

General Meeting Polices

ROOM DÉCOR

We want you to transform your event venue space into your ideal set-up. Please discuss with your meeting planner for décor item setup times.

We ask you to follow the following guidelines:

- Decorations/wall post-its can only be placed in the rental areas
- To avoid damage to wallpaper or paint, please refrain from the use of tacks, nails, permanent adhesive tape, duct tape, etc.
- All materials brought into the hotel must be flame proof and subject to inspection by the Peace River fire Department. No flammable fluids or substances may be used, including candles
- To avoid damage to our linens and carpet please refrain from using real flower petals, bubbles, silly string, etc.

Use of these items and/or failure to comply with the above décor polices will result in an additional replacement fee for any damaged items

All decorations must be removed at the end of the function. If you prefer, we can do the decoration cleanup and add our time of (\$30/hr) to the final invoice. Normal cleanup such as carpets, dishes, glassware, flatware and spillages are included in the room rental fee.

ROOM RENTAL

Function Room rentals include setup of tables, chairs, table linens, napkins, flatware, glassware, dishware and tear down

Room setup changes, after the room as been set, will incur labour fees equal to fifty percent (50%) of the published room rental rate. Any prior discounts does not apply to percentage.

Sawridge Inn and Conference Centre reserves the right to inspect and control all private functions. Sawridge Inn and Conference Center reserves the right to substitute comparable function space with or without notice provided that the re-assigned meeting space adequately accommodates the event requirements

AUDIOVISUAL RENTALS

If your event is in our Ballroom: Please save all presentations onto a USB drive to be connected

to our overhead projection system. Please make arrangements for testing presentations at least the day before with your meeting planner

For events in our Peace, River, Peace-River, Mackenzie: You are required to use your personal computers to connect to the tabletop projection system. Please let us know if you would rather provide your own projector.

For events in Our Boardroom: You are required to use your personal computer to connect to our smart TV. Please let us know if you require a HDMI cable.

SOCAN & RE:SOUND

All events playing copyrighted music (recorded or live) are required by federal law to pay performing rights licensing fee. This charge is determined by guest count and dance requirements

DEPOSITS & CONFIRMATION

A credit card authorization form and or deposit will be required if direct billing as not been established. Requests for direct billing must be made at least thirty (30) days prior to an event for consideration of approval.

Deposits are due at the time of signing

A method of payment and signatures are require with all contracts in order to be considered confirmed or definite

CANCELLATION

In the event of a cancellation of receptions and/or food functions the following penalties will apply

- **(5) Five business days before:** 50% of the total estimated food and beverage revenue + banquet room rental, services and taxes
- (3) Three days prior or less: 100% of estimated food and beverage revenue, banquet room rental, and all applicable taxes as stated in the Banquet Event Order

TAX EXEMPTION

Any group claiming tax exempt status must submit a valid tax exemption Certificate/letter with the signed contract and/or BEO

Failure to provide exemption certificate/letter will result in taxes being applied to the event

Catering Polices

MENU CHOICE

Menu Selections should be submitted to your meeting planner no later than 10 (ten) business days prior to the function date.

Sawridge Inn and Conference Centre cannot guarantee the availability of all the menu items ordered less than 10 (ten) business days prior to event date

MEAL PRICING

Prices as shown are subject to change. All food and beverage services are subject to a 17% service charge plus 5% GST. Prices vary per meal and the menu can be customized for your function.

A customer-signed copy of the Banquet Event Order (BEO) must be returned to Sawridge Inn and Conference Centre. This will ensure that all requirements agreed upon are clearly stated. Should Sawridge Inn and Conference Centre not be in possession of a signed contract, the function will be considered cancelled

DIETARY RESTRICTIONS

We will gladly accommodate any dietary restrictions such as vegetarian, celiac, lactose intolerant, etc. simply give us the allergy or intolerance along with the name of the guest. These guests will need to identify themselves to our catering staff upon arrival to the function

All dietary requirements must be communicated at the time of menu choices 10 (ten) business days prior to the function date

FINAL GUARANTEE

A final number of guests is required minimum of 5 (five) business days prior to the function. The group organizer agrees to pay for this guaranteed number of meals or the actual number of meals served, whichever is greater. If a Final Guarantee is not provided the expected number of guests will be used instead

CHILD PRICING

For the buffet listed pricing children 5 and under are complimentary; children 6-12 will be priced at 50% of the listed menu price in the catering menu

FOOD REGULATIONS

Internal Health & Safety regulations state that the Sawridge Inn and Conference Centre cannot allow any food supplied by outside operators to be brought in by clients. The only exception to this would be wedding cakes.

Food Buffets cannot be left out any longer than a maximum of a 2 hour dinner service

In accordance with the health regulations, no leftover food may be removed from the conference room

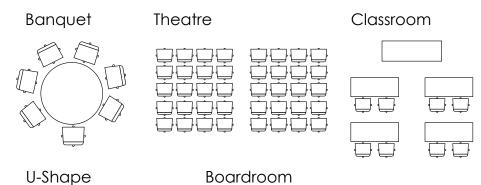
ALCOHOL

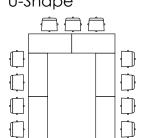
Sawridge Inn and Conference Centre reserves the right to refuse or terminate service of alcoholic beverages at any time if there is a breach of the Alberta Gaming and Liquor Commission (AGLC)

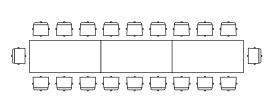


Banquet Rooms

- Function rooms accommodate from 5-250 people
- 4 function rooms
 (Peace-River, Ballroom)
 offer public address
 systems with podium
 and microphone
- Audiovisual equipment available upon request
- Tablecloths, Chair covers, Table napkins and table skirts available in a variety of colours







Meeting Room Capacity

Main Ball Room	\$475 / Day
3167 sq. ft.	Capacity
Theatre	250
Banquet	250
Reception	300
Classroom	250
Boardroom	70
U-Shape	70

Mackenzie koom	\$150 / Day
870 sq. ft.	Capacity
Theatre	60
Banquet	40
Reception	50
Classroom	40
Boardroom	30
U-Shape	30

Peace Room	\$175 / Day
893 sq. ft.	Capacity
Theatre	60
Banquet	50
Reception	60
Classroom	30
Boardroom	20
U-Shape	25

River Room	\$175 / Day
1233 sq. ft.	Capacity
Theatre	70
Banquet	60
Reception	70
Classroom	40
Boardroom	30
U-Shape	30

Peace River Room	\$300 / Day
2126 sq. ft.	Capacity
Theatre	120
Banquet	100
Reception	120
Classroom	100
Boardroom	50
U-Shape	50

Boardroom	\$100 / Day
291 sq. ft.	Capacity
Theatre	n/a
Banquet	n/a
Reception	n/a
Classroom	n/a
Boardroom	14
U-Shape	n/a

Audiovisual Equipment

LCD Projector & Screen	\$100
Screen	\$25
DVD Player	\$25
TV & DVD	\$35
Microphone - Wireless (Available in Ballroom and Peace-River Room)	\$10
Lapel microphone (Available in Ballroom and Peace-River Room)	\$75
Flipchart with markers	\$15
Whiteboard with markers	\$15

Each Function room is individually equipped with their own audio visual Equipment. An experienced member of our team is always available to troubleshoot during your event For additional information on audio visual rental not mentioned please contact your meeting planner

Socan & Re:sound Fees

SOCAN FEE

101 to 300

Society of Composers, Authors and Music Publishers of Canada

License to play (publicly perform) music at receptions, conventions, assemblies, fashion shows, etc.

Room capacity	Fee w/o dancing	Fee with dancing
1 to 100	\$20.56	\$41.13

\$29.56

RE:SOUND FEE

The Canadian Non Profit for music licensing company dedicated to obtaining fair compensation for artists and record companies for their performing rights. Licensing fees are based upon the number of events, the capacity of the room, and whether or not dancing took place at the event

Room capacity	Fee w/o dancing	Fee with dancing
1 to 100	\$9.25	\$18.51
101 to 300	\$13.30	\$26.63

\$59.17

Beverages

COFFEE SELECTION

PRICED PER PERSON

SAWRIDGE COFFEE BLEND AND ASSORTED TEAS

all day service	7
one time service	4

OTHER BEVERAGES

PRICE PER UNIT

Juice Bottle	2.5
apple & orange	
Juice by the Pitcher	12
apple & orange	
Pop Cans	2
Pop by the Pitcher	9
Bottled Water	1.5





Breaks

PRICE PER PERSON | MINIMUM 10 GUESTS

SHORT & SWEET 10

assorted muffins & cookies

Sawridge coffee blend & assorted teas

MORNING BREAK 12

assorted individual yogurt selection of granola bars assorted muffins individual white & chocolate milk

SAWRIDGE COFFEE BREAK 14

vegetable crudités with ranch dressing seasonal fresh fruit platter house made trail mix domestic cheese and crackers bottled water & juice

BUILD YOUR OWN BREAK AND BREAK ENHANCEMENTS

PRICE PER DOZEN

Assorted Pastries	30
Assorted Muffins	24
Assorted Cookies	24
Assorted Squares	24
Assorted Cupcakes	12
Cinnamon Buns	35
Fresh Fruit Platter	70
Assorted Yogurt	24
Vegetable Crudités & Dip	48
Domestic Cheese Board	60

Breakfast

PLATED BREAKFAST

PRICE PER PERSON

SAWRIDGE SCRAMBLE 16

choice of chilled orange or apple juice 3 eggs scrambled | bacon | sausage breakfast potato | fresh fruit Sawridge coffee & assorted teas

BREAKFAST BUFFETS

PRICE PER PERSON

QUICK AND EASY 11

MINIMUM 10 GUESTS

freshly baked croissants, pastries, muffins butter | fruit preserves | sliced fresh fruit

CONTINENTAL BREAKFAST 13

MINIMUM 10 GUESTS

assorted chilled juice

freshly baked croissants, pastries, muffins, butter, fruit preserves variety of cereals with chilled milk assorted yogurts sliced fresh fruit

Sawridge coffee blend & assorted teas

THE CANADIAN 15

MINIMUM 10 GUESTS

assorted chilled juice

freshly baked croissants, pastries, muffins, butter, fruit preserves

fluffy scrambled eggs

sausage, bacon

house fried potatoes

assorted yogurt

sliced fresh fruit

Sawridge coffee blend & assorted teas

SUNDAY MORNING SPECIAL 20

MINIMUM 20 GUESTS

assorted chilled juice

freshly baked croissants, pastries, muffins, butter, fruit preserves

French toast, Belgium waffle, whipped cream, strawberry topping

fluffy scrambled eggs

sausage, bacon

house fried potatoes

sliced fresh fruit



Plated Lunch

PRICE PER PERSON

2 COURSE

Offerings based on salad protein pricing and include one type of salad with one type of protein & choice of dessert.

You may substitute dessert and start your meal with French onion soup

MAIN COURSE

CAESAR SALAD

crisp romaine hearts | bacon | parmesan lemon | focaccia croutons

SALAD PROTEIN OPTIONS
60z grilled chicken breast 21
60z orange ginger salmon 24
60z grilled AAA beef striploin 24

Choice of one dessert

ORGANIC GREEN SALAD

organic greens | cherry tomato | radish cucumber | shaved carrot choice of dressing

SALAD PROTEIN OPTIONS
60z grilled chicken breast 20
60z orange ginger salmon 23
60z grilled AAA beef striploin 23

DESSERTS

DEEP FRIED OREOS

buttermilk fried oreos | Nutella dip

WARM APPLE CRISP

warm apple wedges | coconut cinnamon streusel | caramel | whipped cream

CRÈME BRULEE

rich orange custard | caramelized sugar





Plated Lunch

PRICE PER PERSON

3 COURSE

Plated lunches based on entree pricing and include choice of one starter, one entree and one dessert selection per group. Plated lunches come with tea & coffee service.

STARTERS

SOUP OF THE DAY

CAESAR SALAD

crisp romaine hearts | bacon | parmesan lemon | focaccia croutons

ORGANIC GREEN SALAD

organic greens | cherry tomato | radish cucumber | shaved carrot choice of dressing

ENTRÉES

ORANGE GINGER CEDAR PLANKED SALMON 30

marinated salmon fillet | rice pilaf | market vegetables

BUTTER CHICKEN 26

chicken breast | rice | butter sauce naan bread

STEAK SANDWICH 26

6oz Alberta beef | French fries | garlic toast

SPAGHETTI AND MEAT SAUCE 24

bolognaise sauce | garlic toast

RICE BOWL 22

broccoli | carrot | peppers | onion | rice Szechuan

BACON CHEESE BURGER 24

Alberta beef | bacon | cheddar | brioche bun | mayo | all the fixings | French fries

DESSERTS

DEEP FRIED OREOS

buttermilk fried oreos | Nutella dip

WARM APPLE CRISP

warm apple wedges | coconut cinnamon streusel | caramel | whipped cream

CRÈME BRULEE

rich orange custard | caramelized sugar





Lunch Buffets

PRICE PER PERSON

BUILD YOUR OWN SALAD 19

MINIMUM 10 GUESTS

add soup selection 3

crisp romaine | organic greens assorted dressings

cucumbers | tomatoes | shaved carrots pickled onions | radish | roasted almonds pumpkin seeds | crumbled feta cheese parmesan

grilled chicken breasts | sautéed shrimp based on 3oz of protein per person

fresh sliced fruit & assorted squares

Sawridge coffee blend & assorted teas

BUILD YOUR OWN SANDWICH 16

MINIMUM 10 GUESTS

add soup selection 3

organic greens & dressings
creamy dill pickle & potato salad
vegetable crudites & dip
sliced roast beef | turkey breast
black forest ham | pastrami
assorted condiments & spreads
lettuce | tomato | onion
sliced swiss & cheddar cheese
variety of buns & wraps

chefs selection of sweet treats

Sawridge coffee blend & assorted teas

PASTA BUFFET 18

MINIMUM 15 GUESTS

add soup selection 3

caesar salad | traditional accompaniments
creamy dill pickle & potato salad
vegetable crudites & dip
baked penne bolognese with parmesan
linguini with chicken & alfredo
warm garlic bread
chefs selection of sweet treats
Sawridge coffee blend & assorted teas





Lunch Buffets

PRICE PER PERSON

THE SAWRIDGE LUNCHEON BUFFET 21

MINIMUM 20 GUESTS

fresh baked buns and butter

organic greens & dressings

caesar salad | traditional accompaniments

macaroni and cheddar salad

vegetable crudites & dip

fresh seasonal vegetable medley

SIDES - CHOICE OF ONE

creamy whipped potato

herb roasted potato

wild rice pilaf

ENTRÉES - CHOICE OF TWO

SLOW ROASTED ALBERTA AAA HERB CRUSTED

roast beef with au jus tender slow roasted Alberta beef

HOMESTYLE BEEF AND CHEESE LASAGNA

layers of ground beef, pasta, and a medley of cheeses, baked to perfection and complimented with garlic toast

BUTTER CHICKEN

chicken breast in butter sauce served with rice

CHICKEN STIR-FRY WITH STEAMED ORIENTAL NOODLES

pan fried chicken breast and fresh vegetables in a rich oyster sauce with steamed oriental noodles

BARBEQUED OVEN ROAST PORK LOIN

pork loin slow roasted and smothered in apple barbeque sauce

DESSERTS

chefs selection of sweet treats





Plated Dinner

PLATED DINNERS BASED ON ENTREE PRICING AND INCLUDE CHOICE OF ONE STARTER, ONE ENTREE AND ONE DESSERT SELECTION PER GROUP. PLATED DINNERS COME WITH OVEN BAKED ROLLS, BUTTER, TEA & COFFEE SERVICE.

STARTERS

soup of the day

Caesar salad

crisp romaine hearts | bacon | parmesan lemon | focaccia croutons

organic green salad

organic greens | cherry tomato | radish cucumber | shaved carrot | choice of dressing

ENTRÉES

served with chef's choice of seasonal vegetables

SLOW ROASTED ALBERTA BEEF 30

creamy Yukon gold mashed potatoes red wine jus

NEW YORK STRIPLOIN 35

8oz portion and served medium unless specified creamy Yukon gold mashed potatoes red wine jus

CEDAR PLANKED ORANGE GINGER SALMON 35

marinated salmon filet cooked on a cedar plank

HERB ROASTED CHICKEN BREAST 30

wild rice pilaf | hunter sauce

RICE BOWL 25

broccoli | carrot | peppers | onion | rice Szechuan

DESSERTS

DEEP FRIED OREOS

buttermilk fried oreos | Nutella dip

WARM APPLE CRISP

warm apple wedges | coconut cinnamon streusel | caramel | whipped cream

CRÈME BRULEE

rich orange custard | caramelized sugar





Dinner Buffets

PRICE PER PERSON. ALL DINNER BUFFET INCLUDE FRESH BAKED BUNS AND BUTTER AND SEASONAL VEGETABLE MEDLEY.

SAWRIDGE DINNER BUFFET 35

MINIMUM 20 GUESTS

SALADS - CHOICE OF FOUR

organic greens & dressings

caesar salad | traditional accompaniments

macaroni and cheddar salad

creamy dill pickle & potato salad

western style coleslaw

marinated seafood salad

SIDES - CHOICE OF TWO

creamy whipped potato

herb roasted potato

scallop potatoes

twice baked potato

wild rice pilaf

ENTRÉES - CHOICE OF TWO

CARVED SLOW ROASTED ALBERTA AAA HERB CRUSTED ROAST BEEF WITH PAN GRAVY

tender, slow roasted Alberta beef

BARBEQUED OVEN ROAST PORK

slow roasted and smothered in apple barbeque sauce

HERB ROAST CHICKEN

sectioned chicken marinated in a light blend of herbs with lemon, orange and lime juices, finished by oven roasting to a crispy golden brown

CEDAR PLANKED ORANGE GINGER SALMON

marinated salmon filet cooked on a cedar plank

SWEET CURRIED CHICKEN WITH TRADITIONAL COMPLIMENT

sectioned chicken marinated in curry, garlic, cilantro, onions, tomatoes, and potatoes.

Pan-fried crisp and golden browned and finished by stewing to a tender doneness

DESSERTS

chef's decorated dessert table

fresh sliced fruit





Dinner Buffets

PRICE PER PERSON. ALL DINNER BUFFET INCLUDE FRESH BAKED BUNS AND BUTTER AND SEASONAL VEGETABLE MEDLEY.

PRIME RIB DINNER 50

PRICE PER PERSON. MINIMUM 40 GUESTS

SALADS - CHOICE OF FOUR

organic greens & dressings

caesar salad | traditional accompaniments

macaroni and cheddar salad

creamy dill pickle & potato salad

western style coleslaw

marinated seafood salad

SIDES - CHOICE OF TWO

creamy whipped potato

herb roasted potato

scallop potatoes

twice baked potato

wild rice pilaf

ENTREES

PRIME RIB DINNER

AAA alberta beef with red wine jus & Yorkshire pudding. Carved by one of our kitchen team

CHOICE OF ONE

BARBECUED OVEN ROAST PORK

slow roasted and smothered in apple barbecue sauce

HERB ROAST CHICKEN

sectioned chicken marinated in a light blend of herbs with lemon, orange and lime juices, finished by oven roasting to a crispy golden brown

CEDAR PLANKED ORANGE GINGER SALMON

marinated salmon filet cooked on a cedar plank

SWEET CURRIED CHICKEN WITH TRADITIONAL COMPLIMENT

sectioned chicken marinated in curry, garlic, cilantro, onions, tomatoes, and potatoes. Pan-fried crisp and golden browned and finished by stewing to a tender doneness

DESSERTS

chef's decorated dessert table

fresh sliced fruit



Receptions

COLD CANAPES

PRICE PER DOZEN. MINIMUM TWO DOZEN PER ITEM

seasonal fruit skewers	20
smoked salmon canape	20
charcuterie board	90
tomato basil bruchetta	20
assorted domestic & artisanal cheeses	80
vegetable crudites & dip	48
chilled prawns	24

HOT CANAPES

PRICE PER DOZEN. MINIMUM TWO DOZEN PER ITEM

chicken satay served with a savory sauce	22
Thai chicken spring roll	18
chicken wings	18
savory meatballs	18
buffalo chicken dip with house made chips	21
scallops wrapped with bacon	30
panko breaded shrimp	22



Late Night Snacks

BUILD YOUR OWN SANDWICH 12

PRICE PER PERSON

assorted breads | wraps | bannock black forest ham | smoked turkey | salami | domestic cheese | assorted condiments

PIZZA PARTY 12

PRICE PER PIZZA

Hawaiian | grilled chicken & peppers pepperoni & cheese





Bar

STANDARD HIGHBALLS Rye, Whiskey, Gin, Vodka, Rum (Dark or white)	5.75
HOUSE WINE - RED OR WHITE	5.75
DOMESTIC BEER Canadian, Kokanee, Budweiser, Bud light, Coors light	5.75
STANDARD COOLERS Palm bay, Breezer, Nutrul	5.75
PREMIUM HIGHBALLS Specialty Liquors and Cocktails	6.75
IMPORT BEER Sol, MGD, Guinness, Rickards Red	6.75
PREMIUM COOLERS Strongbow, Smirnoff ice, Twisted tea	6.75
BOTTLED WINE Stock may vary, not guaranteed unle preordered	30 ess



SPECIAL REQUESTS

We welcome any special request for liquors, Cognacs, Ports, and Rare Wines

HOSTBAR

All Beverages are applied to The Master Account. Prices include GST, Prices are Subject 15% service Charge

CASH BAR

Guest pay for their own Beverages. Prices Include GST, Gratuities are not included and are at guests discretion

WINE SERVICE

With notice wine can be ordered from the Sawridge Liquor store and place on each table, Wine glasses will be included on the table's place setting

BARTENDERS

If Beverage sales are under \$400.00 a bartender fee of \$35.00/hour per bartender for a minimum of 3 hours each. In addition to the Bartender Fee a Bar Set-up Fee of \$37.50 will be applied to cover ½ hour set up and ½ hour clean up

HOURS

As per Sawridge standards. Function rooms must be vacated by time on the signed Banquet Event Order (BEO). Last call should be called 30minutes before this time and entertainment ceased.



For more information contact our Catering department at CateringPR@sawridge.com or by phone at (780) 624-3621

9510 - 100th Street | T: 780-624-3621