



SEVEN OAKS  
— HOTEL —

# SPECIAL EVENT MENU

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

# Special Event Information:

## Deposit:

An initial deposit of \$500.00 is required at the time of the confirmed booking and 50% of the total function bill is due one month prior to event, with the owing balance due the day of the event or immediately following function.

**\*\* Please note: deposits are non-refundable\*\***

## Function Agreement/Contract:

The contract must be finalized and sign within a month of booking in order to confirm the booking otherwise the space will be released.

## Cakes / Cupcakes:

Cakes and cupcakes may be brought in for your event, but due to the delicate nature of these cakes, the Hotel will not be responsible for any damage if required to store and/or set up display for any cake brought in from out of the hotel.

## Start & Finish Times

Start and finish times must be strictly adhered to and will include set up and dismantle times. Otherwise an additional \$150.00 per hour or portion thereof will be applied to the final invoice. **\*\*Decorations & equipment must be removed on the day following the function\*\***

**\*\*Our facility policy is 1:00 am for bar service closing with entire guest exit no later than 2:00 am for all types of functions or bar services\*\***

## Decorations

The hotel will supply in-house table linens, napkins (white, navy blue, brown, or ivory), & skirting (white).

If you have a different color theme for your wedding (table linens & napkins) can be rented in at an additional cost.

Tea lights and holders may be rented from the banquet office at \$1.00 each.

**\*\*The hotel does not allow the use of staples, nails, tacks, or strong tape for display of materials on the walls. There will be a charge if any damage is incurred. \*\***

**\*\*The hotel cannot be responsible for personal property or equipment brought into the hotel. Cash envelopes should be placed in a safe container and not left unattended\*\***

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\***  
**Pricing may be subject to change without notice**

# Receptions:

## **Sandwich Tray** **\$7.50 per order**

Assorted cold meats,  
assorted salad

## **Vegetable Crudités** **\$4.50 per order**

Assorted fresh vegetables  
with ranch dip

## **Fruit Platter** **\$4.75 per order**

Freshly sliced seasonal fruit

## **Dainties** **\$5.95 per order**

Freshly baked assorted  
pastries

## **Cocktail Shrimp Bowl** **\$195.00**

100 pieces of shrimp served  
with cocktail sauce

## **Hors D'oeuvres:** **(Price per dozen)**

Greek Ribs **\$18.50**

Breaded Shrimp **\$18.50**

Chicken Fingers **\$18.50**

Bruschetta **\$18.50**

Stuffed Mushroom caps **\$18.50**

Chicken Wings **\$18.50**

Spring Rolls **\$18.50**

Breaded Mushrooms **\$17.95**

Meatballs **\$17.95**

Tempura Vegetables **\$15.95**

Cheese Balls **\$15.95**

Deep Fried Perogies **\$15.95**

Pot Stickers **\$15.95**

Cabbage Rolls **\$15.95**

## **Fruit Punch**

1 gallon (20 servings) **\$33.00**

**Chef's Feature Dessert Selections \$5.75 per person**

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

# Special Event Dinner Buffet:

## BW Light Dinner Buffet

**\$24.25 per person**

(Minimum 20 people)

Tossed Salads & Dressings, Cheese & Crackers, Vegetables & Dip, Homemade Buns & Butter. **Your choice of:** *Meatballs (BBQ, Sweet & Sour; or Swedish meatballs, Shrimp or Chicken Stir Fry, Chicken Fettuccini or Sweet & Sour Spareribs, Chef's Choice Hot Potato and Hot Vegetables. Assorted Desserts, Coffee & Tea*

## Prairie Lily Buffet

**\$29.50 per person**

(Minimum 40 guests)

Tossed Salads & Dressings, Four Assorted Salads, Domestic Cheese Tray with Crackers, Vegetables & Dip, Fresh Sliced Fruit, Cold Meat Tray, Homemade Buns & Butter, Chef's Choice Hot Potato and Hot Vegetables. Assorted Desserts, Coffee & Tea

### **Your choice of:**

- Turkey (Gravy & Stuffing)
- Lasagna (Meat OR Vegetarian)
- Perogies
- Chicken (Lemon Rosemary OR Roast Herb OR Greek OR BBQ)
- Baron of Beef
- Cabbage Rolls

Add a 2<sup>nd</sup> entrée - **\$29.75 per person.**

Add a 3<sup>rd</sup> entrée - **\$31.75 per person.**

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

**Chef's Feature Buffet**  
(Minimum 40 people)

**\$36.95 per person**

Turkey, Stuffing, Gravy, Perogies, Cabbage Rolls, Tossed Salads & Dressings, Four Assorted Salads, Domestic Cheese Tray with Crackers, Vegetables & Dip, Fresh Sliced Fruit, Cold Meat Tray, Homemade Buns & Butter, Chef's Choice Hot Potato and Hot Vegetables.

Assorted Desserts, Coffee & Tea.

**Midnight Lunch**  
(Minimum 10 people)

**\$16.50 per person**

Homemade Buns & Butter, Cheese & Crackers, Cold Meat Tray, One Bowl of Salad Sandwich Filling, Vegetables & Dip, Assorted Pickles, Condiments, Coffee & Tea

**Add:**

Choice of One Salad (Macaroni, Greek Vegetable, Potato, or Coleslaw) **\$2.75 per person**

Dessert Selection **\$3.25 per person**

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

# Platter Dinner Service:

## Included in All Dinners:

*Tossed Salad with Dressings, sinner rolls & butter*

*All entrees include: Choice of Potato; and chef's choice vegetables*

*Dessert, Coffee & Tea*

## Main Entrees:

Roast Prime Rib or Beef au Jus with Yorkshire pudding	<b>\$37.95 per person</b>
Roast Pork Loin with Red Wine Sauce	<b>\$29.25 per person</b>
Roast Turkey, Stuffing, Gravy, Cranberries	<b>\$31.95 per person</b>
Roast Strip Loin Bordelaise (Red Wine Mushroom Gravy)	<b>\$30.95 per person</b>
Chicken Cordon Bleu served with Tasty Mushroom Sauce	<b>\$30.95 per person</b>
Baron of Beef and Delicious Gravy	<b>\$39.25 per person</b>
Veal or Chicken Parmesan	<b>\$29.95 per person</b>

**Potato Selections:** Parisian / Oven Roasted / Stuffed / Scalloped / Duchess / O'Brien / Whipped / Greek Lemon

## **Dessert Selections:**

New York Cheesecake with Choice of Sauce: Chocolate / Blueberry / Cherry / Strawberry

Chocolate Mousse / Apple Pie / Carrot Cake / Black Forest Cake / Peach Melba

**Salad:** *Spinach Salad* – fresh spinach, citrus, garnished in a tasty poppy seed vinaigrette  
or Tangerine Balsamic **\$3.25 per person**  
*Caesar Salad* – traditional greens, croutons, parmesan, mixed with dressing  
**\$3.99 per person**

***Chef's Choice Specialty Dessert Surprise + \$3.99 per person***

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

# Bar Services:

## Cash Bar:

The hotel provides liquor, mixes, ice and glasses. Each guest is responsible for purchasing own drinks.

Prices are as follows:	Beer	<b>\$6.00</b>
	Liquor	<b>\$6.25</b>
	Wine/Premium Liquor	<b>\$7.00</b>
	Pop/Juices	<b>\$2.75</b>

**\*\*Bartender is \$15.00 per hour (Minimum of 3 hours) on sales less than \$400.00\*\***

## Full Corkage Bar:

Host will provide their own liquor, wine or beer. A permit is required by the Saskatchewan Liquor and Gaming and all regulations must be adhered too. Corkage is \$6.50 per person which includes ice, mix, glasses, and full bar equipment. You are required to use Hotel Bartender at a charge of \$15.00 per hour (Minimum of 3 hours). Saskatchewan Liquor Board Permit & Liquor Required. No homemade products allowed.

## Wine and/or Beer Corkage:

Includes chilling, serving, and glassware at \$6.50 per person. Hotel bartender is required for service at \$15.00 per hour (Minimum of 3 hours).

## Host Bar:

The hotel will provide the liquor, mix, ice, and glasses. The host will be charged for the total amount of liquor, beer, wine, and pop/juices. Hotel bartender is required at \$15.00 per hour (Minimum 3 Hours). *\*For prices see Cash Bar\**

\*Host bar can also be done as a “*SPLIT bar*” where the guests pay a portion of the drinks and the host pays the remainder after the event\*

## House Wine:

In addition to having wine available on your function bar by glass and/or bottle, you may wish to purchase our house wine by the bottle and have it placed on your guest’s tables. We will provide glasses for each individual and deliver the wine to tables. House Choice: White, Red and/or White Zinfandel Wines - **\$24.95 per bottle taxes included.**

\*\*\*A HOTEL BARTENDER IS REQUIRED FOR ALL BAR FUNCTIONS. MINORS WILL NOT BE SERVED ALCOHOLIC BEVERAGES AT ANY BAR IN THIS FACILITY. OUR POLICY IS 1:00AM FOR BAR CLOSING WITH ENTIRE GUEST EXIT NO LATER THAN 2:00AM FOR ALL TYPES OF FUNCTIONS OR BAR SERVICES\*\*

## SOCAN and Resound Fees:

**SOCAN** is a license to perform, at any time and as often as desired any or all the works in SOCAN's repertoire.

Under 100 Guests	<b>\$41.13</b>
Over 100 Guests	<b>\$59.17</b>

**Resound** is a music licensing company, sound license for the use of music to accompany live events.

Under 100 Guests	<b>\$18.51</b>
Over 100 Guests	<b>\$26.63</b>

### Equipment rentals:

Screen (Larger Units Available – Outside Rental)	<b>\$35.00</b>
Easel	<b>\$15.00</b>
Wireless Microphone	<b>\$50.00</b>
Data Projector (LCD) Hotel	<b>\$100.00</b>
Data Projector (LCD) Outside Rental	<b>\$200.00</b>
Speakers for Computer	<b>\$15.00</b>
Technician per hour	<b>\$120.00</b>
Dance Floor	<b>\$150.00</b>

### Outside Rentals:

Table cloths	\$11.50 each
Table Napkins	\$2.00 each
Chair covers	\$3.00 each

*\*\*All function rooms include at **no charge** high speed internet; cable connections; telephone connections. Hotel telephones digital to analog. Other equipment available through and outside AV rental company\*\**

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**





## *All Inclusive Wedding Packages*

*\*\*Our all inclusive wedding packages include day before decorating after 4pm, venue rental, catering, Cash bar. \*\**

### **Package #1:**

**\$49.95 per person**

(Minimum 50 people)

Your choice of linen colors (table cloths & napkins), BW light dinner buffet and a midnight lunch buffet (Cold Snack bar or Taco Buffet)

### **Package #2:**

**\$59.75 per person**

(Minimum 50 people)

Your choice of linen colors (table cloths, chair covers, chair sashes, table runners, napkins), our Prairie Lily Dinner Buffet or Chef's Feature Buffet, midnight lunch buffet (Cold Snack bar or Taco Buffet) Mirrors & tea lights on the tables.

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

## Seven Oaks Hotel Regina Rules and Regulations:

1. All prices are subject to change without notification and will be confirmed no more than three months prior to an event.
2. The Catering office must be notified of the guaranteed number of guests attending the function(s) 72 hours prior to the event; food and beverage must be ordered one week prior to the event. Only the guaranteed number of meals will be prepared.
3. The Hotel reserves the right to provide an alternative room best suited for the group's size and dependent on the demand for suitable function space and length of functions for all clients. Space for the event is booked only for the times indicated on the event agreement. There will be \$150.00 charge per hour or portion thereof.
  - a. Set up and dismantle times, if required are not included in rental price and must be specified at the time of booking (additional charges may apply). Any additional set-up and/or dismantle (i.e. decorations, displays) are the sole responsibility of the booking group.
4. Should the event(s) be cancelled within three (3) weeks of the function date, a cancellation fee in the amount of the room rental will be charged; one week will result in charges equivalent to 50% of the estimated total revenue; three days prior to event will be 75% of total estimated revenue; should an event be cancelled within a 24 hour period prior to the date, a 100% estimate of total revenue will apply.
5. To ensure that all requirements stated are as agreed upon, we ask that the customer sign a copy of the contract and return the same to the Catering Office a minimum of 72 hours prior to the event.
6. Customers may be asked to submit a deposit in order to confirm a booking. Invoices will be available at the Front Desk immediately following the function. A deposit of 50% of total payment is due 1 month prior to the function unless billing privileges have been established through the Accounting Department. Deposits on functions are transferable but non-refundable. Your event is not confirmed until the Banquet Office receives your signed contract agreement and any required deposits.
7. The SureStay Plus Hotel by Best Western Seven Oaks will be the sole supplier of all food and beverages consumed in our facilities. NO OUTSIDE FOOD OR BEVERAGE OF ANY TYPE WILL BE ALLOWED INTO THE BANQUET FACILITY. A FEE WILL BE APPLIED TO ANY INFRACTION OF THIS TERM. Any alcohol or other beverages will be supplied or approved by the Hotel.
8. Use of open flames or confetti either paper or foil is not allowed on hotel premises (no taper candles). Should confetti either paper or foil be used, a cleaning fee of \$150.00 will be applied.
9. The SureStay Plus Hotel by Best Western Seven Oaks is not responsible for damages, however occurred, or loss of any articles left in the hotel, prior to, during, or following any function, by the customer or his/her guests.

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**

10. Liability for any and all damages incurred to the Hotel will be the responsibility of the person who signed the contract or whose name appears on the contract. Defacing, tacking, nailing or taping of material to the hotel or conference rooms is prohibited.
11. All musical entertainment is subject to a SOCAN (Society of Composers, Authors & Music Publishers of Canada) charge plus a RESOUND fee (for pre-recorded music charge) that is applied by the Hotel directly to the final bill. Dance Floor charges are \$150.00.
12. All Food and Beverage served is subject to food safe requirements and as such may not be removed from the premises unless specifically designated as take-out food. The SureStay Hotel by Best Western Seven Oaks takes no responsibility for the safety or quality of any food and/or beverage removed from the property unless delivered and served by our catering staff.
13. Special Meals: It is essential to determine if there are any special requests or meal requirements such as food born allergies or sensitivities prior to the event date. Our Culinary Team will be happy to create specific menus for guests with restricted diets. **\*\* We cannot guarantee that meals be 100% free from traces of allergens. \*\***
14. Shipment of Goods: no packages will be accepted for delivery unless authorization has been received from the Banquet Office prior to delivery. Dangerous and/or hazardous materials will not be accepted at any time. It is the shippers' responsibility to have staff on site at the time of delivery to receive any large shipments. No items are to be delivered to the hotel more than 24 hours prior to an event, otherwise there will be a storage charge applied and all items to be shipped from the hotel are required to be removed from the SureStay Hotel by Best Western Seven Oaks grounds within 24 hours of the event conclusion. It is the shippers' responsibility to ensure that all appropriate shipped charges, taxes, tariffs and duties are paid in full prior to delivery of shipment.
15. Events that fall on statutory holidays are subject to an additional fee compliant on the situation and Banquet Office personnel agreement. Minimum additional charge is usually one half day's rental plus the service order in place.
16. Compliance with laws, policies and procedures: Groups and individuals who utilize the SureStay by Best Western Seven Oaks facilities are guests of the hotel and use of the space should reflect that understanding. You agree to comply with all applicable rules, policies and procedures of the hotel as determined by the Best Western Seven Oaks/Crewlist and all Federal and Provincial Laws.

**\*\*Pricing does not include taxes or the customary service charge of 16%\*\*  
Pricing may be subject to change without notice**