

# *Meeting and Catering Information 2009*

*Trickle Creek Lodge*



*Please inquire about availability for your next function:*

*Contact - Group Sales Department  
Trickle Creek Lodge*

*Toll Free Hotel 1 877 282-1200 Ext 6745 or 6736*

*Hotel Fax (250) 427-5129*

*Email [groupsales@skikimberley.com](mailto:groupsales@skikimberley.com)*





# Meeting Facilities

## Trickle Creek Lodge



### Room Rental

Hearth Room for Wedding Ceremony \$150.00

	<i>Full Day</i>	<i>Half Day/ Evening</i>	<i>Banquet</i>
<i>Half Meeting Room</i>	\$80.00	\$55.00	\$180.00
<i>Full Meeting Room</i>	\$140.00	\$90.00	\$250.00

*5% GST not included*

**Please note:** \*\*GST and a 20% Service charge will be added to all in house catering provided by the hotel.

**Please note:** Any room rentals requiring more than one type of set up will be charge an extra \$30.00 + GST per change.

**\*\*\*Rates subject to change based on function needs\*\*\***

*Half room will comfortably accommodate up to*  
*20 people for boardroom meeting*  
*20 people for banquet reception*  
*30 people for theatre presentation*

*Full room will comfortably accommodate up to*  
*40 people for boardroom meeting*  
*50 people for banquet reception*  
*75 people for theatre presentation*

### Audio Visual Rental

*GST+PST = 12% tax not included*

- Digital Projector \$100.00*
- 27" TV/DVD or VCR \$50.00*
- Overhead Projector \$25.00*
- Conference Phone \$30.00*
- Slide Projector \$30.00*
- Flipchart Pad, Pens \$25.00*
- Prop table, screen \$ no charge*



### Meeting Room Features

- High Speed Internet access*
- Built in presentation screens*
- Stylish and comfortable furniture*
- Patio doors to BBQ/pool deck*
- Many large windows with drapery*



### Room Sizes

- Purcell-Side Room: 570 square feet*
- Steeple-Side Room: 474 square feet*
- Full Purcell/Steeple: 1044 square feet*





## ***Lunch Buffet Catering Menu*** ***Trickle Creek Lodge***



### ***Burger Buffet***

*8 oz. Charbroiled Burger Patties or Grilled Chicken Breast  
Served with French Fries, Two Salads, Fresh Buns and all the fixins.*

*Chef's Dessert*

***\$13.95 per person***

### ***Deluxe Soup and Sandwich Buffet***

*A mixture of Assorted Sandwiches and Tortilla Wraps*

*Served with Garden Salad and Dressings*

*Two Savoury Soups*

*Chef's Dessert*

***\$13.95 per person***

### ***Pasta Buffet***

*Selection of Meat or Vegetarian Lasagna, Spaghetti, Whole Wheat Rotini or Baked Linguini*

*With your choice of Creamy Garlic or Tomato Sauce*

*Served with Fresh Rolls or Garlic Bread and House Salad with Dressings*

*Chef's Dessert*

***\$13.95 per person***

*Add Blackened Chicken or Italian Sausage to Pasta Buffet*

***\$4.50 per person***

### ***Snacks and Drinks***

*Coffee, Tea & Ice Water are included with Room Rental*

*Breakfast Pastries \$2.00 per pastry*

*Cookies/Muffins \$15.00 per dozen*

*Canned Soft Drinks \$1.25 per can*

*Juice, Soda, Iced Tea \$10.00 per jug*

*Canned beverages \$1.25 per can*

### ***Meat and Cheese Tray: \$9.95 per person***

*Premium cut slices of deli meats complimented by a variety of deli cheeses.*

*Includes assortment of sliced specialty breads and crackers.*

### ***Fresh Fruit and Cheese Tray: \$9.95 per person***

*Seasonal fresh fruit accompanied by an assortment of deli cheese served with gourmet crackers*

### ***Assorted Dessert Tray: \$2.50 per person***

*A wonderful assortment of squares & cookies*

*All menu items can be designed to meet your specifications. Call (250) 427-1600 to speak with a manager.*

*Prices do not include GST or 15% service charge and are subject to change.*

*\*Preference to serve minimum of 16 people at lunch buffet and 20 people for serving dinner buffets.*

*Catering options available for smaller groups – please inquire.*



# *Dinner Buffet Catering Menu*

## *Trickle Creek Lodge*



### Dinner #1

*Prime Rib Au Jus*  
*Tequila Chicken*  
*White Wild Rice*  
*Seasonal Vegetables*  
*Choice of two Salads*  
*Fresh Rolls*  
*Chef's Dessert*  
***\$26.95 per person***

### Dinner #2

*Prime Rib Au Jus*  
***Prawn & Scallop Champagne Linguini***  
*Garlic Mashed Potatoes*  
*Seasonal Vegetables*  
*Choice of Two Salads*  
*Fresh Rolls*  
*Chef's Dessert*  
***\$26.95 per person***

### Dinner #3

***Pork Tenderlion Glazed with a fruit Compote***  
***Salmon with Tarragon Dill Cream Sauce***  
*Rice Pilaf*  
*Seasonal Vegetables*  
*Choice of Two Salads*  
*Fresh Rolls*  
*Chef's Dessert*  
***\$23.95 per person***

### Dinner #4

***Turkey & Gravy***  
***Cheese Ravioli in Rose Sauce with Roasted Red Pepper & Red Onion***  
*Garlic Mashed potatoes*  
*Seasonal Vegetables*  
*Choice of Two Salads*  
*Fresh Rolls*  
*Chef's Dessert*  
***\$19.95 per person***

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*Please specify 2 Salad Choices with all meal options:*

- 1. Traditional Caesar*
- 2. Traditional Greek*
- 3. Green Tossed Salad*
- 4. Creamy Pasta Salad*
- 5.*

*\*\*GST and a 15% Service charge will be added to all meals. Prices are subject to change without notice.*

### *Cash Bar or Host Bar Service*

*A general bar set up will consist of Rye, Vodka, Light and Dark Rum, Red and White Wine, Domestic Beer, assorted Soft Drinks. A bartender will be provided free of charge providing consumption exceeds \$200.00, otherwise a charge of \$10.00 per hour (minimum of four hours) will apply. Taxes not included:*

<i>Domestic Beer &amp; Spirits:</i>	<i>\$4.50</i>
<i>House Wine Glass</i>	<i>\$5.00</i>
<i>House Wine ½ Litre:</i>	<i>\$13.00</i>
<i>House Wine 1 Litre:</i>	<i>\$22.00</i>

*All menu items can be designed to meet your specifications. Call (250) 427-1600 to speak with a manager.*

*Prices do not include GST or 15% service charge and are subject to change.*

*\*Preference to serve minimum of 16 people at lunch buffet and 20 people for serving dinner buffets.*

*Catering options available for smaller groups – please inquire.*



# Meeting Facility Booking Form

## Trickle Creek Lodge



Please complete this form with your required details and fax:  
Attention: **Group Sales (250) 427-5129**

Group Name: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Contact Info Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Dates: \_\_\_\_\_

Group Size: \_\_\_\_\_

Start Time: \_\_\_\_\_

Room Size: Full \_\_\_\_\_

End Time: \_\_\_\_\_

Half \_\_\_\_\_

Break Times: \_\_\_\_\_

Room Rate: \$ \_\_\_\_\_ /day

Function Type / Set up: \_\_\_\_\_

Method of Payment for Meeting Room: \_\_\_\_\_

Do you require Sleeping Rooms? \_\_\_\_\_ If so, how many in total? \_\_\_\_\_

### Sleeping Room Types

**Studio Suite:** Number Needed: \_\_\_\_\_ Dates Needed: \_\_\_\_\_

This suite includes a king size bed, an open living area with a TV, sofa bed, gas fireplace, and a full size kitchen.

**One Bedroom Suite:** Number Needed: \_\_\_\_\_ Dates Needed: \_\_\_\_\_

This suite includes a king size bed in a separate bedroom with a TV, a separate living area with TV, sofa bed, gas fireplace, balcony and full size kitchen.

**Two Bedroom Suite:** Number Needed: \_\_\_\_\_ Dates Needed: \_\_\_\_\_

This suite includes a king size bed in the first bedroom a queen size bed in the second bedroom, TV in each bedroom, two bathrooms, a separate living area with a TV and sofa bed, gas fireplace, full size kitchen and balcony.

Method of Payment for Sleeping Rooms: \_\_\_\_\_

# Lunch & Dinner Buffet Catering Order Form

## Trickle Creek Lodge

Group Name: \_\_\_\_\_

Date of Meal: _____	Time of Service: _____
Buffet Name: _____	Number of People: _____

Hot Dish Selection: 1. \_\_\_\_\_

2. \_\_\_\_\_

Salad Preference: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Garlic Bread or  
Fresh Rolls? \_\_\_\_\_

Cost Per Person \_\_\_\_\_

Please fill out a completely separate order form if you require more than one Lunch or Dinner Buffet Meal service.

### CATERING CONTRACT TERMS AND CONDITIONS

1. Confirmation of numbers is required 7 working days in advance of your function. After this date numbers may not be decreased.
2. Seven days notice is required to completely cancel any catering, otherwise a charge representing 50% of the estimated value will be applied.
3. A gratuity of 15% is added to all Food and Beverage functions. (Cash bars excluded)
4. The undersigned will agree to pay for any damage done to any part of the premises or equipment by any person invited by or on behalf of the undersigned.

Method of Payment: \_\_\_\_\_

Caterer's Quote: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Special Requests: \_\_\_\_\_

# Snack & Drink Catering Order Form

## Trickle Creek Lodge

Group Name: \_\_\_\_\_

1. Date of Service: \_\_\_\_\_  
Your Snack Selection: \_\_\_\_\_  
Time of Service: \_\_\_\_\_  
Group Size & Cost: \_\_\_\_\_ \$

2. Date of Service: \_\_\_\_\_  
Your Snack Selection: \_\_\_\_\_  
Time of Service: \_\_\_\_\_  
Group Size & Cost: \_\_\_\_\_ \$

3. Date of Service: \_\_\_\_\_  
Your Snack Selection: \_\_\_\_\_  
Time of Service: \_\_\_\_\_  
Group Size & Cost: \_\_\_\_\_ \$

4. Date of Service: \_\_\_\_\_  
Your Snack Selection: \_\_\_\_\_  
Time of Service: \_\_\_\_\_  
Group Size & Cost: \_\_\_\_\_ \$

### CATERING CONTRACT TERMS AND CONDITIONS

1. Confirmation of numbers is required 7 working days in advance of your function. After this date numbers may not be decreased.
2. **Seven days notice** is required to completely cancel any catering, otherwise a charge representing 50% of the estimated value will be applied.
3. A gratuity of 15% is added to all Food and Beverage functions. (Cash bars excluded)
4. The undersigned will agree to pay for any damage done to any part of the premises or equipment by any person invited by or on behalf of the undersigned.

Method of Payment: \_\_\_\_\_ Caterer's Quote: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Requests: \_\_\_\_\_

# Cost Worksheet

(Provided for your use)

## Meeting Room

Price/Day \$ \_\_\_\_\_ X \_\_\_\_\_ Days = \$ \_\_\_\_\_ = Subtotal \$ \_\_\_\_\_

Multiply Subtotal by 5% GST \$ \_\_\_\_\_

**Total Meeting Room \$ \_\_\_\_\_**

## Catering

Your Selection \$ \_\_\_\_\_ X \_\_\_\_\_ People = \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Your Selection \$ \_\_\_\_\_ X \_\_\_\_\_ People = \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Your Selection \$ \_\_\_\_\_ X \_\_\_\_\_ People = \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Multiply subtotal by 5% tax \$ \_\_\_\_\_

Multiply subtotal by 15% gratuity \$ \_\_\_\_\_

**Total Catering \$ \_\_\_\_\_**

## Sleeping Rooms- Please contact Jill/Alison for rate information

Studio \$ \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
*Room Rate No. of Rooms No. of Nights Subtotal*

One Bedroom \$ \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
*Room Rate No. of Rooms No. of Nights Subtotal*

Two Bedroom \$ \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
*Room Rate No. of Rooms No. of Nights Subtotal*

Overall Subtotal \$ \_\_\_\_\_

Multiply Overall Subtotal by 5 % GST \$ \_\_\_\_\_

Multiply Overall Subtotal by 10% Hotel Tax \$ \_\_\_\_\_

**Total Hotel \$ \_\_\_\_\_**

**Total Meeting Room: \$ \_\_\_\_\_**

**Total Catering: \$ \_\_\_\_\_**

**Total Hotel: \$ \_\_\_\_\_**

**GRAND TOTAL \$ \_\_\_\_\_**