



POMEROY  
HOTEL  
&  
CONFERENCE CENTRE

# Banquets & Catering Menu



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[www.PomeroyHotel.com](http://www.PomeroyHotel.com)

# Welcome



**POMEROY  
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CONFERENCE CENTRE

Welcome to the contemporary new Pomeroy Hotel & Conference Centre in Grande Prairie, Alberta. Featuring designer accommodations with modern amenities, sleek social areas and a stylish restaurant and lounge, every facet of this completely remodeled hotel is inspiring.

Conferences, meetings and special events are available across more than 11,000 square feet of versatile function space including two formal ballrooms, the largest seating upwards of 400 people. The Pomeroy Hotel & Conference Centre is pleased to offer complimentary wireless internet access in all guestrooms, as well as throughout all public space and function rooms.

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# Breakfast Buffets

## THE CONTINENTAL

House baked stuffed croissants, assorted muffins, mini Danish  
Fresh fruit salad  
Fruit juices  
Brewed Starbucks coffee & Tazo organic teas  
15 | pp

## THE DELUXE CONTINENTAL

House baked stuffed croissants, assorted muffins, mini Danish  
Assorted cereals  
Warm oatmeal with dried fruits and nuts  
Fresh fruit salad  
Fortified fruit smoothies  
Individual assorted yogurts  
Fruit juices  
Brewed Starbucks coffee & Tazo organic teas  
19 | pp

## THE PEACE COUNTRY BREAKFAST

House baked stuffed croissants, assorted muffins, mini Danish  
Assorted cereals  
Warm oatmeal with dried fruits and nuts  
Sliced fruit display  
Fortified fruit smoothies  
Individual assorted yogurts  
Breakfast potatoes  
Scrambled farm fresh eggs  
Pork and beef sausages  
Fruit juices  
Brewed Starbucks coffee & Tazo organic teas  
20 | pp



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# Breakfast Buffets

## THE POMEROY BREAKFAST

House baked stuffed croissants, assorted muffins, mini Danish  
Assorted cereals, warm oatmeal with dried fruits and nuts  
Sliced fruit display  
Fortified fruit smoothies, individual assorted yogurts  
Breakfast potatoes  
Scrambled farm fresh eggs  
Pork and beef sausages  
Red velvet pancakes with a cream cheese icing  
Texas jumbo cinnamon bun French toast  
Eggs benedict with house made hollandaise  
Fruit juices  
Brewed Starbucks coffee & Tazo organic teas  
22 | pp

## THE PINNACLE BREAKFAST

*minimum 15 guests*

House baked stuffed croissants, assorted muffins, mini Danish  
Assorted cereals, warm oatmeal with dried fruits and nuts  
Sliced fruit display  
Fortified fruit smoothies, individual assorted yogurts  
Breakfast potatoes  
Scrambled farm fresh eggs  
Pork and beef sausages  
Apple wood smoked bacon  
Red velvet pancakes with a cream cheese icing  
Texas jumbo cinnamon bun French toast  
Eggs benedict with house made hollandaise  
Grilled NY striploin steaks  
Sliced deli meat platter  
International renowned cheeses  
Chef attended omelet station  
Fruit juices  
Brewed Starbucks coffee & Tazo organic teas  
26 | pp



# Add Ons & Beverages

## BREAKFAST ADDITIONS

Belgian waffle with fresh berries and whipped cream	4
Smoked salmon platter with bagels, cream cheese, red onions and capers	12
International renowned cheeses and domestic cheese platter	8
Scrambled farm fresh eggs	6
Pork and beef sausages	4
Applewood smoked bacon	4
Breakfast potatoes	3
Chef attended omelet station (minimum 15 people)	12
Grilled 8oz AAA NY striploin	10
Classic eggs benedict with house made hollandaise	6
Texas jumbo cinnamon bun French toast	5
Red velvet pancakes with a cream cheese icing	5
Sliced deli meat platter	8
Individual assorted yogurts	2
Fortified fruit smoothies	3
Sliced fruit display with berries	8
Assorted cereals	2
Warm oatmeal with dried fruits and nuts	3

*All prices are based per person*

## BEVERAGES

Coffee & Tea Station	3
Includes brewed Starbucks coffee & Tazo organic teas	
Brewed Starbucks coffee	35   12 cup urn 55   25 cup urn 175   65 cup urn
Bottled Beverages	3 each
Pepsi, 7up, Ginger Ale, Mugs Root Beer	
Still bottled water, San Pellegrino Sodas	

*Billed on consumption*

# Coffee Breaks



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## THE MORNING BREAK

Sliced fruit and berry display  
House baked stuffed croissants, assorted muffins, mini Danish  
Brewed Starbucks coffee & Tazo organic teas  
11 | pp

## THE POMEROY BREAK

House baked cookies  
Warm Texas jumbo cinnamon bun  
Double fudge brownies  
Brewed Starbucks coffee & Tazo organic teas  
15 | pp

## THE LIFESTYLE BREAK

Granola bars  
Individual assorted yogurts  
Baked Pita Chips with hummus, tzatziki and artichoke dips  
Brewed Starbucks coffee & Tazo organic teas  
13 | pp

## THE EXECUTIVE BREAK

Sliced fruit and berry display  
Sliced deli meats platter  
International renowned and domestic cheeses platter  
Warm jumbo pretzels with hot mustard  
Brewed Starbucks coffee & Tazo organic teas  
18 | pp

# Breaks



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## BREAK ITEMS

Sliced fruit display with berries	8
House baked stuffed croissants	4
Assorted muffins	3
House baked mini Danish	4
International renowned cheeses and domestic cheese platter	8
Smoked salmon platter with bagels, cream cheese, red onions and capers	12
Sliced deli meat platter	8
Fortified fruit smoothies	3
Nature valley granola bars	3
Miss Vickie's potato chips	3
Warm jumbo pretzels with hot mustard	5
Crisp vegetables and creamy dip	6
Double fudge brownies	5
House baked cookies	3
Dessert squares	6
Chocolate fountain with fresh fruit and berries	15

*All prices are based per person*



# Lunch Buffets



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*minimum 12 guests*

All lunch buffets served with brewed Starbucks coffee & Tazo organic teas

## THE UKRAINE

Mixed green salad, assorted dressings  
House made Kapusniak with sour cream  
Potato and cheddar perogies with sautéed onions and bacon  
Beef and rice stuffed cabbage rolls in tomato sauce  
Dessert squares  
21 | pp

## THE ALBERTAN

Mixed green salad, assorted dressings Kale and Quinoa Salad  
Beef and barley soup  
Peppered Beef Goulash  
Red Skin mashed potatoes  
Dessert squares  
22 | pp

## THE FUSION

Turmeric and three lentil soup  
Braised chicken thighs with rosemary, fennel and Kaffir lime  
Chipotle and honey rubbed roasted pork loin with a mango and grainy mustard jus  
Fancy peas and steamed baby potatoes  
Dessert squares  
23 | pp

## THE ITALIAN

Minestrone Soup  
Caesar Salad  
Baked cheese cannelloni with a rose sauce  
Rotini Primavera, olives, zucchini, peppers in a tomato sauce  
Dessert squares  
Garlic toast  
19 | pp

*Buffets served for a maximum of two hours*

*Smaller groups can be accommodated in The Office Restaurant*



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# Lunch Buffets

*minimum 12 guests*

All lunch buffets served with brewed Starbucks coffee & Tazo organic teas

## THE MIDDLE EAST

Shorabit JarJir (Red Lentil and Squash soup)  
Garlic and Harissa roasted chicken thighs  
Lemongrass simmered beef kofte  
Vegetable tagine  
Baked pita bread  
Dessert squares  
20 | pp

## THE BEIJING

Sweet corn and egg drop soup  
Vegetarian egg rolls with plum sauce  
Sweet and sour chicken balls  
Vegetable chop suey  
Fried rice  
Dessert squares  
19 | PP

## SOUP & SANDWICH

Chef's soup creation of the day  
Mixed green salad, assorted dressings  
Assorted sandwich platter (1.25 sandwiches per person)  
Black forest ham with smoked cheddar and balsamic aioli  
Smoked salmon with herb cream cheese, capers and crispy onions  
Grilled vegetables with hummus and pea shoots  
Smoked Turkey breast with avocado and cranberry mayo  
Traditional tuna salad  
Classic chicken salad  
Jumbo cookies  
17 | pp

*Buffets served for a maximum of two hours*

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# Lunch Buffets

## BUILD YOUR OWN LUNCH BUFFET

*minimum 12 guests*

Choose three (3) salads, two (2) hot entrees  
Served with chef's choice dessert buffet and  
Brewed Starbucks coffee & Tazo organic teas

### SALADS

(Choice of 3)

Traditional Caesar

Tuscan green salad with three dressings on the side

Greek salad with Kalamata olives, feta and red wine oregano vinaigrette

Sweet pickled fennel and cucumber salad with a dill crème fraiche dressing

Caprese salad with Roma tomatoes, bocconcini and basil

Mango shrimp crispy coleslaw

Spinach salad with egg, bacon and mushrooms, lemon poppy seed dressing

Tri-Color vegetable farfalle pasta salad with sundried tomato pesto vinaigrette

### HOT ENTRÉES

(Choice of 2)

Grilled chicken, crispy prosciutto and brie sandwich on onion filone bread  
with basil and roasted garlic aioli

Herb roasted chicken in a red wine sauce

Chicken penne carbonara pasta with pancetta and fancy peas

Prime rib beef stew with a rich red wine gravy

Baron of beef BBQ wraps with smoked gouda

Eggplant or chicken parmesan

with house made marinara sauce, grana padano and asiago cheeses

Meatball sandwich with marinara sauce on baguette

with balsamic caramelized onions and bocconcini cheese

Classic meat lasagna with bolognese sauce, creamy ricotta and three cheeses

Vegetarian lasagna with smooth béchamel, grilled vegetables and three cheeses

Baked three cheese tortellini with a creamy rose sauce

Coconut and red curry or teriyaki stir-fried beef, chicken or fish with jasmine rice

28 | pp

*Buffets served for a maximum of two hours*

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# Meeting Packages

## POMEROY ALL - DAY MEETING PACKAGE

49 | pp

*Price includes service charge and taxes  
minimum 12 guests*

The per person price includes the meeting room rental, wireless internet access, a projection screen, food and beverage service as detailed below, plus the meeting room setup and tear down, as well as the service charge and tax. Further audio visual and catering requests will be an additional cost.

To customize your event, please contact the hotel for more details and a specific quote.

### ARRIVAL

House baked croissants, assorted muffins, mini Danish

Chilled fruit juices

Brewed Starbucks coffee & Tazo organic teas

### MORNING BREAK

Coffee & Tea Station

### LUNCH

Your choice of lunch buffet menus from page 8 and 9

### AFTERNOON BREAK

Coffee & Tea Station

House baked cookies

Menu Options	Add
Deluxe continental breakfast	5
Full, hot breakfast buffet	9
Lunch menu 'Build your own Buffet' from page 10	7
Dessert squares with lunch	3
Soft drinks / fruit juices (one per person)	3

*Price includes service charge and taxes*



# Reception

*Prices are per dozen, minimum order of 2 dozen per selection*

**COLD HORS D’OEUVRE** 29 | dozen

- Tiger shrimp cocktail on cucumber
- Prosciutto melon fourchette
- Smoked salmon on rye with a red onion marmalade
- Ice shrimp remoulade on toasted crostini
- Scallop ceviche with cress
- Grilled vegetable timbale with goat’s cheese
- Peking duck rice rolls with hoisin and mango
- Roasted artichoke and sundried tomato tartlets
- Chicken mousse with roasted red pepper jelly
- Albacore tuna tataki on crisp tortilla with pico de gallo
- Roma tomato bruschetta with basil and balsamic glaze

**HOT HORS D’OEUVRE** 29 | dozen

- Grainy mustard and herb crusted lamb lollipops
- Bacon wrapped scallops
- Vegetarian mini spring rolls
- Mango pulled pork on potato rosti
- Sweet chili chicken satay
- Beef samosas with raita dip
- Mini beef wellington with a horseradish jus
- Snow crab stuffed mushroom caps
- Goat cheese & celery root stuffed profiteroles with fire scorched red pepper coulis
- Brioche with braised beef ribs and brie
- Spanakopita
- Shrimp fire crackers

**Serving Recommendations**

Service Time		Stationed	Passed
Lunch	11 am – 2 pm	10 – 12 pcs   pp	5 – 7 pcs   pp
Afternoon/Reception	2 pm – 6 pm	5 – 7 pcs   pp	3 – 5 pcs   pp
Dinner	5 pm – 8 pm	12 – 15 pcs   pp	8 – 10 pcs   pp
Post Dinner	8 pm – 12 am	3 – 5 pcs   pp	2 – 3 pcs   pp

# Reception



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## CHEF ATTENDED ACTION STATIONS

Dynamic and interactive food stations showcasing  
spectacular food and knowledgeable chefs  
*minimum 30 guests*

## BEEF TENDERLOIN AND YUKON GOLD MASHED POTATO MARTINI BAR

Sterling silver beef tenderloin rolled in crushed wild mushrooms  
Yukon gold potatoes whipped with Buttermilk  
Green peppercorn and cognac demi  
A full accompaniment of toppings  
24 | pp

## SCALLOP AND SHRIMP FLAMBÉ

Jumbo digby scallops  
Black tiger Shrimp  
Pernod cream sauce  
16 | pp

## CHOCOLATE DECADENCE

Chocolate fountain with skewered fresh fruit  
Chocolate paté  
Amaretto flambéed raspberries  
Warm chocolate brownies  
12 | pp

## EAST COAST OYSTER BAR

Choice malpeque oysters, fresh shucked  
Assorted sauces  
24 | pp

*Reception size only, not a meal replacement.*



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# Dinner Buffets

## TASTE OF ITALY

*minimum 15 guests*

Caesar salad with focaccia croutons and grana padano  
Caprese salad with yellow and red tomatoes and bocconcini cheese  
Panzanella salad with asparagus and smoked makarel  
Grilled antipasto platter  
Spiced olives  
Creamy polenta with roasted red peppers and reggiano  
Braised chicken in a sweet and sour black olive, caper and sundried tomato sauce  
Baked three cheese tortellini with a rose cream  
Tiramisu and chef's select desserts  
Brewed Starbucks coffee & Tazo organic teas  
34 | pp

## THE POMEROY

*minimum 20 guests*

Tuscan mixed green salad with an assortment of dressings  
Caesar salad with focaccia croutons and parmigiano reggiano  
Roasted brussel sprout and prosciutto salad with grapefruit vinaigrette  
Crispy coleslaw  
German potato salad with crisp bacon and a grainy mustard red wine vinaigrette  
Red skin mash potatoes  
Seasonal vegetable medley  
Roasted herbed chicken  
Amber ale pineapple glazed smoked ham  
Chef carved baron of beef au jus Chef's assorted dessert buffet  
Brewed Starbucks coffee & Tazo organic teas  
39 | pp

*Buffets served for a maximum of two hours  
Smaller groups can be accommodated in The Office Restaurant*



# Dinner Buffets

## THE TRADITIONAL

*minimum 15 guests*

Tuscan mixed green salad with an assortment of dressings  
Caesar salad with focaccia croutons and grana padano  
Ambrosia salad  
Roasted brussel sprout and prosciutto salad with grapefruit vinaigrette  
Crispy coleslaw  
Herb roasted creamer potatoes  
Seasonal vegetable medley  
Roasted pork loin with a maple and onion jus  
Herb roasted chicken  
Chef's dessert display  
Brewed Starbucks coffee & Tazo organic teas  
36 | pp

## THE CANADIAN

*minimum 25 guests*

Tuscan mixed green salad with an assortment of dressings  
Caesar salad with focaccia croutons and grana padano  
Ambrosia salad  
Roasted brussel sprout and prosciutto salad with grapefruit vinaigrette  
Crispy coleslaw  
German potato salad with crisp bacon and a grainy mustard red wine vinaigrette  
Roasted cauliflower, quinoa and chickpea salad with toasted cumin and cider dressing,  
Sultana raisins and Okanagan goat's cheese  
Thinly shaved assorted deli meat platter  
Imported and domestic cheese display  
Yukon gold and buttermilk whipped mashed potatoes  
Seasonal vegetable medley  
Roast turkey with an apricot and cranberry stuffing & pan gravy  
Homemade cranberry sauce infused with Grand Marnier  
Amber ale pineapple glazed smoked Ham  
Steamed Ling Cod with an ice shrimp "Rejer" veloute  
Chef carved Albertan Prime rib, red wine jus  
Chef's assorted dessert display  
Brewed Starbucks coffee & Tazo organic teas  
48 | pp

# Heated Dinner



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## THE LIGHT HEARTED 34 | pp

Tuscan mixed green salad with crisp carrot straw, tomatoes and English cucumbers  
Drizzled with a balsamic vinaigrette

~

Prosciutto wrapped chicken supreme with an onion jus  
Yukon gold mashed potatoes and seasonal vegetables

~

Fresh fruit and berries topped with a prosecco sabayon

## FROM THE SEA 38 | pp

Baby spinach salad with goat cheese, spicy pecans, green apple caviar and raspberry pearls  
Lemon poppy seed dressing

~

Sesame seed crusted salmon with a maple soy glaze  
Braised shitake mushrooms and wasabi mashed potatoes

~

Coconut and passion fruit panna cotta with berry meringue kisses,  
Lemon gel, rhubarb gel and micro cake

## FROM THE LAND 44 | pp

Yellow and red vine ripened tomato salad with grilled asparagus, shaved parmesan  
Grainy mustard, tarragon and white truffle vinaigrette

~

Apple cider brined Frenched pork chop, slow smoked over apple wood  
Served with Saskatoon berry jam and maple jus  
Sticky molasses yam wedges and seasonal vegetables

~

Chocolate Nemesis

Decadent chocolate pate with raspberry gel, berry pearls and cocoa berry dust

## THE PRIME 56 | pp

Coconut jumbo shrimp with red curry coconut cream and mango slaw

~

Slow roasted 28 day aged Alberta Prime rib with red wine au jus, Yorkshire pudding  
Smashed creamer potatoes and seasonal vegetables

~

Traditional NY cheesecake

Smothered in Grand Marnier macerated strawberries

*The menus are above are only a sample of what can be created by the kitchen.  
The Chef is happy to create a unique menu that is tailored to your special occasion.  
Brewed Starbucks Coffee and Tazo Organic Teas are included with all menus.*



# Late Night Bites

*minimum 30 guests*

## PIZZA AND WINGS

2 pieces of pizza and half a pound of hot wings per person  
14 | pp

## SOUVLAKI BAR

Greek spiced chicken skewers  
Pita bread, tzatziki, feta, tomato and lettuce  
8 | pp

## DEEP FRIED DELICIOUSNESS

Pork dry ribs & chicken wings  
Spring rolls  
Pickles and mozza sticks  
Assorted dipping sauces  
16 | pp

## GOURMET SANDWICH PLATTER

1.25 Gourmet sandwiches per person  
7 | pp

## DELI MEAT AND CHEESE PLATTER

Dinner rolls and condiments  
9 | pp

*Reception size only, not a meal replacement.*



# Bar & Wine Selection

## CASH BAR

Guests pay for their own beverages. The prices listed include tax.

Premium Liquors | 1oz | 6

Captain Morgan Spiced and Dark Rums,  
Bacardi White Rum, Beefeater Gin, Iceberg Vodka,  
J&B Scotch, Baileys, Kahlua

Deluxe Liquors | 1 oz | 8

Crown Royal, Jack Daniels, Grey Goose Vodka,  
Bombay Gin, Jamesons Whiskey,  
Johnnie Walker Black, Spice Box & Malibu Rum,  
Sambuca, Jose Cuervo Tequila

Pop & Juice | 2

Coolers | Smirnoff Ice & Twisted Tea | 8 per bottle

Domestic Beer | 6 per bottle

Budweiser, Coors Light, Kokanee, Pilsner

Import Beer | 8 per bottle

Corona, Heineken, Guinness, Peroni, Dab, Becks,  
Red Stripe, Hoegaarden, Kronenbourg 1664,  
Kronenbourg 1664 White

House Wine by the glass | 8

House Wine by the bottle | 32

## HOST BAR

Beverages are paid by the host of the function. The gratuity and tax will be added to the prices listed.

Premium Liquors | 1oz | 5.75

Deluxe Liquors | 1 oz | 7.75

Pop & Juice | 1.50

House Wine by the glass | 7.75

Coolers | 7.75 per bottle

Domestic Beer | 5.75 per bottle

Import Beer | 7.75 per bottle

House Wine by the bottle | 29

## WHITE WINE

House Wine | Pinot Grigio 29

Sartori | Pinot Grigio | Casa Vincola | 45

Le Petit Berticot | Sauvignon Blanc | 36

Chateau Des Charmes | Chardonnay Unoaked | 32

## RED WINE

House Wine | Cabernet Sauvignon | 29

Luigi Bosca La Linda Old Vine | Malbec | 45

Tinga Block Selection | Pinot noir | 32

Nugan Estate Alfredo Second Pass | Shiraz | 42

## SPARKLING WINE & CHAMPAGNE

Barefoot Bubbly Brut 35

(USA)

La Gioiosa | Prosecco Treviso Brut | 44

(Italy)

Perrier Jouet | Grand Brut | 155

(FRANCE)

*The selections listed may change subject to availability. Additional selection available on request and will be priced accordingly. For items not shown, please ask for details. Appropriate advance notice is required for special orders. Pomeroy Hotel & Conference Centre operates under AGLC regulations.*

# Policies



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## **Food Service**

For all functions with food and beverage, a guaranteed number of guests is required at least 3 standard business days prior to the function date. Should no guarantee be received, the most recently provided expected number of guests will become the guarantee. Upon request and space permitting, the hotel will set up to 5% above the guarantee to a maximum of 10. The hotel will charge for the guaranteed number or actual attendance, whichever is greater.

All food and beverage selections must be confirmed by function organizer at least fourteen (14) days prior to the function start. Dietary substitutes are available upon your request. Outside food and beverage are not permitted in the hotel, with the exception of a wedding cake. Any specialty items such as food samples must be approved by the hotel in advance of the event. All menu items and pricing will be confirmed up to 6 months prior to the function start. All food provided by the hotel must be consumed on site. Hotel food may not be taken off of the property.

The agreed upon number of guests booked for a food and beverage function may be decreased by up to 15% without penalty up until the guarantee is provided. Should attendance reduce further, the hotel reserves right to apply a food and beverage attrition charge. Adjustments to an event can be made to avoid this charge. Please speak with your catering representative for assistance.

Guests of age 13 and older receive regular menu pricing. Children ages 6 – 12 receive a discount of 50% off of the agreed menu price, or a children's menu can be arranged at a special price. Children under 6 are complimentary when dining with an adult.

## **Alcohol Service**

The hotel will ensure all local and provincial rules and regulations regarding the responsible service of alcohol is followed. Alcohol service is available between 11:00am and 1:00am as per the hotel liquor service license.

## **Additional Services**

The standard table setup for food and beverage functions includes black table cloths and white napkins. Speak with your catering representative regarding additional options and outside rental resources.

Open flame is not permitted. Candles may be used provided the flame is enclosed in glass (votive candles, candelabras, etc.).

The hotel does not supply specialty décor or props. We will be pleased to assist you in contacting an appropriate supplier.

Event signage must be professional in preparation and appearance, and is to be pre-approved by the hotel prior to display.

The hotel reserves the right to remove any signage that does not meet these requirements. Nails, tacks, staples, and confetti are not to be used on the premises. The use of any type of sparkles or glitter is prohibited. A clean-up charge of \$500 or more will apply in the event of non-compliance.

## **Additional Fees**

All catering prices are subject to a service charge of 18%. The 5% GST applies to all prices as well as the service charge.

Standard electrical power (110v / 15 amp service) is included with all function spaces. Should additional power be required, a connection / setup fee will apply, with the amount based on the service request. Wireless internet service is complimentary in all function spaces, guest rooms and public spaces. Should additional bandwidth or dedicated connections be required, setup fees will apply based on the request.

A charge for additional labour will apply in the event that the setup of a function room is significantly changed on the day the function is scheduled to start.

A bar service fee of \$100 will apply should net bar sales be less than \$350 per bar.

The hotel is required by law to collect a royalty on all recorded entertainment performed during a function. These are paid direct to SOCAN (Society of Composers, Authors and Music Publishers of Canada, [www.socan.ca](http://www.socan.ca)) and Re:Sound ([www.resound.ca](http://www.resound.ca)). The royalties depend on the function room capacity and whether there will be dancing during the function.

# Policies



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## ***Deposit Schedule***

To confirm a function on a definite basis, a deposit representing 20% of the total estimated expenditure for the event is required. Unless otherwise approved for direct billing, 100% of the estimated expenditure is due at least 7 days prior to the function. All deposits are considered non-refundable once paid. Any accounts that become past due for more than 30 days will be subject to an interest charge of 3% per month. The individual signing a contract and/or banquet event order, warrant that they are authorized to do so on behalf of their organization. Any additional or changes made to an agreement, must be done in writing and signed. Only the convenor or identified on-site contact(s) are permitted to make changes to a function.

## ***Cancellation***

All cancellations must be received in writing. A function cancelled within 7 days of the start is subject to a charge of 100% of the total agreed expenditure. A cancellation within 90 days of the start is subject to a charge of 50% of the estimated expenditure.

## ***Damage / Loss***

The hotel is not responsible for any damages to or loss off property before, during or after an event held by their client or their delegates. The hotel reserves the right to inspect and control all private functions and rooms. Arrangements must be made for security of exhibits, equipment or merchandise left inside function rooms via an outside security company. A waiver is to be signed by the client if materials are left inside the hotel without proper security in place.

## ***Force Majeure***

You shall indemnify and hold us our parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim or liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by you, your guests, invitees, agents, delegates or representatives, except to the extent and percentage attributable to the hotel's negligence. We shall indemnify and hold you, your parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim or liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by us, our agents, employees or representatives, except to the extent and percentage attributable to the Group's or its guests, invitees, agents, delegates, or representatives negligence.

## ***Indemnity***

If the contract becomes impossible to perform by either party due to acts of war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities (which prohibit more than 25% or more of the meeting delegates from attending your conference), or other emergencies making it illegal or impossible to provide the facilities or hold the meeting, this Contract may be terminated for any one or more of such reasons by written notice of one party to the other provided that reason for said termination is in effect in the jurisdiction or surrounding area and is in effect within 7 days prior to the arrival of the first member of the group.

*Revised Spring 2017*