



CATERING & PRIVATE FUNCTIONS

Welcome!

Thank you for considering the Strathmore Travelodge as the location for your special event. We offer outstanding cuisine, excellent service and a courteous, professional staff dedicated to making your event a success. We recognize that your event is special, and the catering service should reflect your individual personality and style. We aim to exceed your expectations.

The Strathmore Travelodge is pleased to offer, as a guideline, several menu suggestions to assist you in the planning of your special event. When you are planning, please let us know of any special needs or requests so we can ensure a memorable event. We welcome the opportunity to create a custom menu reflecting your special occasion and your budget.

We would be pleased to give you a tour of our facility. Contact our Catering Coordinator for an appointment or for further information, Monday through Friday at (403) 901-0000.

Sales & Catering Department
Strathmore Travelodge

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Strathmore Travelodge
350 Ridge Road
T1P 1B5 AB, Canada
Tel: (403) 901-0000
Fax: (403) 901-0016
Catering: (403) 934-0000
www.TravelodgeStrathmore.com



WEDDINGS & PRIVATE FUNCTIONS

Congratulations!

Your dream wedding becomes a reality at the Strathmore Travelodge. Entertain your guests in our formal ballroom and enjoy a delectable faire prepared to your taste. Our beautifully decorated Heritage Ballroom is 4500 square feet with a dance floor and can accommodate up to 300 guests.

The Strathmore Travelodge is a unique and comfortable venue for a range of wedding events; from bridal shower and rehearsal party, to wedding ceremony and reception.

Our staff will gladly assist with every detail of your event. We take the stress out of your day, to make it a most memorable occasion.

Sales & Catering Department
Strathmore Travelodge

How to reserve...

To have a confirmed reservation for your function, a \$1000 deposit is required at the time of booking. This booking deposit is non-refundable. A credit card is also required at time of deposit for our records.

See page 7 for exact details...

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HORS D'OEUVRE & APPETIZER MENU

Hot Hors D'oeuvres

Chicken Wings (Teriyaki, Hot, Barbecue, Salt & Pepper)	\$13.95/ dozen
Dry Pork Ribs with Five Spice	\$14.95/ dozen
Asian Spring Rolls with Plum Sauce	\$11.95/ dozen
Mini cheese quiche	\$11.95/dozen
Mexican Chicken Skewers	\$17.95/dozen
Scallops wrapped with Prosciutto Bacon	\$24.95/dozen
Shrimp & Scallops Skewers with Lemon Caper	\$24.95/dozen
Spanakopita (Spinach, Feta & Dill with Phyllo pastry).....	\$14.95/dozen

Cold Hors D'oeuvres

Deviled Eggs	\$11.95/dozen
Smoked Salmon Canapé w/Chive Cream Cheese	\$24.95/ dozen
Prosciutto wrapped Asparagus	\$11.95/dozen
Shrimp Cocktail with Cocktail Sauce	\$24.95/dozen
Chips with Salsa, Avocado & Cilantro Lime Dip	\$29.95/tray

Reception Enhancements (per guest)

Whole Fruit (per piece).....	\$2.00	Domestic Cheese & Cracker Tray...	\$4.95
Assorted Pickled Veges.....	\$2.95	Assorted Finger Sandwiches.....	\$4.95
Seasonal Fruit (sliced).....	\$3.50	Assorted Deli Meats w/Rolls.....	\$5.95

Pre-Wedding Events...

The Strathmore Station has private rooms available for your pre-wedding get-togethers, be it a rehearsal dinner, cocktail party or stag/stagette. When making your reservation, be sure to tell them that you're already booked at the Travelodge to receive special rates.

*Call the Strathmore Station Restaurant & Pub to book...
(403)934-0000*

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DINNER MENU

Dinners include three courses: starter, main entrée and dessert. Entrée served with fresh vegetables & potato. Alternate menus created upon request – i.e. vegetarian or dietary concerns.

Please select one entrée and one dessert for your group:

Roast of Loin Beef ~ \$26

Tender eye of round sliced “English Style” with choice of Ranchman’s sauce (Smokey Bacon & Bourbon with Mushrooms), Port Peppercorn sauce or Wild Mushroom sauce.

Roast Turkey ~ \$24

Traditional turkey dinner with celery, chestnut & sage stuffing topped with gravy.

Harvest Chicken ~ \$24

Double chicken breast accompanied with wild mushroom sauce.

Chicken Cordon Bleu ~ \$26

Double breast of chicken stuffed with black forest ham & Swiss cheese served with wild mushroom sauce.

Italian Chicken Cordon Bleu ~ \$26

Double breast of chicken stuffed with Cappicollo ham, roasted peppers & blend of cheeses, finished with a roasted tomato sauce.

Maple Pecan Crusted Chicken ~ \$25

Roasted double breast chicken maple topped with Pecan sauce.

Peppercorn Crusted New York Steak ~ \$30

AAA New York strip loin with cracked peppercorns topped with a red wine port sauce.

Roast Prime Rib of Beef ~ \$30

Tender AAA Prime Rib served in its own juices.

Chicken or Steak Neptune ~ \$30

Chicken breast or sirloin steak with crab & baby shrimp glazed with lemon pepper hollandaise sauce, garnished with prawns.

Desserts

Please choose one to accompany your meal:

- Apple Pie with Rum Sauce
- Trilogy of Cheesecakes
- Creamy Vanilla Rice Pudding
- Chocolate Truffle Cake on Raspberry Coulis
- Pastry Chef’s Feature Desserts

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Buffet prices include your choice of two entrées, full selection of accompaniments and assorted desserts. Alternate menus may be created upon request – i.e. vegetarian, dietary concerns.

Buffet menu is \$30 per guest.

Please select two entrées from the following:

❧ *Hip of Beef* ❧

Served with your choice of au jus or Smokey bacon and horseradish

❧ *Roast Turkey* ❧

Served with apple pecan stuffing topped with gravy

❧ *Maple Roasted Ham* ❧

Served with caramelized apples and Apple Rum or Peppercorn sauce

Buffet Accompaniments

- Mixed Seasonal Green salad, Caesar salad and creamy coleslaw
- Tomato Basil Bruschetta
- Tomato and Mozzarella Salad drizzled with Olive Oil and Fresh Basil
- An Array of Garden Vegetables with dip
- Grilled and Marinated Seasonal Vegetables with Olive Oil & Aged Balsamic Vinaigrette
- Choice of Herb Roasted Baby Potatoes or Herb Mashed Potatoes
- Peppercorn Penne Pasta with roasted vegetables
- Assorted Imported and Domestic Cheeses with toasts and crackers
- A Relish Selection, including pickles and other marinated vegetables
- Freshly Baked Dinner Rolls and Breads

Desserts

- A Trilogy of Cheesecakes
- Carrot Cake, Black Forest Cake
- Assorted Dessert Squares
- Creamy filled Pastry Puffs
- Triple Chocolate Cake
- Creamy Vanilla Rice Pudding
- Hot Apple Crisp
- Seasonal Fruit Tray

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DESSERT, LATE-NIGHT MENU & BAR & CORKAGE DETAILS

Chocolate Fountain ~ \$3 per guest

Treat your guests to the lavish delight of fresh sweet strawberries and a selection of other seasonal fruits that can be dipped in a decadent cascade of milk chocolate.

Sparkling Punch Fountain ~ \$3 per guest

Let your guests enjoy a waterfall of fruity punch. Our fountain has bubbles and colored lights and makes a perfect centerpiece at any event!

Late-Night Table ~ \$10 per guest

A selection of pizzas, cold cuts, cheeses, rolls, cookies and seasonal fruits are available to revitalize the guests of your party near the end of your evening.

Bar & Corkage Details

~ Cash Bar ~

For a cash bar, the Hotel will set up complete bar arrangements, including bartender (ticket seller, for large groups) guests pay for their own drinks. A bartender charge of \$14 per hour (minimum of three hours) will be applied if bar revenue is less than \$300.00.

~ Corkage Bar ~

Corkage bar is designed for the bridal party wishing to supply their own wine and spirits. Full corkage is \$8.00 per guest at a minimum of 100 people. Corkage covers all ice, glasses, pop and juice. A charge of \$14 per hour, per bartender will apply.

~ Host Bar ~

For a host bar, the Hotel will set up a complete bar including bartender, mix and glasses. The consumption will be charged to the client on a per drink basis. A bartender charge of \$14 per hour with a minimum of three hours will be applied if bar revenue is less than \$300.00.

~ Drink Prices ~

~ Domestic Beer & Highballs.....	\$4.95 per drink
~ Cocktails, Premium.....	\$5.95 per drink
~ Wine by the glass.....	\$5.95 per drink
~ House Wine by the bottle, red or white.....	\$32.00 per bottle

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ROOM RENTAL, PAYMENT & CANCELLATION DETAILS

Room Rental Details

To have a confirmed reservation for your function, a \$1000 deposit is required at the time of booking. This booking deposit is non-refundable if reservation is cancelled without due notice. A credit card is also required at time of deposit for hotel's records.

Following a satisfactory facility inspection at the conclusion of event, the amount of half the booking deposit, less GST, will be returned by mail within two weeks. *The party named on the booking will be responsible for any and all damages or special cleaning incurred to the banquet facilities and/or the Honeymoon Suite.* If damages exceed amount of refund, the booking party's credit card in our records will be charged.

The Ballroom rental includes the following*:

- ≈ Full day rental of the Ballroom. Decoration of the room may be done on the day of the function or the night prior (providing the room is not in use).
- ≈ Special room rates for your out-of-town guests.
- ≈ Complimentary invitation inserts with booking details, map and directions.
- ≈ Complete room set-up and tear-down for the function.
- ≈ Elegant table setting on linen, napkins* and the centerpiece you have chosen.
- ≈ Use of the Travelodge's PA system with wireless or lapel microphone.
- ≈ Then, our private Honeymoon Suite will be ready for you at the end of your perfect day...and we'll have a special gift waiting with our compliments.

* *Linen and napkin colors vary, based on availability.*

Payment for Catering

Fifty percent (50%) of the estimated bill is required 30 days prior to the function. The remaining balance is due seventy-two (72) hours prior to the function, along with the guaranteed number of guests attending the function. Should the guaranteed number not be received, the estimated number will be used as the guarantee. You will be billed for guaranteed numbers, or actual numbers if higher.

Cancellation

Reservations are subject to the following cancellation charges:

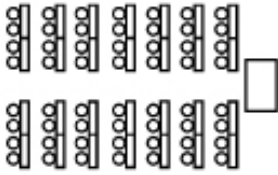


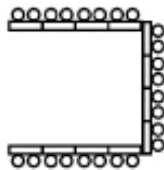
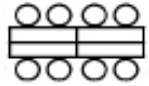
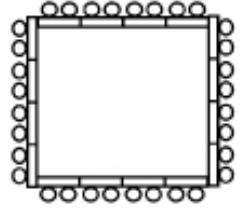
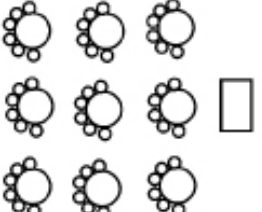
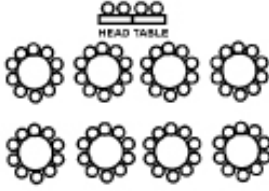
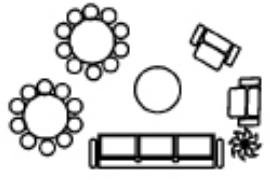
- ≈ Cancellation in writing less than 4 months prior to event will be assessed the full booking deposit.
- ≈ Cancellation in writing less than twenty-one (21) days prior to event will be assessed 50% of catering cost and full booking deposit.
- ≈ Cancellation less than seventy-two (72) hours prior to event will be assessed full cost of function.
- ≈ No cancellation, but non-appearance, will be assessed the full cost of function.

Smoking Policy

All Travelodge public areas and function rooms are non-smoking, other than designated guestrooms. For a fee, a Smoking Room may be booked during the reception.

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Seating Styles

<p>CLASSROOM</p> <p>This format can accommodate most group sizes and is ideal when extensive notes are to be taken.</p> 	<p>THEATRE</p> <p>Appropriate for larger groups and lecture-style presentations.</p> 	<p>HERRINGBONE</p> <p>This format encourages audience participation, but utilizes more space than classroom format.</p> 
<p>U-SHAPE</p> <p>Excellent for groups of 10 to 30, allowing eye contact and encouraging participation.</p> 	<p>BOARDROOM</p> <p>Ideal for intensive group work, with 24 or fewer participants.</p> 	<p>HOLLOW SQUARE</p> <p>For groups of 30 to 40, this format facilitates discussion.</p> 
<p>1/2 ROUNDS</p> <p>Excellent for luncheon meetings with speakers. Very effective format for small group work.</p> 	<p>BANQUET</p> <p>Traditional for social functions, also very effective format for small group work.</p> 	<p>RECEPTION</p> <p>An informal set-up for groups with a more relaxed and casual atmosphere.</p> 

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Wedding Ceremonies

The Strathmore Travelodge is always pleased when couples choose to hold their wedding ceremonies with us. The Heritage Ballroom provides a beautiful setting with its majestic windows, high ceilings, regal chandeliers and attractive seating. Or perhaps you would prefer our lovely outdoor gazebo (in case of inclement weather, ceremony can be moved indoors). Our facilities can accommodate up to 250 guests theatre style, and may be reserved for \$250. We require a two hour gap between ceremony and reception for room set-up.



CONTRACTS & POLICIES

At the Strathmore Travelodge, ensuring that our guests' experience is pleasurable and enjoyable is paramount. We do everything we can for *every* guest that stays with us.

To assure that your special day is stress-free and filled with lovely memories, it is best that everyone knows what is expected of them prior to the event date. Over the next few pages you will find the Travelodge's guidelines and policies. Please read all of these pages carefully. If you have any questions or concerns with what we have outlined, we will be more than happy to discuss them with you prior to the event. It is our intent to have everyone's expectations met on how the event is to unfold.

We are committed to providing all Travelodge guests a professional level of service...we know you wouldn't want anything less.

We would be pleased to give you a tour of our facility. Contact our Catering Coordinator for an appointment or for further information, Monday through Friday at (403) 901-0000.

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FUNCTION CONTRACT

1) CONTACT INFORMATION:

Name of Booking Party: _____
 Phone: _____ Cell: _____ Fax: _____
 E-mail: _____ Company: _____
 Address: _____ City: _____ Postal Code: _____

2) ALTERNATE CONTACT INFORMATION:

Name: _____
 Phone: _____ Cell: _____ E-mail: _____

3) FUNCTION DETAILS: (Please specify if function is a wedding ceremony, reception, business luncheon, meeting, etc...)

Part 1) Description: _____ Date: _____ Time: _____ Attendance: _____
 Part 2) Description: _____ Date: _____ Time: _____ Attendance: _____
 Part 3) Description: _____ Date: _____ Time: _____ Attendance: _____

4) ROOM:

- Heritage Ballroom
- Cowboy Business Suite
- Ranchman Business Suite
- Cattle Barons Boardroom
- Other _____

5) SEATING STYLE:

- Banquet
- Boardroom
- Classroom
- Herringbone
- Hollow-Square
- Reception
- Theatre
- U-Shape
- 1/2 Rounds
- _____

6) LINENS: (availability varies)

- Tablecloths:
 White Other _____
 Napkins:
 White Red Burgundy
 Royal Blue Hunter Green
 Other _____

7) FOOD & BEVERAGES:

- Coffee Break* \$ _____
- Lunch* \$ _____
 Buffet Served
- Dinner/Reception** \$ _____
 Buffet Served
- Other _____ \$ _____
- Sub-Total \$ _____

*See Food & Drink Order Form for details.
 **See Catering Function Sheet for details.

8) A/V EQUIPMENT:

- Flip Chart \$ _____
- White Board \$ _____
- Projector Screen (lg.) \$ _____
- Projector Screen (portable) \$ _____
- Overhead Projector \$ _____
- LCD Projector \$ _____
- TV/VCR/DVD \$ _____
- Microphone (wireless) \$ _____
- Microphone (lapel) \$ _____
- Sub-Total \$ _____

9) CHARGES:

- Booking Deposit: \$ _____
- Food/Drink Cost: \$ _____
- Wedding Ceremony: \$ _____
- Catering Cost: \$ _____
- A/V Equip Costs: \$ _____
- Other: \$ _____
- Sub-Total: \$ _____
- GST: \$ _____
- 15% Gratuity: \$ _____
- Total: \$ _____**

10) DAMAGE DEPOSIT: AMEX MC Visa Other _____

Name on Card: _____
 Credit Card #: _____ Expiry: _____

11) PAYMENT TERMS: Cash Cheque Direct Billing AMEX MC Visa Other _____

Name on Card: _____
 Credit Card #: _____ Expiry: _____

12) SIGNATURES: By signing this contract, the person named below agrees to be identified as the Booking Party.

_____ Authorized Signature (Booking Party)	_____ Print Name	_____ Date
_____ Witness Signature (Travelodge Staff)	_____ Print Name	_____ Date

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GROUP NOISE & CONDUCT CONTRACT

IMPORTANT: Must be read and signed by each member of the group before check in. By signing this contract, the parties named below acknowledge they've read, understand and agree to the points contained herein.

The Strathmore Travelodge would like to welcome you to our hotel. As your group is checking in, please be aware that we have a noise and behavior code that must be followed regardless of any arrangements that you may have set up for your group.

As we are required to respect all the guests of our hotel, there will be no noise allowed in guest rooms, the hallways or other public areas of the hotel after 10:00pm. There may be times when a member of the hotel staff or management will contact you prior to 10:00pm if the noise levels are unacceptable and/or are disturbing other guests in the hotel. If you are contacted, you are responsible for ensuring that the noise levels are reduced to appropriate levels or stopped completely.

Behavior in the hotel public areas including, but not restricted to, the pool, fitness room, hallways, lobby and breakfast area must be controlled in an appropriate manner. Running, playing games, yelling or roughhousing will not be tolerated and, again, if a member of the Travelodge staff or management contacts you regarding this, you are responsible for stopping the errant behavior.

The eviction policy is that a room may receive up to two warnings. If a third warning is required, the guests in that room will be asked to leave the hotel without a refund. The hotel can and will evict a guest before the third warning based on the situation and the well being and safety of other guests and employees. If a guest refuses to leave the hotel property, a law enforcement officer will be called to escort the disruptive party off the property.

The hotel has these policies to ensure that you, as well as the rest of our guests enjoy their stay with us. Please sign this contract below and discuss our policy with those in your party.

We would like to thank you in advance for your understanding and cooperation in this matter and if we can be of any assistance, do not hesitate to contact the front desk.

_____	_____	_____	_____
Signed & Acknowledged	Print Name	Date	Room #
_____	_____	_____	_____
Signed & Acknowledged	Print Name	Date	Room #
_____	_____	_____	_____
Signed & Acknowledged	Print Name	Date	Room #
_____	_____	_____	_____
Signed & Acknowledged	Print Name	Date	Room #
_____	_____	_____	_____
Signed & Acknowledged	Print Name	Date	Room #
_____	_____	_____	_____
Witness Signature (Travelodge Staff)	Print Name	Date	

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ENTERTAINMENT SOUND LEVEL AGREEMENT

Entertainers, Disc Jockeys, Live Bands, etc...

It is the right of the Strathmore Travelodge to monitor the base and volume levels at all functions. Any abuse of these would allow the Travelodge staff to advise both the Convener and the Entertainer to limit the sound levels emanated from the sound systems. After verbal warnings, if the high levels continue, the Travelodge reserves the right to shut off the power to the sound system.

Under no circumstances do we allow the confetti/streamer cannons to be brought into the ballroom. We will levy a labor charge for the cleanup to the Convener if such an event occurs.

These steps are introduced for the comfort and convenience of all Guests on our premises.

If you have any questions or concerns regarding the above, please do not hesitate to contact the management.

Please sign below in acknowledgement of the above mentioned.

Function Name _____ Date _____

Entertainer's Signature _____ Date _____

Print Name _____ Phone Number _____

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TERMS & CONDITIONS

IMPORTANT: Please read your contract in full prior to signing. By signing this contract, the Booking Party named below acknowledges that they have read, understand and agree to the points contained herein.

1. All prices are subject to change and will be confirmed no more than three months prior to event.
2. **DEPOSIT AND PAYMENT REQUIREMENTS:**
 - a. A \$1000 deposit is required at time of booking to confirm reservation and a credit card number for our records. Breakdown: \$500 Room Rental + GST (\$30) + Damage Deposit (\$470 refundable upon satisfactory inspection).
 - b. Fifty percent (50%) of estimated catering bill is required thirty (30) days prior to function.
 - c. Remaining catering balance to be paid in full seventy-two (72) hours prior to event taking place, along with the guaranteed number of guests attending the function. Should the guaranteed number not be received, the estimated number will be used as the guarantee to calculate charges, or actual numbers if higher.
 - d. A Certified Cheque will be required if payment is made less than seventy-two hours (72) prior to event.
3. **CANCELLATIONS:** Reservations are subject to the following charges:
 - a. Cancellation in writing less than 4 months prior to event will be assessed the full booking deposit
 - b. Cancellation in writing less than twenty-one (21) days prior to event will be assessed 50% of cost.
 - c. Cancellation less than seventy-two (72) hours prior to event will be assessed full cost of function.
 - d. No cancellation, but non-appearance, will be assessed the full cost of function.
4. **CATERING EXCLUSIVITY:**
 - a. The Strathmore Travelodge and the Strathmore Station Restaurant will be the sole suppliers of all food and beverages, other than wedding cakes.
 - b. Any other special items must have the Strathmore Travelodge's prior approval.
 - c. Food supplied may not be removed.
 - d. The catering office must be notified of the menu selection and the guaranteed number of guests attending the function no later than seventy-two (72) hours prior to the event. Should a guarantee not be received, the estimated number will be used as a guarantee, or actual numbers if higher.
 - e. All food and beverage is subject to GST, as well as fifteen percent (15%) gratuity. GST will be calculated on the gratuity charge. Gratuity is subject to change.
5. **LIABILITY FOR DAMAGES AND CHARGES:**
 - a. Any and all damages to the premises related to the Booking Party's event will be charged to the booking party named below. This includes, but is not limited to, the Honeymoon Suite, Smoking Room and/or Banquet Room.
 - b. Thumb tacks, nails, Scotch tape and staples are not be used in banquet room. If anything is to be used, please use masking tape. The hotel would be pleased to hang any banners for you.
 - c. Rice, confetti, glitter, etc. is strictly prohibited from being scattered in or on the hotel grounds.
 - d. Failing to adhere to these rules will result in damage charges being assessed.
 - e. The Strathmore Travelodge is not responsible for damages to or loss of any article left in the hotel, prior to, during or following any function by the customer or guest.
6. **SMOKING POLICY:**
 - a. All Travelodge public areas and function rooms are deemed non-smoking, other than designated smoking guestrooms. The event's Master of Ceremony should include this in their announcements.
 - b. For a fee, a Smoking Room can be booked during the reception.
7. **HOURS OF OPERATION:** The Strathmore Travelodge service will be available until 12:00am for all functions, and will be closed at 1:00am.
8. The Strathmore Travelodge reserves the right to:
 - a. refuse or terminate the service of alcoholic beverages at any time if the service would not be in accordance with the regulations of the Alberta Gaming and Liquor Board
 - b. remove persons from the premises who contravene this policy
 - c. inspect and control all private functions, including the conduct and performances of entertainers and audible level of music played
9. Special arrangements for security are available at an additional cost upon Booking Party's request.
10. The Strathmore Travelodge may, at its sole discretion, cancel this contract by giving to the booking party oral or written notice of its decision to do so. If the Strathmore Travelodge determines that holding the function may result in: 1) civil commotion, 2) harassment of patrons of the Strathmore Travelodge, or 3) damage to any property of the Strathmore Travelodge, they shall return to the booking party any deposit paid to the Strathmore Travelodge as soon as reasonably possible. There shall be no other liability upon the Strathmore Travelodge.

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Authorized Signature (Booking Party)	Print Name	Date
Witness Signature (Travelodge Staff)	Print Name	Date

