

Ilappily ever after begins here...


## Pacific Gateway Hotel <br> VANCOUVER AIRPORT

CONVENIENT. CONNECTED. COMMUNITY.

## Congratulations on your ENGAGEMENT

Come celebrate the beginning of your journey together with us. Whatever your dream entails, we vow to sweep you off your feet with our elegant ballrooms, lush garden settings and water views, exquisite service and enough romance to last a lifetime!


The Pacific Gateway Hotel offers a one-stop-shop when it comes to your wedding. As a day you will remember for the rest of your life, we want to make the planning process as easy as possible for you. From our well-appointed accommodations, to décor, to our creative culinary cuisine team, to your very own Wedding Consultant, we will make your wedding day a truly memorable event.

## bridal showers \& rehearsal dinners

Your wedding is an opportunity for you to celebrate and share with those you love. The Pacific Gateway Hotel will help you remember your special time with an entertaining bridal shower or an enjoyable rehearsal dinner. The Sandbar is a semi-private dining room overlooking the Pier 73 Restaurant which is located on the water surrounded by a marina. You may also choose from one of our many banquet rooms featuring floor to ceiling windows, outside courtyard access or beautiful views of the water, mountains and airport.

# Exclusive WEDDING suppliers 

We have developed exclusive wedding vendor relationships who will work with you on every detail for your special day.

## décor \& rental

flowers
 -990 5355 www.imaginethatevents.ca

## cakes

Lily Bee Cakes
604-307-4417
Oakwood by RF Weddings
604-273-8033 www.rfweddings.ca

## Recommended WEDDING suppliers

live entertainment
Drum Café
604-874-3786
www.drumcafe.ca
Side One
604-809-3746
www.sideone.ca

DJ services
Creative DJ Services

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\text { 604-723-645 } 1
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## Wedding PACKAGES

## silver

## $\$ 110$ per person

Buffet available for groups of 60 or more guests
Plated available for groups of 50 or more guests

2 Hour House Host Bar
Non-Alcoholic Punch at the Cocktail Reception
2 Bottles of House Wine per table with Dinner
White Floor Length Table Linen
White Chair Covers with Colour Sash
Head Table
Cake Table
Gift Table
Guest Book Table


DJ Table
Dance Floor
Personalized Menus on Each Table
Table Number Stands \& Numbers
Easel
Contemporary Oil Lanterns
Guestroom for the Bride \& Groom
With chocolate dipped strawberries \& sparkling wine amenity
Parking for all Wedding Guests on Day of Event
(Add $\$ 5$ per person for Gold Menu or $\$ 10$ for Platinum Menu)


Buffet available for groups of 80 or more guests Plated available for groups of 50 or more guests

Gift Table Guest Book Table DJ Table

Dance Floor
Personalized Menus on Each Table Table Number Stands \& Numbers

Easel
Contemporary Oil Lanterns
Deluxe Guestroom for the Bride \& Groom With chocolate dipped strawberries \& sparkling wine amenity Parking for all Wedding Guests on Day of Event Valet Parking for the Wedding Couple

4 Hour House Host Bar Non-Alcoholic Punch at the Cocktail Reception 2 Bottles of House Wine per table with Dinner Hors D'Oeuvres during the Cocktail Reception* Late Night Coffee, Tea \& Petit Fours

Floor Length Table Linen
Chair Covers with Colour Sash
Specialty Napkins
Basic Centre Piece
Head Table
Cake Table

## Wedding PACKAGES

## platinum <br> \$170 per person

Buffet available for groups of 100 or more guests
Plated available for groups of 50 or more guests
4 Hour House Host Bar
2 Bottles of House Wine per table with Dinner
1 Glass per person Sparkling Wine for Toasting
Hors D'Oeuvres during the Cocktail Reception*
Late Night Coffee, Tea \& Petit Fours
Specialty Floor Length Table Linen
Chair Covers with Colour Sash
Designer Centre Piece
Specialty Napkins
Table Linen Package
Sign in Table, Cake Table, Gift Table
Head Table Décor
Basic Backdrop with Up-Lighting
DJ Table
Dance Floor

Personalized Menus on Each Table
Table Number Stands \& Numbers Easel

Contemporary Oil Lanterns
Honeymoon Suite for the Bride \& Groom
With chocolate dipped strawberries
\& sparkling wine amenity
Parking for all Wedding Guests on Day of Event
Valet Parking for Parents of Bride \& Groom \& Wedding Couple

## guestrooms

Discounted guestroom rates available with every package*
*Based on availability


# Wedding PACKAGE Enhancements 

## outdoor wedding



The Backyard
$\$ 2500$


The Courtyard
\$1500
*Based on an 8 hour Event Rental Space

## cake cutting

$\$ 2.50$ per person, cut
$\$ 3.50$ per person, cut and serve


Starting at \$250
audiovisual

## Supplied by Freeman Audiovisual

Support Package for your own Projector-\$145
Includes screen, cart, cables, set up \& dismantle
LCD Projector Package-\$460
Includes screen, cart, cables, projector, set up \& dismantle

Sound for Video Presentation-\$200
Podium \& Mic-\$100
décor
Imagine That Events
Head Table Back Drop starting at $\$ 400$
Entrance Draping starting at \$150
Charger Plates at $\$ 2.00$ each
Also available:
Custom Centre pieces
Pillars
Cake Stands
Lighting

## Eat, Drink \&

## silver wedding buffet

Minimum of 60 Guests Required

ASSORTED ARTISAN ROLLS \& FLAT BREADS WITH SOFT BUTTER
BABY GREENS WITH BALSAMIC VINAIGRETTE \& RANCH DRESSINGS
ISRAELI COUS COUS SALAD
Dried Apricots, Peanuts, Sultanas \& Citrus Yogurt Dressing
SHRIMP \& CRAB PASTA SALAD
Tarragon Caper Dressing
FRESH VEGETABLE CRUDITÉS WITH BUTTERMILK HERB DIP

SEARED WILD BC SALMON

Crisp Polenta, Roasted Shallots \& Grainy Mustard Sauce
CRISPY CHICKEN BREAST
Roasted Beets, Wilted Greens \& Sweet Citrus Vinaigrette
HERB ROASTED NUGGET POTATOES
FRESH SEASONAL VEGETABLES
ASSORTED CAKES \& TORTES
QUEBEC ARTISAN CHEESE PLATTER
St. Raymond, BlueBry Blue Cheese, Le Cendrillon Goat Cheese, Le Contonnier, Sir Laurier d'Athabaska \& Triple-Cream Brie
Toasted Pistachios, Dried Apricots, Artisan Crackers \& Baguette
FRESHLY BREWED MOGIANA COFFEE
ASSORTED TEAS


# Eat, Drink ${ }_{\text {a }}$ 

## silver wedding plated

Minimum of 50 Guests Required

ASSORTED ARTISAN ROLLS \& FLAT BREADS WITH SOFT BUTTER
starters (please choose one)
CHEF'S SOUP OF THE DAY
Our Daily Creation of New, Classic and International Soups
TUSCAN GREENS
Beets, Carrots, Cucumber, Pickled Onion and Fennel, White Balsamic, Lemon Aioli and Spiced Sunflower Seed

HOUSE CAESAR
Romaine Heart, Garlic Vinaigrette, Shaved Radishes, Preserved Lemon and Regianno
entrees (please choose one)
ROASTED CHICKEN
Shitake Crust, Ricotta Gnocchi, Vegetable Bouquet and Tomato Verige
(2) WILD BC SALMON

Beet Dusted Vegetable Bouquet, Yukon Potato and Horseradish Caper Aioli
CAULIFLOWER STEAK
Shitake Mushroom, Edamame, Carrot Puree, Kale and White Balsamic Vinaigrette
desserts (please choose one)
SALTED CARAMEL
Cheesecake, Dark Chocolate Crust and Passion Fruit Gel
ECLAIR
Lemon Curd, Pineapple Carpaccio and Meringue
CHOCOLATE PÂTÉ
Cracked Pistachio, Strawberry French Macaroon, Brandy Snap and Pistachio Gel
TOASTED MILK PANACOTTA
Mom's Chocolate Cake, Honey Croissant Crouton and Salted Carame/

# Eat, Drink 

## gold wedding buffet

Minimum of 80 Guests Required

ASSORTED ARTISAN ROLLS \& FLAT BREADS WITH SOFT BUTTER<br>BABY GREENS WITH BALSAMIC VINAIGRETTE \& RANCH DRESSINGS<br>GREEK SALAD<br>With Feta Cheese \& Black Olive Vinaigrette<br>CAPRESE SALAD<br>Roma Tomato, Bocconcini \& Basil with Sun Dried Tomato, Cracked Pepper \& Balsamic Vinaigrette SHRIMP \& CRAB PASTA SALAD<br>Tarragon Caper Dressing<br>FRESH VEGETABLE CRUDITÉS WITH BUTTERMILK HERB DIP

please choose two entrees:
(2) ROASTED WILD BC SALMON

Roasted Potatoes, Green Beans, Confit Tomatoes \& Parsley Sauce
MUSHROOM CRUSTED CHICKEN BREAST
Buttered Spaetzle, Fresh Thyme, Chicken Jus \& Citrus Gastrique
ROASTED FRASER VALLEY PORK LOIN
Stewed Beluga Lentils, Wilted Kale, Port Soaked Plums, Crispy Crackling \& Pork Jus
please choose one pasta:
SQUASH RAVIOLI
Peanuts, Sage, Carrot Puree \& Brown Butter Vinaigrette
VEGETARIAN PRIMAVERA

BUTTERMILK MASHED POTATOES
FRESH SEASONAL VEGETABLES

## ASSORTED CAKES \& TORTES <br> CHOCOLATE MOUSSE CUPS

QUEBEC ARTISAN CHEESE PLATTER
St. Raymond, BlueBry Blue Cheese, Le Cendrillon Goat Cheese, Le Contonnier, Sir Laurier d'Athabaska \& Triple-Cream Brie Toasted Pistachios, Dried Apricots, Artisan Crackers \& Baguette

# Eat, Drink MARRIED 

## gold wedding plated

Minimum of 50 Guests Required
ASSORTED ARTISAN ROLLS \& FLAT BREADS WITH SOFT BUTTER
starters (please choose one)
CHARCUTERIE AND CHEESE
Lower Mainland Selection from Two Rivers and Cheese from Golden Ears with House Jerky, Condiments and Bread

TUSCAN GREENS
Beets, Carrots, Cucumber, Pickled Onion and Fennel, White Balsamic, Lemon Aioli and Spiced Sunflower Seed
KALE, KALE AND KALE
Dressed Kale, Crispy Kale, Kale Pistou, Candied Walnuts, Whipped Goat Cheese, Confit Red Onion and Smoked Yogurt

SEARED ALBACORE
Line Caught, Avocado Puree, Citrus Cilantro Cabbage, Tonkatsu, Tamari Aioli and Crispy Business
entrees (please choose one)
ROASTED CHICKEN
Shitake Crust, Ricotta Gnocchi, Vegetable Bouquet and Tomato Verige
(2) WILD BC SALMON

Beet Dusted Vegetable Bouquet, Yukon Potato and Horseradish Caper Aioli
CAULIFLOWER STEAK
Shitake Mushroom, Edamame, Carrot Puree, Kale and White Balsamic Vinaigrette
desserts (please choose one)
BLACK FOREST
Pot eu Crème, Drunken Cherries and White Chocolate Sable
ECLAIR
Lemon Curd, Pineapple Carpaccio and Meringue
CHOCOLATE PÂTÉ
Cracked Pistachio, Strawberry French Macaroon, Brandy Snap and Pistachio Gel
TOASTED MILK PANACOTTA
Mom's Chocolate Cake, Honey Croissant Crouton and Salted Carame/

# Eatiberinkrried 

## platinum wedding buffet

Minimum of 100 Guests Required

ASSORTED ARTISAN ROLLS \& FLAT BREADS WITH SOFT BUTTER
BABY GREENS WITH BALSAMIC VINAIGRETTE \& RANCH DRESSINGS
SPINACH SALAD
Goat Cheese, Poached Pears, Truffle Honey Vinaigrette \& Spiced Candied Pecans
CAPRESE SALAD
Roma Tomato, Bocconcini \& Basil with Sun Dried Tomato, Cracked Pepper \& Balsamic Vinaigrette ISRAELI COUS COUS SALAD
Dried Apricots, Peanuts, Sultanas \& Citrus Yogurt Dressing
NUGGET POTATO SALAD
Grilled Vegetables, Red Onion, Shaved Pancetta with Sun Dried Tomato \& Basil Dressing
FRESH VEGETABLE CRUDITÉS WITH BUTTERMILK HERB DIP
STEAMED CLAMS \& MUSSELS
Thai Lemongrass Broth, Basil \& Oyster Mushrooms
PACIFIC SALMON PLATTER
Hot Smoked, Crisp Marinated \& Pacific Provider Smoked Salmon
With Citrus Aioli, Caper Berries, Fried Capers, Lemon, Shaved Pickled Onions \& Fried Bagels
CHEF CARVED NEW YORK STRIP LOIN
Red Wine Sauce, Horseradish \& Dijon Mustard
MUSHROOM CRUSTED CHICKEN BREAST
Buttered Spaetzle, Fresh Thyme, Chicken Jus \& Citrus Gastrique

## (2) BAKED HALIBUT

Bacon, Wild Mushrooms \& Pearl Onions
ROASTED HERB NUGGET POTATOES
FRESH SEASONAL VEGETABLES
ASSORTED CAKES \& TORTES
CREPES STATION WITH ASSORTED FILLINGS \& SAUCES
QUEBEC ARTISAN CHEESE PLATTER
St. Raymond, BlueBry Blue Cheese, Le Cendrillon Goat Cheese, Le Contonnier, Sir Laurier d'Athabaska \& Triple-Cream Brie, Toasted Pistachios, Dried Apricots, Artisan Crackers \& Baguette

FRESHLY BREWED MOGIANA COFFEE
ASSORTED TEAS

## Eat, Drink \& be

## platinum wedding plated

Minimum of 50 Guests Required
ASSORTED ARTISAN ROLLS \& FLAT BREADS WITH SOFT BUTTER
starters (please choose one)

## CHARCUTERIE AND CHEESE

Lower Mainland Selection from Two Rivers and Cheese from Golden Ears with House Jerky, Condiments and Bread
DUCK PEARS
Duck Prosciutto, Duck Rillette, Roasted Pear Puree, Pear Chip, Rocket Greens, Neufchatel Cheese, White Balsamic and Puffed Rice
(2) SEARED ALBACORE

Line Caught, Avocado Puree, Citrus Cilantro Cabbage, Tonkatsu, Tamari Aioli and Crispy Business
salads (please choose one)
TUSCAN GREENS
Beets, Carrots, Cucumber, Pickled Onion and Fennel, White Balsamic, Lemon Aioli and Spiced Sunflower Seed HOUSE CAESAR
Romaine Heart, Garlic Vinaigrette, Shaved Radishes, Preserved Lemon and Regianno
KALE, KALE AND KALE
Dressed Kale, Crispy Kale, Kale Pistou, Candied Walnuts, Whipped Goat Cheese, Confit Red Onion and Smoked Yogurt
entrees (please choose one)
ROASTED CHICKEN
Shitake Crust, Ricotta Gnocchi, Vegetable Bouquet and Tomato Verige
(2) WILD BC SALMON

Beet Dusted Vegetable Bouquet, Yukon Potato and Horseradish Caper Aioli
CAULIFLOWER STEAK
Shitake Mushroom, Edamame, Carrot Puree, Kale and White Balsamic Vinaigrette
desserts (please choose one)
BLACK FOREST
Pot eu Crème, Drunken Cherries and White Chocolate Sable
ECLAIR
Lemon Curd, Pineapple Carpaccio and Meringue
CHOCOLATE PÂTÉ
Cracked Pistachio, Strawberry French Macaroon, Brandy Snap and Pistachio Gel
TOASTED MILK PANACOTTA
Mom's Chocolate Cake, Honey Croissant Crouton and Salted Caramel
FRESHLY BREWED MOGIANA COFFEE
ASSORTED TEAS

# Dinner BuffetENHANCEMENTS 

## carved by an attending chef

PECAN CRUSTED PORK LOIN
Spiced Apples \& Veal Stock Reduction
\$8 per person

MAPLE \& STONE MUSTARD GLAZED
PICNIC HAM
$\$ 10$ per person

ROASTED EYE OF ROUND BEEF
Cabernet Demi-Glace
Horseradish \& Dijon Mustard
$\$ 10$ per person

FLASH GRILLED FLANK STEAK
Lime Soy \& Chili Marinade
\$8 per person

ROASTED RACK OF LAMB
Black Trumpet Mushroom Crust with Red Wine Sauce
(3 Bones Per Person)
$\$ 12$ per person

ROASTED LEG OF LAMB
Figs, Apple \& Port Jus
$\$ 9$ per person

WHOLE ROASTED TURKEY Cranberry \& Pistachio Stuffing
Turkey Gravy \& Dollar Rolls
$\$ 9$ per person

ROASTED VEAL SHOULDER
Veal Stock Reduction
\$9 per person

ROASTED STRIP LOIN OF BEEF
Sauce Béarnaise
Horseradish \& Dijon Mustard
$\$ 12$ per person

All buffet enhancements must be ordered for a minimum of 50 people
Pricing above reflects enhancements added to a buffet, not a stand alone option.

## Cocktail RECEPTIONS

## canapés

SEARED BEEF CARPACCIO, GRAINY MUSTARD \& LEMON CAPER SAUCE
\$33
ROASTED NUGGET POTATO, PANCETTA, PRESERVED LEMON \& CHIVE CRÈME FRESH
$\$ 31$
SEARED SEA SCALLOPS, PEPPERED WATERCRESS SALAD \$35
CAJUN CHICKEN SALAD ON CRISP CORN TORTILLA, CILANTRO PUREE \$33
FRESH SHUCKED OYSTERS, HORSERADISH \& RED WINE MIGNONETTE \$35

## DUNGENESS CRAB, TRUFFLE AIOLI \& CHIVES \$37**

SMOKED DUCK BREAST, BLACK PEPPER \& CHERRIES \$35**
MARINATED FLANK STEAK, TOMATO CONFIT \& SMOKED SEA SALT \$36**

TRIPLE CREAM BRIE, CRANBERRIES \$31
POACHED PEARS, STILTON CHEESE \& CANDIED PECANS $\$ 31$
GRILLED VEGETABLE GOAT CHEESE \$32

## hors d'oeuvres

SIGNATURE SWEET HEAT CHICKEN WINGS \$21
CHICKEN YAKITORI \$35
SHRIMP DUMPLINGS with Dipping sauce $\$ 35$
GARLIC \& LEMON DRY RIBS \$33
DUCK CONFIT, SWEET ONION, APPLE \& THYME RELISH ON A BRIOCHE CROSTINI \$34**
CHICKEN WELLINGTON \$36**
CRISP PORK BELLY, FREE RANGE EGG, CARROTS, PORK JUS \$35**
STURGEON CRAB CAKES, LIME AIOLI, CHIPOTLE RELISH, MIXED GREENS \$37**
COCONUT PRAWNS, GREEN CURRY DIP \$40**
ASSORTED SLIDERS (BEEF, CHICKEN OR SALMON) \$44**
vegetarian hors d'oeuvres
ASSORTED VEGETARIAN MINI QUICHE \$32
SPANIKOPITA \$33
VEGETABLE SPRING ROLLS \$33
PORTOBELLO IN PHYLLO \$33
WARM SOFT PRETZELS WITH HONEY DIJON DIP \$32

Canapés may be served stationary or butler passed for an additional fee of $\$ 100$ Pricing is based per dozen. There is a required minimum order of 3 dozen each. **Not included with hors d'oeuvres selection during cocktail reception in each package Hors d'oeuvres included in each package are based on 3 pieces per person

## Late Evening ENAANCENTS

## late night sweets

CHEF'S SELECTION OF PETIT FOURS
FRESH SEASONAL FRUIT \& BERRY PLATTER
FRESHLY BREWED MOGIANA COFFEE ASSORTED TEAS
$\$ 13$ per person

## late night snacks

ASSORTED SMOKED \& CURED DELI MEATS DOLLAR ROLLS, ASSORTED MUSTARDS \& HORSERADISH
Garnished with Baby Dills, Olives \& Cocktail Onions
DOMESTIC \& INTERNATIONAL CHEESE
FRESH VEGETABLE CRUDITÉS WITH BUTTERMILK HERB DIP \$16 per person

## tailgate

MINI STRIPLOIN BEEF SLIDERS
HOT CHICKEN WINGS MINI HOT DOGS WITH TRADITIONAL CONDIMENTS CRISP FRENCH FRIES
$\$ 16$ per person

## late night seafood

DELUXE ASSORTMENT OF SUSHI \& SASHIMI
SALMON TRIO PLATTER Hot Smoked, Tartar \& Lox
With Citrus Aioli, Caper Berries, Fried Capers, Lemon,
Shaved Pickled Onions \& Herb Bagel Chips CHILLED TIGER PRAWN PLATTER Traditional Cocktail Sauce \& Lemon Wedges
$\$ 21$ per person

## Dessert RECTIONS

## sweet decadence

For groups fewer than 25, a \$5 per person additional fee will apply
MILK CHOCOLATE FONDUE
Fresh Seasonal Fruit Skewers, Mini Short Bread Cookies \& Mini Rice Crispy Squares
HANDMADE ASSORTMENT OF TRUFFLES
FRUIT CONSOMMÉ STATION
Diced Fresh Seasonal Fruit \& Berries
ICE CREAM SUNDAE STATION
Vanilla \& Toffee Ice Cream
Stewed Strawberries, Sweet Street Brownies, Caramel \& Chocolate Sauce, Crushed Oreo Cookies, \& Sweet 'n Salty Pecans

WARM CREPE STATION
Stewed Fruit \& Berries, Whipped Cream \& Maple Cream
FRESHLY BREWED MOGIANA COFFEE
ASSORTED TEAS
$\$ 21$ per person



A complimentary bartender is provided for both cash and host bars. If consumption is below $\$ 400.00$ net revenue per bar, the following labour charges will apply:

- $\$ 25.00$ per hour per bartender for a minimum of 4 hours
- $\$ 35.00$ per hour on statutory holidays for a minimum of 4 hours
- Cashier labour charge with bars will be the same as the above bartender charges

Please note: Host Bar prices do not include applicable taxes or gratuities
specialty beverages

SPARKLING APPLE JUICE<br>NON-ALCOHOLIC FRUIT PUNCH<br>ALCOHOLIC PUNCH<br>SPARKLING WINE PUNCH

750ML BOTTLE
PER BOWL (12L) \$90.00*
PER BOWL (12L) \$125.00*
PER BOWL (12L) \$130.00*
*Each bowl serves approx. 30 people
Banquet HOST WINE LIST
white
PINOT GRIS, CALONA VINEYARDS, CANADA ..... \$34
SAUVIGNON BLANC, PELLER ESTATES, CANADA ..... \$35
CHARDONNAY, GEHRINGER BROTHERS ..... \$38
RIESLING, TANTALUS ..... $\$ 45$
GEWURTZTRAMINER, QUAIL'S GATE ..... \$46
red
CABERNET MERLOT, PELLER ESTATES, CANADA ..... \$34
MALBEC, FINCA LOS PRIMOS, ARGENTINA ..... \$38
PINOT NOIR, MT. BOUCHERIE ..... \$38
MERLOT, QUAIL'S GATE ..... $\$ 46$
SYRAH, MOON CURSER ..... $\$ 46$
sparkling
CORDONUI, CLASSICO BRUT ..... \$45
HENKELL TROCKEN, GERMANY ..... $\$ 48$
MOET \& CHANDON - IMPERIAL ..... $\$ 195$
DOM PERIGNON, FRANCE ..... \$375


# Catering POLICIES <br> food \& beverage 

The Pacific Gateway Hotel will be the sole supplier of all food \& beverage items. Any special items (i.e. wedding cakes) must be approved by the Director of Conference Services at least 2 weeks prior to the event \& may be subject to labour charges. The customer is to indemnify \& hold harmless the Pacific Gateway Hotel, their employees \& agents against any damages \& all suits cased by own, or by independent contractors on their behalf, including supplied materials \& food or beverage for use or consumption by guests. Due to health \& safety regulations, no leftover food or beverage may be taken from the hotel premises.

## menu selection

To ensure that every detail is handled in a professional manner, the Hotel requires your finalized menu selections at least 30 days prior to your function. Should this deadline not be observed, we cannot guarantee menu contents \& other necessary arrangements. Upon receiving your catering order, you will receive a copy of our Banquet Event Orders (BEO) on which you may make any necessary additions or revisions \& return to us with your confirming signature.

## food allergies

In the event that any of the guests in your group has food allergies, please inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food. We undertake to provide, on request, full information on the ingredients of any items served to your group. This service is provided up to a maximum of $5 \%$ of your guaranteed numbers, after which a per person surcharge will apply. Any special meals that are not consumed will be subject to an additional surcharge ( $50 \%$ of the meal price).

Should you not provide the names of the guests and the nature of their food allergies, you shall indemnify and hold us forever harmless from, and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives. In the event of such negligence by us, or any of our representatives, we shall be responsible for all expenses reasonably incurred in the defense of such liability or claim.

## ocean wise program

The Pacific Gateway Hotel Vancouver Airport is a proud supporter of the Ocean Wise program, a conservation initiative of the Vancouver Aquarium. When you see the Ocean Wise logo next to one of our menu items, it is an assurance that the item is a good choice for keeping ocean life healthy and abundant for generations to come.


Ocean Wise choices are species that:

- Abundant and resilient to fishing pressures
- Managed as part of a comprehensive plan based on current research
- Harvested in ways that limit accidental by-catch of other, possibly endangered species
- Harvested in ways that limit damage to ocean habitats


## guarantees

The Pacific Gateway Hotel requires notification of your exact number of guests a minimum of four business days prior to each function. This confirmed number constitutes the guarantee. Should no guarantee be received, the hotel will prepare and charge for the original numbers quoted. Upon request, and space permitting, the Hotel will set \& prepare for $5 \%$ above the guaranteed number. The hotel will charge for the guaranteed number or actual attendance, whichever is greater.

# Catering POLICIES 

## menu pricing \& taxes

All food \& beverage prices are subject to change without notice; however, the Hotel will guarantee prices sixty (60) days prior to the function. An $18 \%$ service charge is added to all food \& beverage charges. Applicable taxes will be added to the Banquet bill. Please note that all hot buffet style menus are offered with minimum order requirements (as stated) and are offered for a maximum of two (2) continuous hours. The Hotel will assess a taxable service charge for each additional half hour.

## beverages

The sale \& service of alcoholic beverages is regulated by the BCLCLB, federal and municipal regulations. As a licensee, the Pacific Gateway Hotel is responsible for the administration of these regulations. Therefore it is a policy that liquor cannot be brought into any function room from outside sources, which includes all donated liquor.

Hotel policy permits the service of alcoholic beverages from 11:00am - 1:00am Monday to Saturday and 11:00am - 12:00 midnight on Sundays. All entertainment should cease at this time in order to vacate the function room within one (1) hour.

## Socan \& Re:Sound tariff fees

As governed by the Copyright Act, Tariff No. 8 and Tariff No. 5, all events will live and or recorded music shall be charged the applicable SOCAN and Sound Music Federal License Fee.

|  | Socan <br> with dancing | Socan <br> without dancing | Sound <br> with dancing | Sound <br> without dancing |
| :--- | :---: | :---: | :---: | :---: |
| $1-100$ people | $\$ 41.13$ | $\$ 20.56$ | $\$ 18.51$ | $\$ 9.25$ |
| $101-300$ people | $\$ 59.17$ | $\$ 29.56$ | $\$ 26.63$ | $\$ 13.30$ |
| $301-500$ people | $\$ 123.38$ | $\$ 61.69$ | $\$ 55.52$ | $\$ 27.76$ |
| Over 500 people | $\$ 174.79$ | $\$ 87.40$ | $\$ 78.66$ | $\$ 78.66$ |

## audio visual

Full audio-visual service may be arranged through our preferred supplier, Freeman Audio Visual. Please contact your Conference Services Manager for pricing information.

## power supplies

Standard $110 \mathrm{v} / 15 \mathrm{amp}$ power outlets are available in all our banquet rooms. Additional power requirements can be supplied upon request through our Conference Services Department and are subject to additional charges.

## promotional materials/signage

In order to keep the Hotel looking its very best for your group and others, we do not permit anything to be nailed, posted or otherwise attached to our walls. Only pre-authorized signage, promotional material, etc., will be allowed in any public areas. The Pacific Gateway Hotel assumes no responsibility or liability for any equipment or personal items brought onto the property. All display and personal items must be removed daily at the end of the function, unless the room is booked on a 24 hour basis. Please check the function time listed on your contract.
The exhibitor/organizer is responsible for damages done to any part of Hotel premises or equipment, by any person invited by you or on your behalf.

# Wedding 

## 12 months before

- Announce engagement
- Set date for your big day
- Meet with Pacific Gateway Hotel Wedding Consultant to book reception \& Garden ceremony
- Visit Clergy or officiate


## 9 months before

- Discuss wedding budget \& style with both sets of parents
- Choose attendants
- Select wedding dress, headpiece, veil \& shoes
- Select photographer \& videographer
- Select musicians \& DJ
- Select florist
- Register with bridal registry


## 6 months before

- Establish guest list
- Select \& book bridesmaids' gowns
- Select \& book men's attire
- Continue reception planning with Pacific Gateway Hotel Wedding Consultant
- First deposit is due to Pacific Gateway Hotel
- Mothers of the Wedding Couple select their dresses


## 4 months before

- Order invitations
- Plan honeymoon
- Arrange transportation of wedding party
- Order wedding cake
- Second hotel deposit is due


## 2-3 months before

- Select menu \& arrange trial dinner, if plated meal, with Pacific Gateway Hotel
- Third deposit is due to Pacific Gateway Hotel
- Choose attendants' gifts
- Plan rehearsal dinner
- Arrange music selections for ceremony \& reception


# Wedding <br> Darcountdown 

## 6-8 weeks before

- Arrange final fitting of wedding gown
- Arrange final fitting of bridesmaids' dresses
- Mail invitations
- Book hairstylist \& make-up artist
- Meet with florist, photographer, musicians, videographer, limousine \& bakery
- Arrange rehearsal dinner
- Send announcements to newspapers
- Arrange wedding license
- Meet with clergy/officiate to plan special vows
- Plan bridesmaids' luncheon
- Arrange accommodations at Pacific Gateway Hotel for out-of-town guests before the 30-day cut-off


## 2 weeks before

- If changing your name, arrange changes on bank account, credit cards \& drivers license
- Hold bridesmaids' luncheon \& present bridesmaids with their gifts
- Full payment is due to Pacific Gateway Hotel based on the estimated event total


## 1 week before

- Hold final meeting with Pacific Gateway Hotel Wedding Consultant to confirm all details \& schedule of events for the reception
- Make final check of preparations with clergy/officiate, florist, reception catering staff, musicians etc.
- Arrange head table \& guest seating plan
- Arrange schedule of events for wedding reception
- Arrange wedding rehearsal


## 3 working days before

- Provide guaranteed number of guests to Pacific Gateway Hotel


## 1 day before

- Deliver cake, decorations, giveaways to reception catering staff
- Hold rehearsal dinner with wedding party \& parents

- Allow enough time for dressing, hairstyling \& make-up in a leisurely \& relaxed manner
- Have Fun!


## Duties of the BRIDAL PARTY

## maid of honour

The maid of honour, usually the bride's sister or close friend, oversees the bridesmaid(s) \& helps the bride with as many of the planning \& shopping details as possible. She will also host and/or attend all of the pre-wedding festivities.

During the wedding ceremony, she precedes the bride down the aisle. At the altar, she holds the bride's bouquet \& the groom's ring (if it is a double ring ceremony) until the appropriate time for presentation. She also assists in the arrangement of the bridal train \& signs the marriage certificate as a legal witness to the event.

## bridesmaid(s)

The bride decides on the number of bridesmaids she will have. The usual number for a formal wedding is 4 to 12 attendants. Semi-formal wedding is 2 to 6 attendants. Bridesmaids, usually close friends and/or relatives, attend pre-wedding festivities \& are involved in the pre-planning stages. They may co-host the bride's shower. The number of bridesmaids does not have to equal the number of ushers.

## flower girl

Usually selected by the bride, she walks immediately in front of the bride down the aisle carrying a small bouquet of flower petals. During the procession, she follows the bride \& groom down the aisle.

## ring bearer

Usually selected by the bride, the ring bearer follows the attendants down the aisle carrying a faux ring sewn on to a satin pillow. The ring bearer wears a tuxedo or formal suit.

## best man

The best man, usually the grooms' brother or close friend, is responsible for all the activities of the groom's ushers. He arranges the bachelor dinner or stag \& serves as the groom's legal witness to the signing of the marriage certificate. He helps the groom dress \& accompanies him to the ceremony. He ensures the license \& wedding rings are in the groom's possession \& will present the Officiate with his fee for performing the ceremony.
At the reception, he proposes the first toast to the bride \& groom \& is expected to make a speech on behalf of the groom. After the reception, he sees the couple off \& returns the rented formal wear.

## ushers

Selected by the groom, usually close friends \&/or relatives, they are dressed uniformly for the ceremony. They greet \& seat all the guests at the ceremony. The bride's family \& friends are seated on the left of the aisle, \& the groom's on the right. There should be approximately 1 usher for every 50 guests.

