



SPECIALTY BANQUETS

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THE FORT GARRY

HOTEL, SPA AND CONFERENCE CENTRE

# FEES, RENTALS, TERMS AND CONDITIONS

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## FEE SCHEDULE

### LUNCH

Available from 9:00 am – 2:00 pm. Guests must vacate the room by 2:30 pm.

**NUMBER OF GUESTS**    **100 – 199**  
*Cover Charge / Person*    *\$33 (plus taxes and gratuities)*

**NUMBER OF GUESTS**    **200 – 450**  
*Cover Charge / Person*    *\$31 (plus taxes and gratuities)*

### DINNER

**NUMBER OF GUESTS**    **100 – 199**  
*Cover Charge / Person*    *\$38 (plus taxes and gratuities)*

**NUMBER OF GUESTS**    **200 – 450**  
*Cover Charge / Person*    *\$35 (plus taxes and gratuities)*

As the Cover Charge relates to set up and service, the above prices apply to all attendees, with the exception of children 5 years of age and younger.

#### **NOT included in the fee schedule above are:**

- Corkage Fees and charges related to Beverage Service
- All charges negotiated between the client and the contract caterer
- Additional labour as may be required
- Rental and/or set-up fee for separate rooms, should they be required for a wedding or other ceremony.
- Audio Visual equipment.
- Additional power or special electrical installation required for sound, audio visual or other installation.
- SOCAN and RE Sound Tariffs

## ROOM RENTAL

All events are booked in **Fort Garry Place Grand Ballroom** only.  
Minimum of **100** people required to meet Food & Beverage requirements.

**8:00 am – 3:00 pm**            *\$4,000*

**6:00 pm – 1:00 am**            *\$4,000*

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**8:00 am – 1:00 am**            *\$4,750*

Catering for all other banquet rooms in The Fort Garry Hotel must be prepared exclusively by The Fort Garry Hotel Culinary Team.



# FEES, RENTALS, TERMS AND CONDITIONS

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**EVENTS MUST HAVE AN APPROVED CONTRACTED CATERER.  
EVENTS ARE BOOKED IN THE FORT GARRY PLACE GRAND BALLROOM ONLY.**

## TERMS & CONDITIONS

The Grand Ballroom is booked on the basis of availability. General Terms and Conditions are outlined in the Catering Policy and the Booking Agreement Contract which confirms the booking of the banquet space.

- Based on bookings, additional banquet and meeting space in the immediate vicinity of the Grand Ballroom may be available for rental or set-up fee.
- Only Caterers that have been approved by The Fort Garry Hotel will be permitted to offer their services in The Fort Garry Hotel's facilities. The Fort Garry Hotel is in no way a party to the negotiations between the client and the Caterer. The Fort Garry Hotel will provide information on approved Caterers. The Client will advise the Fort Garry Hotel on their choice of caterer.
- If the Client chooses to bring in a caterer of their choice, and is not on the approved list, a fee of \$1,000 will be applied to the client's invoice. This caterer must be licensed with a commercial kitchen in which the food has been prepared in. A copy of this license may be required by the Fort Garry Hotel.

### THE HOTEL WILL PROVIDE:

- The services of a Conference Service Manager.
- Full room set up with table linens, full place settings and buffets, equipped with heat lamps and chaffing dishes, as required. Votive candles are provided for every table.\*
- Chair covers and centerpieces are not provided.
- The services of a Banquet Manager and serving staff at a ratio of one server for every fifty (50) guests.
- One Chef to assist the contract caterer, and a \$250 labour fee will be applied to the invoice.
- Regular and decaffeinated coffee.

## BEVERAGE SERVICE

Please see attached Catering Policies and pricing for corkage, host and cash bars.

The Fort Garry Hotel observes the Liquor Control Act of Manitoba. All regulations regarding hours of operation, over service and age of majority are strictly enforced.

The Fort Garry Hotel provides inventory for all bar service. Under no circumstance may the client or attendees bring any alcoholic beverages into the hotels licensed areas.

Due to fluctuating prices in liquor costs, all liquor prices will be confirmed at the time of purchase.

*\*Any equipment we don't have will need to be supplied by the contracted caterers and/or client.*



# CATERING POLICIES

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## DEPOSITS & CANCELLATIONS

- All deposits are non-refundable.
- The deposit is equivalent to the Rack Room Rental Rate for the highest priced banquet room booked for the event.
- The deposit is required to confirm the booking on a definite basis.
- Fifty percent (50%) of the Estimated Value of the event is due and payable by cheque, cash or credit card ninety (90) days prior to the event, or sooner, for events booked within thirty (30) days of the event date.
- One hundred percent (100%) of the Estimated Value of the event is due two weeks (14 days) prior to the event date.
- The balance owing is due on the date of the event.
- Direct billing must be arranged with an approved Credit Application through our Accounting Department.
- Events cancelled after the signing of the Booking Confirmation Agreement will be subject to cancellation charges as liquidated damages (and not as a penalty) as follows:
  - a) Initial deposit will be forfeited
  - b) Cancellation from the date of signing to 91 days prior to the scheduled event date – fifty percent (50%) of the estimated value of the event as determined by The Fort Garry Hotel.
  - c) Cancellation within 31 and 90 days prior to the event date – seventy five percent (75%) of the estimated value of the function as determined by The Fort Garry Hotel.
  - d) Cancellation within 30 days prior to the event date – one hundred percent (100%) of the estimated value of the event as determined by The Fort Garry Hotel.

## PRICING & GUARANTEES

- Due to market fluctuations, prices will be confirmed three (3) months prior to the event\*.
- All food & beverage provided by The Fort Garry Hotel is subject to PST, GST and a 15% gratuity.
- All arrangements for meeting/banquet room requirements, menus (including specialty meals) and all other details must be completed one (1) month prior to your event\*.
- The Client will advise of the minimum guarantee by noon (12pm), three (3) full business days prior to the function. The Fort Garry Hotel will charge for the guaranteed number or actual number of guests served, whichever is greater. If the guaranteed number of guests has not been provided, the charge will reflect the expected number of guests instead. On request only, The Fort Garry Hotel will prepare for 2% above the guaranteed numbers for served meals.
- A fee of \$10 per person will apply to increased number of guests over 2% – after the cutoff date,
- For events offering more than two entrée selections – assigned seating is required. **NO EXCEPTIONS.** A meal breakdown per table is also required. If these requirements are not met, a \$250.00 fee will apply\*.

*\*Not applicable if client uses own caterer.*



# CATERING POLICIES

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## LIQUOR/BEER/WINE SELECTIONS

- Liquor, beer, and wine selections **MUST** be received three weeks prior to your event date. Once you have selected your items and communicated this information to The Fort Garry Hotel, each change or addition, thereafter, is subject to a \$250 restocking fee.
- If selections are not received within the required time frame, The Fort Garry Hotel reserves the right to provide the house selections for your event. There are no exceptions.

## GENERAL

- All food and beverage served in The Fort Garry Hotel must be prepared by the Fort Garry Hotel. For health and safety reasons, the Fort Garry Hotel policy does not allow for the removal of food from the premises following an event.
- Should the number of guests attending the function differ greatly from the original number quoted, the Fort Garry Hotel reserves the right to provide an alternate function room of appropriate size. Last minute requests will be accommodated, if possible, but cannot be guaranteed. Additional charges may apply.

## PERSONAL ITEMS

- The Fort Garry Hotel does not assume responsibility for any personal items, food or beverage left behind at the conclusion of the event.
- The Fort Garry Hotel is not responsible for damage or loss of any merchandise or articles brought into the Hotel or left behind after the conclusion of the event.
- Perishable items, flowers and materials that require special storage arrangements can only be delivered to the Hotel the day of the event.
- The Fort Garry Hotel must have knowledge of all vendors at least thirty (30) days prior to the event. All vendors are guaranteed access to the meeting/banquet room two (2) hours prior to the start of the event. Access times must be arranged seven (7) days in advance. Vendors are required to break down and clean up all their supplies and accessories at the conclusion of the event.
- No storage will be provided for left items and The Fort Garry Hotel accepts no responsibility for lost or misplaced items.

## DISPLAY OF MATERIALS

The Fort Garry Hotel has been undergoing extensive restoration and renovations. Our efforts are ongoing. To preserve the integrity of these changes, we insist that when materials are hung or attached to any walls, doors, or ceilings by means of tape, tacks, post-its, etc., permission must be obtained from the Banquet Manager as to how the materials are to be displayed. A damage charge may apply where permission was not obtained.



# CATERING POLICIES

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## COAT CHECK POLICY AND CHARGES

The Fort Garry Hotel assumes no responsibility for lost or damaged personal property. Host/Cash Coat Check or coat racks may be arranged through our Catering Department for your function. All coat racks must be kept inside the banquet room.

**CASH COAT CHECK**      \$2 / person (including taxes)

Sales must exceed \$100 otherwise a labour charge of \$100 will be applied to the Master Account

### HOST COAT CHECK

*Less than 100 guests*      *Unattended Coat Racks at \$25 / coat rack*

*100 to 200 guests*      *Flat Fee of \$200*

*201 to 300 guests*      *Flat Fee of \$300*

*301 to 400 guests*      *Flat fee of \$400*

*More than 401 guests*      *Flat fee of \$500*

## MUSIC

- All DJ's must hold a current CONNECT Music Licensing DJ License.
- The Government of Canada mandates that the Fort Garry Hotel collect a SOCAN (Society of Composers, Authors & Music Publishers of Canada) fee for all functions booking live or recorded music as well as a RE Sound fee.
- All music MUST stop at 12:30 AM.

## MATERIAL HANDLING & LIABILITY

The Fort Garry Hotel shall not be liable for safe or timely arrival of any packages sent to The Fort Garry Hotel by the group. It is the group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. Shipments that require special handling should be coordinated with the Conference Service Manager prior to shipping.

All delivered materials pertaining to a function must be clearly addressed as follows

(all boxes should be marked as '1 of 3', '2 of 3', etc.):

**Attention: [Client/On-Site Convenor name]**

**The Fort Garry Hotel 222 Broadway**

**Winnipeg, Manitoba R3C 0R3**

**[Name of Event] | [Date of Event] | [Room of Event] | [Name of Conference Service Manager]**

A flat fee labour charge of \$150 will apply for The Fort Garry Hotel's handling of convention and exhibition materials. The Fort Garry Hotel assumes no responsibility for lost or damaged personal property or equipment. All items must be removed from the meeting/banquet room immediately following the conclusion of the event.

Storage arrangements can be made with our Banquet & Catering Departments. Limited storage is available. A storage fee may apply if materials arrive more than two (2) days prior to and are not picked up two (2) days after the event.

Clients are responsible for ensuring all boxes and items are removed from the Fort Garry Hotel. Any items left behind for later delivery must have a corresponding weigh-bill and guests must arrange for their own courier service within 24 hours upon completion of the event.

If the use of the Hotel's scissor lift is required, a charge of \$250 plus taxes will be levied for each use. If the use of the hotel's bobcat is required, a charge of \$250 per trip plus taxes will be levied for each use.



# CATERING POLICIES

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## AUDIO VISUAL REQUIREMENTS

The Fort Garry Hotel can meet your audio-visual requirements through our in-house provider Encore Audio Visual. When contracting with an audio-visual supplier other than Encore Audio Visual, a flat fee of \$200 / day will be charged.

## IN-HOUSE EQUIPMENT RENTAL LIST

<b>EXTENSION CORDS</b>	<i>\$2.5 / day</i>
<b>POWER BARS</b>	<i>\$5 / day</i>
<b>SPEAKER PHONE</b>	<i>\$75 / day</i>
<b>EASELS</b>	<i>\$7 / day</i>
<b>PODIUM &amp; MICROPHONE</b>	<i>Complimentary from the hotel</i>

## DISPLAY TABLES

<b>6' SKIRTED TABLES &amp; 2 CHAIRS</b>	<i>\$25 (no power) / table</i>
	<i>\$35 (with power) / table</i>

## INTERNET

<b>HIGH SPEED WIRELESS INTERNET</b>	<i>Complimentary</i>
<b>HIGH SPEED HARDWIRED LINE</b>	<i>\$75 / day</i>



# BEVERAGE SERVICES

A BARTENDER CHARGE OF \$30 PER HOUR, PER BARTENDER, MINIMUM OF FOUR (4) HOURS WILL APPLY TO BOTH HOST AND CASH BARS, IF THE BAR SALES DO NOT EXCEED \$500 PER BARTENDER (BEFORE TAXES\*)

## CASH AND HOST BARS

	Host	Cash
<b>LIQUOR – STOCK TIER (1oz)</b> Bacardi White & Black Rum, Capitan Morgan Spiced Rum, Iceberg Vodka, Canadian Club Rye Whisky, Bombay Sapphire Gin, Jack Daniels American Whiskey, Johnnie Walker Red Scotch	\$8.5	\$9.5
<b>LIQUOR – PREMIUM TIER (1oz)</b> Sailor Jerry's Spice Rum, Appleton's U/X Rum, Grey Goose Vodka, Crown Royal Rye Whisky, Tanqueray Gin, Bulleit Bourbon, Johnnie Walker Black Scotch	\$9.5	\$10.75
<b>DOMESTIC BEER</b> Budweiser, Kokanee, Bud Lite	\$8	\$8.75
<b>PREMIUM LOCAL BEER</b> Fort Garry Dark, Fort Garry Pale, Rotating Feature Beer	\$8.5	\$9.5
<b>IMPORTED BEER</b> Heineken, Stella Artois, Guinness, Samuel Adams	\$9	\$10
<b>HOUSE WINES BY THE GLASS (5oz)</b>	\$9	\$10
<b>LIQUEURS</b> Baileys, Kahlua, Drambuie, Amaretto	\$8.5	\$9.5
<b>MARTINIS (2oz)</b>	\$16	\$17.5
<b>SOFT DRINKS</b>	\$3.75	\$4
<b>SPARKLING WATER</b>	\$3.75	\$4
<b>BEER (ALCOHOL FREE)</b> Collective Arts IPA	\$7	\$8

## + SIGNATURE MARTINI BAR

### CLASSIC MARTINIS (2oz) MADE WITH VODKA OR GIN

Includes garnishes: Maraschino cherries, olives, twists, pearl onions, and cranberries

+ \$16 / martini

+ \$250 set up fee

\*One Bartender per 100 guests.



# BEVERAGE SERVICES

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## CORKAGE BAR

The Fort Garry Hotel, Spa & Conference Centre provides complete corkage service for dinner wines and bar service.

Our service includes Liquor, Beer, and wines as per the guest selection (Liquor, Wine, Beer supplied by the Fort Garry Hotel at Manitoba Liquor Mart prices – MLCC) along with all appropriate glassware, mix, juices, ice and garnishes.

Only Fort Garry Hotel, Spa & Conference Centre staff may serve as bartender.

### FULL CORKAGE

This includes dry bar set-up along with dinner wine service  
\$21 / guest

**Our beverage service includes the following Premium amenities:**

#### MIX

Soft Drinks, Orange Juice, Cranberry Juice, Tomato Juice, Clamato Juice

#### GARNISHES

Lemon, Lime, Cocktail Picks, Celery Salt and Swizzle Sticks, Napkins, Ice, Glasses

### WINE CORKAGE

\$15 / guest

### BEER & WINE SERVICE

\$18 / guest

### KIDS CORKAGE

\$6 / guest

### DRY BAR SERVICE (no Alcohol)

\$12 / guest

### ADDITIONAL BAR

\$250

## CORKAGE BAR POLICY

The Fort Garry Hotel's new Corkage Bar Policy offers a hassle-free service, where the Client does not have to worry about bringing in their own liquor or purchasing a liquor permit.

Liquor, Wine & Beer will be provided by the Fort Garry Hotel and charged at the same price as Manitoba Liquor Mart. Prices are subject to change without notification.

Guests only pay for the alcohol consumed. (*Exceptions are: Wine not selected from the Fort Garry Hotel Wine List, specialty products, and local beers.*)

If a guest wishes for the Fort Garry Hotel to purchase **specialty products** (alcoholic beverages) that are **not on the current Fort Garry Hotel wine, liquor, or beer list**, the following applies:

1. The **Fort Garry Hotel's Conference Service Manager** will work with the Client to determine the appropriate quantity of specialty products needed for the event.
2. If the quantities of specialty products brought to the event are not fully consumed, the remaining bottles will be invoiced to the Client.
3. **All specialty liquor must be removed from the Fort Garry Hotel immediately following the event.** Liquor will be opened and unpacked to stock the bars at the event, which may render some bottles unreturnable to Manitoba Liquor & Lotteries (MBLL). Any opened or unused bottles of specialty liquor must be taken by the Client at the conclusion of the event, as the Fort Garry Hotel will not store leftover alcohol.

The selection of liquor, beer, and wine must meet Fort Garry Hotel, Spa & Conference Centre's standard bar selection.

No person under the age of eighteen (18) is allowed to consume any alcohol during the function – even when accompanied by parents, guardian, or spouse – in accordance with the Liquor, Gaming and Cannabis Authority of Manitoba (LGCA).





# THE FORT GARRY

HOTEL, SPA AND CONFERENCE CENTRE

CONTACT OUR CATERING PROFESSIONALS

204.946.6523 | SALES@FORTGARRYHOTEL.COM | FORTGARRYHOTEL.COM

