

GENERAL CATERING INFORMATION

The Ramada Hotel is dedicated to providing you with a memorable event. We ask that you follow these guidelines to assist our professional staff in exceeding your expectations. To ensure that all requirements stated are as agreed, we ask that the customer sign a copy of the contract and return it to the Catering Office prior to the event.

All prices are subject to change and will be confirmed no more than three (3) months prior to an event.

All food and beverage charges are subject to 15% gratuity and 6% gst.

The Catering Office must be notified of the guaranteed numbers of guests attending the function(s) 72 hours prior to the event. Only the guaranteed number of meals will be prepared.

The Hotel reserves the right to set a minimum guarantee for any event. The Hotel reserves the right to change this room, as it requires.

A deposit may be required in order to confirm a booking. 100% of the estimated total bill may be required at least 72 hours prior to the scheduled start of the event, unless billing privileges have been established through our Accounting Department of the Ramada Hotel Downtown Prince George. Deposits are non-refundable. Any additional charges above and beyond the estimated total bill will be required at completion of the event.

The Hotel reserves the right to provide an alternative room best suited for the group size should the number of guests attending the function differ from the original number quoted.

The Ramada Hotel will be the sole supplier of all food consumed in our facilities. Any alcoholic beverages will be supplied, or approved, by the Hotel.

Should the event(s) be cancelled within two (2) weeks of the function date, a cancellation fee in the amount of the regular room rental may be charged.

Any expense incurred by the Hotel in preparation for an event, which has been cancelled, will become responsibility of the client.

The menus contained within are suggestions only. We would be pleased to arrange for our Executive Chef to meet with you to prepare a menu to your specifications and budget.

We ask that no confetti or flower petals be used on Hotel premises; otherwise, a clean up charge of \$100.00 will be assessed.

The Ramada Hotel Downtown Prince George is not responsible for damages or loss of any articles left in the Hotel prior to, during, or following any function by the customer or his/her guests.

Liability for any and all damages to the Hotel will be the responsibility of the individual whose signature appears on the contract.

All musical entertainment is subject to the SOCAN (Society of Composers, Authors & Music Publishers of Canada) charge of \$29.56, without a dance, and \$59.17, with a dance, which is applied by the Hotel to the final invoice.

All contracted food and beverage is for in hotel consumption only.