking is limited so please think about other means of transportation when inviting your guests.

## Catering Policy

- No outside catering companies are permitted, nor any large personal setup.(candy bars and specialty setup are allowed upon approval of the office)
- We can supply you full catering, catered to your needs and specifications. We suggest a meeting with our caterer to plan your menu is best to ensure quality assurance.
- View sample menus at [www.cateringvictoria.com](http://www.cateringvictoria.com)

## Club Bar

- Costs of room will reflect in your main room rental.
- Our bar is cash bar, unless discussed otherwise.
- If you wish to have personalized memorabilia for the bar, please have them dropped off the day before to be included in bar setup.
- Home brew wine is allowed but not sellable. A corkage fee may be applied if service is needed.
- If we are supplying the wine, product must be determined 30 days before the event. Cancellation of such service 7 days or less will result in penalty costs.

# VICTORIA EVENT SERVICE'S BANQUET FACILITY POLICY

## **Cancellation Policy**

Deposit is non refundable 30 days prior to reserved date. Cancellation 7 days or less before event will be charged 25% of all costs incurred by V.E.S to supply the above event.

Please communicate any necessary changes well in advance. We look forward to making your event memorable and successful. Thank you for choosing Victoria Event Services to host your special day.

## **Agreement**

I understand the policy stated above and will uphold the responsibility given to me by Victoria Event Service. Failure to comply or follow will result in penalty or cancellation of your event.

Signature of Rental Representative: \_\_\_\_\_

Signature of V.E.S Representative: \_\_\_\_\_

# NOTES

