

2020 TRAVELODGE HOTEL WEDDING PACKAGES

YOUR
HAPPILY
EVER

After

BEGINS HERE



Travelodge
HOTEL & CONFERENCE CENTRE
REGINA

WEDDING RECEPTION

Packages



Your wedding is one of the biggest days of our life – so relax and enjoy it! With newly renovated ballrooms and banquet facilities, we have everything you need to create a memorable experience.

Guests staying at Travelodge can enjoy our delicious free breakfast buffet, visit our unique onsite Celtic pub, and experience the fun of our newly renovated SOAKED! Waterpark. When it's time to call it a day, a comfortable bed is just steps away.



Whether you are looking for the Full Meal Deal or a No Meal Deal, we offer two different packages to suit your preferences and budget. Our Full Meal Deal includes up to \$2,500.00 of extras such as complimentary hot hors d'oeuvres during your cocktail reception or a complimentary pizza late lunch, complimentary banquet room rental plus a bridal suite for your wedding evening including breakfast delivered the next morning!

Thank you for considering the Travelodge Hotel & Conference Centre Regina for your event. We wish you a long life of happiness together and a great beginning on your wedding day!

Catering Department
Travelodge Hotel & Conference Centre Regina



FULL *Meal* DEAL

\$38.00

per person

*Plus GST, PST, and a 15% gratuity.
Bar prices and bartender charge additional.*

**INCLUDED
IN THIS PRICE:**

- Complimentary hot hors d'oeuvres served during your cocktail reception or a complimentary pizza late lunch – your choice (see next page)
- Complimentary banquet room rental
- Complimentary Bridal Suite for your wedding evening including breakfast delivered to your room the next morning
- Complete banquet room set-up with white or black tablecloths, white linen napkins, podium with microphone, table numbers/stands and easel
- Complimentary pop and coffee available at the bar

CLASSIC BUFFET MENU

CHEF'S CARVING STATION:

- Roasted Angus beef with cognac flame and five peppercorn gravy
- Black pepper and maple glazed turkey breast with herbed turkey gravy and homemade stuffing

HOT ENTRÉES:

- Stuffed Cabbage Rolls with pork and beef mixed with rice topped with a rich tomato sauce
- Pan-fried perogies with caramelized onion butter sauce
- Lemon and garlic roasted potatoes
- Fresh medley of seasonal vegetables

SALADS:

- House Spring Baby Leaf Salad
Organic baby greens, vine ripe tomatoes, English cucumber, grated carrots and red wine vinaigrette
- Rustic Village Greek Salad
Vine ripe tomatoes, bell peppers, red onion, cucumber, olives, feta cheese, and lemon oregano dressing

• Classic Caesar Salad

Chopped hearts of romaine lettuce, shaved Parmigiano-Reggiano, focaccia croutons, Asiago-Caesar dressing

• Southern Bliss Potato Salad

Baby new potatoes, green onion, diced peppers, boiled egg, fresh dill and house made grainy mustard mayonnaise

COLD ACCOMPANIMENTS:

- Selection of fresh seasonal vegetables and dip
- Fresh hand-cut seasonal fruits

DESSERTS:

- Chef's dessert table featuring a gourmet cheesecake selection, variety of tortes, squares and fresh fruit salad
- Add a Belgian chocolate fountain with dipping treats for \$1 per person

COFFEE AND TEA SERVICE:

- Freshly Brewed coffee, both regular and decaf, plus a selection of premium teas will be served to each table with dinner along with one refill pot

Imperial Ballroom

*Min. Guest Count 150 adults.
Max. Guest Count 250 adults.*

Cumberland Hall

*Min. Guest Count 125 adults.
Max. Guest Count 200 adults.*



If you are planning a full evening reception with dinner, bar and dance, this package is for you! It has everything you need to create an amazing event including a delicious buffet dinner with 4 hot entrees, your choice of complimentary cocktail reception hors d'oeuvres or a pizza late lunch, a bridal suite with breakfast delivered to your room and some terrific extras!

FULL *Meal* DEAL CONT'D

TO TRULY CREATE THE FULL MEAL DEAL, YOU CAN SELECT ONE OF THESE TWO COMPLIMENTARY OPTIONS TO ENHANCE YOUR EVENING:



This package is designed for a minimum guest count of 125 adults for Cumberland Hall and 150 adults for the Imperial Ballroom and is predicated on using hotel bar services. If your guest count falls below, these minimums will be used as your guarantee.



COMPLIMENTARY COCKTAIL RECEPTION HORS D'OEUVRES

Our Executive Chef is famous for his cocktail reception creations so we are giving you a chance to impress your guests as they arrive for your event. Our staff will circulate with a variety of four different hors d'oeuvres to serve butler-style to guests during your cocktail hour to a maximum of 450 pieces.

OR

COMPLIMENTARY PIZZA LATE LUNCH

A variety of pan-size pizzas will be set out at the back of the room for a maximum of 150 guests with side plates and napkins for guests to enjoy from 10:30 pm-11:30 pm. Fresh and piping hot from our pizza oven, selections include Hawaiian, Canadian, Margarita and Cheese.

Please see our Bar Services Page to determine the best bar option for you and your guests. We can supply bar service on a host, cash or subsidized basis. Bartenders are charged at \$20.00 per hour. As part of our bar services, we include complimentary pop and coffee from the bar all evening.

Wedding packages must be booked as quoted. Substitutions or changes may alter the package price. One complimentary offer per booking to be confirmed three months prior to reception (maximum quantity based on number of guests).

Please review our Catering Policies. Looking for additional services? Please review our Reception Extras for price list.



NO *Meal* DEAL

\$29.00

per person

*Plus GST, PST, and a 15% gratuity.
Bar prices and bartender
charge additional.*

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**INCLUDED IN
THIS PRICE:**

- Complimentary banquet room rental
- Complimentary Bridal Suite for your wedding evening including breakfast delivered to your room the next morning (value \$400)
- Complete banquet room set-up with white or black tablecloths, white linen, podium with microphone, table numbers and easel
- Complimentary pop and coffee available at the bar

**APPETIZER BUFFET
(served from 8pm-9pm)**

- Mini parmesan Caesar salad tacos with pesto croutons and Cajun glazed smoked bacon
- Bacon wrapped banana with salted maple glaze & sriracha drops
- Thai chicken skewers with chili pineapple and cilantro salsa with toasted sesame seeds
- Vegetable samosas with green curry aioli
- Braised baby pork ribs with whiskey BBQ sauce

**LATE LUNCH
(served from 11pm-Midnight)**

- Butcher's platter of assorted cold meats served with sliced cheddar, tomato, lettuce and condiments
- Selection of fresh seasonal vegetables and dip
- Fresh hand-cut seasonal fruit
- Multigrain rolls with butter
- Freshly Brewed Coffee and Tea



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This package is designed for a minimum guest count of 125 adults for Cumberland Hall and 150 adults for the Imperial Ballroom and is predicated on using hotel bar services. If your guest count falls below, these minimums will be used as your guarantee.

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Imperial Ballroom

*Min. Guest Count 150 adults.
Max. Guest Count 250 adults.*

Cumberland Hall

*Min. Guest Count 125 adults.
Max. Guest Count 200 adults.*



If you are planning an evening reception with no meal, this package is for you! As your guests arrive, they will be treated to some of our Executive Chef's delicious hot hors d'oeuvres while mingling during cocktails. Later in the evening, they will enjoy a cold late lunch while dancing the night away!

RECEPTION *Extras*



THE FOLLOWING IS A LIST OF WEDDING RECEPTION EXTRAS WHICH CAN BE BOOKED IN CONJUNCTION WITH ANY OF OUR WEDDING PACKAGES:

WEDDING CEREMONY HELD IN SAME ROOM PRIOR TO MEAL

(guests sit at pre-set tables) – No additional charge

WEDDING CEREMONY HELD IN SEPARATE ROOM | \$400

(prior to 3:00pm), set up theatre style (maximum seating 175 guests)

HOSPITALITY ROOM FOR REHEARSAL SOCIAL OR GIFT OPENING | \$250

(Price includes set-up of tables and chairs. Rehearsal socials can be reserved from 6 pm-Midnight, Gift Opening Rooms from 10:00 am-3:00 pm).

BABYSITTING ROOM | \$250

(Price includes set-up of tables and chairs. Babysitting Room can be booked for the same time as the reception. Any children using the room must be supervised at all times).

PIANO RENTAL | \$50

ADDITIONAL DANCE GUESTS | \$3 PER PERSON

ADDITIONAL BARTENDERS \$20 PER HOUR

PRE-DINNER PUNCH RECEPTION

\$1 PER PERSON
(1 hour punch service)

CARAFE OF PUNCH \$5 PER TABLE

COFFEE STATION | \$125

(includes 50-cup urn Coffee and a Selection of Teas)

WINE/PUNCH TABLE OR TRAY SERVICE DURING DINNER OR TOASTS \$1 PER PERSON

WEDDING CAKE CUTTING | \$50

Price includes cutting of wedding cake by one of our chefs. Cut slices will be placed on trays at the back of the room with side plates and forks for guests to help themselves.

LATE LUNCH TRAYS AVAILABLE

(can be placed out at back of room between 10:30 p.m.-Midnight):

FRESH VEGETABLES WITH DIP | \$7 PER PERSON

Includes an Assortment of Crisp Raw Vegetables and Ranch Dip.

FRESH HAND-CUT SEASONAL FRUIT & CHEESE PLATTER \$9 PER PERSON

Includes a Variety of Freshly Cut Seasonal Fruits and Berries, Domestic and Imported Cheeses and Crackers.

SELECTION OF DESSERT SQUARES & PASTRIES \$6 PER PERSON

Assorted Dainties and Squares to include Butter Tarts, Rum Balls, Nanaimo Squares, Date Squares, etc.

DELI PLATTERS

\$12 PER PERSON

Butcher's platter of assorted cold meats, sliced cheddar, tomato, lettuce, multigrain rolls and condiments.

AUDIO-VISUAL EQUIPMENT:

WEDDING AV PACKAGE | \$250

(6 or 8ft screen, Data Projector, AV Cart, AC power cords, 25' VGA cable, DI Box for laptop/iPod audio, set-up and removal of equipment)

SVGA DATA/VIDEO PROJECTOR | \$175

8 FT PROJECTOR SCREEN | \$40

IN HOUSE AUDIO PATCH | \$35

(for laptop, iPod audio)

ADD-ON LAPTOP COMPUTER | \$150

If you would like technical assistance on any of the above equipment, an AV technician can be booked at a pre-determined time for a brief run-through for \$25. If you don't want this service, and you do run into technical difficulties before or during presentation which require a tech call, a minimum call-out charge of \$75 will apply.

(Equipment must be reserved at least 2 weeks in advance of the function date and pre-paid by Credit Card if booked by someone other than wedding couple)

Bar SERVICES



HOTEL BARS

Travelodge Hotel & Conference Centre Regina will supply all alcohol, consumed on our premises, either on a Host, No-Host or Subsidized basis. The hotel will also supply a bartender at a rate of \$20.00 per hour.

The most common hotel bar is called a Subsidy Bar where the hosts subsidize a portion of the drink costs. The most common subsidy amounts are \$2.50 or \$3.00 per drink. Want to know exactly what you will spend? Set a limit on the subsidy (eg. subsidize the bar up to \$2000.00, then have a full cash bar). Other popular options include having a Host Cocktail Reception Hour or providing two complimentary drink tickets per person.

We endeavor to re-create a real “bar experience” providing the following beverage selections:

- Regular Highballs, Mixed Cocktails | **\$6.50**
 - Rye, Vodka, Gin, Spiced Rum, White and Dark Rum, Coconut Rum, Scotch, Baileys
- Premium Highballs | **\$8.50**
 - Grey Goose Vodka, Glenfiddich 12yr Scotch, El Dorado 12yr Rum, Jack Daniels, Crown Royal
- Domestic Beers | **\$6.50**
 - Coors Light, Molson Canadian, Pilsner, Kokanee
- Imported Beers | **\$7.50**
 - Heineken, Stella Artois, Smirnoff Ice Coolers
- House Wine By The Glass | **\$6.50**
By The Bottle Starting At | **\$32**
- Pop or Juice Complimentary
- Freshly Brewed Coffee or Tea Complimentary

RESPONSIBLE ALCOHOL SERVICE

It is our policy to always serve alcoholic beverages in a responsible manner. We will abide by all liquor laws outlined by the Saskatchewan Liquor & Gaming Authority. Alcoholic beverages shall not be served to minors or intoxicated persons. We will contact the organizer to have them remove any of their guests causing disturbance. As well, the hotel reserves the right to cease liquor service where applicable.

All bar services end at 1:00 a.m.

The Travelodge Hotel & Conference Centre will be the only authority to sell and serve liquor on our premises. Therefore, liquor is not permitted to be brought into the hotel function rooms.

At our discretion, for larger bars, we will supply a cashier at no additional charge, to sell drink tickets. Above prices includes Saskatchewan Liquor Tax and GST.

Wine SERVICE

WINE SERVICE

Wine is always available for sale at the bar; however hosts can pre-purchase house wine for the tables. As an alternative to pre-placing the wine on the tables, we can supply "wine tent cards" for each table. Each table can hand in the card(s) to the bar to redeem for a bottle(s) of wine and you will be charged per bottle given out.

- House Selection | **\$32** per bottle

Also Available:

- Jackson Triggs Cabernet Sauvignon (Canada) | **\$32**
- Jackson Triggs Sauvignon Blanc (Canada) | **\$32**
- Inniskillin Okanagan Cabernet Sauvignon (Canada) | **\$36**
- Smoking Loon Syrah (USA) | **\$38**
- Apothic Red (USA) | **\$38**
- 7 Deadly Zins (USA) | **\$58**
- Don David Malbec (Argentina) | **\$38**
- Finca Los Prim Malbec (Argentina) | **\$38**
- Henkell Trocken (Germany) | **\$45**
- Arbour Mist | **\$20**
- Non-alcoholc Sparkling Cider | **\$18**

CUSTOMER-SUPPLIED TABLE WINE FOR DINNER AND/OR TOASTS

If you wish to supply your own wine during dinner, we charge \$4.00 per bottle corkage fee. This fee includes chilling of the bottles, opening and setting on the tables just prior to dinner. Wine glasses will be pre-set. Your wine must be purchased from a Saskatchewan Liquor Store and must be accompanied by a non-sale permit.

Please see our full selection in the onsite wine store and choose from over 250 different domestic and international wines.



CATERING Policies

GUARANTEED ATTENDANCE

The number of guests attending must be confirmed the Monday of the week of your function. A pre-wedding meeting will be scheduled between yourself and the Catering Department to review all function details of your event. The hotel is prepared to serve a number equal to 5% over the guarantee.

METHOD OF PAYMENT

A non-refundable \$500.00 deposit is required at the time of space confirmation. A \$2,000.00 down-payment is due 90 days after confirmation of your booking. A further \$2,500.00 down-payment is due 90 days prior to your function. All deposits/down-payments will be applied to your final bill. These payments are non-refundable. The remainder of the full estimated prepayment is due one week prior upon advising us of your guaranteed number. *Sorry, we do not accept personal cheques.* A valid credit card number is required for incidentals.

HOTEL CONTACT/EVENT TIMELINE

At the final meeting prior to your function, the hotel must be advised of the name of your Master or Mistress of Ceremonies who will act as the liaison between the booking party and the hotel during your function to answer any questions or advise of any changes. This will be the only person from which hotel staff will be authorized to accept changes to the banquet event order. Providing a timeline of events is also helpful to provide efficient service to your room.

SPECIAL MEALS AND VEGETARIAN REQUESTS

For your vegetarian or vegan guests, we will provide a special plated meal. For your guests with allergies, we will do our best to ensure their allergic needs are taken care of, but some items we use come from outside suppliers and we have no control over cross-contamination issues. This is particularly important for your guests with nut allergies. For those guests who have inhalation or contact allergies, we must remind them that we cannot guarantee that their event will ever be 100% nut free or gluten free.

CHILDREN'S PRICING

Meals for children 5-12 are offered at a 33% discount. Children 4 and under are complimentary.

CATERING EXCLUSIVITY

For the protection of our guests and in accordance with the Saskatchewan Health and Safety Act, the Travelodge Hotel & Conference Centre will be the sole provider of all food and beverage items other than wedding cake. For these same reasons, no food and beverage items may be removed from the function room or stored on your behalf for a later function.

MENU SELECTION AND DIETARY SUBSTITUTIONS

To be assured of your menu choice, it is necessary that your Event Co-ordinator receive menu selections and final details of the event no later than (1) month prior to the event date. The hotel requires all information on your special dietary requirements one week prior to your function.

ROOM SET-UP

One style set-up is provided in a 24-hour period. If room style setting requires changing within this period, a labour fee will be assessed. Labour charges may apply on some events where room rental is waived, on statutory holidays, or when major changes to the room set-up are required.

SERVICE CHARGE, TAXES AND PRICES

As listed on the package information sheets, a 15% service charge (gratuity), plus applicable taxes, will be applied to your total bill. All prices are subject to change without notice, since we do not get advance notice of price increases to food or alcohol.

SMOKING POLICY

In compliance with City and Provincial legislation and hotel policy, no smoking is permitted anywhere in the hotel. Your M.C. should include this announcement, as a fine will be charged for guests smoking inside the hotel.

DAMAGE OR LOSS

The Travelodge Hotel & Conference Centre Regina will not be responsible for any damage to or loss of any articles left at our facilities prior to, during, or following any event. The customer is responsible for any damage to the hotel premises by their guests, agents or independent contractors on their behalf.

FUNCTION ROOM SET-UP

The Travelodge Hotel & Conference Centre Regina is pleased to supply the following standard set-up for all wedding receptions: white or black table linens, white linen napkins, podium and p.a. system and white or black skirting for the headtable, guestbook table, gift table, cake table and DJ table. Table number holders and numbers, easel and centerpieces are also available free of charge. We do our utmost to try to avoid using reception rooms the evening prior to facilitate decorating. The time that your function room will be available for set-up will be confirmed by our Catering Department the week of your function. Wedding functions requiring a good deal of set-up may require rental of the function room on the day prior to the function. Rental of the facility will guarantee access for decorating.

VENDOR/RENTALS CO-ORDINATION

If you have contracted any vendor/rental services including decorators, photo booths, cakes/cupcakes, rental machines (popcorn, cotton candy, fountains), etc, please advise each to contact your Event Co-ordinator the week prior to your event to arrange set-up times.

Please confirm all vendor requirements at your event meeting one month prior, particularly if you are taking responsibility for the rental set-up yourself.

This will include any tables your vendors require, the location of their set-up (space required), the list of items decorators are supplying including table runners, centerpieces, chair covers and backdrops as these impact our set-up of the room.

Please advise your cake vendor that we cannot guarantee fridge or freezer space to store cakes/cupcakes, so their delivery timing needs to ensure the integrity of these items.

We also do not take responsibility for the set-up or moving of wedding cakes.

SECURITY

The hotel does not supply security personnel or accept liability for any loss or damage to goods stored in the hotel. Alcoholic beverages cannot be served after 1:00 a.m. and all functions/areas must be vacated by 1:30 a.m. Hotel Security will oversee the close-out of your function. If you require a luggage cart to remove your gifts, please ask Security. Rooms are left open after functions for janitorial services; therefore, all decorations, gifts and personal effects must be removed by designated guests at the end of the function.

DECORATIONS

Decoration of the room may be done the night before, if the room is not in use or the day of your event. Please check with your Event Co-ordinator. Please note we do not allow any permanent hooks or pins to be placed in our walls. All decorations must be removed when you leave. Use of open flames or confetti is not allowed on hotel premises. Should confetti or like be used on hotel tablecloths, a cleaning fee of \$200.00 will be applied. If linen is permanently damaged, replacement charges will apply.

If you are using the services of a professional decorator, please advise them of our decoration policy as you will be responsible for any damage to our property from pins, hooks, tape, etc. Please also have your decorator contact our office to confirm set-up and dismantle times. Our employees are not permitted to handle the personal property of our guests. Immediately after shut-down they are required to close out bars and remove linens for laundry.

ENTERTAINMENT/SOCAN AND RE:SOUND FEES

Whereas a DJ service is more adaptable to the size and acoustics of our function rooms, you may wish to hire a band. If hiring a band, it is essential that you view the facilities with the band to ensure they are aware of set-up space available.

A power surcharge of \$50.00 will be applied to your bill to accommodate the extra power draw required by bands. The hotel reserves the right to inspect and control all private functions, including conduct and performance of entertainers and audible level of music played. When music is played in our function rooms (either live or recorded), we are legally obligated to collect licencing fees on behalf of SOCAN and Re:Sound. SOCAN represents the rights of composers and music publishers and Re:Sound represents the rights of artists and record companies (please visit www.socan.ca and www.resound.ca for more information). The current SOCAN fees and Re:Sound fees will apply. Both fees are subject to GST and will be added to your bill if you have any type of music at your function.

Please ensure your DJ or band contract ends at 1:00am.

GROUP ACCOMMODATIONS

We are happy to reserve a block of guestrooms for your guests, upon request. Guestrooms will be held under a group block without a guarantee (30) days prior to the groups arrival date. All reservations received after the cut off date will be accepted on a space and rate availability basis. Any person(s) arriving will be required to guarantee their accommodations in advance with a valid credit card number. You will be given a Group ID# to reference your guestroom block and your guests should quote this number when booking.

Check-in time is 4:00 pm. Guests arriving before 4:00 pm, and after 1:00 pm, will be accommodated as rooms become available. We regret that we are unable to accommodate check-in prior to 1:00 pm. Check-out time is 11:00 am. Late check-outs may be arranged directly with the Front Desk, on departure day, based on space availability.

We regret that pets are not allowed in the hotel. The Travelodge Hotel & Conference Centre Regina is 100% non-smoking.