

The Kanata Kelowna Hotel & Conference Centre

HOLIDAY PARTIES | 2018



The Kanata Kelowna Hotel & Conference Centre
4249 Highway 97 North
Kelowna BC V1X 4J2
T: 250 763 0500
E: kelownacatering@kanatainns.com
www.kanatainns.com/kelowna



Welcome

Thank you for your interest in The Kanata Kelowna Hotel & Conference Centre for your upcoming event. The enclosed package has been designed to give you an understanding of the outstanding experience that we can provide to ensure your event is memorable.

Situated in central Kelowna, our great location provides our guests with easy access to restaurants, shopping venues, downtown, the airport, wineries, and beaches. Our commitment is to provide the highest standard of service, perfectly customized to your individual needs.

Please contact us to prepare a customized event quote. Thank you for your interest with The Kanata Kelowna Hotel & Conference Centre. We look forward to meeting you soon.

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Holiday Party Room Specifications

Our conference area is the perfect space for all sizes of corporate and company holiday events. Each ballroom can be customized to either a full or half size room depending on your needs. Each room on the conference level has full natural lighting, with floor to ceiling windows. Each event booking comes with the following:

- ◆ Complimentary conference room rental
- ◆ Your choice of white or black table cloths (please let us know two weeks prior)
- ◆ All guest chairs and tables
- ◆ Deluxe portable dance floor (if needed)
- ◆ Podium & wired microphone
- ◆ Onsite complimentary parking
- ◆ Wi-Fi access in every room
- ◆ AV packages available
- ◆ Holiday Decor

Do not forget to ask us about our entertainment options! We are able to organize fun games to make your night memorable.

ABERDEEN PANDOSY - The Aberdeen Pandosy Ballroom is our largest room and is perfectly created for large guests to enjoy breaks. This room has the option to be divided into two smaller rooms, which is a great option for all types of group sizes.

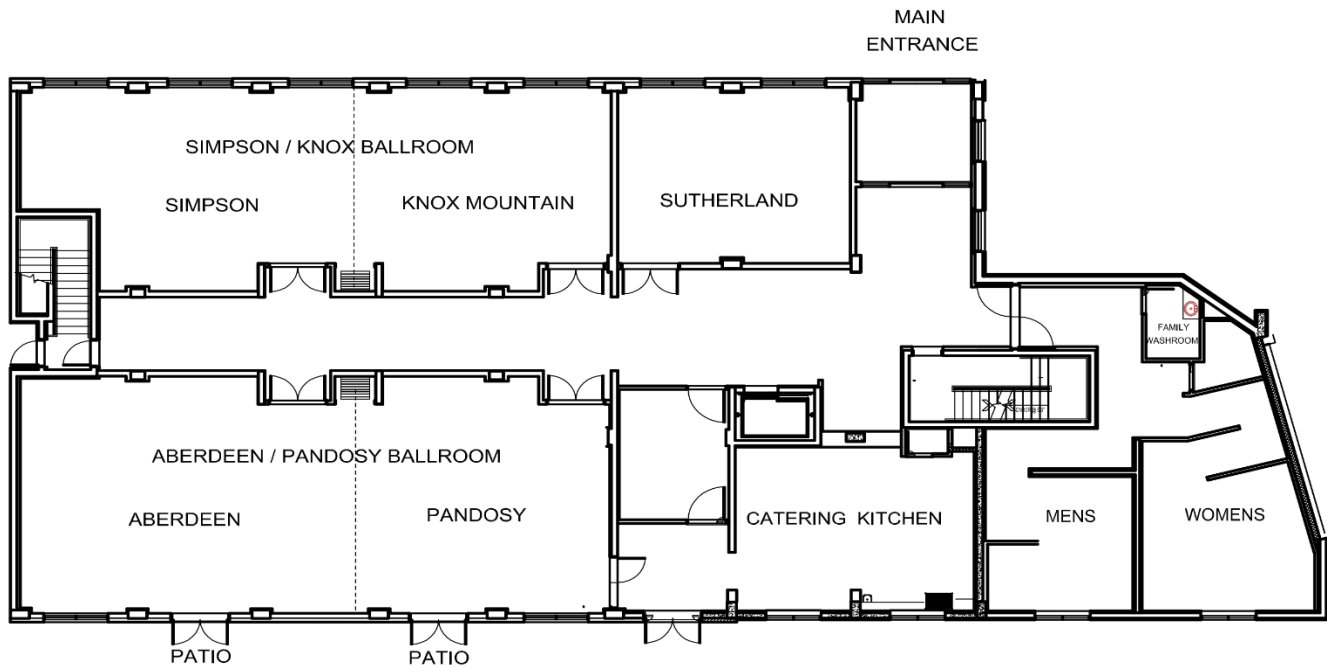
SIMPSON KNOX BALLROOM - The Simpson Knox room is the natural choice for groups smaller than 80.

SUTHERLAND ROOM The Sutherland room is great option for smaller groups.

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The below occupancy for each room and set up is the maximum number of people we recommend to fit comfortably in the room.

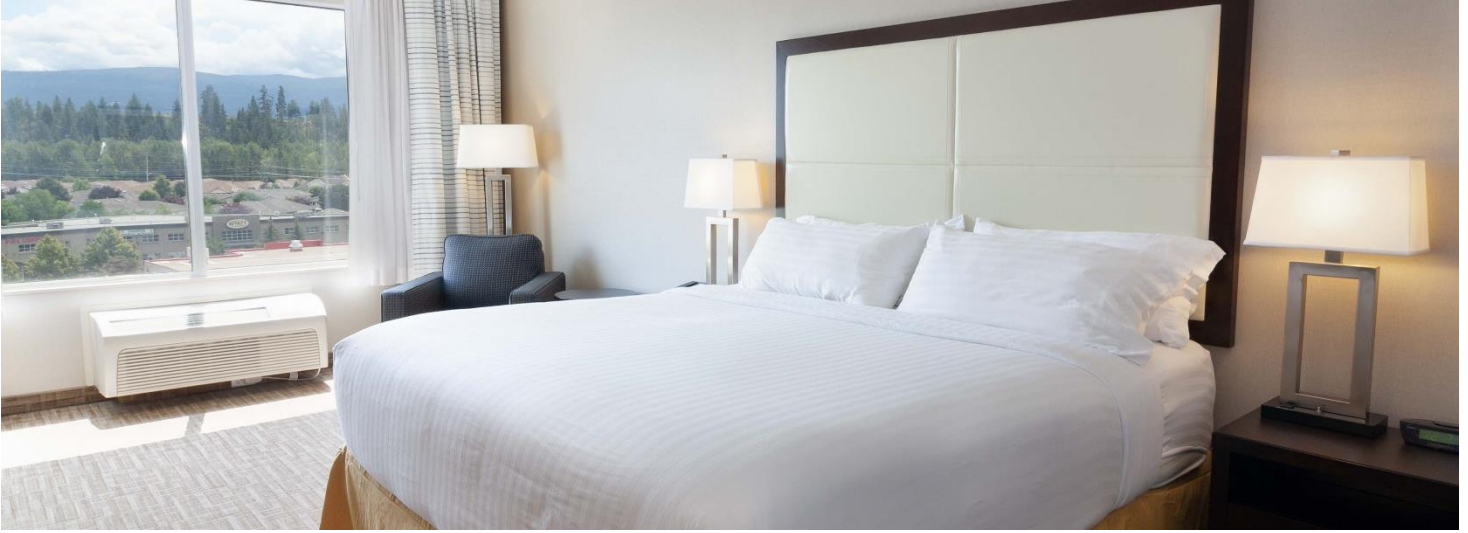
ROOM	ROUNDS 8	ROUNDS 10	RECEPTION	SIZE
ABERDEEN/PANDOSY BALLROOM	112	180	172	61 X 28
ABERDEEN	64	80	98	36 X 28
PANDOSY	40	50	74	25 X 28
SIMPSON/KNOX BALLROOM	80	100	138	55 X 25
SIMPSON	40	50	75	27 X 25
KNOX	40	50	63	26 X 25
SUTHERLAND	32	40	52	25 X 21
PARKINSON	32	40	52	25 X 24



PARKINSON ROOM - LOCATED ON THE LOBBY LEVEL



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Hotel Amenities

The Kanata Kelowna Hotel & Conference Centre is ideally situated in central Kelowna. We are just moments away from dining and shopping. With our ideal location, we are the natural choice for your holiday gathering. We offer a variety of rooms that would suite your guest's needs, to give them a wonderful night out they will not soon forget!

WE OFFER:

- ◆ 190 guest rooms & suites
- ◆ Six full service meeting rooms
- ◆ **Complimentary full hot breakfast**
- ◆ Indoor pool with two waterslides & Jacuzzi
- ◆ Fitness facility & coin laundry
- ◆ Complimentary high-speed internet connection
- ◆ Fridge & Microwave in each room
- ◆ Complimentary vehicle & bus parking
- ◆ Wheelchair accessible & pet friendly rooms

When you book your holiday party event with us, forget about trying to find a way home. Ask about our incredible rates for December.

\$89 per night

Call us today to make your reservation!

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Holiday Menu 2018

TRADITIONAL HOLIDAY BUFFET DINNER

La Cucina fresh baked foccacia buns

Salad:

Tossed organic greens with assorted dressing

Ceaser salad with home made croutons, dressing, & parmesan cheese

Baby Spinach Salad with strawberry vinaigrette, bacon bits, egg , & dried cranberries

Main:

Honey & pineapple glazed ham, mustard, & carmelized pineapples

Sage roasted turley with apple sausage stuffing, pan gravy, & cranberry sauce

Herbed mashed potatoes

La Cucina vegetable medley

Vegetarian Lasagna

Dessert:

Panna cotta with strawberry coulis

Chocoloate fountain with marshmallows, pineapple, strawberries, biscotti, cantaloupe, & melon

Brewed coffee & select teas

\$50 PER PERSON

Our food and beverage is proudly catered by La Cucina Resorante Catering. Their mission is to provide the freshest ingredients and best quality service. La Cucina is very happy to cater to any dietary requirements, or customize a meal plan that suits your needs.

HOME STYLE BUFFET DINNER

La Cucina fresh baked foccacia buns

Salad:

Tossed organic greens with assorted dressing

Ceaser salad with home made croutons, dressing, & parmesan cheese

Main:

Sage roasted turley with apple sausage stuffing, pan gravy, & cranberry sauce

Herbed mashed potatoes

La Cucina vegetable medley

Dessert:

Chocoloate fountain with marshmallows, pineapple, strawberries, biscotti, cantaloupe, & melon

Brewed coffee & select teas

\$45 PER PERSON

- *Minimum 20 people required*
- *A gratuity of 15% applies to all food and beverage prices | 5% GST applies to all charges*

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Bar & Wine

CASH BAR

Individuals pay for their own drinks (Spirits: 1oz, Beer: 12oz, Wine: 5 oz)

Prices include 15% service charge and all applicable taxes

Domestic Beer	\$6.00 per bottle
Imported Beer	\$7.00 per bottle
House Bar Liquor	\$6.00 per drink
Deluxe Bar Liquor	\$8.00 per drink
Wine by the Glass	\$7.00 per glass
Coolers and Ciders.....	\$7.00 per bottle

If consumption is less than \$300.00, a bartender labor charge of \$100.00 will apply

HOST BAR

The host pays for all drinks (Spirits: 1oz, Beer: 12oz, Wine: 5 oz)

A 15% service charge and 12% taxes will be applied

Domestic Beer	\$4.59 per bottle
Imported Beer	\$5.35 per bottle
House Bar Liquor	\$4.95 per drink
Deluxe Bar Liquor	\$6.12 per drink
Glass of Wine.....	\$5.35 per glass
Cooler and Ciders	\$5.35 per bottle

If consumption is less than \$300.00, a bartender labor charge of \$100.00 will apply

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Functions & Terms

BANQUET & MEETING FACILITIES

The Kanata Kelowna Hotel & Conference Centre reserves the right to change meeting room locations when deemed necessary. Any changes will be communicated and in consultation with the client. Meetings and events must be vacated by the time indicated on the contract or additional room rental charges may apply. The Conference Centre also reserves the right to cancel, in advance or during the function and at its sole discretion, if it is determined that the hotel could be deemed liable for any inappropriate activities taking place during the event.

EVENT CONFIRMATION

To confirm your event each page of your Function Contract must be signed and initialed where indicated and returned to the hotel along with an approved method of payment within three (3) days of receipt of the contract.

PAYMENT

To confirm your function space a credit card authorization is required when returning your signing contract. Accounts with credit cards for payment will have the full charge billed to the credit card provided within one day of the event. All deposits are subject to the hotel cancellation policy. There is a government enforced copyright tariff (socan/Resound) which is \$62.64 plus 5% gst payable by event organizer.

MENU SELECTIONS

Must be confirmed a minimum of fourteen (14) days prior to the function date.

GUARANTEE

A guaranteed number of guests attending your function is required (7) business days prior to the event date. Billing for all applicable food and beverage items is based on the guaranteed number or the actual number of guests served, whichever is greater. Should a guaranteed number not be provided, the bill will be based on the most recent number provided or the actual number served, whichever is greater.

BANQUET BARS

Servers require identification for any person ordering alcoholic beverages who appears to be under the age of 30 years old. A maximum of two (2) drinks per person will be served at any one time. The Kanata Kelowna Hotel & Conference Centre reserves the right to refuse service to any guest and will notify the convener / organizer of this immediately. All bartenders hold a valid Serving-it-Right certificate.

FUNCTION END TIME

Last call for the bar is 11:30pm and all bars close at 12:00am (midnight). Music must be turned off at that time. Room must be vacated by 1:00am. No exceptions.

MEETING ROOM CANCELLATION

Cancellation charges are determined as follows: 30+ days prior to event date – no charge; 7 to 29 days prior to event date – 50% of room rental and tax; 4 to 6 days prior to event date – 100% of room rental plus applicable taxes; less than 4 days from to event date – 100% of room rental, catering charges and applicable taxes and service charges. All cancellations must be received in writing.

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