



# 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



# ROOM RATES & AUDIO VISUAL RENTALS

## Meeting Room Rates\*

<b>Boardroom &amp; Ballroom</b>		
Cattle Barons Room - Boardroom	230 square feet	
	Up to 14 people	
	Full Day	\$75
Heritage Ballroom	4500 square feet	
	Up to 350 people	
	Full Day Wedding	\$500
	Full Day Meeting	\$225
	Half Day Meeting	\$175
	Evening Meetings	\$125
<b>Business Suites**</b>		
Ranchmans or Cowboys	624 square feet	
	Up to 10 people	
	Meeting Only	\$175
	Meeting & Room	\$179 (subject to seasonal change)

\* Coffee, tea and chilled water included in prices.

\*\* Business Suites have separate bedroom and bathroom.

## Audio Visual Rentals

Flip Chart (paper and markers included).....	\$25
Whiteboard, eraser and markers .....	\$20
Theatre-style Projector Screen (automated and wall-mounted) .....	\$40
Overhead Projector .....	\$30
LCD Projector .....	\$100
27" Color TV & VCR/DVD .....	\$40
Wireless Handheld Microphone .....	\$25
Lapel Microphone .....	\$25

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# COFFEE BREAK SUGGESTIONS & LUNCHEON MENU

## Coffee Break Suggestions

### Beverages

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

### Fresh from Our Bakery Ovens

Large Muffins or Bagels .....	\$2.00 each
<i>Chocolate Chip, Apple Cinnamon, Blueberry &amp; 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 &amp; cream cheese.</i>	
Muffin Tray .....	\$2.00 per guest
<i>Fresh baked assorted varieties, served with butter, jam &amp; cream cheese.</i>	
Gourmet Breakfast Tray .....	\$2.75 per guest
<i>Fresh Croissants, Danish, Muffins, Cinnamon Buns, Bagels, served with butter, jam &amp; 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
Blended Yogurt with Fresh Fruit .....	\$1.90 each

## Luncheon Menu

### Gourmet Sandwich Buffet Lunch

Soup, salad and assorted sandwiches, relish tray, squares and fresh fruit .....	\$14.95 per guest
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### Served Lunch

Choice of either salad or dessert (add \$2.95 per guest for both)

Entrée choices:

- ≈ English Cut Roast Loin of Beef with au jus, Port Peppercorn or Wild Mushroom Sauce
- ≈ Breaded Chicken Breast with Wild Mushroom Sauce
- ≈ Filet of Salmon touched with Lemon Dill Sauce or Maple Glazed
- ≈ Salisbury Steak with Mushroom Sauce
- ≈ Chicken Parmesan topped with Basil Tomato Sauce

All of the above served with herb mashed potatoes and vegetables .....	\$17.95 per guest
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Remember: Coffee and Tea included in Meeting Room Rates

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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.* If damages exceed amount of refund, the booking party's credit card in our records will be charged.

## *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:

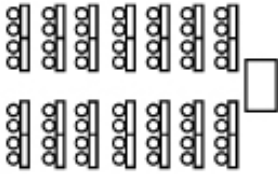


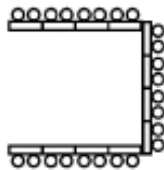
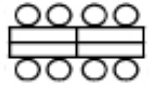
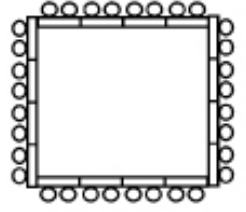
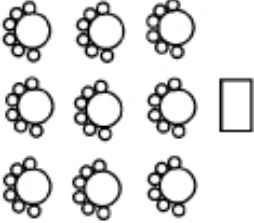
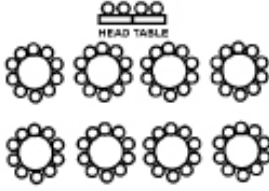
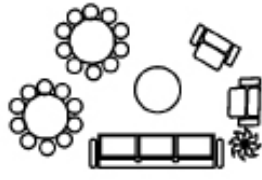
- ≈ Cancellation in writing less than 4 months prior to event will be assessed the full booking deposit.
- ≈ Cancellation in writing less than twenty-one (21) days prior to event will be assessed 50% of catering cost and full booking deposit.
- ≈ Cancellation less than seventy-two (72) hours prior to 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><b>CLASSROOM</b></p> <p>This format can accommodate most group sizes and is ideal when extensive notes are to be taken.</p> 	<p><b>THEATRE</b></p> <p>Appropriate for larger groups and lecture-style presentations.</p> 	<p><b>HERRINGBONE</b></p> <p>This format encourages audience participation, but utilizes more space than classroom format.</p> 
<p><b>U-SHAPE</b></p> <p>Excellent for groups of 10 to 30, allowing eye contact and encouraging participation.</p> 	<p><b>BOARDROOM</b></p> <p>Ideal for intensive group work, with 24 or fewer participants.</p> 	<p><b>HOLLOW SQUARE</b></p> <p>For groups of 30 to 40, this format facilitates discussion.</p> 
<p><b>1/2 ROUNDS</b></p> <p>Excellent for luncheon meetings with speakers. Very effective format for small group work.</p> 	<p><b>BANQUET</b></p> <p>Traditional for social functions, also very effective format for small group work.</p> 	<p><b>RECEPTION</b></p> <p>An informal set-up for groups with a more relaxed and casual atmosphere.</p> 

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

The next two pages contain our contract and terms. Please review 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 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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# 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 (\$25) + 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. 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