

The Kanata Kelowna Hotel & Conference Centre

Conference & Events | 2018



The Kanata Kelowna Hotel & Conference Centre
4249 Highway 97 North
Kelowna BC V1X 4J2
T: 250 763 0500
E: kelownacatering@kanatainns.com
www.kanatainns.com/kelowna



Welcome

Thank you for your interest in The Kanata Kelowna Hotel & Conference Centre for your upcoming event. The enclosed package has been designed to give you an understanding of the outstanding experience that we can provide to ensure your event is memorable.

Situated in central Kelowna, our great location provides our guests with easy access to restaurants, shopping venues, downtown, the airport, wineries, and beaches. Our commitment is to provide the highest standard of service, perfectly customized to your individual needs.

Please do not hesitate to contact us to prepare a customized event quote. Thank you for your interest here at The Kanata Kelowna Hotel & Conference Centre, and we look forward to meeting you soon.

Sincerely,

Stacey Harris
Conference & Events Manager

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Conference Room Specifications

Our conference area is the perfect space for all sizes of groups. Each ballroom can be customized to either a full or half size room depending on your needs. Each room on the conference level has full natural lighting, with floor to ceiling windows.

Each event booking comes with the following:

- ◆ Your choice of white or black table cloths (please let us know two weeks prior)
- ◆ All guest chairs and tables
- ◆ Deluxe portable dance floor (if needed)
- ◆ Podium & wired microphone
- ◆ Onsite complimentary parking
- ◆ Wi-Fi in access in every room
- ◆ Water service

ABERDEEN PANDOSY BALLROOM

The Aberdeen Pandosy Ballroom is our largest room and is perfectly created for large banquets or luncheons. The adjoining outdoor private patio is a great location for your guests to enjoy breaks. This room has the option to be divided into two smaller rooms, which is a great option for all types of group sizes.

SIMPSON KNOX BALLROOM

The Simpson Knox room is the perfect room for a luncheon, and is the natural choice for groups smaller than 80. The room provides an intimate and cozy feeling, where the guest speaker can be easily heard and the front of the room easily seen.

SUTHERLAND ROOM

The Sutherland room is a great option for boardroom style of meetings or a breakout room.

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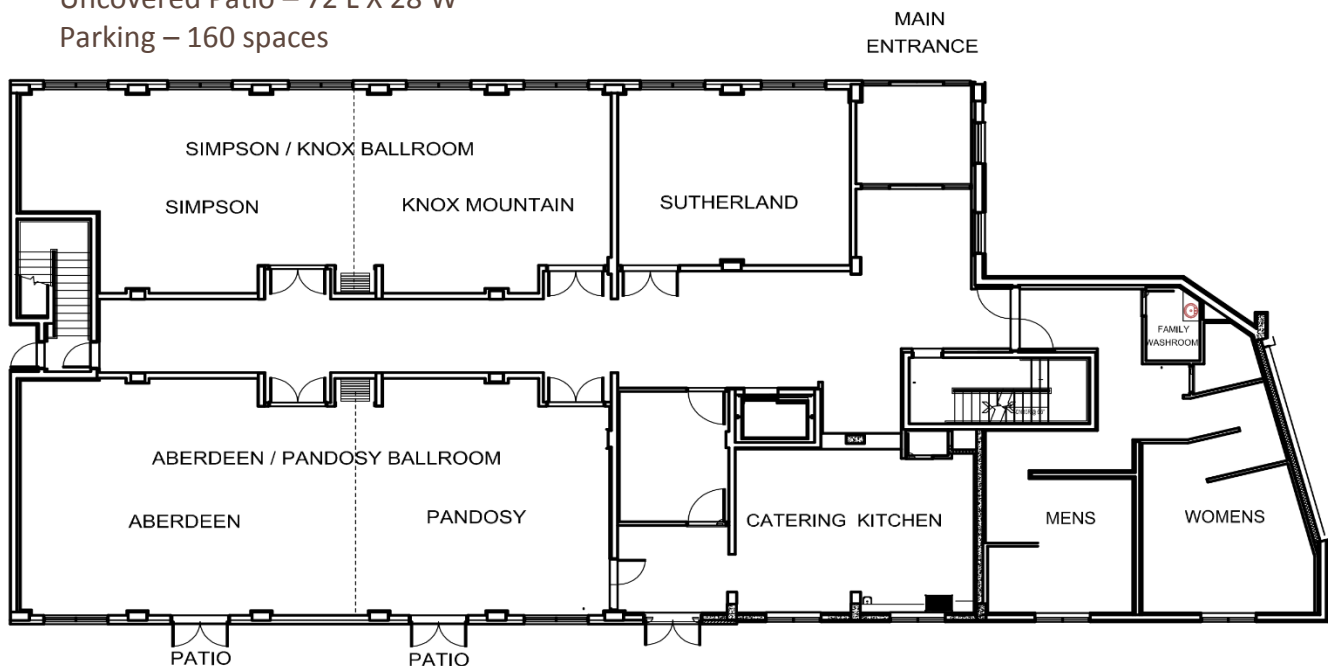
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The below occupancy for each room and set up is the maximum number of people we recommend to fit comfortably in the room.

ROOM	BOARDROOM	U-SHAPE	CLASS ROOM	HALF 6	ROUNDS 8	ROUNDS 10	THEATRE	RECEPTION
ABERDEEN/PANDOSY BALLROOM	42	48	107	72	112	180	172	172
ABERDEEN	26	32	54	42	64	80	98	98
PANDOSY	18	22	36	30	40	50	70	74
SIMPSON/KNOX BALLROOM	40	44	66	48	80	100	127	138
SIMPSON	18	20	30	24	40	50	60	75
KNOX	18	20	30	24	40	50	60	63
SUTHERLAND	16	19	24	24	32	40	50	52
PARKINSON	16	19	24	24	32	40	50	52

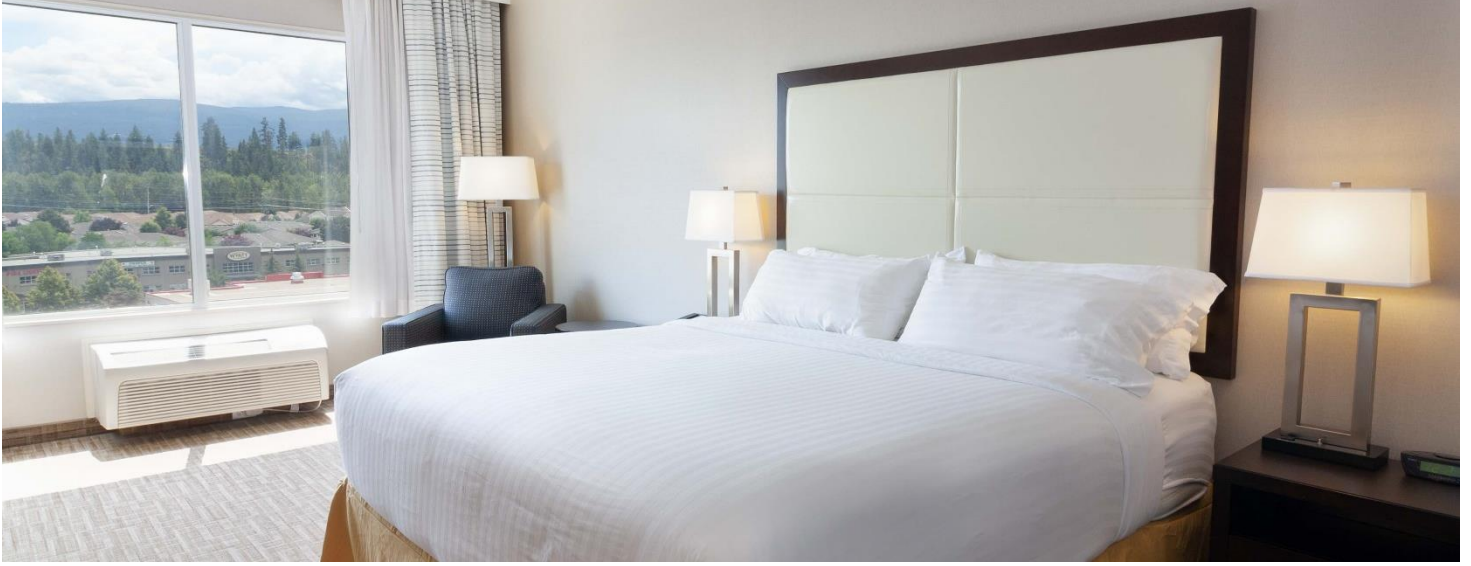
ROOM	DIMENSIONS L X W	AREA SQ FT	CEILING HEIGHT	DOOR SIZE FT	FLOOR LEVEL	NATURAL LIGHTING
ABERDEEN/PANDOSY BALLROOM	61 X 28	1,708	11'8"	8 X 6	Conference	Yes
ABERDEEN	36 X 28	1,008	11'8"	8 X 6	Conference	Yes
PANDOSY	25 X 28	700	11'8"	8 X 6	Conference	Yes
SIMPSON/KNOX BALLROOM	55 X 25	1,450	11'8"	8 X 6	Conference	Yes
SIMPSON	27 X 25	775	11'8"	8 X 6	Conference	Yes
KNOX	26 X 25	675	11'8"	8 X 6	Conference	Yes
SUTHERLAND	25 X 21	525	11'8"	8 X 6	Conference	Yes
PARKINSON	25 X 24	600	8"	8 X 3	Lobby	Yes

Conference Centre entrance door opening – 5' wide, 6.5' high (can expand to 7' wide)
 Uncovered Patio – 72 L X 28 W
 Parking – 160 spaces



PARKINSON ROOM - LOCATED ON THE LOBBY LEVEL





Hotel Amenities

The Kanata Kelowna Hotel & Conference Centre is ideally situated in central Kelowna. We are just moments away from dining, shopping, beaches, wineries, and the airport. We offer a variety of rooms that would suite both the business traveler and family alike.

WE OFFER:

- ◆ 190 guest rooms & suites
- ◆ Six full service meeting rooms
- ◆ **Complimentary full hot breakfast**
- ◆ Indoor pool with two waterslides & Jacuzzi
- ◆ Public team meeting space
- ◆ Fitness facility & coin laundry
- ◆ Free high-speed internet connection
- ◆ Fridge & Microwave in each room
- ◆ Complimentary vehicle & bus parking
- ◆ Wheelchair accessible & pet friendly rooms

We are the perfect choice for any conference or event due to our capacity, location, and guest rooms. We look forward to offering customized service to each individual client to create a personalized experience each time

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CATERING GUIDE 2018

Our food and beverage is proudly catered by La Cucina Resorante Catering. Their mission is to provide the freshest ingredients and best quality service. La Cucina is very happy to cater to any dietary requirements, or customize a meal plan that suits your needs.

A gratuity of 15% applies to all food and beverage prices | 5% GST applies to all charges
Proudly prepared in-house and served by La Cucina Ristorante Catering.

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Breakfast & Break

CONTINENTAL BREAKFAST \$20.95

Fresh Fruit Platter in Season
European style assorted cold cuts, cheeses & rolls
Bircher Muesli
Baked Pastry Platter (croissants, muffins, Danish)

HOT BREAKFAST \$24.95

Fresh Fruit Platter in Season
Baked Pastry Platter (croissants, muffins, Danish)
Breakfast Potatoes
Scrambled Eggs
Bacon & Breakfast Sausage Patties
Buttermilk Pancakes, syrup, butter squares
White & Wheat Toast, assorted jams & jellies

- *Includes coffee, tea, & assorted juices*
- *Minimum 20 people required*
- *All prices are per person (unless otherwise stated)*
- *Prices quoted in this package are subject to change and do not include taxes or service*

'ABBOTT' BREAK \$15.95

Fresh Fruit Platter in Season
Assorted Granola Bars
Individual Yogurts

'DILWORTH' BREAK \$18.95

Fresh Fruit Platter in Season
Assorted Sushi Rolls (wasabi, gari, soy sauce)
Assorted warm individual Quiches
Dessert Squares

'LEATHEAD' BREAK \$18.95

Fresh Fruit Platter in Season
Domestic Cheeses, Vine Fruits & Strawberries
Assorted warm individual Spanakopita's
Dessert Squares

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A La Carte Breaks

BEVERAGES

Brewed Coffee & Select Teas	\$3.40 per person
Assorted Juices	\$3.50 each
Soft Drinks	\$2.75 each
Still Bottled Water	\$2.85 each
Sparkling Water	\$3.00 each

BAKERY & MORE

Breakfast Pastries, Muffins, Danish & Croissants	\$33.00 per dozen
Assorted Bagels with cream cheese	\$30.00 per dozen
Assorted Yogurt	\$2.75 each
Sliced Fresh Fruit Platter	\$6.00 per person
Kashi Granola Bars	\$3.00 each
Ice Cream Bars	\$4.25 each
Mixed Raw Nuts	\$3.50 per person
<i>Walnut, Almonds, Peanuts, Coconut</i>	
Dessert Squares	\$28.00 per dozen
<i>Nanaimo Bars, Butternut Tarts, Carrot Cake, Fudge Brownie</i>	
Assorted Cookies	\$27.00 per dozen
Petit Fours	\$55.00 per dozen
<i>Orange Cream, Mocha, Double Chocolate, Lemon Vanilla</i>	
Thai Rice Wraps, <i>gluten free, chicken or vegetarian</i>	\$26.00 per dozen

PLATTERS

Sandwich Platter	\$8.75 per person
<i>Multigrain Breads, chicken, beef, and tuna fish sandwiches</i>	
Vegetable Crudités with Dip	\$5.00 per person
International and Domestic Cheese Platter	\$9.00 per person
<i>Select cheeses with strawberries and vine</i>	
Pita Bread with Hummus & Tzatziki dips	\$32.00 serves 12
Corn Chips with salsa, sour cream & guacamole	\$30.00 serves 12

Lunch Buffet

SOUP, SALAD & SANDWICH \$23.95

Homemade Soup of the Day
Traditional Caesar Salad with Focaccia Croutons
Assortment of Sandwiches on Multi-Grain Bread
(Tuna, Vegetarian, Meat)
Tiramisu

'CITY PARK' LUNCH \$25.95

French Canadian Split Pea Soup
Caesar Salad with Cajun croutons
Traditional Potato Salad
Grilled Chicken Breast Burgers
Grilled Certified Angus Beef Burgers
Homemade buns, ketchup, mustard, mayonnaise,
lettuce, tomato, red onions, pickles, cheddar cheese,
jalapeno peppers, bacon
House cut French Fries
Rich Chocolate Cake with Chantilly cream

'ATHENS' LUNCH \$25.95

Fresh Baked Focaccia Buns
Lemon Chicken Rice Soup (Avgolemono)
Greek Salad
Grilled pita bread with hummus and Tzatziki dips
Chicken Souvlaki
Herbed Rice Pilaf
Homemade Baklava

'STANLEY' LUNCH

Soup of the Day
Market Greens with Balsamic Vinaigrette
Mediterranean Salad
La Cucina Lasagna
Chicken Souvlaki with Tzatziki Sauce & Rice Pilaf
La Cucina Vegetable Medley
Coconut and Pineapple Pudding
Vanilla & Chocolate Pound Cake

- Includes coffee & tea
- Minimum 20 people required
- All prices are per person (unless otherwise stated)
- Prices quoted in this package are subject to change and do not include taxes or service charges

'MAZATLAN' LUNCH \$25.95

Tortilla Chips with Guacamole
Mexican Black Bean Soup
Tossed Salad with Assorted Dressings
Spanish rice
Chicken Fajitas

*Seasoned shredded chicken, soft flour tortillas,
lettuce, tomato, sour cream, cheddar cheese,
jalapeno peppers, green onions, salsa,
guacamole, pico de gallo*

Beef Tacos

*Seasoned taco beef, corn taco shells, lettuce,
tomato, sour cream, cheddar cheese, jalapeno
peppers, green onions, salsa, guacamole, pico de
gallo*

Caballeros Ricos

Bread Pudding with Almonds & Cinnamon Syrup

'BERNARD' LUNCH \$26.95

Soup of the Day
La Cucina Focaccia Buns
Sandwich Bar:

- Focaccia Bread, White Bread, Whole Wheat Bread, Pumpernickel Bread
- Egg Salad, Assorted Cold Cuts, Chicken Salad,
- Bacon, Lettuce, Tomatoes, Bean Sprouts, Avocado, Grilled Zucchini, Red Onions,
- Mayonnaise, Mustard, Horseradish, Ketchup

Side Dishes (choose two):

- German Potato Salad
- Grilled Pineapple Coleslaw
- Homemade Caesar Salad
- Vegetable Crudités

Assorted Dessert Squares:

- Nanaimo bars, Carrot Cake, Butternut Tart, Double Fudge Brownie

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'KETTLE VALLEY' LUNCH **\$27.95**

Soup of the Day

Fresh Salad Bar:

Romaine Lettuce, Garden Mix Lettuce, Tomatoes, Carrot Curls, Radish, Bean Sprouts, Garbanzo Beans, Cucumber, Red Onion, Sweet Peppers, Celery, Green Onions, Dressings

Chicken Fricassee

Spinach and Mushroom Quiche

Buttered Linguini

La Cucina Vegetable Medley

Dessert Squares, Champagne Fruit Cocktail with Mint

Brewed Coffee & Select Teas

'BENNETT' LUNCH **\$26.95**

Italian Tomato Meatball Soup

La Cucina Focaccia Buns

Assorted Crusty Bread Loaves

Italian Deli Meats Platter:

Prosciutto Ham, Genoa Salami, Mortadella, Capicolli

Deli Cheeses Platter:

Provolone, Cheddar, Bocconcini, Goat Cheese, Camembert

Antipasto Platter:

Marinated Olives, Pepperoncini, Grilled Zucchini, Roma Tomatoes, Marinated Artichokes, Grilled Mushrooms, Roasted Peppers, Roasted Garlic, Virgin Olive Oil, Balsamic Vinegar

Tomato Bocconcini Salad, Balsamic Vinaigrette and Fresh Basil

Homemade Caesar Salad, Cajun Croutons

Dessert Squares:

Nanaimo bars, Carrot Cake, Butternut Tart, Double Fudge Brownie



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Receptions

BANKS' RECEPTION **\$22**

COLD

Prosciutto wrapped Mesclun Greens
Assorted Sushi Rolls:
California, Vegetarian, Smoked Salmon & Cream Cheese
Grape Tomato Bocconi with Balsamic Syrup
Stuffed Devilled Eggs

HOT

Spanakopita with Tzatziki Dip
La Cucina Meatballs with Tomato Basil sauce
Assorted Spring Rolls:
Chicken, Pork, Beef, Vegetable
Individual Quiche selections Chicken Satay

LECKIE' RECEPTION **\$15**

COLD

Roasted Garlic and Tomato Bruschetta, Fresh Basil
Assorted Sushi Rolls:
California, Vegetarian, Smoked Salmon & Cream Cheese

HOT

Baby Shrimp and Artichoke Fritters, Red Chili Pepper Mayo
Spanakopita with Tzatziki Dip



SPECIALIZED ITEMS **MARKET PRICE**

Chilled Lobster Martini, lobster cocktail in a martini glass with garnishes
Thai Chicken Cucumber Cups
Seared Crab Cakes with spicy salsa
Oysters Rockefeller
Clams & Mussels Casino, fresh BC clams & mussels cooked on the half shell with white wine and bacon
Pan seared Scallops on grilled red nugget potato medallion with remoulade sauce
Baked Escargot in crispy filo pastry
Mushrooms Neptune, baked mushroom caps stuffed with tomato, pancetta bacon and parmesan

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Dinner Buffet

CLASSIC DINNER BUFFET **\$31.95**

Focaccia Buns with Garlic Butter
 Caesar Salad with House made Dressing
 Mediterranean Salad
 La Cucina Lasagna Magnifico
 Rosemary Roasted Potatoes
 Fresh Market Vegetables
 Baron of Beef Carving Station
Horseradish, Dijon Mustard, Red Wine Sauce
 Assorted Dessert Squares

OKANAGAN DINNER BUFFET **\$34.95**

Focaccia Buns with Garlic Butter
 Caesar Salad with House made Dressing
 Baby Spinach Salad with Warm Bacon Vinaigrette
 Chicken Breast Marsala
 Wild B.C. Coho Salmon with Orange Maple Glaze
 Herb Rice Pilaf
 Market Vegetables
 Baron of Beef Carving Station
Horseradish, Dijon Mustard, Red Wine Sauce
 Individual Tiramisu
 Dark Chocolate Fountain
Marshmallows, Pineapple, Vanilla pound cake, Strawberries

Buffet Enhancement

STARTING SPECIALTIES **\$8 PER SELECTION**

Antipasto Platter:

Marinated Mussels, Grilled Squash and Eggplant, Honey Roasted Red Onions and Red Peppers, Marinated Olives

Cold Seafood Platter:

Tarragon Poached Salmon, Marinated Mussels, Scallop Salad, Chilled Prawns with Cocktail Sauce

Italian Cold Cut Platter:

Assorted Italian and Mediterranean cold cuts plus a variety of pickles

Cheese & Vines Platter

Domestic and imported cheeses, plus vine fruits selected for ideal quality within the current season

Gravid Lax Platter:

Served with sour cream, lemon and sweet pickles

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CARIBBEAN SPECIALTIES **\$7 PER SELECTION**

Jerk Chicken with Fried Plantains
Conch Fritters with Firecracker Sauce
Baked whole snapper in foil
Caribbean spices Jamaica Oxtail and Bean
Turks & Caicos Conch Salad
West Indian Curried Chicken, Mango Chutney
Coconut Rice & Peas

ASIAN SPECIALTIES **\$7 PER SELECTION**

Assorted Sushi Rolls
Assorted Sashimi Platter
Cantonese Beef & Broccoli
Szechwan Tofu and Greens
Vegetarian stir fry Shanghai Noodles
Vegetarian Fried Rice
Spring Rolls with Plum and Green Onion Dip

FINISHING TOUCH'S **\$6 PER SELECTION**

Classic Tiramisu
Various Cheesecakes
Fresh Fruit Platter with Zabliogne
Seasonal Berries & Cream
Pear and Vanilla Cobbler
Panna Cotta with Strawberry Coulis
House made Biscotti

ENTREE ADDITIONS **\$8 PER SELECTION**

Pork Pot Roast with Yukon Gold Potatoes and Roasted Garlic
Hearty Beef Stew with Crusty Bread and Herb Butters
Baked Wild Coho Salmon with Dill
Rosemary Roasted Chicken with Mushroom Sherry Gravy
Chicken Cacciatore
Chicken Marsala

VEGETARIAN ENTREES **\$5 PER SELECTION**

Grilled Vegetable Cannelloni
Spinach and Feta Spanakopita
Spinach & Ricotta Cheese Ravioli
Double Stuffed Baked Potatoes

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Bar & Wine

CASH BAR

Individuals pay for their own drinks (Spirits: 1oz, Beer: 12oz, Wine: 5 oz)

Prices include 15% service charge and all applicable taxes

Domestic Beer	\$6.00 per bottle
Imported Beer	\$7.00 per bottle
House Bar Liquor	\$6.00 per drink
Deluxe Bar Liquor	\$8.00 per drink
Wine by the Glass	\$7.00 per glass
Coolers and Ciders.....	\$7.00 per bottle

If consumption is less than \$300.00, a bartender labor charge of \$100.00 will apply

HOST BAR

The host pays for all drinks (Spirits: 1oz, Beer: 12oz, Wine: 5 oz)

A 15% service charge and 12% taxes will be applied

Domestic Beer	\$4.59 per bottle
Imported Beer	\$5.35 per bottle
House Bar Liquor	\$4.95 per drink
Deluxe Bar Liquor	\$6.12 per drink
Glass of Wine.....	\$5.35 per glass
Cooler and Ciders	\$5.35 per bottle

If consumption is less than \$300.00, a bartender labor charge of \$100.00 will apply

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Functions & Terms

BANQUET & MEETING FACILITIES

The Kanata Kelowna Hotel & Conference Centre reserves the right to change meeting room locations when deemed necessary. Any changes will be communicated and in consultation with the client. Meetings and events must be vacated by the time indicated on the contract or additional room rental charges may apply. The Conference Centre also reserves the right to cancel, in advance or during the function and at its sole discretion, if it is determined that the hotel could be deemed liable for any inappropriate activities taking place during the event.

EVENT CONFIRMATION

To confirm your event each page of your Function Contract must be signed and initialed where indicated and returned to the hotel along with an approved method of payment within three (3) days of receipt of the contract.

PAYMENT

To confirm your function space a credit card authorization is required when returning your signing contract. Accounts with credit cards for payment will have the full charge billed to the credit card provided within one day of the event. All deposits are subject to the hotel cancellation policy. There is a government enforced copyright tariff (socan/Resound) which is \$62.64 plus 5% gst payable by event organizer.

MENU SELECTIONS

Must be confirmed a minimum of fourteen (14) days prior to the function date.

GUARANTEE

A guaranteed number of guests attending your function is required (7) business days prior to the event date. Billing for all applicable food and beverage items is based on the guaranteed number or the actual number of guests served, whichever is greater. Should a guaranteed number not be provided, the bill will be based on the most recent number provided or the actual number served, whichever is greater.

BANQUET BARS

Servers require identification for any person ordering alcoholic beverages who appears to be under the age of 30 years old. A maximum of two (2) drinks per person will be served at any one time. The Kanata Kelowna Hotel & Conference Centre reserves the right to refuse service to any guest and will notify the convener / organizer of this immediately. All bartenders hold a valid Serving-it-Right certificate.

FUNCTION END TIME

Last call for the bar is 11:30pm and all bars close at 12:00am (midnight). Music must be turned off at that time. Room must be vacated by 1:00am. No exceptions.

MEETING ROOM CANCELLATION

Cancellation charges are determined as follows: 30+ days prior to event date – no charge; 7 to 29 days prior to event date – 50% of room rental and tax; 4 to 6 days prior to event date – 100% of room rental plus applicable taxes; less than 4 days from to event date – 100% of room rental, catering charges and applicable taxes and service charges. All cancellations must be received in writing.

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