

# Old Orchard Inn Hotel & Conference Centre



*Conference Groups Orchard Hall*

## **Menu Selection & Catering Policies**

Our menus address the following; **dietary concerns, theme menus, seasonal and local products, gourmet selections, and budget limitations.** Our Executive Chef welcomes the opportunity to create a special menu for any occasion.

Municipal and Provincial Health regulations governing our food service license require that all food served for your function is supplied by our hotel kitchen and not from any external sources or suppliers. **The only exception to this policy is special occasion cakes. Provincial health regulations prohibit the removal of any food products from the hotel. Buffets, pizzas and finger foods will be displayed for a maximum of two hours at any function to ensure product quality.**

**Conference Groups, Weddings, Event Parties & Groups of 30 or more,** menu selections are required **30 days prior** to the event date. All food prices are guaranteed for 90 days prior to your event.

## **Beverage Service**

Our beverage service licenses do **not** permit the service of beverage items supplied from external sources. This includes any donations. Designated Old Orchard Inn personnel only are authorized and licensed to sell and service liquor for consumption on the premises. **Old Orchard Inn reserves the right to cease any function or event that contravenes provincial liquor laws. Your beverage selections are required 14 days prior to the event date.**

## **Guarantee Policy**

A guaranteed number of guests attending an event are required **5 business days prior** to the event date. The guaranteed number is the number of guests confirmed for the event or function based on the contract and the number you will be minimally charged. Old Orchard Inn reserves the right to relocate functions to an alternate venue within the hotel should the guaranteed numbers change from the original number in attendance.

## **Service Charges**

All Cash and Host Bar services are subject to a Bartender fee of \$100.00 + HST when sales fall below \$400.00 before tax. A \$75.00 + HST charge is applied for glass and ice set-ups in each Hospitality Room and/or Suite. A variety of audio visual equipment is available to suit your needs. Please contact a member of our Sales Team for pricing and availability. All food and beverage services will have a customary 16% gratuity charge. All prices are subject to applicable 15% HST.

## **Payment Policy**

**A non-refundable deposit of \$625.00 - \$1100.00 (or a minimum 50% of venue rental) with a valid credit card is required to confirm and guarantee your booking. 30 Days Prior to the event:** a second deposit of **50%** of the estimated total. For additional details, please contact our Sales Team.

**Note:** The balance is due, for any and all amounts owing, (whether for increases in number of guests or pre-approved adjustments which occur on the day of the event) **upon completion of your event.**

Old Orchard Inn will accept the following methods for deposit or payment: All major Credit Cards or Debit.

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## Cancellation Policy

If you should cancel your function or event 14 days or less prior to the date of the event, duly noting that all deposits are Non-Refundable, then you may be obligated to pay for all or a portion of the cancelled event. If there is a need to address this, please contact our Sales Team member for clarification.

## Arrival & Departure Times for functions and events

The venue for an event booked will be available at 8am on the day of your event. If you require additional time in your venue, prior to your event, please speak with our Sales Team. When booking an evening event, please be aware that the departure time from the venue is 1:00am.

## Decorations

**Confetti, Rice, Glitter, Flower or plastic petals, Streamers, Bubbles etc. are strictly prohibited** in function/venue rooms and hotel rooms of the Old Orchard Inn. There will be a minimum **clean-up fee of \$500.00 + HST** imposed if there should be any contravention.

## Ceremony Rental fees

**Ceremony in Orchard Hall:** If you would like to book your ceremony in addition to **Orchard Hall** there will be an additional setup fee of **\$300.00 + HST** which will include a maximum of 120 banquet chairs without chair covers and additional **stipulations apply**; you must be booking Fireside plus other salons for your reception. For additional chairs required this will be \$4.00 + HST per chair.

**Heritage Barn Ceremony fee is \$300.00 +HST** which will include up to 120 banquet chairs will apply and you must be booking this for your reception in addition to the ceremony. For additional chairs required this will be \$4.00 + HST per chair.

**Sundeck Ceremony:** If you would like to book your ceremony on our **Sundeck** there will be a minimum setup fee of **\$500.00 + HST** that will include 120 standard green lawn chairs and any additional chairs required will be \$4.50 + HST per chair. Our Sundeck will be private for a period of only **two hours** to accommodate decorations and ceremony. **Note:** The minimum number of chairs will be based on your guaranteed number.

## Musical Entertainment

For the pleasure of all guests, we ask that music not commence prior to 9:00pm and end by 1:00am. All musical entertainment is subject to a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee & Re:Sound Tariff fee and will be applied to the final invoice. Music played without dancing – SOCAN \$30.00 + HST/Re:Sound \$15.00 + HST. Music with dancing – SOCAN \$60.00 + HST/Re:Sound \$30.00 + HST.

## Special Meeting/Event Packages

There is a variety of packages available to accommodate your event. For guests attending an event at Old Orchard Inn, we extend a special rate for overnight accommodations. Please inquire further with one of our Sales Team.

*Why settle for one apple? When you can have the whole orchard...*