

Banquet Hall Reservation Form

Reserved By: _____

Date of Event: _____

Guest Name: _____

Time of Event: _____

Organization: _____

Expected # of Guests: _____

Type of Event: _____

Phone: _____

Contact Person: _____

Email: _____

Set Up Requirements:

Table Type: _____

of Tables: _____ (15 round tables, 7 banquet tables)

☐ Classroom ☐ Other

☐ Table cloths. # _____ – Length _____ 72", 90" & 120"

☐ Banquet ****Setup.**

Colour _____ (No charge for Ivory)

☐ U shape **See floor plan.****

Special requirements _____

Number of Chairs per Table: _____

Other requirements:

☐ Paper/Pens/Mints/ Water

☐ Podium

☐ Screen

☐ Microphone

☐ Projector

☐ Registration/Display Tables/Gift/Cake

☐ Flipchart

How many: _____

☐ Extension Cords

☐ Napkins Color: _____ (No charge for Brown)

Decorating Requirements:

Name of decorator: _____

Contact Number: _____

Description: _____

Estimated Time to Decorate (in hours) _____

Arrive time to decorate Day: _____ Time: _____

Decorating removal Day: _____ Time: _____

Hall must be cleared by 3am unless otherwise agreed upon.

Food Requirements:

Number of people _____

Type of meal

- ☐ Breakfast ☐ Lunch ☐ Supper ☐ Snacks / Coffee break

Type of service:

- ☐ Buffet ☐ Table service ☐ Other

Bar Requirements:

Types of service:

- ☐ Wine / beer ONLY Special requirements: _____

- ☐ Full bar Special requirements: _____

Total bar sales must be over \$400, otherwise bartender is \$20/hour

- ☐ Wine at tables Special requirements: _____

- ☐ If own wine is brought in (bought at LLBO approved outlet), then corkage fee applies (\$18.00 per bottle). A special occasion permit is also required.

RETRO SUITES
HOTEL

OFFICE USE ONLY

Order taken by: _____ Date: _____
(print name)

Order confirmed/ modified by: _____ Date: _____
(print name)

Catering Order Form

| <u>BREAKFAST – 25 Person MINIMUM</u> | | | | | | | |
|---|--------|-----|---------|----------------------|---------|-----|---------|
| | Price | Qty | S.Total | | Price | Qty | S.Total |
| Continental Breakfast | \$8.00 | | | Hot Buffet Breakfast | \$15.00 | | |
| Other | | | | | | | |

| <u>BREAK</u> | | | | | | | |
|---------------------|--------|--|--|------------------------|--------|--|--|
| Coffee Break | \$3.00 | | | Cookies/Danish Squares | \$3.00 | | |
| Other | | | | | | | |

| <u>LUNCH</u> | | | | | | | |
|---|--------|--|--|--|---------|--|--|
| Assorted, Freshly-Made Sandwiches – Ham, Roast Chicken, Beef, Chicken Salad, Salmon, Egg & Tuna | \$6.00 | | | Assorted Wraps – Ham, Roast Chicken, Beef, Chicken Salad, Salmon, Egg & Tuna | \$7.00 | | |
| Home-made Soup | \$3.00 | | | Lunch Choice – Choose one of: Lasagna, Roast Beef, Beef Bourguignon & Beef or Chicken Stew. Served with choice of Roasted or Mashed Potatoes | \$12.00 | | |
| House Salad | \$3.00 | | | Fresh Rolls, Butter | \$2.00 | | |
| Greek or Cesar Salad | \$4.00 | | | Coffee, Tea and Soft Drinks | \$3.00 | | |
| Assorted Cakes and Squares | \$3.00 | | | | | | |
| Other | | | | | | | |

| <u>TABLE SERVICE</u> | | | | | | | |
|-------------------------------|---------|--|--|--------------------------|---------|--|--|
| Chicken Elizabeth | \$23.00 | | | Chicken Florentine | \$23.00 | | |
| Stuffed Raspberry Chicken | \$23.00 | | | Chicken Breast | \$23.00 | | |
| Tuscan Salmon Filet | \$25.00 | | | Baked Maple Salmon Filet | \$25.00 | | |
| Pork Tenderloin | \$23.00 | | | Salmon Wellington | \$28.00 | | |
| Pork Loin | \$23.00 | | | Beef Tenderloin | \$38.00 | | |
| Prime Rib & Yorkshire Pudding | \$38.00 | | | | | | |
| <u>BUFFET</u> | | | | | | | |
| Chicken & Pasta Buffet | \$35.00 | | | Prime Rib Buffet | \$47.00 | | |
| Chicken & Salmon Buffet | \$40.00 | | | | | | |

| <u>PLATTERS</u> Each Platter Serves Approximately 10 People | | | | | | | |
|--|---------|--|--|--------------------|---------|--|--|
| Platter of Fresh Sliced Fruit | \$30.00 | | | Cheeses & Crackers | \$40.00 | | |
| Assorted Vegetables with Dips | \$25.00 | | | Other | | | |

| HORS D'OEUVRES (Per Dozen) | | | | | | | |
|-----------------------------------|---------|--|--|---------------------------------|---------|--|--|
| Fireside Bruschetta | \$15.00 | | | Spankopita | \$15.00 | | |
| Ham and Swiss Tartlets | \$15.00 | | | Cucumber Shrimp Canapés | \$15.00 | | |
| Chicken Satays | \$15.00 | | | Smoked Salmon on Chive Biscuits | \$15.00 | | |
| Mini Beef Wellingtons | \$15.00 | | | Raspberry Brie Puffs | \$15.00 | | |
| Ham and Swiss Tartlets | \$15.00 | | | Bacon Wrapped Waterchestnuts | \$15.00 | | |

| OPEN/CASH BAR | | | | | | | |
|----------------------|--------|--|--|---------------------------|--------|--|--|
| Canadian Beer | \$5.50 | | | Liquor (1.5oz) | \$6.50 | | |
| Imported Beer | \$6.50 | | | Liqueurs (1.5oz) | \$8.50 | | |
| Draft | \$5.50 | | | Imported Liqueurs (1.5oz) | \$8.50 | | |
| Glass of Wine (6oz) | \$7.50 | | | Soft Drinks | \$2.50 | | |
| Mineral/Spring Water | \$3.75 | | | | | | |



| | | |
|------------------------|-----|--|
| Sub Total | | |
| Table Cloths | | |
| Napkins | | |
| PST | 8% | |
| GST | 5% | |
| Liquor Tax | | |
| Gratuity | 15% | |
| Hall + GST, PST | | |
| Total | | |

Dinner selections will be required by:

A guaranteed number of persons attending this event will be required by:

The Convenor undertakes to pay the quoted rates for the number guaranteed or the number in attendance, whichever is greater.

If the rates and details meet your approval and you agree to the terms and conditions contained in the package provided, please sign and return at your earliest convenience.

Authorized Signatures: _____

(date)

(date)