



2009 Wedding Reception Packages

Great Food - Great Service - Great Prices

Regina Travelodge Hotel
4177 Albert Street S., Regina, Saskatchewan S4S 3R6
Phone (306) 586-3443 Fax (306) 584-6322
E-mail catering@travelodgeregina.com
www.travelodgeregina.com



Welcome

On behalf of the Travelodge Hotel, may we congratulate you on your upcoming wedding.

At the Travelodge Hotel, we are pleased to offer you our services for your special day. We appreciate the importance of selecting the right venue and the value of knowing that full attention be given to every detail, whatever it may be.

Over the years, the Travelodge Hotel has gained an excellent reputation for doing what we do best—delivering great food and great service at a reasonable price. Our service, our amenities and our location make the Travelodge Hotel a great choice for your reception. Our strategic location on the South Albert strip places your guests within walking distance of shopping, dining, recreation, sight-seeing and the convenience of a 24-hour Shoppers Drug Mart across the street.

We know there are many venue choices for your reception and we appreciate your consideration of our facility. Within this package, you will find different Wedding Reception Packages designed to accommodate a variety of preferences. We are confident that, whatever factor determines your final venue selection, whether it be menu, price, bar service or reception “extras”, one of these packages will suit your needs and meet your budget.

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

Catering Department
Regina Travelodge Hotel



Classic Reception Package

Our classic wedding package is designed for receptions with a minimum guest count of 150. It includes everything you require to create a memorable wedding reception event including our Classic Buffet Dinner and full bar service plus special extras including: *a \$5.00 discount on table wine, complimentary pre-dinner punch reception, complimentary bridal suite and a complimentary pizza late lunch.*

Classic Buffet Menu

Cold Selections:

Crisp Green Salad with Choice of Two Dressings
Fresh Romaine Leaves with Caesar Dressing, Croutons and Parmesan Cheese Shavings
Crisp Vegetable Display with Dill Dip
Pickle and Olive Platter
Bakery Fresh Rolls and Butter

Hot Entrée Selections:

Roast Top Sirloin of Beef Au Jus (carved by our Chefs at the buffet table)
Rosemary & Garlic Roast Chicken
Cabbage Rolls
Perogies with Butter-Onion Sauce
Baby Red Roast Potatoes
Fresh Seasonal Vegetables

Chef's Premium Dessert Table:

A Selection of Premium Tortes and Cheesecakes
Assorted Squares and Dainties including Rum Balls, Nanaimo Bars, Butter Tarts, etc.
Fresh Fruit Salad

Coffee and Tea Service:

Starbucks[®] LightNote Blend Coffee, both Regular and Decaf, plus a selection of Tazo[®] Premium Teas will be served to each table during dessert. A maximum of one refill pot will be given to each table.
Additional coffee or tea will be available for sale at the bar throughout the function.

Late Lunch Pizza Buffet *Complimentary for 2/3 the dinner guarantee (to a maximum of 130 guests).*

We are pleased to include a Late Lunch Pizza Buffet **FREE** with this package. A variety of Pan-size Pizzas will be set out at the back of your banquet rooms with side plates and napkins for guests to enjoy from 10:30pm-11:30pm. Fresh and Piping Hot from our Pizza Ovens, pizza selections include: Ham & Pineapple, Pepperoni & Mushroom, Deluxe Assorted and Vegetarian

Special Extras

Complimentary non-alcoholic punch will be set out during the pre-reception time (one hour) prior to dinner. A Complimentary Bridal Suite will be provided for your wedding evening. Our newly renovated suite features a king size bed, sitting and dining area, fireplace, plasma television and large Jacuzzi tub. The suite normally rents for \$299.00 per evening.

\$22.95 per person

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

Imperial Ballroom—Minimum Guest Count 175 adults. Maximum Seating 250 people.

Cumberland Hall—Minimum Guest Count 150 adults. Maximum Seating 200 people.

Wedding Package must be booked as quoted above. No substitutions or changes can be made at this price. Please review our Catering Policies and Bar Service sheet.
Looking for additional services? Please review our Reception "Extras" for price list.



Wedding Package #2 (No Bar)

This wedding package is designed for couples that choose to host an alcohol-free event with no bar service. Whether you choose to have a dance or just a program and gift opening following the meal, this buffet presentation is sure to please. Wedding Package #2 is not available on long weekend Saturdays from May through October. This package can be adapted to lunch upon request.

Classic Buffet Menu

Cold Selections:

Crisp Green Salad with Choice of Two Dressings

Fresh Romaine Leaves with Caesar Dressing, Croutons and Parmesan Cheese Shavings

Crisp Vegetable Display with Dill Dip

Fresh Fruit Salad

Bakery Fresh Rolls and Butter

Hot Entrée Selections:

Roast Top Sirloin of Beef Au Jus (carved by our Chefs at the buffet table)

Rosemary & Garlic Roast Chicken

Cabbage Rolls, Perogies with Butter-Onion Sauce

Baby Red Roast Potatoes, Fresh Seasonal Vegetables

Chef's Premium Dessert Table (can be served with dinner or after the program for 1 hour):

A Selection of Premium Tortes and Cheesecakes

Assorted Squares and Dainties including Rum Balls, Nanaimo Bars, Butter Tarts, etc.

Coffee and Tea Service (served with dinner only):

Starbucks® LightNote Blend Coffee, both Regular and Decaf, plus a selection of Tazo® Premium Teas will be served to each table with dinner. A maximum of one refill pot will be given to each table.

Beverage Service

If you wish to supply additional non-alcohol beverages for the evening, we would be pleased to set up a beverage station with a cooler, ice and glasses, and your supply of canned drinks (pop and juice only).

Beverages (cans) can be delivered to the hotel the day prior to your function. In the event you wish to supply non-alcoholic wine for dinner, the hotel will provide wine service (chilling, opening and placement of wine on tables with dinner).

Room Set-up

Your function room will be set up with a Podium and P.A., round tables of (8) featuring white table linens, and candle centerpieces. Functional tables (headtable, guestbook, gift and cake tables) will have white skirting.

Special Extras

Complimentary non-alcoholic punch will be set out during the pre-reception time (one hour) prior to dinner. A Complimentary Bridal Suite will be provided for your wedding evening (value \$299.00).

\$24.95 per person

Plus GST and a 15% gratuity.

Imperial Ballroom—Minimum Guest Count 175 adults. Maximum Seating 250 people.

Cumberland Hall—Minimum Guest Count 150 adults. Maximum Seating 200 people.

Wedding Package must be booked as quoted above. No substitutions or changes can be made at this price. Please review our Catering Policies and Bar Service sheet. Looking for additional services? Please review our Reception "Extras" for price list.



Wedding Package #3 (No Meal)

This evening wedding package is designed for a minimum of 150 people for a late buffet and dance. This package offers an alternative to the traditional "dinner and dance" format and is specially designed for receptions starting later in the evening. Wedding Package #3 is not available on long weekend Saturdays from May through October.

Option A:

Appetizer Buffet (served from 8:00 p.m.-9:00 p.m.)

Crisp Vegetable Display with Dill Dip

Domestic Cheese and Cracker Platter

Selection of Hot Hors d'oeuvres (4 pieces per person):

Chicken Wings

Meatballs

Mini Spring Rolls with Sweet and Sour Dipping Sauce

Petite Quiche in Phyllo Cups

Assorted Dessert Squares

Late Lunch (served from 11:00 p.m.- Midnight)

Deli Platters of Cold Cuts

Sliced Cheese and Pickles

Kaiser Buns and Butter

Tortilla Chips with Salsa Dip

Coffee and Tea

Option B:

Deli Buffet (served from 10:00 p.m.-11:00 p.m.)

Crisp Vegetable Display with Dip

Potato Salad

Creamy Coleslaw

Hot Carved Roast Top Sirloin of Beef

Assorted Deli Meat Platter

Sliced Cheese and Pickles

Condiments (Horseradish, etc)

Silver Dollar Rolls

Tortilla Chips with Salsa Dip

Assorted Dessert Squares

Coffee and Tea

Room Set-up

Your function room will be set up with a Podium and P.A., round tables of (8) featuring white table linens and candle centerpieces (no place settings). Functional tables (headtable, guestbook, gift and cake tables) will have white skirting. Based on availability, your function room will be available from 5:00 p.m. the day prior for set-up and decorating. Availability will be confirmed prior to your function.

Entertainment

A D.J. must be used for the dance entertainment. We are pleased to offer you a \$20.00 discount card for Gary Robertson D.J.s (the hotel's preferred supplier) upon confirmation of your booking.

\$15.95 per person

Plus GST and a 15% gratuity. Bar and bartender charges additional.

Imperial Ballroom—Minimum Guest Count 175 adults. Maximum Seating 250 people.

Cumberland Hall—Minimum Guest Count 150 adults. Maximum Seating 200 people.

Wedding Package must be booked as quoted above. No substitutions or changes can be made at this price. Please review our Catering Policies and Bar Service sheet.

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



Wedding Lunch

The perfect choice for a daytime wedding! Our classic wedding brunch is designed for receptions with a minimum guest count of 75. Available to be served anytime between 11:00 a.m. and 3:00 p.m.

Classic Lunch Buffet

Cold Selections:

Crisp Green Salad with Choice of Two Dressings
Fresh Romaine Leaves with Caesar Dressing, Croutons and Parmesan Cheese Shavings
Crisp Vegetable and Display with Dill Dip
Display of Fresh Seasonal Sliced Fruit and Domestic Cheeses
Bakery Fresh Rolls and Butter

Hot Entrée Selections:

Rosemary & Garlic Roasted Chicken
Steamed Market Vegetables
Baby Red Roasted Potatoes
Vegetarian Quiche

Chef's Premium Dessert Table:

Belgian Chocolate Fountain served with Fresh Fruit and Cake Squares for Dipping
Assorted Squares and Dainties including Rum Balls, Nanaimo Bars, Butter Tarts, etc.

Coffee and Tea Service:

Starbucks® LightNote Blend Coffee, both Regular and Decaf, plus a selection of Tazo® Premium Teas will be served to each table during dessert. A maximum of one refill pot will be given to each table.

Room Set-up

Your function room will be set up with a Podium and P.A., round tables of (8) featuring white table linens, and candle centerpieces. Functional tables (headtable, guestbook, gift and cake tables) will have white skirting.

Special Extras

Complimentary non-alcoholic punch will be set out at a punch station during the reception.

\$16.95 per person

Plus GST and a 15% gratuity.

Burlington Room — Minimum Guest Count 75 adults. Maximum Seating 125 people – available any day of the week
Cumberland Hall—Minimum Guest Count 150 adults. Maximum Seating 200 people – available Monday-Thursday only

Wedding Package must be booked as quoted above. No substitutions or changes can be made at this price. Please review our Catering Policies and Bar Service sheet.

Looking for additional services? Please review our Reception "Extras" for price list



Reception Extras

The following is a list of wedding reception “extras” which can be requested in conjunction with any of our Wedding Packages for the following charges:

Wedding Ceremony:

Ceremony held in same room prior to meal (guests sit at pre-set tables) – No additional charge

Ceremony held in same room at least 2 hours prior to meal, set up theatre style - \$300.00

Ceremony held in separate room (prior to 3:00pm), set up theatre style - \$250.00 (limited availability)

Hospitality Room for Rehearsal Social or Gift Opening \$175.00

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

Babysitting Room \$175.00

(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).

Overlay Accent Tablecloths \$30.00 (total charge for specified number of cloths required)

(Available in Dusty Rose, Navy, Burgundy, Hunter Green, Red or Gold.) * Selected Christmas-themed overlays also available.

Head Table Chair Covers (White) \$5.00 ea (max 12)

Piano Rental \$50.00

CD Player \$25.00

Additional Dance Guests \$2.00 per person

Additional Bartenders \$15.00 per hour

Pre-Dinner Punch Reception (1 hour punch service) \$1.00 per person

Carafe of Punch \$5.00 per table

Starbucks Coffee Station (includes 50-cup Urn Starbucks Coffee and a selection of Tazo Teas) \$80.00

Wine/Punch Table or Tray Service during dinner or toasts \$1.00 per person

Wedding Cake Cutting \$50.00

(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 \$4.95 per person

Includes an Assortment of Crisp Raw Vegetables and Ranch Dip.

Fruit and Cheese Platter \$5.95 per person

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

Assorted Pastries & Squares \$4.95 per person

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

Deli Platters of Cold Cuts \$7.95 per person

Served with Sliced Cheddar, Tomato, Lettuce, Fresh Kaiser Buns and Condiments.

Audio-Visual 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):

8 ft Projector Screen \$50.00

XGA Data/Video Projector and Screen \$210.00 Add-on Laptop Computer \$125.00

Add-on VCR or DVD player or Audio Patch Cable to Video Projector \$35.00

If you would like technical assistance on any of the above equipment, a Nagel's technician can be booked at a pre-determined time for a brief run-through for \$25.00. 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 \$50.00 will apply.

Hotel Bars

Travelodge Hotel 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 \$15.00 per hour.

The most common hotel bar is called a “Twonie Bar” where the hosts subsidize a portion of the drink costs. Guests pay \$2.00 per drink (regular) and \$3.00 per drink (premium). The host then subsidizes the remainder of the drink price. Based on past experience, the average subsidy estimate is 4 drinks per person and 50 glasses of pop (which most people choose to host). Want to know exactly what you will spend? Set a limit on the subsidy (eg. Subsidize the bar up to \$1500.00, 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 Brand Liquor including Caesars \$4.50
Premium Brand Liquor, Liqueurs and Cocktails (Vodka Paralyzers, Baileys, Amaretto) \$5.50
Shooters (Baja Rosa, Sour Puss Raspberry, etc) \$4.50
Domestic Beer (Molson and Labatt Products including Alexander Keith’s) \$4.50
House Wine by the Glass \$4.50 by the bottle starting at \$20.95
Wine Cooler Beverages (Arbour Mist or Boone’s) \$4.50
Pop or Juice \$1.25
Starbucks Coffee or Tazo Tea \$1.50/cup

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 is always available for sale at the bar; however hosts can pre-purchase house wine for the tables. As an alternative to placing the wine on the tables, if you supply wine tickets for the tables, tables can redeem the ticket at the bar and you will be charged per bottle given out. We offer a \$5.00 discount off our regular price as follows:

Sawmill Creek Barrel Select Red or White	\$15.95 per bottle (regular price \$20.95)
Jackson Triggs Chardonnay or Merlot	\$19.95 per bottle (regular price \$24.95)

Responsible Alcohol Service

It is the policy of the Travelodge Hotel 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. The Travelodge Hotel 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 Regina Travelodge Hotel 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.

Guaranteed Attendance

The number of guests attending must be confirmed one week (7 days) prior to the function. A pre-wedding meeting will be scheduled between yourself and the Catering Department for this time to review all function details with our banquet department. The hotel is prepared to serve a number equal to 5% over the guarantee. If your final number of adult meals falls below the minimum guest count for your function room, a \$500.00 room rental charge will be applied to your bill.

Method of Payment

A non-refundable \$500.00 deposit is required at the time of space confirmation. A \$1000.00 down-payment is due 90 days after confirmation of your booking. A further \$1000.00 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. Pre-payment of wedding receptions must be done in person, wherever possible, by the booking party. A valid credit card number is required for incidentals.

Hotel Contact/Event Time-Line

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 time line of events is also helpful to provide efficient service to your room. Please note when planning the timing of your photography or receiving line, a labour surcharge of \$100.00 will apply if the scheduled serving time is delayed by more than 1/2 hour.

Catering Exclusivity

The hotel will be the sole supplier of all food and beverages, other than wedding cakes. Wedding cakes are the responsibility of the supplier. The Hotel accepts no liability for damage, set-up, storage, care or repair of wedding cakes. Food supplied may not be removed or re-used.

Function Room Set-Up

The Regina Travelodge Hotel is pleased to supply the following standard set-up for all wedding receptions: White table linens and napkins, podium and P.A. system and white table skirting for the headtable, guestbook table, gift table, cake table and D.J. table. 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 (e.g. theme weddings) may require rental of the function room on the day prior to the function. Rental of the facility will guarantee access for decorating.

Room Set-up/Head Table Size

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, or on statutory holidays, or when major changes to the room set-up are required. The maximum raised head table size we can accommodate is 12 guests.

Children's Pricing

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

Smoking Policy

In compliance with City and Provincial legislation and hotel policy, No Smoking is allowed anywhere in the hotel, other than designated smoking guestrooms. Your M.C. should include this announcement, as a fine will be charged for guests smoking inside the hotel.

Guest Arrival

There will be informational signs posted in the Hotel Lobby to assist your guests locate the correct function room. We take no responsibility for guests ending up in the wrong function room or misplacing wedding gifts.

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 (3) weeks prior to the event date. The Hotel requires all information on your special dietary requirements one week prior to your function.

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.

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 on the day of the function or the night before, if the room is not in use. Please check with your Event Co-ordinator. Please note we do not allow any permanent hooks or pins to be placed in our walls or woodwork. All decorations must be removed when you leave. Use of open flames or confetti are not allowed on hotel premises. Use of table confetti or rose petals is only allowed if customer supplies an underlay tablecloth or material to place on hotel tablecloths. Should confetti or like be used on hotel tablecloths, a cleaning fee of \$75.00 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 Fee

Whereas a D.J. 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 the function rooms (either live or recorded), a SOCAN licensing fee must be collected by the hotel. The current SOCAN fees are \$59.17 for functions with dancing, \$29.56 without dancing. Please ensure that your D.J. contract ends at 1:00 a.m. as that is the absolute latest music services can play in our facility.

Damage or Loss

The Travelodge Hotel 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.

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 Code to reference your guestroom block and your guests should quote this code 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.
