

Best Western Fernie Mountain Lodge

2010 CONVENTION & CATERING SERVICES

Tim Greiner, General Manager: gm@bestwesternfernie.com

Kari Zuffa, Groups & Reservations Manager: groups@bestwesternfernie.com

Julie Haughey, Catering Manager: sales@bestwesternfernie.com

Fernie Mountain Lodge

Fernie, British Columbia, Canada Ph: (250) 423-5500 Fax: (250) 423-5501

Reservations: 1 (800) 528-1234 Email: info@bestwesternfernie.com



**THE WORLD'S LARGEST
HOTEL CHAIN™**

Best Western Fernie Mountain Lodge 2009 Convention & Catering Services

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Best Western Fernie Mountain Lodge 2009 Convention & Catering Services

HOTEL PROPERTY

LOCATION

The Best Western Fernie Mountain Lodge is located in the heart of the East Kootenay region and set against the rugged Rocky Mountains of Beautiful British Columbia, Canada. Ideally positioned, the Best Western Fernie Mountain Lodge sits in the East end of Fernie at the intersection of Hwy 3 and 15th Street; walking distance from restaurants, golf, retail shops, liquor store, the Elk River and historic downtown Fernie.

GUEST ACCOMMODATION

Choose your accommodation from 95 luxurious guest rooms with 19 room types, including one-bedroom suites, executive suites and deluxe theme Jacuzzi suites. For extended stays try one of our fully equipped kitchenettes to give you all the convenience of home. Also available are Special Needs Accessible rooms. We are 100% smoke free and pets friendly!

GUEST ROOM AMENITIES

- Refrigerator
- Coffee maker
- Microwave
- 25" colour TV w/On Command movies
- Free high speed internet
- Iron and ironing board
- Hair dryer
- Alarm clock

HOTEL FACILITIES

- Boston Pizza Restaurant & Bar

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- Mountain Morning Cafe
- Fitness Centre
- Return to Health Massage Therapy
- Indoor Pool & Hot Tub, Outdoor Hot Tub
- Business Centre with free Wi-Fi

MEETING ROOMS

MEETING ROOM FACILITIES

The Best Western Fernie Mountain Lodge offers distinguished meeting and convention facilities for up to 200 delegates. Our professional and courteous meeting planners are available to assist you in organizing a successful conference, meeting or special event. We are eager to create a customized menu to suit every occasion, from a casual barbeque luncheon to a formal gourmet banquet. We look forward to hosting your next function at the Best Western Fernie Mountain Lodge where gracious service and attention to detail are standards you can depend on.

CONFERENCE & MEETING ROOM DIMENSIONS

Room	Size	Sq. Ft.	Banquet	Rounds	Theatre	Classroom
Grand Ballroom	50'x52'	2573	200	200	200	150
Mount Trinity	26'x52'	1248	100	70	150	55
Mount Proctor	24'x52'	1325	100	70	150	55
Morrissey Room*	25'x12'	288	N/A	N/A	N/A	N/A

*Morrissey Room boardroom style only (12 max)

CONFERENCE & MEETING ROOM RATES

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Room	Full Day Function	Half Day Function	Evening Function
Grand Ballroom	\$475.00	\$350.00	\$350.00
Mount Trinity	\$175.00	\$145.00	\$145.00
Mount Proctor	\$175.00	\$145.00	\$145.00
Morrissey Room	\$100.00	\$75.00	\$75.00

AUDIO/VISUAL EQUIPMENT RENTAL LIST

CONFERENCE ACCESSORIES

Flipchart (includes markers & paper).....	\$20.00
Whiteboard (includes markers).....	\$20.00
Extension cords & Power Bars.....	No Charge
Audio Visual Cart.....	No Charge
Podium.....	No Charge

VIDEO EQUIPMENT

25" Television.....	\$25.00
VCR.....	\$20.00
DVD Player.....	\$25.00

PROJECTION EQUIPMENT

LCD Projector.....	\$150.00
Overhead Projector.....	\$25.00
8' Projection Screen.....	\$25.00

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AUDIO EQUIPMENT

Wireless Lapel Microphone.....	\$65.00
Wireless Handheld Microphone.....	\$50.00
Wired Handheld Microphone.....	\$15.00

EVENT PLANNING CHECKLIST

- Determine the financial budget for the meeting
- Determine main objectives and requirements of event with key decision makers
- Determine expected number of attendees and guest rooms needed
- Set up meeting with Hotel Representative to discuss requirements and conduct site inspection
- Confirm booking of guest rooms, meeting rooms, audio/visual equipment and menu choices
- Inform all expected attendees of details regarding the event (dates/times, place, location/address, map, contact information, accommodation options, dining options, floor plans, appropriate attire, etc.)
- Ensure careful consideration is given to attendees specific requests or needs (dietary, special needs accessibility)
- Order gifts for speakers/VIP's and arrange delivery with the hotel
- Discuss the following with Hotel Representative
 - Decorator

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- Entertainment
- Photographer
- Transportation
- Security
- Technical Requirements

CATERING MENUS & PRICES

COFFEE BREAKS*

Silex of coffee (10 cup)	\$12.95	Assorted fresh pastries (each)	\$2.75
Urn of coffee (30 cup)	\$36.95	Como tray: muffins, danish, cinnamon buns (dozen)	\$22.95
Tea/regular (10 cup silex)	\$12.95	Home style muffin tray (dozen)	\$24.00
Herbal tea (each)	\$2.00	Assorted cookies (dozen)	\$9.95
Soft drinks (per can)	\$2.00	Donuts (per person)	\$2.75
Assorted juices (each)	\$2.50	Selection of fruit (per piece)	\$2.50

BREAKFAST SELECTIONS*

Breakfast #1 Continental Breakfast \$8.95 Per Person	<ul style="list-style-type: none"> • Danish, muffins, cinnamon buns • Butter and preserves • Fresh fruit in season • Assorted chilled juices • Coffee or tea
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Breakfast #2 Kootenay Plate \$11.95 Per Person	<ul style="list-style-type: none"> • Croissants, butter and preserves • Cottage fried potatoes • Scrambled eggs, bacon and sausages • Assorted chilled juices • Coffee or tea
Breakfast #3 Fernie Mountain Lodge Buffet (Minimum of 25 persons) \$13.95 Per Person	<ul style="list-style-type: none"> • Fresh muffins, Danish pastries and croissants • Butter and preserves • Country fried potatoes • Cereal • Scrambled eggs, bacon and sausages • Assorted chilled juices • Coffee or tea

LUNCHEON SELECTIONS*

Luncheon #1 Ham & Swiss or Seafood Croissant \$12.95 Per Person	<ul style="list-style-type: none"> • Your choice of croissant sandwiches • Soup of the day • Garden salad • Light dessert • Coffee or tea
Luncheon #2 Soup and Sandwich Mirror \$13.95 Per Person	<ul style="list-style-type: none"> • Assortment of sandwich mirror • Soup of the day • Fresh vegetables and dip • Garnish of pickles, olives and fresh fruit • Coffee or tea
Luncheon #3 Lasagne \$14.95 Per Person	<ul style="list-style-type: none"> • Lasagne (meat or vegetable) • Caesar salad • Garlic toast • Light dessert • Coffee or tea
Luncheon #4 Roast Beef Dip & Soup \$15.95 Per Person	<ul style="list-style-type: none"> • Roast beef dip • Soup of the day • Garden or potato salad • Light dessert • Coffee or tea

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HORS D'OEUVRES*

R1 - Cheese & Crackers Mirror \$3.95 Per Person	<ul style="list-style-type: none"> • Assortment of cheeses and crackers • Pickles and olives • Seasonal fruit
R2 - Cold Meat Platter \$4.95 Per Person	<ul style="list-style-type: none"> • Roast beef, roast turkey and sliced country ham • Gherkins, pickled onions and olives • Seasonal fruit • Dinner rolls and whipped butter
R3 - Fresh Vegetable Tray \$4.95 Per Person	<ul style="list-style-type: none"> • Seasonal vegetables • Yogurt dip
R4 - Fresh Fruit Tray \$5.95 Per Person	<ul style="list-style-type: none"> • Fresh seasonal fruit • Yogurt dip

DELUXE DINNER BUFFET*

A1 - Stuffed Roast Pork \$25.95 Per Person	<ul style="list-style-type: none"> • Stuffed pork roast • Pot/Rice pilaf, fresh veggie • Choice of 3 salads • Rolls & butter • Freshly made desserts • Coffee or tea
A2 - Roast Beef \$24.95 Per Person	<ul style="list-style-type: none"> • Alberta roast beef • Choice of whipped or buttered parsley potato • Country style gravy • Choice of vegetable • Choice of 3 salads • Freshly made desserts • Coffee or tea
A3 - Boneless Filet of Salmon w/Dill Sauce \$24.95 Per Person	<ul style="list-style-type: none"> • Boneless filet of salmon • Pot/Rice pilaf, fresh veggie • Choice of 3 salads • Rolls and butter • Freshly made desserts • Coffee or tea
A4 - Prime Rib	<ul style="list-style-type: none"> • Prime rib • Choice of whipped or buttered parsley potato

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<p>\$29.95 Per Person</p>	<ul style="list-style-type: none"> • Country style gravy • Choice of vegetable • Choice of 3 salads • Fresh rolls and butter • Freshly made desserts • Coffee or tea
<p>A5 – Roast Turkey</p> <p>\$21.95 Per Person</p>	<ul style="list-style-type: none"> • Roast turkey and dressing • Cranberry sauce • Country style gravy • Choice of potato and vegetable • Choice of 3 salads • Fresh rolls and butter • Freshly made desserts • Coffee or tea
<p>A6 – Chicken Cordon Bleu</p> <p>\$24.95 Per Person</p>	<ul style="list-style-type: none"> • Chicken cordon bleu • Choice of potato and vegetable • Choice of 3 salads • Fresh rolls and butter • Freshly made desserts • Coffee or tea

DELUXE DINNER BUFFET*

<p>A7 – Steak Barbeque</p> <p>\$26.95 Per Person (add \$2.00 for extra 2oz per steak)</p>	<ul style="list-style-type: none"> • 8oz New York strip • Barbeque sauce • Garlic Toast • Choice of roast or gourmet stuffed potato • Choice of 3 salads • Freshly made desserts • Coffee or tea
<p>A8 – Hot Buffet (Over 50 Only)</p> <p>\$28.95 Per Person</p>	<ul style="list-style-type: none"> • Roast hip of beef, baked ham or roast turkey • Assortment of cold cuts • Choice of potato or rice and hot vegetables • Crisp garden salad, pasta or potato salad • Coleslaw, vegetables and dip • Assorted pickles and olives • Fresh rolls and butter • Fresh fruit and desserts • Coffee and tea

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BANQUET BAR*

(Bar will be closed while dinner is served)

(Bartender charge of \$20.00 per hour)

Host Bar	Host responsible for all beverage charges, bartender fees + 18% gratuity.	Cash Bar	Guest responsible for own beverage charges.
Domestic Beer	\$4.75	Litre – house wine	\$25.95
Caesars	\$5.75	Soft drinks	\$2.00
Glass – house wine	\$4.75	Fruit Juice	\$2.50
Ciders	\$5.50	Fruit punch (6 litres)	\$50.00
Coolers	\$5.50	Liquor punch (6 litres)	\$100.00
Hi-Balls – bar brand	\$4.75	Domestic champagne	
Hi-Balls - premium	\$5.50	punch (6 litres)	\$100.00

CONVENTION CENTRE POLICIES

MENUS

Our enclosed menus are suggestions only. Our Executive Chef and Catering Staff will be pleased to create a personal menu to suit your specific requirements. Menu selection should be made two weeks prior to the function in order to assure your menu choice.

GUARANTEE

The guaranteed number of guests is required 72 hours prior to function. The customer will be charged either for the guaranteed number or the actual number served, whichever is greater. We will set up for an additional five percent above the guaranteed number. We reserve the right to substitute the function room if the final number of guests attending increases or decreases.

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DEPOSIT AND PAYMENT

A confirmed reservation requires a non-refundable deposit of 25% of the estimated value of the function at the time of booking. A further deposit of 25% is due sixty (60) days prior to the event. We accept cash, cheque or credit card for payment. We also accept an approved Company Billing. Final payment is due on the day of the event.

CANCELLATIONS

Cancellation of any function must be received in writing. The second 25% deposit will become non-refundable for cancellations made less than 30 days prior to the function. Cancellations made 72 hours or less prior to the event will be charged the full value of the function.

CONVENTION CENTRE POLICIES

SET UP

Guests are responsible for room decorations. No confetti is permitted in the hotel; a \$100 cleaning fee will apply. The hotel does not permit nails, staples or tacks to be used on the banquet room walls or ceilings. The Best Western Fernie Mountain Lodge is not responsible for any damage or loss of items left in the hotel prior to, during or following a function.

OUTSIDE FOOD & BEVERAGE

Provincial Health Regulations stipulate, due to insurance policies, that there is no outside food or beverage to be consumed on the property other than those provided by Snow Valley Catering. Any outside alcohol brought onto the property will be confiscated. All alcoholic beverages must be consumed within your designated function rooms.

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SOCAN FEE

Functions featuring live or recorded music are subject to a SOCAN (Society of Composers, Authors, and Music Publishers of Canada) charge (for the copyright of music played) - \$20.56 - \$29.56 plus GST without dancing, and \$41.13 - \$59.17 plus GST with dancing.

STATUTORY HOLIDAYS

Statutory holiday functions may be subject to an additional charge for labour.