

RODD
CHARLOTTETOWN HOTEL
BANQUET GUIDE

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Rodd Charlottetown

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INTRODUCTION

Thank you very much for your interest in the historic Charlottetown Hotel, we look forward to hosting your special event no matter how big or small. In this menu you will find our food and beverage offerings to you and your guests, keeping in mind we are always willing to accommodate any dietary restrictions or preferences!

Our Story

Step into historic elegance as you enter the grand lobby with its marble floors and barrel-vaulted ceilings. Built in 1931, the Rodd Charlottetown features the luxury characteristics and details synonymous with Canadian National Railway Hotels.

Our distinctive guestrooms and suites are tastefully decorated with impeccable replicas of period furnishings, linens and draperies. Spacious Victorian style conference rooms are perfect for hosting elegant weddings, meetings or events.

Guests enjoy the perfect blend of “old world” charm combined with all the convenient amenities of an indoor pool, fitness room, sauna and whirlpool. You can easily explore all the culinary, cultural and coastal experiences downtown Charlottetown has to offer on foot starting with the Confederation Center of the Arts.

BREAKFAST

BUFFET BREAKFAST

Our breakfast buffets include assorted chilled juices, coffee, tea, and decaf coffee.

SIGNATURE BUFFET | \$15.50

Scrambled Eggs
Bacon & Sausage
Selection of Cereals
Fruit Salad
Home Fried Potatoes
French Toast
Breakfast Pastries
Jams
(minimum 40 people)

CONTINENTAL BUFFET | \$11.00

Muffins
Danish
Croissants
Assorted Jams & Cheese Spreads
Fruit Salad

ENHANCEMENTS

Add Bagels \$1.00

Add Scrambled Eggs \$2.00

Prices are per person and are subject to applicable taxes and gratuities

PLATED BREAKFAST

Our plated breakfasts include chilled orange juice, coffee, tea, and decaf coffee.

THE TRADITIONAL | \$12.50

Scrambled Eggs
Bacon & Sausage
Home Fried Potatoes
Breakfast Pastries

THE CHARLOTTETOWN | \$12.50

Fluffy Pancakes with Warm Maple Syrup
Bacon & Sausage
Breakfast Pastries

THE FITZROY | \$13.50

Rolled Omelette Filled with Cheddar
Cheese, Diced Sausage or Bacon,
Peppers, Onions, & Mushrooms
Home Fried Potatoes
Breakfast Pastries

Prices are per person and are subject to applicable taxes and gratuities



MEETING BREAKS

MEETING BREAKS

Morning or afternoon, our meeting breaks are the perfect pick-me-up your team will need. Sweet, savoury, or energizing we have you covered!

TAKE A HEALTHY BREAK | \$10.00

Sliced Fresh Fruit
Chilled Fruit Yogurt
Assorted Granola Bars
Coffee/Herbal Teas
Mineral Waters
(minimum 25 people)

JUST FOR FUN | \$3.50

Assorted Cookies
Hot Chocolate
(minimum 25 people)

TOP OF THE MORNING | \$7.50

Biscuits
Scones
Scotch Cookies
Herbal Teas
Coffee, Tea, and Decaf Coffee

BANANA BREAK | \$7.50

Banana
Banana Bread
Banana Smoothie

Prices are per person and are subject to applicable taxes and gratuities

MEETING BREAKS

Morning or afternoon, our meeting breaks are the perfect pick-me-up your team will need. Sweet, savoury, or energizing we have you covered!

PASTRIES AND SWEETS

- Assorted Danishes | \$2 each
- Croissants | \$2 each
- Scones | \$2 each
- Assorted Muffins | \$2 each
- Breakfast Breads | \$2.50 per person
(2 slices per person)
- Biscuits | \$2 each
- Yogurt | \$2 each
- Assorted Cookies | \$1.50 each
- Assorted Squares | \$1.50 each
- Yogurt Parfaits | \$6.00 each

BEVERAGES

- Coffee, Tea, and Decaf | \$2 per person
- Assorted Chilled Soft Drinks | \$2 each
- 2% Milk | \$3 per person
- Bottled Juice | \$2 each
- Bottled Water | \$2 each

Prices are subject to applicable taxes and gratuities

TO-GO

Our boxed meals are perfect for early mornings or lunch on the road. Each boxed meal comes with bottled water and juice.

BOXED BREAKFAST | \$12

Muffins & Butter, Fresh Fruit, Cheese, and Egg Salad Croissant

BOXED LUNCH | OPTION 1 | \$14

Cookie

Deli Sandwich | Ham, Smoked Turkey, Roast Beef, or Smoked Meet with Lettuce, Peppers, and Red Onions on Fresh Bread

BOXED LUNCH | OPTION 2 | \$16

Cookie, Cereal Bar, and Fresh Fruit

Deli Sandwich | Ham, Smoked Turkey, Roast Beef, or Smoked Meet with Lettuce, Peppers, and Red Onions on Fresh Bread

Prices are per person and are subject to applicable taxes and gratuities





LUNCH

LUNCH BUFFET

Our lunch buffets are ideal for a working lunch and are sure to please everyone in your group offering a great selection.

SANDWICH BUFFET | \$14.50

Choice of Soup du Jour or Salad

Assorted Sandwiches

(1.25 sandwiches per person)

Assorted Sweets

Coffee, Tea, and Decaf Coffee

Add \$4.00 per wraps

Add \$1.00 per gluten free sandwich

OPEN FACED SANDWICHES | \$18.00

Choice of Soup du Jour or Salad

Matane Shrimp

Black Forest Ham

Smoked Turkey

Smoked Meat

Crab

Salmon & Asparagus

Assorted Sweets

Coffee, Tea, and Decaf Coffee

Prices are per person and are subject to applicable taxes and gratuities

DELI LUNCH BUFFET | \$18.50

Build your own favourite sandwich!

Choose from a large selection of fillings including: tuna salad, ham salad, egg salad, chicken salad, sliced roast beef, sliced black forest ham, sliced smoke turkey, and sliced smoked meat. Top with fresh vegetables, a selection of cheeses, variety of mustards and mayonnaise, and breads.

Accompanied by crudities with dip, tossed green salad, pasta salad, relish tray, assorted sweets, coffee, tea, and decaf coffee.

(minimum 40 people)

Add \$3.00 per extra Cold Cut

“BEEF ON A BUN” BUFFET | \$20.00

This buffet allows your guests to create a “beef on a bun” to their desired taste.

Compliment your marinated carved baron of beef and Kaiser bun with fresh toppings, and a variety of mustards and mayonnaise. Pair your beef on a bun with tossed green salad and pasta salad. Finish lunch with assorted sweets, coffee, tea, and decaf coffee.

(minimum 50 people)

Prices are per person and are subject to applicable taxes and gratuities

SIGNATURE LUNCH BUFFET | \$23.00

A classic buffet, choose from a selection of hot dishes and accompany with our delicious salads and side dishes.

SALADS AND SIDES

Tossed Salad

Coleslaw

Pasta Salad

Potato or Rice

Vegetable of the Day

Assorted Fresh Breads & Rolls

Assorted Sweets

Coffee, Tea, and Decaf Coffee

(minimum 50 people)

CHOICE OF TWO (2) HOT DISHES:

Pasta Primavera

Meat Lasagna

Roast Beef

Baked Ham

Roast Pork

BBQ Chicken

Roast Chicken Chasseur

Shepherds Pie

Beef & Mushroom Pie

Baked Haddock with Dill Sauce

Seafood Casserole

Stuffed Sole with Hollandaise Sauce

Swiss Steak

Prices are per person and are subject to applicable taxes and gratuities

PLATED LUNCHES

With a minimum purchase of an appetizer and/or dessert our plated entrées are also served with fresh rolls, coffee, tea, and decaf coffee.

APPETIZERS

- House Salad | \$4
- Caesar Salad | \$5
- Seafood Chowder | \$4
- Beef Vegetable Soup | \$4
- Vegetable Soup | \$4

DESSERTS

- Apple Dumpling | \$6
- Lemon Pie | \$4
- Coconut Cream Pie | \$4
- Cheese Cake & Seasonal Berry Coulis | \$4
- Chocolate Mousse | \$6
- Ice Cream Crêpe | \$6

ENTRÉES

- Baked Haddock | \$14
- Chicken Chasseur | \$14
- Lasagna with Caesar Salad | \$14
- Savoury Stuffed Chicken | \$14
- Roast Pork & Savory Dressing | \$14
- Poached Salmon & Boiled Mayonnaise | \$19
- Stuffed Sole with Hollandaise Sauce | \$14
- Roast Beef | \$19

Prices are per person and are subject to applicable taxes and gratuities

SET LUNCHESES

All meal selections are served with oven fresh rolls, Chef's choice of starch, vegetables, dessert, and coffee, tea, and decaf. One choice per group.

OPTION 1 | \$20.00

House Salad
Baked Haddock

OPTION 2 | \$21.00

Cream of Mushroom Soup
Roast Pork

OPTION 3 | \$24.00

Tomato Juice
Roast Beef

OPTION 4 | \$20.00

Vegetable Soup
Chicken Chasseur

OPTION 5 | \$20.00

Tomato Juice
Stuffed Savory Chicken

OPTION 6 | \$24.00

House Salad
Poached Salmon Fillet

Prices are per person and are subject to applicable taxes and gratuities





DINNER

BOUNTIFUL BUFFET | \$33.00

SALADS AND SIDES

Pasta Salad
Tossed Green Salad
Curried Rice Salad
Coleslaw
Broccoli & Cheese Salad
Assorted Fresh Rolls & Breads
Assorted Desserts
Coffee, Tea, and Decaf Coffee

VEGETABLES | CHOOSE ONE:

Carrots
Diced Turnip au Beurre
Green Beans Almondine
Medley of Vegetables
Vegetable Bouquetière
Broccoli Hollandaise | *Add \$1.00*
Cauliflower with Cheese Sauce | *Add \$1.00*

POTATOES AND RICE | CHOOSE TWO:

Scalloped Potatoes
Mashed Potato au Beurre
Rice Pilaf
Roasted Garlic Mashed Potatoes
Oven Roasted Potatoes

HOT DISHES | CHOOSE TWO:

Roast Chicken with Wild Mushroom Sauce
Carved Baron of Beef
Lasagna
Stuffed Haddock with Lobster Sauce
Seafood Casserole
Roast Savoury Chicken
Pasta Primavera
Stuffed Sole with Hollandaise Sauce

Additional Hot Entrée | \$5.99 per person
(minimum 50 people)

Prices are per person and are subject to applicable taxes and gratuities

BOUNTIFUL BUFFET ADDITONS

VEGETABLE PLATTER

Assortment of seasonal vegetables & dips

50 people | \$100

75 people | \$150

100 people | \$200

FRESH FRUIT TRAY

Assortment of seasonal fresh fruit

50 people | \$150

75 people | \$200

100 people | \$250

CHEESE BOARD

Assortment of fine domestic cheeses and crackers with dried fruit garnish

50 people | \$150

75 people | \$200

100 people | \$250

STEAMED MUSSELS

Steamed to perfection with aromatic organic vegetables, herbs, and white wine.

25 lbs | \$95

SMOKED SALMON BAR

Fresh Atlantic Salmon, cream cheese, red onion, capers, and Rye bread.

30 people | \$180 (per side)

SEAFOOD CHOWDER

Local shellfish in a cream base and seasoned with tarragon & thyme.

25 people | \$100

Prices are subject to applicable taxes and gratuities

PLATED MENUS

If you want to 'wow' your guests, allow our professional servers to treat you like royalty. A minimum purchase of appetizer and dessert is required for our plated menu. Dinner includes your choice of accompaniments of potato or rice, vegetables, and coffee, tea, and decaf coffee.

SALADS

Tossed Salad | \$6

Caesar Salad | \$7

Mandarin Salad | \$6

Greek Salad | \$7

Summer Salad | \$8

Add shrimp or seared scallops to any salad | \$4.50

SOUPS

Roasted Red Pepper & Tomato | \$5

Minestrone | \$5

Cream of Mushroom | \$5

Beef Vegetable | \$5

Vegetable Soup | \$5

Seafood Chowder | \$6

ENTRÉES

Roast Prime Rib of Beef au Jus | \$42

Roast Top Sirloin of Beef | \$26

Chicken Cordon Bleu | \$21

Blackened Salmon with Lobster Sauce | \$24

Roast Chicken Supreme Rockefeller | \$21

Stuffed Loin of Pork with Robert Sauce | \$24

Poached Atlantic Salmon with Dill Sauce | \$24

Roast Turkey with Savoury Dressing | \$20

Pork Wellington | \$18

Chicken à la Reine | \$18

Prices are per person and are subject to applicable taxes and gratuities

SELECT DINNER ACCOMPANIMENTS

VEGETABLES

Baby Carrots

Diced Turnip au Beurre

Bouquetière of Vegetables

Green Beans Almondine

Broccoli Hollandaise | \$1.00

Cauliflower with Cheese Sauce | \$1.00

POTATOES AND RICE

Mashed Potatoes

Baked Potato with Sour Cream

Bacon Bits & Chives

Parisienne Potatoes

Oven Roasted Potatoes with Rosemary & Garlic

Rice Pilaf

DESSERTS

Carrot Cake with Cream Cheese Frosting | \$6

Baked Apple Dumpling | \$6

Chocolate Mousse, Strawberry Sauce and Fresh Fruit | \$6

Ice Cream Crêpe with Crème à l'Anglaise & Raspberry Sauce Garnished with Fresh Fruit | \$6

Lemon Meringue Pie | \$4

Baked Cheese Cake with Choice of Coulis | \$6

Crème Brulée Cheesecake with Rum Sauce | \$10

Strawberry Shortcake *(seasonal)* | Seasonally Priced

Fresh Fruit Cup *(seasonal)* | Seasonally Priced

Gluten Free Chocolate Cake | \$10

Prices are per person and are subject to applicable taxes and gratuities

SET MEALS

All meal selections are served with oven fresh rolls & butter, coffee, tea, and decaf. One choice per group.

CHICKEN CORDON BLEU | \$30

Garden Salad with Choice of Dressing
Chicken Cordon Bleu
Blended Rice
Garden Vegetable Medley
Chocolate Mousse

ATLANTIC SALMON | \$33

Garden Salad with Choice of Dressing
Poached Atlantic Salmon
Baked Parsley Potatoes
Garden Vegetable Medley
Cherry Cheesecake

PORK WELLINGTON | \$29

Cream of Mushroom Soup
Pork Wellington
Garlic Mashed Potatoes
Garden Vegetable Medley
Strawberry Shortcake

ROAST ISLAND TURKEY | \$29

Garden Salad with Choice of Dressing
Roast Turkey with Savoury Dressing
Mashed Potatoes
Garden Vegetable Medley
Cranberry Sauce
Chocolate Mousse

Gluten Free Dessert | \$5.00

ROAST SIRLOIN | \$35

Vegetable Soup
Garden Salad with Choice of Dressing
Roast Top Sirloin of Beef with Bordelaise Sauce
Baked Potato
Garden Vegetable Medley
Carrot Cake

HERBED CHICKEN | \$32

Minestrone Soup
Roast Chicken Supreme
Rockerfeller
Duchess Potatoes
Garden Vegetable Medley
Ice Cream Crêpe with Berry Coulis





RECEPTIONS

HORS D'OEUVRES

Please choose from the following, prices are per dozen.

HOT HORS D'OEUVRES

Mini Egg Rolls	\$23
Breaded Shrimp	\$23
Quiche Lorraine	\$23
Spring Rolls	\$23
Breaded Wings	\$23
Breaded Scallops	\$23
Meatballs	\$23
Arancini	\$23
Coconut Shrimp	\$25
Mini Seafood Quiche	\$25
Bacon Wrapped Scallops	\$25
Mini Chicken Brochettes	\$25
Italian Sausage Rolls in Puff Pastry	\$25

COLD HORS D'OEUVRES

Baby Shrimp & Curry Cream Cheese	\$24
Smoked Salmon & Cream Cheese	\$24
Roasted Red Pepper, Cream Cheese and Roast Chicken	\$24
Smoked Salmon and Asparagus	\$24
Lobster Canapés	\$24
Crab, Goat Cheese and Sundried Tomato	\$24
Scallop & Scallions	\$24
Tenderloin and Bree Cheese	\$24

Prices are subject to applicable taxes and gratuities

TRAYS & SPECIALTIES

VEGETABLE TRAY

Assortment of seasonal vegetables
and dip

10 people | \$50

20 people | \$100

30 people | \$150

40 people | \$200

50 people | \$250

FRESH FRUIT TRAY

Assortment of seasonal fresh fruit

10 people | \$60

20 people | \$120

30 people | \$180

40 people | \$240

50 people | \$300

CHEESE & CRACKER TRAY

Assortment of fine domestic cheeses
and crackers with dried fruit garnish

10 people | \$50

15 people | \$90

25 people | \$150

40 people | \$240

50 people | \$300

Prices are subject to applicable taxes and gratuities

TRAYS & SPECIALTIES

ASSORTED SANDWICHES | \$7.50

Turkey
Roast Beef
Black Forest Ham
Smoked Meat
Egg Salad
Chicken Salad
Tuna Salad

*Served on a variety of breads
Equivalent to 1.25 sandwiches per person*

OPEN FACED SANDWICHES | \$15.00

Matane Shrimp
Black Forest Ham
Smoked Turkey
Smoked Meat
Crab
Salmon & Asparagus

SPECIALTIES

Shrimp Pyramid | \$2.50 per shrimp
Oyster Bar | \$4 per oyster
Oysters Rockefeller | \$4.25 per oyster
Steamed Mussels | \$5.95 per pound
Smoked Salmon Bar | \$180 per side
Chocolate Dipped Strawberries | \$3 each

Prices are subject to applicable taxes and gratuities

FOOD STATIONS | \$30.00

Food stations allow for a great social atmosphere for your next event.

STAND ALONE STATIONS | CHOOSE 3

NACHO BAR | Cheddar Cheese, Sour Cream, Salsa, Lettuce, Olives, Green Peppers, Red and Green Onion

POTATO BAR | Mashed Potato, Scallop Potato, Twice Baked Potato, Croquette Potato, Sour Cream, Bacon Bits, Chives, Assorted Cheese

PIZZA BAR | Assortment of Mini Pizza

SALAD STATION | Caesar, Greek, and Mandarin Salad

SEAFOOD CHOWDER | Served with Homemade Biscuits

DESSERT STATION | Assortment of pies, cakes, and mousses

CHEF STATIONS | CHOOSE 1

SCALLOPS & FETTUCCINI | Sauteed cape scallops, onions, peppers, and mushrooms with béchamel and cream sauce, served over fettuccini pasta.

CHICKEN AND ORZO | Chicken breast medallions sautéed in olive oil, roasted garlic, mushrooms, peppers, and onions with marinara sauce and fresh herbs, served over orzo pasta.

CARVED BEEF ON A BUN | Slow roasted beef on a home style Kaiser bun with all of the trimmings. Shaved red onions, peppers, tomatoes, lettuce, horseradish Mayo, and Dijon mustard.

(minimum 60 people)



BEVERAGES

BEVERAGE SERVICES

HOST BAR: Suited to functions where an individual or organization is “hosting: or assuming the total cost of beverages served to all attendees.” Host bar pricing is subject to applicable taxes and gratuities.

CASH BAR: Available for non-sponsored functions where attendees purchase their own refreshments individually. Cash bar prices are inclusive of taxes. Gratuities are at the discretion of the guest.

BAR SET-UP: Bar set-up includes a bartender, domestic & imported beer, coolers, house wine, rum, rye, vodka, gin, scotch, mixes and condiments. The set-up and service of a bartender are complimentary if sales meet or exceed \$300 net per function. If sales are less than \$300, a \$20 per hour (minimum 4 hours) fee will be applied to cover maintenance and service costs.

WINE ORDERS: We also have an extensive wine list that is sure to enhance any menu. We would be pleased to discuss our selections with you. In order that we have a sufficient supply of your preferred wine, please advise us of your wine selections three weeks in advance.

Prices are subject to change as per PEI Liquor Control Commission.

Prices are subject to applicable taxes and gratuities

BEVERAGE SERVICES

	HOST BAR	CASH BAR
Domestic Beer	\$5.44	\$6.24
Imported Beer	\$5.92	\$6.75
Coolers	\$6.74	\$7.75
Domestic Wine 5 oz.	\$7.60	\$8.75
House Brands <i>(Captain Morgan White & Spiced, Smirnoff, Beefeater, Canadian Club, Johnny Walker Red Label)</i>	\$5.44	\$6.25
Assorted Liqueurs	\$6.73	\$8.75
Cocktails	\$6.30	\$7.25
Soft Drinks	\$2.83	\$3.25

WINES

Villa Mura Pinot Grigio	\$32.00 BTL
Villa Mura Valpocella	\$32.00 BTL
Sartori "Erfo" Prosecco	\$33.99 BTL

PUNCH

Fruit Punch	\$45.00 per bowl
Fruit Punch (with Alcohol)	\$85.00 per bowl

Prices are subject to applicable taxes and gratuities



FINE PRINT

TOAST TO THE BRIDE

On this special day we will create an atmosphere of magic and romance and we are pleased to offer the following amenities when your Wedding Celebration is catered at Rodd Charlottetown.

- Complimentary suite for bride & groom*
- White table linen & white napkins
- Complimentary public address system with lectern & microphone*
- Guest book table with white tablecloth & lighting
- Complimentary use of platform risers for head table
- Wedding cake table with white tablecloth & lighting
- Gift table with white tablecloth, skirting & lighting
- Dance floor
- Table number stands
- Tea lights for each table
- Assistance with seating plans
- Floor seating plan stand (easel)

* Based on availability. We will supply one complimentary suite with a minimum of 100 guests.

* We will supply a public address system with lectern & microphone for the banquet room. For wireless or lapel microphones there is an additional fee.

* Ask about our in-house decorating services.

MEETING ROOM RENTALS

MEETING ROOM	FULL DAY	HALF DAY
Victorian Room	\$550.00	\$275.00
Richmond Room	\$150.00	\$75.00
Grafton Room	\$250.00	\$125.00
Kent Room	\$125.00	\$75.00
Georgian Ballroom	\$450.00	\$225.00
Georgian Terrace	\$100.00	\$50.00
Provinces Room	\$300.00	\$150.00

Prices are subject to applicable taxes and gratuities

WEDDING DECORATIONS

Backdrop	\$250.00
Ceiling Lights	\$150.00
Table Runners	\$2.00 each
Chair Sashes	\$1.00 each
Chair Covers (white, black, ivory)	\$2.00 each
Pinwheel Taffeta (white)	\$2.00 each
Vase	\$10.00 each
Charger Plates	\$10.00 each
Gift Box	No Charge

Prices are subject to applicable taxes and gratuities

TERMS & CONDITIONS

To ensure a well-organized event, we ask that you review the following catering policies.

1. Rodd Charlottetown will guarantee access to your function room two hours prior to the beginning of the wedding reception. Should the room not be in use, you are welcome to access it earlier. Please phone 48 hours prior to the date of the wedding to confirm availability of the room for earlier access.
2. We will hold the indicated function room for 14 days on a tentative basis. After this time a \$500.00 non-refundable deposit is required to hold the room on a definite basis.*
3. A complete catering contract will be developed between you and a member of the catering team no later than two months prior to the event.
4. For liability purposes, along with health and safety standards, all food and beverage consumed on the property must be prepared and sold through our licensed facilities. Items listed on our Banquet Menus are suggestions, and by no means the only items available through our facilities. We would be pleased to prepare a customized menu for your group suited to your occasion and budget.
5. All food & beverage products must be purchased and consumed on the property. Alcoholic beverages and food products cannot be brought into areas licensed by the facility. Standard bar set ups include beer, wine, shots and popular cocktails. The Catering Department would be pleased to arrange for specialized brands and other alcoholic products to be provided on your cash or host bar.
6. Choice of Menu. One menu is required for all guests. Special dietary substitutes can be made upon prior request, but must be done at least 72 hours prior to the wedding date. Menu selection should be submitted at least one month (1) prior to your function.

*Only applicable to wedding groups

TERMS & CONDITIONS

7. **Guaranteed Billing.** Guaranteed number is required by noon, three (3) working days prior to your event. All charges are based on the guarantee, or the actual number of meals served above the guarantee. If a revised guarantee is not received by the cut-off, the number indicated in the guest field will be used for billing purposes.
8. All food and beverage items sold are subject to applicable taxes and a 15% gratuity.
9. **Deposit and Payment.** A \$500.00 non-refundable deposit is required to confirm the booking, with the full estimated balance payable by certified cheque or cash, three (3) days prior to your event. All private functions are subject to one master bill.*
10. Minimum amount of food purchased \$3000.*
11. **Bar Charges.** Should the minimum consumption on a cash or host bar be less than \$300.00 net of taxes, a charge of \$20 per hour (minimum 4 hours) will be made for the bartender.
12. **Special Security.** Arrangements can be made upon request at an additional charge for a uniformed city police officer. Please contact the Catering Department.
13. Rodd Charlottetown reserves the right to control the volume of a disc jockey. Music must be discontinued at 12:30am with the room cleared and closed by 1:00am.
14. Live bands are not permitted in The Georgian Room due to noise complaints.
15. **Damages.** Rodd Hotels & Resorts reserves the right to inspect and control private functions. Liability for damage to the premises will be charged accordingly. The convenor for any function is held responsible for any damages incurred by their group or independent contractors on their behalf. The Hotel will not be responsible for damage or loss to any personal property or equipment left at the Hotel, prior to, during, or after the function.

*Only applicable to wedding groups

TERMS & CONDITIONS

16. All function room prices quoted will be honoured. Meal prices quoted before six months in advance are subject to change up to a maximum of 10%.
17. Under the Copyright of Canada and in accordance with S.O.C.A.N. (the association responsible for the copyrights of live and recorded music), any event with either live or recorded music is subject to the following fee as per tariff No. 8 of the Copyright of Canada. This amount will be billed to your account by the hotel.
 - With Dancing \$59.17 + HST
 - Without Dancing \$29.56 + HSTUnder the Copyright of Canada and in accordance with Re: Sound (the association responsible for the collecting and distributing royalties for artists and record companies), any event with either live or recorded music is subject to the following fee as per tariff No. 5 of the Copyright of Canada. This amount will be billed to your account by the hotel.
 - With Dancing \$26.63 + HST
 - Without Dancing \$13.30 + HST
18. \$500 rental fee for Georgian and Victorian Rooms for wedding receptions.*
19. \$300 rental fee for Ceremonies.*
20. \$2000 rental fee for function space on Statutory holidays.*
21. Wedding gifts dropped off at hotel prior to and during reception are the sole responsibility of the Bridal Party.*
22. Gift Card Box should be enclosed with a lock and is the sole responsibility of the Bridal Party. It is suggested that a guest is responsible for the removal of the Gift Card Box prior to the dance starting.*

*Only applicable to wedding groups

TERMS & CONDITIONS

23. All gifts must be removed from the reception area by close of the dance and cannot be stored in any function room at the hotel.*
24. Centerpieces, cake-cutting knife, picture display, flowers, seating board and any other decorations belonging to the Bridal Party must be collected by the close of the dance. It is suggested the Bridal Party make this a guest responsibility. The hotel is not responsible for the safe guarding of these items.*
25. Due to fire regulations, open-flamed candles are **not permitted** as centerpieces. Nothing can be fixed to walls or ceilings without the prior approval by the Catering Department.
26. Wedding cakes may only be dropped off the day of the wedding reception, unless other arrangements are made with the Catering Department.*
27. Our food preparation is geared to the guarantee and if the number of guests exceeds this guarantee, every effort will be made to serve the additional meals, however a menu substitution may be necessary.
28. Our event order form will be prepared for your function by our event coordinator. This form will outline all items discussed, such as: Menus, prices, times, room set-up, audio/visual, linen, lobby board postings and other requirements. This event order must be reviewed, changes made if necessary, signed and returned.
29. Minors: All minors must be accompanied by a legal parent or guardian. When the parent or legal guardian leaves the function, the minor must also leave. Minors can only attend the dance if the dance is by invitation only. They must have a copy of the invitation with them. If the dance is open to the public, via ad in the paper or other like device, special permission from the PEI Liquor Commission must be obtained for minors to attend the dance. We require one month notice to be able to submit the request with the PEILCC.

*Only applicable to wedding groups

RODD CHARLOTTETOWN HOTEL

CONTACT INFO

TRICIA CARRAGHER | Banquet Coordinator
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