



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. Contact our office Monday through Friday at (403) 901-0000.

Sales & Catering Department
Strathmore Travelodge

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Strathmore Travelodge
350 Ridge Road,
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Tel: (403) 901-0000
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www.TravelodgeStrathmore.com



COFFEE BREAK SUGGESTIONS & LUNCHEON MENU FOR MEETINGS

Beverages

Milk: Skim, 1%, 2%	\$12.00/pitcher
Apple or Orange Juice	\$12.00/pitcher
Soft Drinks (Coke, Sprite, Diet Coke, Ginger Ale, etc...).....	\$10.00/pitcher
Bottled Water, Pop or Orange Juice (500ml Bottles)	\$2.50 each

Fresh from Our Bakery Ovens

Large Muffins or Bagels.....	\$2.00 each
<i>Chocolate Chip, Apple Cinnamon, Blueberry & Carrot, etc...</i>	
Cinnamon Buns or Turnovers	\$1.50 each
<i>Types of Turnovers: (Cherry, Apple, Blueberry).</i>	
Large Freshly Baked Cookies or Croissants.....	\$1.00 each
<i>Types of Cookies: Double Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia.</i>	
Whole Coffee & Dessert Cakes	\$15.00 each
<i>Orange-Cranberry Loaf, Carrot Loaf, Chocolate-Swirl Pound Cake.</i>	

Group Trays

Bagel Tray	\$1.75 per guest
<i>Assorted varieties, served with butter, jam & cream cheese.</i>	
Muffin Tray	\$2.00 per guest
<i>Fresh baked assorted varieties, served with butter, jam & cream cheese.</i>	
Gourmet Breakfast Tray	\$2.75 per guest
<i>Fresh Croissants, Danish, Muffins, Cinnamon Buns, Bagels, served with butter, jam & cream cheese.</i>	
Mixed Pastries & Cake Tray.....	\$2.75 per guest
<i>Danishes, Muffins, Tarts, Cakes and Assorted Turnovers (Cherry, Apple, Blueberry).</i>	

Seasonal Favourites

Seasonal Fresh Fruit Tray (150 g)	\$2.50 per guest
Fresh Fruit Salad (200 g).....	\$2.75 per guest
Blended Yogurt with Fresh Fruit.....	\$1.90 each

Luncheon Menu

Gourmet Sandwich Buffet Lunch.....	\$14.95
Soup, salad and assorted sandwiches, relish tray, squares and fresh fruit	
Served Lunch.....	\$17.95
Choice of salad OR dessert (for both add \$2.95 per guest)	
Entrée choices:	

- English cut roast loin of beef with au jus, port peppercorn or wild mushroom
- Breaded chicken breast with wild mushroom sauce
- Filet of salmon touched with lemon dill or maple glazed
- Homemade Meatloaf with mushroom gravy or Tomato sauce
- Chicken Parmesan topped with basil tomato sauce

All of the above served with herb mashed potatoes and vegetables

Remember: Coffee and Tea included in Meeting Room Rates

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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.

Each table will be set with linen and napkins of standard availability. Our private Honeymoon suite will be ready for you at the end of your perfect day.

The staff at the Travelodge will take care of every detail of your reception. We take the stress out of your day, to make this the most memorable occasion.

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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 Veg \$2.95	Assorted Finger Sandwiches \$4.95
Seasonal Fruit (sliced) \$3.50	Assorted Deli Meats w/Rolls \$5.95

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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 ~ \$27

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 ~ \$25

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

Harvest Chicken ~ \$25

Double chicken breast accompanied with wild mushroom sauce.

Chicken Cordon Bleu ~ \$27

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

Italian Chicken Cordon Bleu ~ \$27

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

Peppercorn Crusted New York Steak ~ \$32

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

Roast Prime Rib of Beef ~ \$31

Tender AAA Prime Rib served in its own juices.

Desserts

Please choose one to accompany your meal:

- Apple Pie with Rum Sauce
- Triple Chocolate Cake on Raspberry Coulis
- Trilogy Cheesecakes

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BUFFET MENU

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. **A minimum of 75 guests for Buffet Menu.**

Buffet menu is \$31 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 & ROOM RENTAL 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.

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.

Room Rental Details

The room rental includes:

- Full day rental of ballroom and dance floor
- Special room rates for your out of town guests with complimentary invitation inserts with all booking information, map and directions
- Complete room set up and tear down for the function
- All napkins and table linens in white (other colors depend on availability)
- Use of the hotel P.A. system with wireless or lapel microphone

In order to hold the space on a definite basis a security deposit is required at the time of booking. Otherwise, room rental and tax are required four months prior to the date of the event. A credit card is required at the time of deposit for our files. Those renting the Heritage Ballroom are responsible for all expenses if any damages occur. Security deposit will be refunded by mail within two weeks following a satisfactory facility inspection at the conclusion of the event. Rice, birdseed confetti, glitter, etc. is strictly prohibited from being scattered in or on the facility ground, and will result in the loss of the cleaning deposit. **Catering Exclusivity:** To comply with Public Health Regulations, the hotel will be the sole supplier of all food and non-alcoholic beverages, other than wedding cakes. Food supplied may not be removed or re-used. **Smoking Policy:** In compliance with City and Provincial legislation and hotel policy, No Smoking is allowed anywhere in the hotel, other than designated smoking guestrooms. Your M.C. should include this announcement.

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Prices do not include applicable taxes.

This property is independently owned and operated under a license agreement with Travelodge Canada Corp.



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 wine corkage/service, 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.

Includes: Lemon and Lime Slices and Stir Sticks.

Drink Prices *

HOST PRICES: (5% GST AND 15% GRATUITY WILL BE ADDED)

- Domestic Beer & Highballs..... \$4.95 per drink
- Cocktails, Premium..... \$5.80 per drink
- Wine by the glass..... \$6.25 per drink
- House Wine by the bottle, red or white..... \$32.00 per bottle

CASH BAR PRICES: (INCLUDES 5% GST AND 15% GRATUITY)

- Domestic Beer & Highballs.....\$5.95 per drink
- Cocktails, Premium.....\$6.95 per drink
- Wine by the glass.....\$7.50 per glass
- House Wine by botte, red or white.....\$38.50 per bottle

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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>



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 our 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.

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FUNCTION CONTRACT

Function Details

Function Date: _____ Time: _____
 Company: _____
 Contact: _____
 Address: _____
 City: _____ Postal Code: _____
 Phone: _____ Fax: _____

Notes: _____

Payment Terms

Cash Cheque Direct Billing
 Credit Card
 Type: _____ Expiry: _____
 Name on Card: _____
 Credit Card Number: _____

Function Type: _____
 Planned Attendance: _____
 Seating Style: _____
 Meeting Room: _____
 Configuration: _____

A/V Equipment & Price:

Overhead _____
 Screen _____
 VCR/DVD _____
 Television _____
 Flip Chart _____
 Microphones _____
 Podium _____
 Sub-Total _____

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GROUP NOISE & CONDUCT CONTRACT

IMPORTANT: Must be read and signed by each member of the group before check in.

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 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	Room #
_____	_____	_____
Signed & Acknowledged	Print Name	Room #
_____	_____	_____
Signed & Acknowledged	Print Name	Room #
_____	_____	_____
Signed & Acknowledged	Print Name	Room #
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Signed & Acknowledged	Print Name	Room #

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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 Convenor 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 Convenor 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

1. All prices are subject to change and will be confirmed no more than three months prior to the function.
2. DEPOSIT REQUIREMENTS:
 - a. All new guests are required to submit a deposit to confirm their booking.
 - b. All functions are to be paid in full forty-eight (48) hours prior to the function taking place.
 - c. For private functions (weddings, parties, dinners, dances) a deposit of \$500.00 is required to confirm. Another \$500.00 is required 4 months prior to the function.
3. CANCELLATIONS: Should the function be cancelled less than four (4) months prior to the date, the customer will be charged full deposit of \$1000.00.
4. The Catering Office must be notified of the guaranteed number of guests attending the function(s) no later than seven full days prior to the event. Should a guarantee not be received, the estimated number will be used as a guarantee.
5. All food and beverage items must be provided by the Strathmore Station Restaurant and Pub with the exception of the wedding cake. Any other special items must have the hotel's prior approval.
6. All food and beverage is subject to GST, as well as fifteen percent (15%) gratuity.
7. Travelodge reserves the right to inspect and control all private functions, including the conduct and performances of entertainers and audible level of music played. Liability for all damages to the premises will be charged to the representative in charge of the arrangements with Travelodge. To avoid damage to wall coverings, we do not allow the use of tape, tacks or any other attachments for posters, flyers or written materials to walls or doors without prior written consent from the hotel. The hotel would be pleased to hang any banner for you.
8. Special arrangements for Security are available at an additional cost.
9. In order to assure your menu choice, we ask that you advise the Strathmore Station Catering Manager of your menu selection at least fourteen (14) days prior to the function.
10. We request that no confetti, rice or like substance be used on the hotel premises. Should they be used on the premises, a clean-up fee will be charged.
11. The Travelodge reserves the right to 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
12. Liquor Board. The hotel reserves the right to remove persons from the premises who contravene this policy.
13. HOURS OF OPERATION: Travelodge service will be available until 12:00am for all functions, and will be closed at 1:00am.
14. All of the Travelodge public areas and functions rooms are deemed non-smoking.
15. The Strathmore Travelodge may, at its sole discretion cancel this contract by giving to the representative oral or written notice of its decision to do so. If the Travelodge determines that holding the function might be expected to result in civil commotion, harassment of patrons of the Travelodge or damage to any property of the Travelodge they shall, as soon as reasonably possible thereafter, return to the representative any deposit paid to the Travelodge. There shall be no other liability upon the Travelodge.

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Authorized Signature

Print Name

Date



YOUR CHECKLIST, NOTES & TIMELINE

Pre-Function

At Time of Booking

Pay Room Rental

Damage Deposit

14 Days Prior

Menu Confirmation/Food Deposit

7 Days Prior

Number confirmation

Pay for Food

Day of Function

Decorate Banquet Room; this may be done up to 24 hours prior to function depending on availability.

Check into Honeymoon Suite (After 3pm Guaranteed)

Post-Function

Clear Banquet and/or Bar Tab

Check out of Honeymoon Suite by 11am

Security Deposit Returned within 2 Weeks of Function Date

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