



**Best
Western®**

North Bay Hotel & Conference Centre

WEDDING GUIDE & MENU



Welcome to the Best Western Hotel

It is with great pleasure that we anticipate your visit to the Best Western Hotel!

We are located on Lakeshore Drive, minutes from downtown & across the street from beautiful Lake Nipissing. We invite you to enjoy the magical sunsets.

Your Wedding Day is a wonderful opportunity to share your uniqueness & style. Let us create your perfect day & help you select the ideal wedding package. Our professional catering staff is available to attend to your every wish. With over 60 years of experience, no detail is left unattended. We will make your dreams a reality with the personal care & impeccable service for a day that you will always remember.

The Best Western has 117 tastefully decorated traditional bedrooms, 11 king executive rooms & 2 spacious one bedroom suites. Fully licensed FARINA Ristorante & FAB Lounge.

Private banquet rooms are available for groups of 10 to 300 guests.

For quick & easy assistance, please contact us:

Direct: (705) 474-5800

Fax: (705) 474-8699

Toll Free: 1-800-461-6199

Email: bwevents@whg.com

Or visit us:

700 Lakeshore Drive

North Bay, ON

P1A 2G4

Website: www.bestwesternnorthbay.com

Facebook: www.facebook.com/BWnorthbay

Wedding Day Timeline & Checklist

8 to 12 Months Before Your Wedding Day

Agree with your spouse-to-be & your family on your wedding date.

Choose a location & caterer.

Decide on a preliminary wedding budget.

Hire a wedding planner/coordinator. (optional)

Visit bridal shows.

Prepare a guest list.

Agree to meet with your officiate or clergyman/woman.

Agree on the ceremony location & time.

Agree on the rehearsal & reception site.

Shop for a professional videographer & photographer.

Shop for a caterer, florist & music. (band, DJ, etc.)

Look for a wedding gown & allow time for alterations and fittings.

Agree on bridal registry.

Call up & select the bridesmaids & groomsmen.

Agree on a date to order both dresses & suits.

Choose a beautiful place for your honeymoon.

Apply for passports if needed.

6 Months Before Your Wedding Day

Make airline & hotel reservations for the honeymoon.

Fine tune guest list.

Shop/order invitations, calligraphy, announcements & Thank you notes.

Shop/order wedding favors.

Draw a time line for the wedding reception.

Agree on wedding wine & dinner.

Agree on a florist & place an order for the wedding cake.

Call the photographer to set up a time for the bridal portrait.

Book a limousine company for transportation on your wedding day.

Share and discuss the reception timeline with all parties involved.

Buy a gift for the groom & bride.

8 Weeks Before Your Wedding day

Discuss with the officiate any specifics of the wedding ceremony.

Purchase a going away outfit.

Purchase all wedding accessories such as the ring pillow, goblets, garter belt, candles, etc.

Start writing placement cards.

Finalize the guest list.

Set a date and time for the rehearsal dinner.

Choose gifts for the groom & the attendants.

Make final alterations & fittings for the Wedding Gown.

Visit your photographer for the bridal portrait.

1 month before your Wedding Day

Fill out and submit application for the marriage license.

Buy your wedding bands.

Mail invitations.

Contact out of town guests & make necessary hotel reservations.

Finalize music list & no-play list with band or DJ.

Make reservations for bridesmaids' luncheon at FARINA Ristorante.

Attend showers.

Handle business & legal details such as name changes, address changes, etc.

2 Weeks Before Your Wedding Day

Schedule the rehearsal a day or two before your wedding day.

Make an appointment with a beauty salon for the day of wedding.

Verify the bridal party clothing.

Wrap & present the wedding party gifts.

Send a wedding announcement to the local newspapers if you wish & mail the announcements to guests living out of country.

Agree with the reception site & caterer on final details.

1 Week Before Your Wedding Day

Send reminders to the rehearsal dinner attendees about location & time.

Start packing for your honeymoon.

Discuss final details of the ceremony & reception with the pertinent parties.

Get final guest counts to caterers, wedding cake company, party rental and/or reception site coordinator

The Day Before Your Wedding Day

Visit your beauty salon for manicure & pedicure.

Attend the rehearsal & dinner.

Make sure the ushers have the final guest list.

Go to bed early & get a good night's sleep.

You're Wedding Day!

Make sure you eat something.

Visit your beauty salon for hair styling & make-up. (bring veil & headpiece)

Make sure the best man & maid of honor sign the wedding certificate.

Make sure the wedding gown is pressed & steamed.

Bring a change of clothes if you are leaving for your honeymoon.

Try to relax... unwind... & savor the unfolding of your special day.

Post Wedding

Congratulations!

Our best wishes for a married life filled with good health, happiness and fortune post wedding & honeymoon.

Contact a flower preservation vendor to preserve your bouquet.

Contact a gown preservation vendor to hand clean, press & preserve your bridal gown.

Send out thank-you notes for all the wedding gifts & services.

All Wedding Packages Include

Our wedding packages consist of your choice of a full dinner buffet or a 3 course plated meal.

Complimentary banquet room rental.

Complimentary banquet room for shower, rehearsal or gift opening.

Complimentary parking for all guests.

Preferred guest room rate.

Custom menus for each table.

Complimentary podium & microphone.

Complimentary overnight accommodations for the Bride & Groom.

Complimentary wedding cake cutting which can be served with your late night buffet.

Bridal Showers

Let us take the pressure off & host the your bridal shower at the same great location. Choose from any of our menus, order from Farina Ristorante or have us create something special for you.

The Night Before Rehearsal Dinner

A reservation in FARINA Ristorante. Great Italian food that everyone loves.

The Next Day Gift Opening

Have your gift opening here on Sunday & order a breakfast or brunch with us, we will supply you with a room (subject to availability) at no charge for all of your friends & family to gather in so that you may relax and unwind after a busy Wedding Day.

GIFT OPENING



CONTINENTAL BREAKFAST BUFFET

*Oven fresh danish, croissants & muffins
served with preserves and butter.*

Selection of seasonal sliced fruit.

Cereal & milk with chilled fruit juices.

*Freshly brewed regular & decaf coffee with
a variety of herbal teas.*

\$10 per person

MIMOSA BRUNCH

Mimosas on ice (after 11 am)

Breakfast pastries and yogurt parfaits.

*Tossed salad with three selections of
dressing, potato salad & Greek salad.*

*Pickles, olives and vegetable &
dip platters.*

*Scrambled eggs, french toast, home fries,
smoked bacon and pork sausage.*

Italian mimosa cake & butter tarts.

*Freshly brewed regular & decaf coffee with
a variety of herbal teas.*

\$18 per person

DELUXE COCKTAIL RECEPTION



CANAPES

Coconut Fruit Flan

Beet Goat Cheese Crostini

Bruschetta

Prosciutto Pinwheels

Polenta & Shrimp with Arugula Pesto

\$20 per dozen

HORS D'OEUVRES

Deep Fried Agnolotti with Tomato Sauce

Watermelon & Feta Bites

Mushroom & Ricotta Tartelettes

Breaded Bocconcini with Arrabiatta Sauce

Farina Arancini

Anise Taralli (2 doz)

Prosciutto Wrapped Asparagus

Melons Wrapped in Prosciutto

Deviled Eggs

Bacon Wrapped Apricots

Capresse Skewers

Spicy Prosciutto Pinwheels (2 doz)

\$20 per dozen

RECEPTION PLATTERS

VEGETABLE CRUDITE

Fresh cut vegetables with our beef & onion dip.

\$4 per person

ANTIPASTO PLATTER

Italian cured meats, international cheeses, marinated olives and bread sticks.

\$7 per person

FRUIT PLATTER

An array of fresh sliced fruits and whole berries.

\$5 per person

POACHED LEMON SHRIMP WITH ROMESCO SAUCE

Lemon poached shrimp with a roasted red pepper and tomato sauce.

\$80 per platter

CLASSIC MUFFULETTA COCKTAIL SANDWICHES

Freshly made pressed sandwiches layered with italian meats, cheeses, vegetables and pesto.

\$8 per person

MEET & GREET PLATTER

Selection of international & domestic cheeses, grapes and Chocolate covered strawberries.

\$60 per platter (14-20 people)

RECEPTION STATIONS

CHOCOLATE & FRUIT

Strawberries, marshmallows and cubed melons.

\$65 Fountain rental

\$7 per person

ITALIAN TREAT

Fried agnolotti with tomato dipping sauce & a bruschetta platter.

Sporcamuss, bomboloni and canollis.

\$12 per person

STROMBOLI

Italian meats and cheese baked in fresh bread variety of antipasto skewers.

Anise taralli.

\$12 per person

SLIDERS

Build your own sliders.

Meatball, marinated shredded beef, cheese and slider buns.

Parmesan and pesto twists.

\$11 per person

POUTINE BAR

Fresh cut fries, Shredded Mozzarella, cheese curds & gravy.

\$8 per person

SALTY SNACKS

Fresh popped popcorn with butter & sea salt.

Crisp Kettle chips with roasted red pepper seasoning

\$8 per person

CHOCOHOLIC'S DREAM

Chocolate brownies, Chocolate mousse, chocolate fudge brownies, Nanaimo bars and freshly baked cookies.

Hot chocolate, coffee and tea.

\$14 per person

SIGNATURE PIZZA

PIZZA PROSCIUTTO

Fresh basil, tomato sauce, mozzarella, onions, prosciutto, mushrooms and a drizzle of balsamic reduction.

\$14

ITALIAN CHICKEN RANCH PIZZA

BBQ sauce base with chicken, Pancetta, zucchini and mozzarella. Served with a side of ranch dressing.

\$14

PIZZA MEATBALL

Farina meatballs crumbled with bruschetta, mushrooms, caramelized onions, tomato sauce and our three cheese blend.

\$14

PIZZA PRIMAVERA

An array of roasted vegetables, tomato sauce and feta cheese.

\$14

SMOKED GORGONZOLA PIZZA

Olive oil base with smoked gorgonzola cheese, pear leaves and prosciutto slices.

\$14

CREATE YOUR OWN

*Basic tomato sauce and cheese. \$12
Additional toppings \$1.50 each
Pepperoni, ham, bacon, mushrooms,
onions, tomatoes, peppers, sausage, olives,
feta cheese.*

PLATED DINNER

All plated dinners include a complimentary pre-dinner fruit punch, a basket of oven fresh dinner rolls with creamy whipped butter on each table, freshly brewed coffee, decaffeinated coffee or herbal teas and your choice of a three course dinner with one appetizer, one entree and one dessert. (Additional appetizer is 5\$ per person)

SOUPS

Romano Bean Soup with Rosemary Infused Oil - an italian white bean pureed soup drizzled with rosemary oil.

Roasted Butternut Squash Soup with Caramelized Apples - butternut squash roasted with butter and garlice blended to creamy perfection and garnished with caramelized apples.

Chicken Leek Soup with Tarragon Cream - creamy chicken and leek broth topped with shredded chicken and savory whipped tarragon cream.

Fennel & Italian Sausage Minestrone - sauteed fennel and spicy italian sausage combined with fresh vegetables, cannellini beans and herbs.

SALADS

House Salad - a medley of leaf lettuce, arugula and radicchio tossed with carrots cucumbers and tomatoes and served with our house dressing.

Pear, Walnut & Arugula Salad - sliced pears, toasted walnuts, shaved parmesan sitting on a bed of fresh arugula tossed with a white balsamic vinaigrette.

Classic Caesar Salad - creamy Roasted Garlic Dressing, Parmesan Crisp, Croutons & Crisp Romaine .

Sicilian Fennel & orange salad - Marinated sliced fennel with orange segments tossed with red onions, leaf lettuce medley and oregano, black olive dressing.

ADDITIONAL APPETIZERS

Antipasto Plate - Italian cured meats, antipasti skewers, marinated olives and vegetables.
\$7 per person

Vegetarian Antipasto Plate - Marinated vegetables with antipasti sewers, goat cheese, marinated olives and crostinis.

\$6 per person

Granita - lemon, lime and cucumber&mint flavors.

\$3 per person

PLATED DINNER

ENTREE

Mushroom Wellington - A blend of mushrooms and black bean puree stuffed and baked in light and crispy puff pastry served on a bed of sauteed rosemary arugula. (vegan)

\$28 per person

Porchetta - Pork belly wrapped with herbs and roasted for a crispy skin. Served with garlic mashed potatoes, green beans and a lemon thyme sauce.

\$30 per person

Braised Beef Ragù with Pappardelle - Marinated beef braised with herbs and vegetables to tender perfection served on a bed of pappardelle noodles and garnished with young goat cheese.

\$30 per person

Pan Seared Cod - Cod tails pan seared with a white wine cherry tomato sauce accompanied by tomato risotto and roasted vegetables.

\$29

Polenta with Grilled Balsamic Vegetables - Creamy polenta with grilled vegetables garnished with feta cheese and drizzled with balsamic reduction.

\$28 per person

Chicken Parmesan - A breaded chicken breast topped with our in house tomato sauce and baked with mozzarella cheese. Served with parmesan risotto and steamed broccoli.

\$29

Tuscan Stuffed Chicken - A chicken breast stuffed with sun dried tomatoes, arugula and ricotta cheese accompanied by fettuccine garlic alfredo as well as sauteed zucchini & carrots.

\$36

Canadian Angus Prime Rib of Beef - Pepper crusted roast beef with yorkshire pudding, au jus, garlic herb roasted red potatoes and seasonal steamed vegetables.

KID'S MEALS

All children's meals are served with an appetizer and dessert.

Chicken Fingers & Fries - Breaded chicken tenders served with crisp french fries, carrot & celery sticks and plum sauce.

\$16

Spaghetti & Meatball - Spaghetti pasta topped with one of our farina meatballs and dressed with house made tomato sauce.

\$16

Gourmet Macaroni & Cheese - Classic macaroni and cheese loaded with pancetta bacon as well as green peas.

\$16 per child

DESSERT

CARAMEL PANNA COTTA

Creamy chilled dessert with deep caramelized sugar notes served with macerated berries and a dollop of whipped cream.

BOCCONOTTI

Cherry filled pastry baked to golden perfection garnished with a vanilla cream sauce.

LEMON MOUSSE CAKE

Lemon italian sponge cake with layers of lemon curd, raspberry jam and lemon mousse.

LAYERED PIZELLES

Layers of crispy pizelle cookies, whipped vanilla cream and stewed strawberries.

DINNER BUFFET

All our buffet dinners include your buffet selection menu for each table. Freshly brewed gourmet coffee, decaffeinated coffee and a selection of herbal teas. Oven baked crusty rolls with whipped butter. Tossed salad with a selection of three dressings. A display of garden vegetables with beef onion dip and relish trays. Herb roasted potatoes and a medley of buttered steamed vegetables. A choice of one side dish and one entree. The buffet is finished with a wide array of cakes, squares, cream filled swans and chocolate eclairs.

Minimum 50 guests

(Less than 50 guests an additional \$5 per person applies.)

SALAD SELECTION

Choice of three of the following salads.

Country Potato Salad - Mini red potatoes with onions and pickles in a mayo dressing.

Creamy Primavera Pasta Salad - Pasta salad with fresh cut vegetables and roasted red pepper dressing.

Marinated Greek Salad - Tomatoes, cucumbers, onions, black olives and feta cheese marinated in a sweet sun dried tomato dressing.

Orange & Fennel Coleslaw - Orange segments and sliced fennel tossed in a white balsamic vinaigrette.

Farro Arugula Salad - Italian farro wheat mixed with arugula and roasted vegetables tossed in a creamy dressing.

SIDE DISHES

Choice of one of the following side dishes.

Cappelletti Alfredo - Cheese stuffed cappelletti served with a classic alfredo sauce.

Cheese Ravioli Primavera - Cheese ravioli tossed with sauteed vegetables and garlic herb oil.

Spinach & Sundried Tomato Penne - Penne pasta tossed in an creamy sun dried tomato and spinach sauce.

Arugula lime Pesto Farfalle - Arugula, lime, walnut and parmesan pesto farfalle pasta.

Tomato Risotto - Creamy risotto with fresh bruschetta and tomato sauce.

Smoked Ratatouille - Fresh squash, tomatoes, onion and garlic roasted with smoked paprika and garnished with goat cheese.

ENTREE SELECTIONS

Choice of one entree \$39 per person.

Choice of two entree \$43 per person.

Aged Balsamic Vinegar & Date Chicken Supreme - Roasted chicken breasts paired with a slightly sweet balsamic and date reduction.

Pork Milanese - Breaded pork chops served with a tarragon bearnaise sauce.

Classic Braciolo - Butterflied steak stuffed with a mixture of herbs, cheeses and bread crumbs slowly simmered in our house made tomato sauce.

Tomato & Thyme Cod - Pan seared cod braised with tomatoes, thyme and cannellini beans.

Roasted Garlic Chicken - Roasted chicken segments tossed with a creamy artichoke and cherry tomato sauce.

Porchetta - Dry roasted pork belly, rubbed with fresh herbs and served with a lemon and thyme reduction.

Chicken Kiev - Breaded chicken breasts stuffed with garlic butter and drizzled with a garlic cream sauce.

ENTREE ENHANCEMENTS

Baron of Beef - Carved black pepper & salt crusted baron of beef.

\$5 per person

Seafood Platter - Ice platter loaded with smoked salmon, lemon poached shrimp and spicy bruschetta steamed mussels.

\$7 per person

Prime Rib - Carved slow roasted prime rib of beef with au jus and yorkshire pudding.

\$8 per person

We are pleased to offer a customized menu, all pricing and availability to be determined by our Executive Chef.

BEVERAGE SERVICE

Bar Prices are Subject to Applicable Taxes & Gratuities. Please note, if less than \$400.00 of liquor is consumed, a bartender fee of \$15 per hour, per bartender (minimum of 4 hours) will be applicable.

BAR PRICE LIST

Domestic \$5.50

Canadian, Budweiser, Coorslight, Budlight

Imported \$6.50

*Keith's, Stella, Corona, Heineken, MGD,
Steam Whistle*

House Wine \$6

*Jackson Triggs VQA Chardonnay,
Jackson Triggs VQA Cabernet*

Liquor \$5.50

*Rye, Scotch, Vodka, Gin, Rum, Spiced Rum,
Dark Rum, Tequila, Sourpuss,
Baleys, Kahlua.*

Coolers \$6.50

Smirnoff Ice, Assorted Palm Bays

Soft Drinks \$2.50

A LA CARTE

*Non-Alcoholic Fruit Punch Fountain
(50 ppl per)
\$45*

*Blend of Fruit Juice, 7up with Sliced
Oranges & Maraschino Cherries
Alcoholic Fruit Punch Service (serves 50)
\$89*

*Blend of Fruit Juice, Rum & Sliced Citrus
Fruit Mimosa Punch
\$4 per person*

*Premium Orange Juice with Champagne
Fountain Punch Rental is available
\$65*

WEDDING BAR PACKAGES

Host Bar

*Host Bar will be stocked with domestic
beer, house wine & coolers with scotch,
rye, gin, rum & vodka spirits.*

Toonie Bar

*Popular choice for weddings! Your guests
can buy \$2.00 drinks all night from your
private bar, the remaining balance will be
added to your house account.*

Ticket Bar

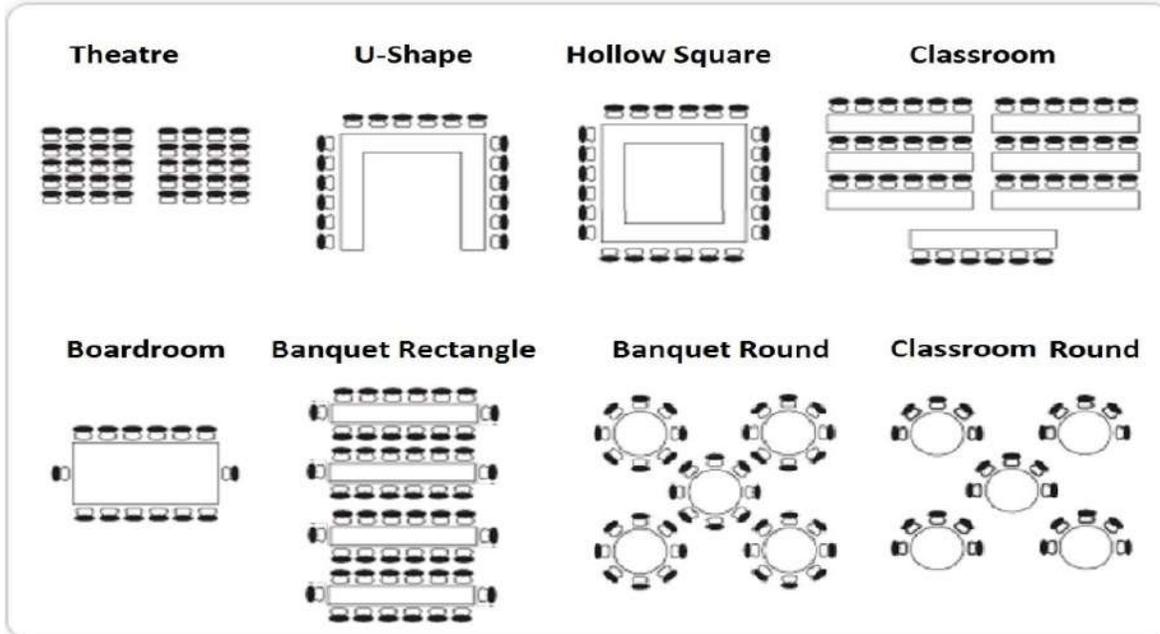
*The bride & groom can hand out drink
tickets throughout the evening & the total
will be added to your house account. In
addition to your guests being able to
purchase drinks all evening from the bar
for cash.*

ROOM CAPACITIES

Room	Size	Sq Feet	Theatre	Classroom	U-Shape	Board Room	Banquet
Regency Ballroom	40 x 87	3480	400	175			400
Regency Foyer	32 x 50	1600					
Ontario Ballroom	45 x 60	2700	300	130			300
Ontario Ballroom A, B or C	20 x 45	900	100	40	36	30	100
Ontario Ballrooms AB or BC	40 x 45	1800	200	90	50		200
Lakeshore Room	24 x 40	960	80	40	30	30	70
Champlain Board Room A	23 x 25	575	40	20	20	18	
Champlain Board Room B	17 x 18	306				12	
Champlain Board Room C	17 x 23	391	20	12	12	12	
Skylight Room	20 x 23	520	30	15	15	15	

Set up are maximum room capacities. Depending on your room requirements, capacities will change. Please consult with our professionals to help you with your room selections.

ROOM SET UPS



AV RENTALS

We are able to provide meeting space with a wide variety of audio visual equipment, conference phones to expand your board meeting, projectors & large screen for your presentations or a wireless microphone to walk around your conference as you speak, let us know what your needs are!

TERMS & CONDITIONS

Billing Privileges & Payment Terms

A billing account must be established 30 days prior to the event for charge privileges. Billing terms are net 10 days, 1% interest charged on all overdue accounts.

Method of Payment

Invoices may be paid by cash, certified cheque, money order, or credit card. A personal cheque may be used to pre-pay a function or be used for a deposit, minimum sixty business days in advance of said function.

Payment Information

A \$1000.00, non-refundable deposit is required at time of booking. Three months prior to the function, another \$1500.00 deposit is required. Two weeks prior to the function, 100% of the estimated total is required. Any balance owing is due the day of the function. Any balance owing by The Hotel to you will be paid by cheque the week after the function. Please note that all events held on statutory holidays will result in an additional \$6.00 charge per person. Due to circumstances beyond our control, prices are guaranteed 90 days prior to your function.

Cancellation Policy

The Hotel reserves the right to cancel any event for which:

- A) Final payment has not been received by the specified date.*
- B) A guaranteed guest count has not been received in writing by the specified date.*
- C) A signed function contract has not been received by the specified date.*
- D) The function room is being used for a different purpose than when originally booked.*

For all functions cancelled between 60 and 15 days prior to the event, a 50% charge based on the estimated guest count will be billed to the client. For all functions cancelled less than 15 days prior to the event date, the full estimated cost of the event will be billed to the client.

Damage / Property Loss

Any damage or loss to The Hotel by guests or representatives will be the responsibility of the contract signed. Repair or replacement costs will be billed to the signed in addition to rental fees.

S.O.C.A.N Tariff Fees

This tariff license fees payable for entertainment of live or recorded music. The entire fee is remitted by the hotel to the "Society of Composers, Authors & Music Publishers of Canada".

For more information please visit S.O.C.A.N's website at www.socan.ca or call (416) 445-8700

Menu Selection

All menu details must be provided to The Hotel at least one (1) month(30 Days) prior to the event. Children 12 years of age and under are entitled to a discounted meal price or a child's menu option.

Guaranteed Guest Count

The Hotel requires the guaranteed guest count from the client, in writing, no later than 72 business hours (three business days) prior to the event. An estimated guest count would be appreciated two weeks before the function.

The client is responsible for paying for the guaranteed guest count or actual guest count - whichever is greater. In the event that a guaranteed guest count is not received by The Hotel, as specified above, then the client will be invoiced for the last guaranteed number on file.

Once your event had been confirmed by our receipt of your signed written contract, the number of guests may not be reduced by more than 30% of the original number of attendees expected. In the event that such a fluctuation occurs, The Hotel reserves the right to charge for the minimum number of attendees and relocate the event to a more appropriate function room.

Set Up

*All function rooms will be set with the appropriate linens. With respect to weddings, tables will be draped in white linens and the gift table, guest book table, cake and head tables will all be skirted. The Hotel also provides an assortment of colored overlays from which to choose. We will be happy to reserve and mark tables at your request. **Alteration from the original set-up of the room will incur an additional charge.***

Any live center pieces must be removed at the end of the function by the client.

If candles are used, please ensure that they are floating in water or encased in a globe- the open flame must not be exposed.

Special Occasions Permits

A special occasion permit is required for all events providing homemade wines. To qualify for a special occasions permit please contact the local LCBO. In addition to the requirement of a special occasions permit, The Hotel will apply a corkage fee to all bottles of wine served under a special occasions permit. Please contact the catering department for further details.

LLBO Rules & Regulations

The Hotel must abide by all LLBO rules and regulations – and we appreciate this obligation being respected by all of our clients. If you have any questions or concerns regarding these rules and regulations, please contact our catering department.

QUOTED PRICES ARE SUBJECT TO 13% HST AND 15% SERVICE CHARGES. PRICES AND MENU CONTENT ARE SUBJECT TO CHANGE WITHOUT NOTICE.