



**Podollan  
Inn & Spa**

## *Wedding Package 2018*



*Warm & Inviting*



*Boutique Suites*



*Reception Services*

Thank you for expressing interest in the Podollan Inn & Spa as the host venue for your wedding!

- We are the top hotel in the Peace Region.
- We strive to keep our guests happy and returning to us.
- We offer double walled construction, easy access to airport and downtown, full hot breakfast buffet, heated underground parking, topped off with professional and dedicated staff.

We invite you and your guests to experience the unrivaled personalized service and accommodation on your special day! In this package you will find all the details of a Podollan wedding. We have also provided a preferred suppliers and services list to easily piece together every aspect of your ceremony and reception.

Our banquet coordinator will be pleased to view availability, answer any questions you may have, or arrange a tour of our facility.

Contact: Catering Coordinator  
Phone: 780-830-4244  
Email: [banquetsgp@podollan.com](mailto:banquetsgp@podollan.com)  
[www.podollan.com](http://www.podollan.com)

*We look forward to hosting your unforgettable day!*

Catering Coordinator

w 780.830.4244 f 780.830.2902 tf 866.440.2080 e [banquetsgp@podollan.com](mailto:banquetsgp@podollan.com) [podollan.com](http://podollan.com)



*Taking guest comfort to new heights*

## SET UP OPTIONS



We offer personalized service for your head table, with "Family Style" meal service, and a designated friendly staff member to refill drinks, clear table and ensure your wedding party is well cared for.

### Room Rentals Includes;

- Your function room includes complete set up for your event
- Tables with full dinner settings, utensils, glassware, etc
- Set up of chairs, gift, guest book & cake tables with black or white skirting
- Option of raised head table
- Table numbers, easel for seating chart (upon request)
- Complete clean up of room
- Tissues, mints, coat rack (upon request)

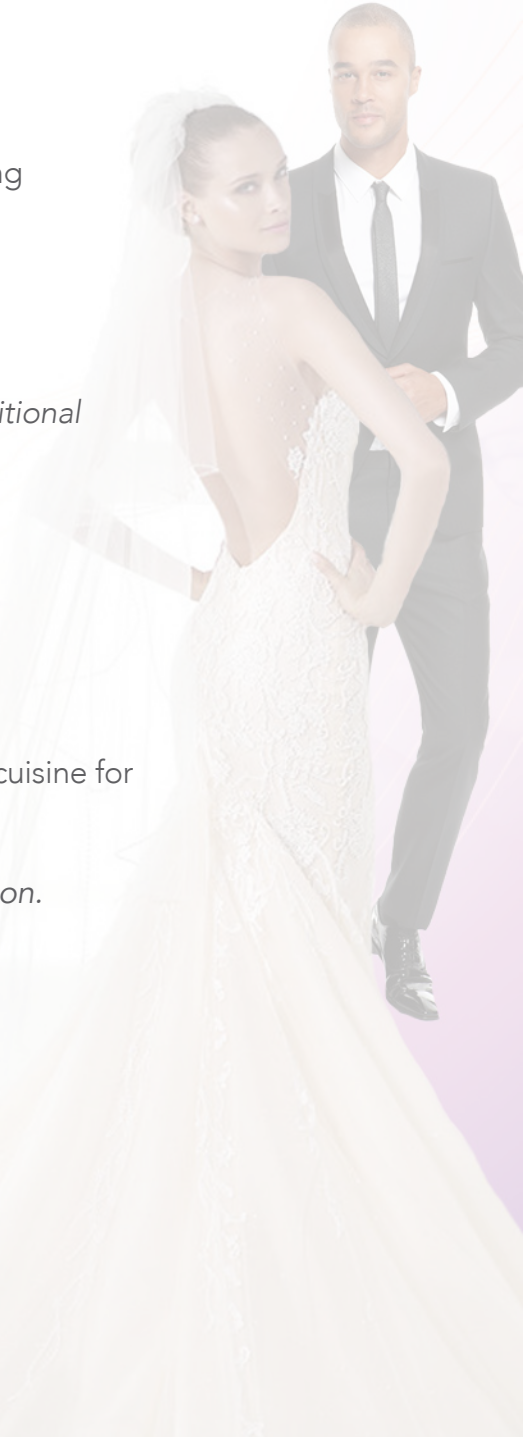
*Custom decorating is available, along with special décor items for an additional charge. Please ask our banquet manager for price and selection list.*

*\* Ask about our Candy Bar and Champagne Reception \**

### Food & Beverage

Jax Grill & Lounge is located in-house and conveniently delivers superior cuisine for all your catering needs.

*Taste testing is available, with additional costs depending on meal selection. Required 2 weeks notice for all tastings.*



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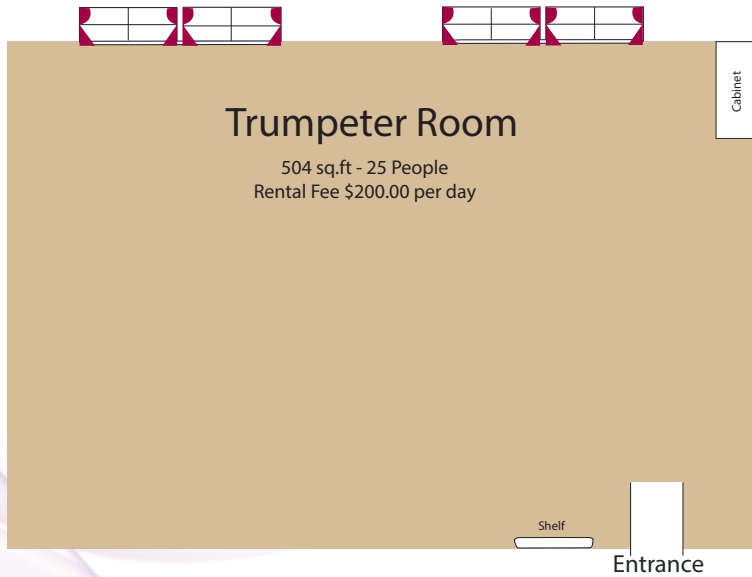




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# OUR BANQUET ROOMS

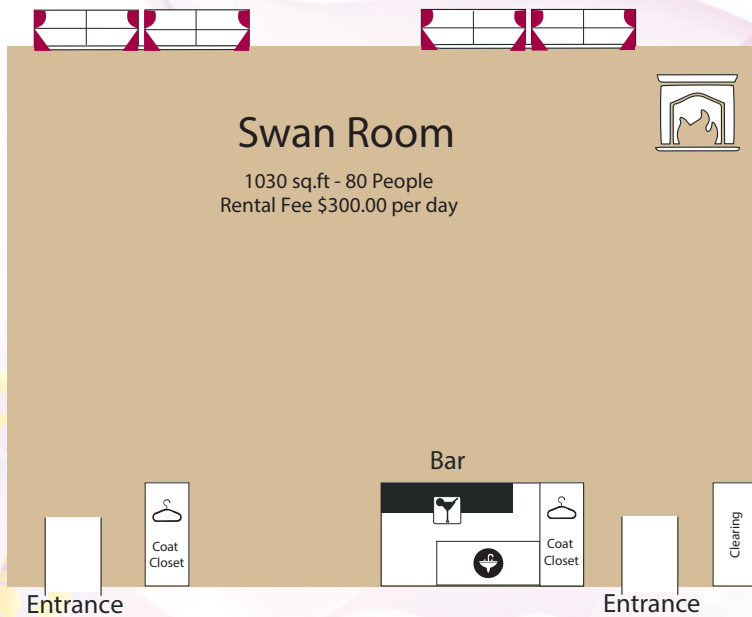
We provide first-class meeting facilities with a convenient setting within an 1800 sq.ft. area.



## Trumpeter

The Trumpeter room is perfect for small dinner gatherings, cocktail parties, speeches and conferences.

- Standing capacity of 60 people
- Seating capacity of 38 people



## Swan

The Swan room is fit for small to medium events and everything in between. From hosting to planning special events, interactive meetings and conference dinners.

- Standing capacity of 125 people
- Seating capacity of 80 people
- Banquet bar & service option
- Full service audio/visual available
- Natural sunlight

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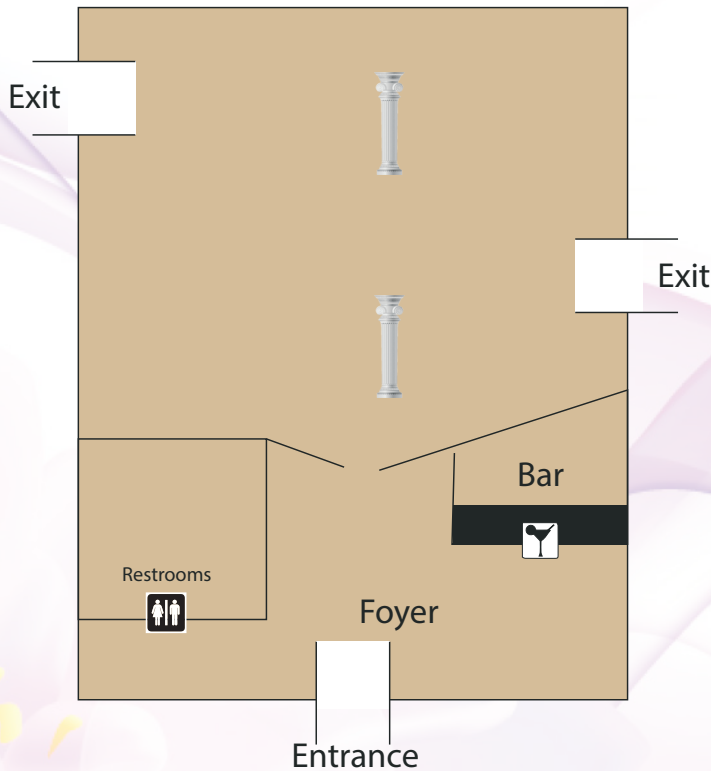
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### Pavilion

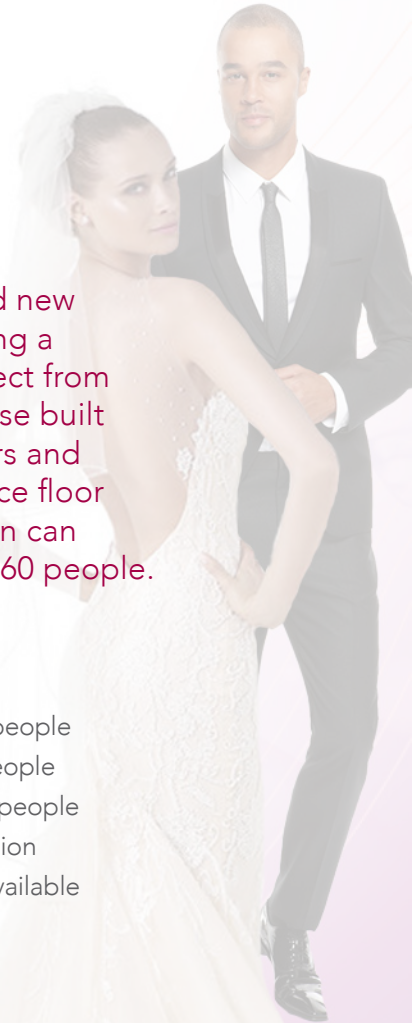
1800 sq.ft - 160 people  
Rental Fee \$400.00 per day



### Pavilion

The Pavilion is a brand new banquet room featuring a separate entrance direct from the parking lot, purpose built bar, multiple projectors and screens, movable dance floor and stage. The Pavilion can accommodate up to 160 people.

- Standing capacity of 300 people
- Seating capacity of 160 people
- Non fixed seating for 200 people
- Banquet bar & service option
- Full service audio/visual available
- Natural sunlight



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### Decorating and Room Access:

Access to banquet room evening prior for decorating at no additional charge, based on availability. All guests must be out of banquet room by 2:00 am. The Podollan is not responsible for any damages or personal items left in the banquet room before, prior and after the event.

### Liability:

Liability for any and all damages to the hotel will be the responsibility of the individual whose signature appears on the event contract.

### Additional Services:

SOCAN fees (Society of Composers, Authors and Music Publishers of Canada) apply to all live music & DJ services. Prices below - GST not included. Our banquet manager reserves the right to determine and adjust volume levels, based on hotel occupancy. All music must commence no later than 1:30am.

Capacity	Fee Without dancing	With dancing
1-100	\$29.81	\$59.64
101-300	\$42.86	\$85.80

### Reservation Policy:

Banquet rooms can be held tentatively for a period of two (2) weeks, upon which a non-refundable deposit of \$500.00 is required to confirm your reservation. In addition, 95% of estimated costs are due no later than three (3) days prior to the event. Any additional charges above and beyond the estimated total bill will be required at completion of the event(s).

### Cancellation Policy:

Should the event be cancelled within 90 days of the scheduled date, you are responsible for the payment of 50% of the total estimated retail value of the function. Cancellations within 2 weeks of the scheduled event will result in 100% payment of the total estimated retail value of the function.





**Decorators**

Affordable Elegance 780.532.0801  
Bling Out Parties 780.539.1934

**Photography**

Martine Martell 780.296.2644  
Suzanne Sagmeister 780.805.6817

**Bakery**

Cakery Café 780.513.0222  
OMG Cupcakes 780.539.5288

**Florist**

Growers Direct 780.532.1881  
OMG Cupcakes 780.539.5288  
Northern Blooms 780.532.9500

**Travel**

V the Vacation Store 780.538.2665  
Sears 780.513.5270

**Tuxedo**

Calista's 780.539.7447  
Milano 780.532.2550

**Jewelers**

Eternity Fine Jewellery 780.532.8427  
Janinas 780.539.9992

**Wedding Gowns**

Calista's 780.539.7447  
Wild Orchid Bridal 780.532.3577

**Seamstress**

Lynn's Alterations 780.532.1577  
Tangled Bobbin 780.876.5511

**Limousine**

Spurs Dancehall 780.518.8904  
Big White Limo 780-402-8454

**DJ**

Flip Entertainment 780.978.3547  
Prairie Mobile Music 780.538.1565

**Audio Visual**

North West Video 780.814.5847  
Heartbeat Productions 780.831.6480

**Justice of the Peace**

Margaret Heath 780.538.3869  
Becky Lorencz 780.296.0460

