



Work or Play we Make it Memorable.

Catering Package 2012

Audio Visual Price List

(Prices are per day unless otherwise stated)

The Holiday Inn Calgary South carries a range of Audio Visual equipment geared to make the most out of your event. Should we not have something on site we are happy to arrange this with an off-site company.

LCD Projector	\$250.00
8 Foot Screen	\$45.00
10 Foot Screen	\$55.00
Wired Microphone with Stand	\$30.00
Wireless Lavalier Microphone	\$100.00
4-Channel Mixer	\$50.00
Flipchart with Markers	\$40.00
4' x 6' Whiteboard	\$55.00
29" TV and DVD or VCR Combo	\$135.00
29" TV	\$80.00
DVD Player	\$60.00
Overhead Projector	\$55.00
CD Player	\$45.00
Laptop	\$150.00



Other Audio Visual equipment and services are available, please inquire for pricing.
All prices are quoted through Inland Audio Visual and do not include 5% GST.



All Inclusive Meeting Packages

Let us take care of the details while you focus on what's important - the content and outcome of your meeting. Our "60 Second Meeting Planner" offers you a fixed per person rate and the features you need to make your next corporate meeting, conference, or seminar a success. Customers appreciate our flexibility and expertise coupled with our in-house support team to take care of your meeting's unique requirements.

These packages include Coffee and Tea refreshed at each schedule break (based on the package chosen), Meeting Room Rental and Setup. Audio Visual is not included in price per person and must be ordered separately.

To Order Meeting Package #1 and #2 there must be a minimum of 25 people in attendance

To Order Meeting Package #3 and #4 there must be a minimum of 15 people in attendance

* Kananaskis Room there must have a minimum of 20 people in attendance for a Meeting Package





Meeting Package #1

Continental Breakfast

Assorted Chilled Fruit Juices
Freshly Baked Assorted Mini Baked Goods
Fresh Seasonal Sliced Fruit Platter
Freshly Brewed Regular, Decaf Coffee & Specialty Teas

Plated Lunch

Assorted Rolls and Butter
Mixed Baby Green Salad with Assorted Dressing
Choice of One Protein:
Roast Beef with Pan Gravy, Seasonal Vegetables and Baby Roasted Potatoes
Chicken Coq au Vin with Seasonal Vegetables and Mashed Potatoes
Grilled Chicken Breast with Herb Jus, Seasonal Vegetables and Baby Roasted Potatoes
Mediterranean Basa with Fruit Salsa, Seasonal Vegetables and Rice Pilaf
Three Cheese Ravioli with Rose Sauce and Parmesan Cheese
Assorted Dessert Squares and Cookies
Assorted Soft Drinks
Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$63.95 per Person

Morning Break

Freshly Brewed Regular, Decaf Coffee & Specialty Teas
Choice of One of the Following: Individual Fruit Yogurt,
Mini Yogurt Parfaits, Cereal Bars or House made Banana
Loaf

Afternoon Break

Freshly Brewed Regular, Decaf Coffee & Specialty Teas
Assorted Soft Drinks
Choice of One of the Following: Assorted Freshly Baked
Cookies, Granola Bars, Bits n' Bites or Assorted Potato
Chips



Meeting Package #2

Continental Breakfast

Assorted Chilled Fruit Juices
Freshly Baked Assorted Mini Baked Goods
Fresh Seasonal Sliced Fruit Platter
Freshly Brewed Regular, Decaf Coffee & Specialty Teas

Buffet Lunch

Assorted Rolls and Butter
Mixed Baby Green Salad with Assorted Dressing, Caesar Salad
Seasonal Mixed Vegetables
Choice of One Protein:

- Roast Beef with Pan Gravy and Baby Roasted Potatoes
- Grilled Chicken Breast with Herb Jus and Baby Roasted Potatoes
- BBQ Chicken Legs, Baked Potatoes and Baked Beans
- Pork Stroganoff with Three Mustard Cream Sauce and Herb Linguini
- Pan Seared Basa with Lemon Cream Sauce and Rice Pilaf
- Three Cheese Ravioli with Rose Sauce and Parmesan Cheese

Assorted Dessert Squares and Cookies
Assorted Soft Drinks
Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$60.95 per Person

Morning Break

Freshly Brewed Regular, Decaf Coffee & Specialty Teas
Choice of One of the Following: Individual Fruit Yogurt,
Mini Yogurt Parfaits, Cereal Bars or House made Banana
Loaf

Afternoon Break

Freshly Brewed Regular, Decaf Coffee & Specialty Teas
Assorted Soft Drinks
Choice of One of the Following: Assorted Freshly Baked
Cookies, Granola Bars, Bits n' Bites or Assorted Potato
Chips

Meeting Package #3

Continental Breakfast

Assorted Chilled Fruit Juices
 Freshly Baked Assorted Mini Baked Goods
 Fresh Seasonal Sliced Fruit Platter
 Oatmeal with Brown Sugar and Milk
 Freshly Brewed Regular, Decaf Coffee & Specialty Teas

Buffet Lunch

All sandwiches come on upgraded breads including Sourdough, Multigrain, Rye, 9 Grain and Wraps
 Mixed Baby Greens with Assorted Dressing
 Chef's Choice Salad
 Assortment Pre-made Sandwiches and Wraps
 Chef's Soup of the Day
 Assorted Dessert Squares and Cookies
 Freshly Brewed Regular, Decaf Coffee & Specialty Teas
 Assorted Soft Drinks



Afternoon Break

Freshly Brewed Regular, Decaf Coffee & Specialty Teas
 Assorted Soft Drinks
Choice of One of the Following: Assorted Freshly Baked Cookies, Rice Krispie Squares, Bits n' Bites or Assorted Potato Chips

\$53.95 per Person

Meeting Package #4

Continental Breakfast

Assorted Chilled Fruit Juices
 Freshly Baked Assorted Mini Baked Goods
 Fresh Seasonal Sliced Fruit Platter
 Oatmeal with Brown Sugar and Milk
 Freshly Brewed Regular, Decaf Coffee & Specialty Teas

Buffet Lunch

All Sandwiches come on White or Brown Bread
 Mixed Greens with Assorted Dressing
 Chef's Choice Salad
 Assorted Pre-made Sandwiches
 Chef's Soup of the Day
 Assorted Dessert Squares and Cookies
 Freshly Brewed Regular, Decaf Coffee & Specialty Teas
 Assorted Soft Drinks



Afternoon Break

Freshly Brewed Regular, Decaf Coffee & Specialty Teas
 Assorted Soft Drinks
Choice of One of the Following: Assorted Freshly Baked Cookies, Rice Krispie Squares, Bits n' Bites or Assorted Potato Chips

\$50.95 per Person



Beverages and Break Selection

Beverages

Freshly Brewed Regular, Decaf Coffee & Specialty Teas - Served All Day	\$6.00 per person
Freshly Brewed Regular, Decaf Coffee & Specialty Teas	\$2.25 per person
Hot Chocolate	\$2.25 per person
Assorted Soft Drinks - Based on Consumption	\$2.50 per can
Assorted Fruit Juice - Based on Consumption	\$3.00 per bottle
Assorted Bottled Water and Perrier Water - Based on Consumption	\$3.00 per bottle

À la Carte Break Options

Cereal Bars	\$1.75 per piece
Granola Bars	\$1.75 per piece
Assorted Baked Goods - Freshly Baked Muffins, Croissants or Fruit Danishes	\$2.50 per piece
Assorted Individual Fruit Yogurt	\$2.50 per person
Rice Krispie Squares	\$2.50 per person
Assorted Freshly Baked Cookies	\$2.50 per piece
Assorted Individual Bags of Potato Chips	\$2.50 per bag
Assorted Chocolate Bars (Full Size)	\$2.50 per piece
Jumbo Salted Soft Pretzels (Served Warm)	\$2.50 per piece
Freshly Baked Cinnamon Buns with Cream Cheese Icing - Small	\$3.00 per piece
Freshly Baked Cinnamon Buns with Cream Cheese Icing - Large	\$4.00 per piece
Assorted Bagels with Cream Cheese (Toasted Included)	\$4.00 per piece
Fresh Seasonal Fruit Platter	\$5.95 per person



Breakfast Selection

Continental Breakfast

Chilled Fruit Juice Selection
Fresh Seasonal Sliced Fruit Platter
Assorted Baked Goods
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$10.95 per person

Deluxe Continental Breakfast

Chilled Fruit Juice Selection
Fresh Seasonal Sliced Fruit Platter
Assorted Baked Goods
Assorted Mini Cereals with Milk
Individual Fruit Yogurts
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$13.95 per person

Enhance Your Buffet with the Following Options

Add Pancakes or French Toast with Maple Syrup	\$2.50 per person
Add Instant Oatmeal with Brown Sugar and Milk	\$1.50 per person
Add Eggs Benedict – Traditional, Vegetarian or Smoked Salmon – includes 2 per person	\$3.95 per person

The Sunriser Breakfast
Assorted Fruit Juice Selection
Fresh Seasonal Sliced Fruit Platter
Assorted Baked Goods
Fresh Scrambled Farm Eggs
Bacon and Pork Sausage (Beef Sausage can be substituted)
Pan Fried Hash Browns
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$16.95 per person*
(Minimum 15 people)

*For meetings under 15 people this menu can be provided plated for \$17.95 per person.



Plated Lunch Selections

All Plated Lunches come with Choice of Chef's Soup of the Day or Mixed Greens, Assorted Dessert Squares/Fresh Baked Cookies and Freshly Brewed Regular, Decaf Coffee & Specialty Teas

Please inform the Catering Department of any dietary requirements and allergies.

Butter Chicken East Indian Style served on a bed of Rice Pilaf with Warm Naan Bread.	\$20.95
Grilled Chicken Served with a Herb Jus, Roasted Baby Potatoes, Seasonal Mixed Vegetables and Rolls.	\$22.95
Hot Roast Beef Sandwich Two pieces of Texas Bread stuffed with layers of slow roasted beef then smothered in gravy. Served with Mashed Potatoes and Seasonal Mixed Vegetables.	\$22.95
Baron of Beef Served with a Rosemary Pan Gravy, Yorkshire Pudding, Roasted Baby Potatoes and Seasonal Mixed Vegetables.	\$24.95
Pan Seared Basa Served with Mediterranean Salsa, Rice Pilaf, Seasonal Mixed Vegetables and Rolls.	\$22.95
Three Cheese Ravioli Served in a Creamy Rose Sauce with Parmesan Cheese and Fresh Garlic Toast.	\$19.95



Buffet Lunch Selections

Baron of Beef Buffet

Assorted Rolls and Butter
Mixed Baby Greens with Assorted Dressing
Chef's Choice Salad
Slow Roasted Baron of Beef with a Rosemary Herb Jus
Fresh Seasonal Vegetables
Mashed Potatoes
Assorted Dessert Squares and Cookies
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$25.95 per person

Butter Chicken Buffet

Naan Bread
Mixed Baby Greens with Assorted Dressing
Chef's Choice Salad
East Indian Style Butter Chicken
Fresh Seasonal Vegetables
Rice Pilaf
Assorted Dessert Squares and Cookies
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$25.95 per person

Grilled Chicken Buffet

Assorted Rolls and Butter
Mixed Baby Greens with Assorted Dressing
Chef's Choice Salad
Grilled Chicken with Herb Jus
Fresh Seasonal Vegetables
Baby Roasted Potatoes
Assorted Dessert Squares and Cookies
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$24.95 per person

Pan Seared Basa Buffet

Assorted Rolls and Butter
Mixed Baby Greens with Assorted Dressing
Chef's Choice Salad
Pan Seared Basa Filet with Lemon Dill Cream Sauce
Fresh Seasonal Vegetables
Rice Pilaf
Assorted Dessert Squares and Cookies
Freshly Brewed Regular, Decaf Coffee & Specialty Teas
\$24.95 per person



Buffet Lunch Selections Continued

Three Cheese Ravioli Buffet

Garlic Toast

Caesar Salad

Chef's Choice Salad

Three Cheese Ravioli with a Rose Sauce

Assorted Dessert Squares and Cookies

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$20.95 per person

Build Your Own Sandwich Buffet

Mixed Greens with Assorted Dressing

Chef's Soup of the Day

Assorted Pickle Tray

Assorted Breads and Wraps

Selection of Assorted Meats

Assorted Cheeses, Tomatoes, Cucumber, Red Onions, Peppers,

Green Leaf Lettuce, Dijon and Yellow Mustard, Mayonnaise

Assorted Dessert Squares and Cookies

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$19.95 per person

Working Lunch Buffet

All Sandwiches come on White or Brown Bread

Mixed Greens with Assorted Dressing

Assorted Pre-made Sandwiches

Chef's Soup of the Day

Assorted Dessert Squares and Cookies

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$16.95 per person

Executive Sandwich Buffet

All sandwiches come on upgraded breads including Sourdough,

Multigrain, Rye, 9 Grain and Wraps

Mixed Greens with Assorted Dressing

Chef's Choice Salad

Assorted Pre-made Sandwiches and Wraps

Chef's Soup of the Day

Assorted Dessert Squares and Cookies

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$18.95 per person

Theme Break Selections

USA – Junk Food Fridays

Assorted Individual Bags of Chips

Assorted Chocolate Bars

Assorted Soft Drinks

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$6.95 per person

Belgium – Chocolate Paradise

Assorted Brownies, Chocolate Tarts

Assorted Chocolate Bars

Hot Chocolate

\$7.95 per person

France – Afternoon Delight

Assorted French Pastries Including:

Rum Baba, Profiterole, 3 Fruit Tartlet, Hazelnut Cake, Opera Cake,

Raspberry Mousse, Amaretto Cookies, Mandarin Mousse, Mini Carrot Cake,

Mini Black Forest Cake, Chocolate Almond Dough Roll

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$8.95 per person



Canada – Health Nut

Assorted Granola Bars

Trail Mix

Rice Krispie Squares

Dried Fruit Bars

Freshly Brewed Regular, Decaf Coffee & Specialty Teas

\$7.95 per person



Reception Options

Passed or Self-Serve

Chicken and Mushroom Spring Roll with Orange Ginger Sauce	\$14.95 per dozen
Steamed Chicken and Vegetable Dumplings with Honey Ginger Soy Dip	\$14.95 per dozen
Chicken Wings	\$14.95 per dozen
Chicken Souvlaki Skewers with Tzatziki Sauce	\$24.95 per dozen
Chicken Samosas with Mango Chutney	\$29.95 per dozen
Beef Meatballs with Bull's-Eye Barbeque Sauce	\$15.95 per 2 dozen
Beef Sausage Rolls	\$16.95 per dozen
Beef Wellington	\$24.95 per dozen
Pork Dumplings with Honey Ginger Soy Dip	\$25.95 per dozen
Vegetable Spring Roll with Plum Sauce	\$15.95 per dozen
Mini Cheese Cocktail Perogies	\$19.95 per 4 dozen
Jalapeno Cheddar Poppers with Sweet and Sour Sauce	\$26.95 per dozen
Vegetable Samosas with Mango Chutney	\$29.95 per dozen
Phyllo Wrapped Escargot Alfredo Bundles	\$21.95 per dozen
Bacon Wrapped Scallops with Mary Rose Cocktail Sauce	\$21.95 per dozen

Reception Options Cont'd

Platters

Baked Spinach Artichoke Dip with a Trio of Crackers	\$3.95 per Person
Hummus Dip with Grilled Naan Bread	\$3.95 per Person
Vegetable Tray with Ranch Dip	\$3.95 per Person
Assorted Pickle Tray	\$3.95 per Person
Bruschetta with Toasted Crostini	\$4.95 per Person
Assorted Mediterranean Pickle Tray	\$4.95 per Person
Sliced Fresh Fruit Platter	\$5.95 per Person
Domestic Cheese Platter with a Trio of Crackers, Preserves and Nuts	\$7.95 per Person

Beverage Options

Punch Bowls

Non-Alcoholic Fruit Punch	\$65.00
Champagne Punch	\$95.00
*Each Bowl will Serve 50 People	





Bar Options

	<u>Host Bar</u>	<u>Cash Bar</u>
Liquor – Standard Brands	\$5.50	\$6.00
Premium Liquor	\$6.00	\$6.50
Domestic Beer	\$5.00	\$5.50
Import Beer	\$6.00	\$6.50
Liqueurs	\$6.50	\$7.00
House Wine by the Glass	\$5.50	\$6.00
House Wine by the Bottle	\$27.50	\$30.00
Soft Drinks and Juice	\$2.00	\$2.50

All Host Bar and Cash Bars include a complete setup including glassware, mix, garnish (lemons and limes) and straws. A bartender fee of \$20.00 per hour (for a minimum of 3 hours) will apply should the bar sales not exceed \$300.00. Host Bar does not include 17% Service or 5% GST.

The Hotel reserves the right to refuse or terminate the service of alcoholic beverages at any time if the service is not in accordance with the regulations of the AGLC.

Corkage Bar Service

Hotel will provide all the appropriate glassware, ice, assorted juices and soft drinks including tonic and soda water. Bar will be stocked with garnish – Lemons, Limes and straws and will provide bartender services at \$20.00 for Minimum of 3 Hours based on the ratio of one bartender per 125 people or as volumes dictate. *Bar Corkage Fee - \$11.95 per Person*

Corkage Bar Services contracted through Holiday Inn Macleod Trail South must be accompanied by an AGLC permit with all receipts and inventory list of the amounts delivered to the Hotel.



Wine List

Red Wine

Copper Moon Cabernet Sauvignon Okanagan	\$30.00
Copper Moon Shiraz Okanagan	\$30.00
Copper Moon Malbec Okanagan	\$30.00
Cecchi Chianti (D.O.C.G) Italy	\$32.00
Peller Estates Cabernet Merlot Okanagan	\$32.00
Peller Estates Merlot Okanagan	\$34.00
St. Hallett Game Keepers Reserve Australia	\$34.00
Cline Old Vine Zinfandel Sonoma	\$40.00
Sandhill Estates VQA Syrah Okanagan	\$46.00

White Wine

Copper Moon Sauvignon Blanc Okanagan	\$30.00
Copper Moon Chardonnay Okanagan	\$30.00
Peller Estates VQA Pinot Gris Okanagan	\$33.00
Pepperwood Grove Viognier California	\$34.00
Trius VQA Riesling Dry Niagara Peninsula	\$40.00
Hugel and Fils Gentil Alsace	\$40.00
Peller Estates Private Reserve VQA Sauv� Blanc Okanagan	\$40.00
Sandhill Estates VQA Pinot Blanc Okanagan	\$46.00

Dinner Selections

The Holiday Inn Macleod Trail South is happy to offer the following for the dinner options, all of the following menus can be fully customized to taste, dietary requirements or allergies. Chef Robyn Birch can make the ideal meal that your attendees will be talking about for years to come.

Plated Dinners can be provided for groups' as little as 15 people and Buffet Dinners start at a minimum 30 people. All Dinners are served with Fresh Baked Rolls and Butter, Coffee, Decaf Coffee and Assorted Specialty Teas.

Plated Dinners

Salad Selection

House Salad – Baby Greens with Sundried Cranberries, Sunflower Seeds, Sliced Almonds, Granny Smith Apple and Lemon Vinaigrette

Caesar Salad – Baby Romaine with Parmesan Cheese, Croutons, Lemon Wedge and Caesar Dressing

Spinach Salad – Baby Spinach with Sliced Mushrooms, Hard Boiled Eggs, Red Onion, Pancetta topped with Swiss Dressing

Soup Selection

Tomato Basil

Cream of Mushroom

Carrot Ginger

Maple Butternut Squash

Beef Consommé

Starch Selection

Herb Garlic Roasted Baby Potatoes

Parsnip or Roasted Garlic Mashed Potatoes

Rice Pilaf or Wild Mushroom Barley Risotto





Entrée Selection

	<u>Three Courses</u>	<u>Four Courses</u>
Alberta Baron of Beef served with Rosemary Herb Pan Gravy and Seasonal Vegetables	\$36.95	\$39.95
Strip Loin served with Wild Mushroom Demi Glaze and Seasonal Vegetables	\$38.95	\$42.95
Rib Eye served with Red Wine Jus and Seasonal Vegetables	\$40.95	\$44.95
Grilled Chicken Breast served with Three Mustard Cream Sauce or Herb Jus and Seasonal Vegetables	\$35.95	\$39.95
Chicken Coq au Vin served with Seasonal Vegetables	\$37.95	\$42.95
Pork Loin Stuffed with Apple, Cranberry, Almond and Sunflower Seed Bread Stuffing served with Apple Butter Glaze and Seasonal Vegetables	\$35.95	\$39.95
Grilled Pork Tenderloin served with Wild Mushroom Cream Sauce and Seasonal Vegetables	\$37.95	\$42.95
Cheese Stuffed Ravioli served with a Rose Sauce	\$34.95	\$39.95
Pan Seared Basa served with Lemon Dill Cream Sauce and Seasonal Vegetables	\$36.95	\$41.95
Grilled Atlantic Salmon served with Maple Jack Daniels Sauce and Seasonal Vegetables	\$42.95	\$47.95

Dessert Selection

- Fifth Avenue Cheesecake
- Red Velvet Cake with Cream Cheese Icing
- Trio of Assorted Mini Cupcakes
- Chocolate Silk Truffle
- Chocolate Strawberry Shortcake
- Apple Berry Crisp
- Chef's Seasonal Option

***Choice Menu can only be offered if confirmed numbers of each entrée provided in advance. See Catering Representative for more details.**

Dinner Buffet Selections

Holiday Inn Buffet

Assorted Rolls and Butter

Baby Mixed Greens with Lemon Vinaigrette

Caesar Salad

Vegetable Platter with Ranch Dip

Assorted Pickle Tray

Choice of TWO Entrees:

- Baron of Beef with Rosemary Pan Gravy
- Grilled Chicken Breast with Wild Mushroom Cream Sauce
- Chicken Cacciatore
- Roasted Pork Loin with a Three Mustard Cream Sauce

Chef's Seasonal Vegetables

Choice of ONE Starch:

- | | |
|--------------------------|-----------------|
| • Garlic Mashed Potatoes | • Rice Pilaf |
| • Roasted Baby Potatoes | • Herb Linguini |

Assorted Dessert Squares and Freshly Baked Cookies

Sliced Seasonal Fruit Platter

Coffee, Decaf Coffee and Specialty Tea



- Mediterranean Pan Seared Basa with Fruit Salsa
- Vegetable Pave'
- Three Cheese Ravioli with Rose Sauce

\$34.95 (Minimum 30 People)

Signature Buffet

Assorted Rolls and Butter
 Baby Mixed Greens with Lemon Vinaigrette
 Caesar Salad
 Choice of ONE Salad
 Vegetable Platter with Ranch Dip
 Mediterranean Pickle Platter

Choice of TWO Entrees:

- Strip Loin with Red Wine Demi Glaze
- Grilled Chicken Breast with Wild Mushroom Cream Sauce
- Chicken Coq au Vin
- Roasted Stuffed Pork Loin with Apple Glaze
- Grilled Pork Tenderloin with Three Mustard Cream Sauce

Chef's Seasonal Vegetables

Choice of ONE Starch:

- | | |
|-------------------------------------|-----------------|
| • Parsnip or Garlic Mashed Potatoes | • Rice Pilaf |
| • Roasted Baby Potatoes | • Herb Linguini |
| • Mushroom Risotto | |

Assorted Dessert Squares Buffet Cakes and Freshly Baked Cookies

Sliced Seasonal Fruit Platter

Coffee, Decaf Coffee and Specialty Tea



- Mediterranean Pan Seared Basa with Fruit Salsa
- Vegetable Pave'
- Three Cheese Ravioli with Rose Sauce
- Butternut Squash Ravioli with Creamy Dill Sauce

\$38.95 (Minimum 50 People)



General Information

Menu Selection

All prices are subject to change based on economical fluctuations and will be confirmed no more than 3 months prior to the event. In order to ensure availability, we request that your menu selections are confirmed with the Catering Department no later than 2 weeks prior to your event. Please advise your sales and catering representative of any food allergies, dietary restrictions or vegetarian requirements right away to ensure that these can be accommodated. Final entrée count is due no later than 72 hours (3 business days) prior to the event.

The Holiday Inn Macleod Trail South will be the sole supplier of All Food and Beverage items required due to the Provincial Health Regulations. Exceptions may be made for wedding cakes and specialty items, subject to Catering Manager and Executive Chefs' approval. Safety regulations prohibit the removal of food from the Holiday Inn Macleod Trail South for any reason; all food and beverage items must be consumed on premises. Buffet items can only be displayed for a maximum time of 1.5 hours at any function to ensure the quality and integrity of the product.

Taxes and Gratuities

All food and beverage prices quoted are subject to applicable Federal and Provincial Taxes unless otherwise stated. A 17% service charge is applied to all food and beverage and is GST applicable.

Guaranteed Number

For all meal functions, the guaranteed number attending must be communicated to the Catering Department no later than 72 hours (3 business days) prior to the function. If the guaranteed number is not received, the billing shall be made out for the number of people for which the function was originally booked, or the number of guests in attendance, whichever is greater.



Bar Costs and Policies

Cash or Host Bars with net revenue less than \$ 300.00 will be subject to a bartender fee of \$20.00 per hour for a minimum of 3 hours. Host Bars are subject to 17% service and 5% GST.

The service of alcoholic beverages to minors (under 18 years of age) is strictly prohibited; The Holiday Inn Macleod Trail South will monitor this throughout all catered events, with service refused should patrons not have suitable identification required and defined by the AGLC (Alberta Gaming & Liquor Commission) regulations. Patrons are reminded that alcoholic beverages are restricted to the contract defined areas of the Hotel, with control of this managed by the staff, security & catering personnel.

As per the Alberta Liquor Laws alcohol being served at an event must be accompanied by food service. These laws prohibit the sale or allowance of beverage service prior to 10:30am or 12:00pm on Sundays and Holidays.

Corkage Bar Service Guidelines

Corkage Bar services contracted through The Holiday Inn Macleod Trail South must be accompanied by the AGLC permit with all receipts (or receipt copies) of the amounts delivered to the Hotel. Due to AGLC regulations, all alcoholic beverages must be supplied by a licensed vendor in the province of Alberta. The use of homemade wines or spirits from other countries or provinces is prohibited by law.

Service of all alcoholic beverages must be in accordance to AGLC regulations as they are outlined for special event permits. Hotel staff must be used to dispense all alcoholic beverages to guests. Any and all stock that remains from the function must be collected by the following day. The hotel assumes no responsibility for stock left on premises. Open bottles sprits / liquor cannot be transported and therefore will remain at the Hotel, due to this the staff will ensure to minimize the opening of products required for the event for the purpose of returning unused product.

A corkage fee of \$ 11.95 per person will apply for this service. Bartender charge of \$20.00/hour for a minimum of 3 hours will be charged.



Shipping Materials and Storage

Holiday Inn Calgary Macleod Trail South will be happy to hold materials for your function. Please ensure that you make arrangements to settle any Duty charges that may arise for international shipping. The Hotel may be invoiced at a later date for such duties at which time we will invoice the group for those charges.

All packages and parcels should be addressed to and labeled in the following manner:

Function Name / Contact Name

c/o Holiday Inn Calgary Macleod Trail South

4206 Macleod Trail South

Calgary Alberta, Canada

T2G 2R7

Attention: Catering Department

If space permits, please state the function date on the parcel(s)

**Storage requirements exceeding 1 week prior to a function or 3 days after a function will be subject to storage charges of \$25.00 per day.

Personal belongings and equipment must be removed from the function rooms at the end of the day unless the room has been reserved on a 24 hours basis. Holiday Inn Calgary – Macleod Trail South cannot accept liability for articles left in the function room.

Payment Guarantee

Full payment is due upon completion of the event unless hotel credit has been established. If credit has not been pre-approved then a credit card is required on file.

Weddings or other Social Events are required to be pre-paid 2 weeks prior to the event with the guaranteed numbers provided at that time. Any remaining charges due upon completion of the event will be automatically charged to a credit card which must be on file.



Deposits and Hotel Credit – Social Events

A Non-Refundable Deposit of \$750.00 is required for all social functions to confirm at the Hotel. This deposit must be provided within 10 days of signing the catering agreement which will confirm the date and event in the chosen meeting space.

Groups wishing to establish Direct Billing will be asked to complete a detailed credit request form. The processing of these requests requires current credit references from the company, authorized approval signatures and contact information. A time period of at least 3 weeks is needed for reference checks to be completed. Social events will not be extended credit unless this has been approved from a previous meeting or approved through the Director of Sales or General Manager.

Labor Charges

If room setup must be changed within 24 hours of the event a labor fee of \$50.00 per hour will apply to the account to accommodate the changes. Limited Storage space is available, should this be needed please arrange with the Catering Department in advance.

SOCAN Fee

All live and recorded entertainment is subject to a SOCAN (Society of Composers, Authors and Music Publishers of Canada) charge and is automatically applied to functions where applicable. Should you require additional information please contact the SOCAN office at 1-800-517-6226.

- 1 to 100 Guests: \$41.13 with dance or \$20.56 without dance
- 101 to 300 Guests: \$59.17 with dance or \$29.56 without dance

Electricity

Extension cords and power bars can be supplied by the hotel and are available for a charge of \$5.00 each. A charge will be assessed for electrical requirements exceeding the normal usage.



Cancellation Policy

If an event booked must be cancelled the Catering Sales Manager must be contacted directly at 403-450-5718. Cancellations made under this provision shall be made by the canceling party to the non-canceling party by written notice. Cancellation will not be considered final until written notice and payment of the liquidated damages are received. The following cancellation schedule will apply:

30 to 15 days Prior to Event, no penalties

14 to 7 days Prior to Event, Room Rental Charge

Less than 6 Days Prior to Event, 100% of all charges will apply

Social Events Cancellation

More than 6 Months, Forfeit of Deposit

6 Months to 1 Month Prior, 50% of Contracted Charges and cost of chair covers

Less than 1 Month out, 100% of all charges will apply

*All contracted charges refers to Food and Beverage costs based on the anticipated number of attendees at the time the cancellation takes place, plus all additional Room Rental, Taxes, Gratuity and Audio Visual Charges that are agreed upon at that time. Guestrooms do not follow this cancellation schedule and no penalty for their cancellation will be charged.

Damages and Security

Holiday Inn Calgary Macleod Trail South reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The conveners and on-site contacts for any functions are held responsible for the other members of their group. The Hotel cannot assume responsibility for personal property or equipment brought into the function area. Lastly, personal effects and equipment must be removed from the function room at the end of each day, unless reserved on a 24-hour basis. Security Service can be obtained at an additional cost.

Smoking

The Holiday Inn Calgary Macleod Trail South is a 100% non-smoking hotel. Smoking is only permitted outside in the designated smoking areas.



Decorations

The Catering Sales Manager will inform the client within one (1) month of the scheduled event the date and time the room is available for decoration. The use of nail, tacks and tape on walls, doors or ceiling is strictly prohibited. The Hotel must approve any decorations or other items being displayed. All signage should be of professional quality. Please note that any damages occurring to the hotel property will be the responsibility of the organizer/convener and charges will apply.

Confetti is not permitted in any function room or a \$150.00 per hour clean up fee will be charged to the account. Candles must be submerged in the glass it is being held in and no open flames will be permitted in any function room to prevent accidental contact with the flame.