

BUSINESS MEETINGS & FUNCTIONS

Travelodge by Wyndham Strathmore

WELCOME



Thank you for considering the Travelodge by Wyndham Strathmore as the location for your special event. We offer excellent service and a courteous, professional staff dedicated to making your function a success.

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

We would be please to give you a tour of our facility. To set up an appointment or to contact our Catering Coordinator, please refer to the contact information below.

*Sales and Catering Department
Travelodge by Wyndham Strathmore*

INDEX

Meeting Room Rates	2
Audio & Visual Rentals	2
Breakfast & Coffee Break Menu	3
Luncheon Menu & Beverages	4
Seating Styles	5
Event Contract	6
Terms & Conditions	7

CONTACT

350 Ridge Road
Strathmore, AB T1P 1B5

Tel. 403-901-0000
Fax. 403-901-0016

www.TravelodgesStrathmore.com

ROOM RATES & AUDIO/VISUAL RENTALS

MEETING ROOM RATES

Heritage Ballroom (5000 sq. ft. with high ceiling)		
	Full Day Wedding/Social Event	\$1000 +deposit
	Full Day Meetings	
	- 60+ people	\$1000
	- < 60 people	\$500
	Evening Meetings (starting 5pm)	
	- 60+ people	\$500
	- < 60 people	\$400
	Morning Meetings (done by 2pm)	
	- 60+ people	\$500
	- < 60 people	\$400
Cattle Baron's Room – Boardroom (230 sq. ft, up to 14 people)		
	Full Day	\$150
Business Suites – Ranchman's or Cowboy's (624 sq. ft., up to 10 people):		
Large conference table, white board, fireplace, private bedroom		
	Meeting Only	\$150
	Meeting & Overnight Room (subject to seasonal change)	\$200

AUDIO & VISUAL RENTALS

Flip Chart (paper and markers included)	\$40
Whiteboard, eraser, and markers	\$40
Theatre-style Projector Screen (automated and wall-mounted)	\$50
LCD Projector	\$200
Wireless Handheld Microphone	\$50
Headset Microphone	\$50
Lapel Microphone	\$50
Sound Mixer	\$50
50" LCD TV	\$50
Speakerphone	\$50

Prices do not include applicable taxes. Prices are subject to change without notice. 18% gratuity charged on all food & drink. This property is independently owned and operated under license agreement with Travelodge Canada Corp. Revised 02/2023

BREAKFAST & COFFEE BREAK SUGGESTIONS

Breakfast Buffet \$20 per guest

Breakfast Potatoes
Scrambled Eggs
Croissants

Bacon and Sausage
Pancakes with Maple Syrup
Fresh Seasonal Fruit

Baked Goods

Large Muffins or Bagels\$4 each

Chocolate, apple cinnamon, blueberry and carrot, etc...selection varies

Cinnamon Buns or Danishes\$4 each

Flavors of danishes: apple, raspberry, maple

Large Freshly Baked Cookies or Croissants\$3⁵⁰ each

Cookies: double chocolate chip, oatmeal raisin, white chocolate macadamia

Whole Cakes & Loaves (serves 8 people)\$30 each

Coffee cakes, banana bread, cranberry loaf (selection varies)

Group Trays

Bagel Tray\$4 per guest

Assorted varieties, served with butter, jam and cream cheese (selection varies)

Muffin Tray\$4 per guest

Assorted varieties, served with butter, jam and cream cheese (selection varies)

Gourmet Breakfast Tray \$4 per guest

Fresh croissants, danish, muffins, cinnamon buns, bagels served with butter, jam and cream cheese

Mixed Pastries & Cake Tray\$4 per guest

Muffins, tarts, cakes and assorted danishes (apple, raspberry, maple)

Fruit Yogurt \$3⁵⁰ each

A variety of flavors are offered

Seasonal Fresh Fruit Tray\$5 per guest

LUNCHEON MENU & BEVERAGES

Gourmet Sandwich Buffet Lunch\$29 per guest
Mixed greens salad, Caesar salad, two kinds of dressing, potato salad, assorted sandwiches, relish tray, fresh fruit and assorted mini desserts

Served Plated Lunch.....\$33 per guest

Your choice of mixed greens salad or Caesar salad

Choose one entrée:

- 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 garnished with lemon dill sauce or maple glaze
- AAA meatloaf topped with wild mushroom sauce
- Chicken parmesan topped with basil tomato sauce and melted mozzarella

Accompanied with herb mashed potatoes and fresh vegetables

Optional Desserts.....\$8 per guest

Choose one of the following:

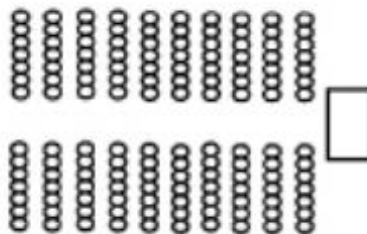
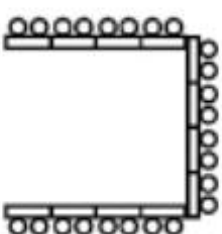
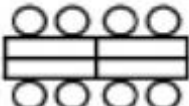
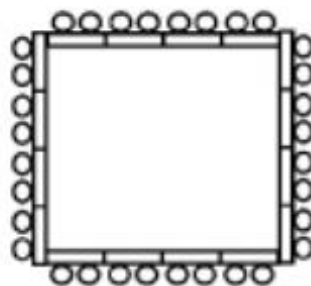
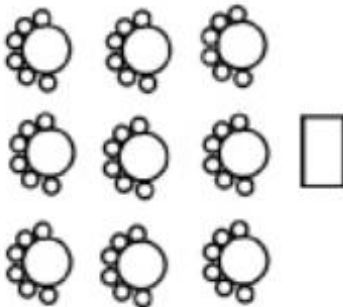
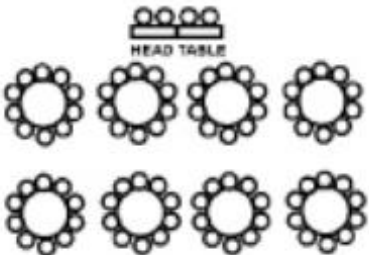
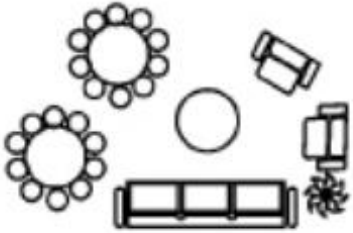
- Cheesecake topped with raspberry coulis
- Decadent Chocolate Cake
- Red Velvet Cake

**Our pastry chef can accommodate almost any personal request you may have.*

Beverages

Coffee or Tea \$4 each
Pitcher of milk: 1%, 2% or chocolate (serves 6-8) \$25 each
Bottled soft drinks: Coke, Sprite, Diet Coke, etc..... \$4 each
Juice: orange, cranberry, apple (serves 6-8) \$25 each
Bottled water \$4 each

SEATING STYLES

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

EVENT CONTRACT

Contact Information

Name of Booking Party: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____ Company: _____
Address: _____ City: _____ Postal Code: _____

Function Details (please specify if event is a wedding ceremony, reception, business meeting, etc)

Description: _____ Date: _____
Time: _____ Attendance: _____

Room (please choose from one of the following)

- ☐ Heritage Ballroom (seats up to 270) ☐ In-Suite Meeting Room (seats up to 12)
☐ Cattle Barons Boardroom (seats up to 10)

Seating Style (please choose from one of the following)

- ☐ Banquet ☐ Herringbone ☐ Reception
☐ Boardroom ☐ Hollow Square ☐ Theatre
☐ Classroom ☐ U-Shape ☐ ½ Rounds

Audio Visual Equipment (please check off all items required)

- ☐ Flip Chart ☐ LCD Projector ☐ Projection Screen
☐ White Board ☐ 42" LCD TV ☐ Sound Mixer
☐ Speakerphone ☐ VHS or DVD Player ☐ Lapel Microphone
☐ Headset Microphone ☐ Wireless Handheld Microphone

Food & Beverages (please check off all required then list your choice for each)

- ☐ Breakfast: _____ ☐ Beverages: _____
☐ Breaks: _____
☐ Lunch: _____
☐ Dinner: _____

Payment Terms

- ☐ Cash ☐ Cheque ☐ Direct Billing ☐ Amex ☐ MC ☐ Visa

Name on Card: _____

Credit Card Number: _____ Expiry Date: ____/____

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

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 the event.
2. **DEPOSIT AND PAYMENT REQUIREMENTS:**
 - a) A \$2050 deposit is required at the time of booking (\$1000 room rental + GST (\$50) + \$1000 damage deposit). This booking deposit is non-refundable if reservation is cancelled without due notice (see cancellation policy below). A credit card is also required at time of deposit for hotel's records.
 - b) Fifty percent (50%) of estimated catering bill is required thirty (30) days prior to event.
 - 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 event. 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 (72) hours 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 fifty percent (50%) catering and the full booking deposit.
 - c) Cancellation less than seventy two (72) hours prior to event will be assessed full cost of event.
 - d) No cancellations, but non-appearance, will be assessed the full cost of the event.
4. **CATERING EXCLUSIVITY**
 - a) The Travelodge Strathmore will be the sole supplier of all food and non-alcoholic beverages, with the exception of special event cakes.
 - b) Any other special items must have the hotel's prior approval.
 - c) In accordance with the Alberta Health and Safety Regulations, all food supplied is prohibited from leaving the hotel premises.
 - 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 applicable taxes as well as eighteen percent (18%) gratuity.
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 Heritage Ballroom and any public areas of the hotel, inside or outside.
 - b) Thumb tacks, nails, transparent tape and staples are not to be used in the 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. are 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 Travelodge Strathmore is not responsible for damages to or loss of any article left in the hotel prior to, during or following any event by the customer or guest.

6. **SMOKING POLICY:** All Travelodge Strathmore public areas and function rooms are deemed non-smoking. The Master of Ceremonies should include this in their announcement.
7. **LIQUOR SERVICE POLICIES:**
 - a) It is our policy to always serve alcoholic beverages in a responsible manner.
 - b) Persons who appear 25 years of age or younger must present identification in order to be served alcoholic beverages.
 - c) We reserve the right to refuse service to persons under the age of 18 years or to already intoxicated persons.
 - d) We will, in all cases, refer to the Alberta Liquor and Control Act.
 - e) Those renting the Heritage Ballroom for events, receptions or functions at which alcoholic beverages are provided have a responsibility for the actions and behavior of his/her guests as a result of alcoholic beverage consumption.
 - f) Last call for alcohol is 12:00 midnight.
8. **HOURS OF OPERATION:** The Travelodge Strathmore service will be available until 12:00 midnight for all events and will be closed no later than 1:00 am.
9. The Travelodge Strathmore 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 events, including the conduct and performance of entertainers and audible levels of music played
10. The Travelodge Strathmore may, at its sole discretion, cancel this contract by giving the booking party written or oral notice of its decision to do so. If the Travelodge Strathmore determines that holding the event may result in
 - a) Civil commotion
 - b) Harassment of patrons of the Travelodge Strathmore
 - c) Damage to any property of the Travelodge Strathmore

They shall return to the booking party any deposit paid to the Travelodge Strathmore as soon as reasonably possible. There shall be no other liability upon the Travelodge Strathmore.

Authorized Signature (Booking Party)

Print Name

Date

Authorized Signature (Travelodge Staff)

Print Name

Date