



Special Occasion Planner

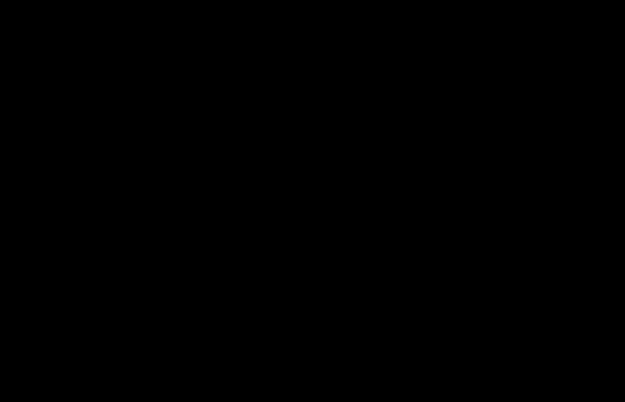


INN ON THE LAKE

PRIVATE DINING ALTERNATIVES



Banquet Room



Lakeview Room



Fletcher Room



Thomas Room

BANQUET ROOM

This beautiful room conveniently located on our main floor directly off of our lobby is naturally lit and features a spacious balcony and built in hospitality window. Banquet room accommodates up to 80 people for a sit down dinner and up to 100 for a standing reception.

LAKEVIEW ROOM

Lakeview has a wonderful view of Lake Thomas, featuring a picturesque balcony. Conveniently located on our main floor just off of our lobby, Lakeview can accommodate up to 40 people for a sit down dinner and up to 50 for a standing reception.

FLETCHER ROOM

This charmingly private room located on our second floor off of our lobby. Features a quaint balcony providing natural light throughout the room. Perfect for gatherings of 30 or less.

THOMAS ROOM

Thomas room features another beautiful balcony and view of Lake Thomas, privately located on our second floor off of our lobby. Great for small gatherings of 20 or less.

All function rooms have natural lighting and private balconies.

INN ON THE LAKE



ACCOMMODATIONS

- ◆ 39 well appointed guest rooms and suites, many with whirlpool tubs, electric fireplaces and king beds
- ◆ Most guest rooms have private balconies or patios
- ◆ Wireless Network
- ◆ Mini Fridges
- ◆ Microwaves
- ◆ Voice Mail
- ◆ In-room coffee maker with complimentary coffee
- ◆ Free local, toll free and calling card calls
- ◆ Complimentary morning newspaper
- ◆ Complimentary parking on property
- ◆ Am/FM Clock Radio with Mp3 hook-up
- ◆ Cable Television
- ◆ Climate Control
- ◆ Iron/Ironing Board
- ◆ Hairdryer

Additional services available (Conditions apply)

Shuttle service to and from the Halifax Stanfield International Airport

GUEST ROOM BLOCKS

A deposit will be required should you wish to hold a number of guest rooms for your attendees.

Shuttle service to and from the Halifax Stanfield International Airport available (Rate modification may apply)

Guest room blocks will be held until one month ahead of your event at which time they will be released back into inventory for resale. After this date we will continue to reserve rooms as requested as long as rooms are available.

If room charges are covered by the convener: - A rooming list must be submitted 30 days prior to arrival to guarantee your rooms - 50% of the anticipated guest room charges are due 30 days prior to the event

If room charges are being paid for by the attendees: - Attendees must call the hotel directly to reserve their room and guarantee with a credit card - Individual room cancellation is required 72 hours ahead of arrival date

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BEVERAGES

Beer	Domestic	\$5 ⁵⁷	Fruit Punch (Non-Alco)	\$15 per litre
Beer	Imported	\$6 ⁹⁵	Champagne and orange juice	\$6 ⁵⁰ per glass
Bar Shots		\$5 ⁵⁷	Spritzer (Non-Alco)	\$9 per 750 ml
Wine	Red or White Jost		Soft Drinks	\$2 ⁰⁰ per glass
	Glass	\$7 ⁰⁰		
	1 Litre	\$26 ⁰⁰		

Wine list available upon request

BAR SERVICE

The Inn on the Lake is happy to offer Bar Service until 11:00pm. (Last call at 10:30pm) If a bar is required in the function room there is a \$100 set up fee. For groups under 20 we recommend tray service, for which no set up fee applies.

CASH BAR

All guests are responsible for paying for their own beverages and no charges for liquor will be forwarded to the client.

HOST BAR

All beverages consumed are paid for by the host. The costs of the Host Bar will be based on consumption of beverages and charged directly to the client's function invoice.

WINE SERVICE

There are two options for your event's wine service

- ◆ Bottle of wine on the tables—Varying depending on your selection, this is a casual way to ensure your guests have both a red and white to enjoy.
- ◆ Poured service—Your server will ensure your guests receive wine according to your arrangement of 1-glass per person, with or without a top up or limited bottles at your discretion.

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FOR YOUR RECEPTION

PLATTERS

Fresh Vegetable Tray	\$12pp
An assortment of fresh seasonal vegetables, served with a peppercorn ranch dipping sauce	
Fresh Fruit Tray	\$9pp
An assortment of fresh sliced fruit and berries served with a yogurt dip	
Cheese Platter	\$15pp
An assortment of hard and soft cheeses, served with house-made pickles and preserves, with toasted baguette and crackers	
Charcuterie Board	\$19pp
A selection of locally sourced and house-made cured meats, pickles and preserves, with toasted baguette and crackers	
Nova Scotia Smoked Salmon	\$145
A full side of Nova Scotia Smoked Salmon with pickled onions, crispy capers, lemon and roasted garlic cream cheese with crackers. Serves approximately 30 people.	
Nova Scotia Mussels (5 lbs) White Wine and Herbs	\$48
Pastries and Squares	\$4pp
An assortment of sweet pastries and squares.	

PARTY SNACKS

Nacho Chips	\$6 pp
With house-made salsa and crème fraiche. Add guacamole \$1 pp	
Pita Platter	\$8pp
With house-made hummus, olive tapenade and tzatziki	
Assorted Cocktail Sandwiches	\$8pp
Minimum 4 per kind. Chicken salad, tuna, egg salad, ham and swiss	
Chef's Cocktail Sandwiches	\$10pp
Minimum 4 per kind. Lobster salad, shaved beef, smoked salmon, blackened Chicken	

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HOT HORS D'OEUVRES

(Cost per dozen, minimum 2 dozen)

Prosciutto Wrapped Asparagus	\$22
With roasted garlic mascarpone and black pepper	
Buttermilk Chicken Bites	\$19
With chili-apple glaze, scallions and toasted sesame seeds	
Bacon Wrapped Digby Scallops	\$28
With a smoked mornay sauce	
Chicken Lollipops	\$27
Bone –in chicken lollipops, lightly breaded and fried, served with a Buffalo glaze and Ranch aioli	
Wild Mushroom Risotto Croquettes	\$26
Wild mushroom risotto breaded and fried until golden brown, with Truffle Aioli	
Mini Scotch Salmon	\$29
(Atlantic Salmon, wrapped in smoked salmon with a brown sugar and Scotch Whiskey finish)	
Bruschetta	\$20
Coconut Shrimp	\$26
With scallions and a lemon-soy dip	
Meat Balls	\$19
Served with a sweet chili dipping sauce	
Mini Bacon Wrapped Beef Filets	\$28
Served with a sweet chili dipping sauce	

COLD HORS D'OEUVRES

(Cost per dozen, minimum 2 dozen)

Devilled Eggs	\$22
Beet cured devilled eggs with fresh herbs and chive crème fraiche. Add caviar \$5 pp	
Caprese Salad Skewers	\$24
Cherry tomatoes, fresh mozzarella and basil drizzled with a balsamic reduction	
Goat Cheese and Cream Cheese	\$24
Red pepper jelly, cucumber rounds.	
Smoked Salmon Roulade	\$29
Herb cream cheese, caviar, pumprnickel	
Chilled Tiger Shrimp	\$27
Avocado puree, salted peanuts, cilantro and curry mayo	
Cantonese Pork Tenderloin	\$22
Pineapple and mango salsa	

Plated Dinners

Groups 20 or less: Select 2 appetizers, 2 entrees and 2 desserts

Groups 20-30: Select 1 appetizer, 2 entrees and 1 dessert

Groups of 30 or more: Select 1 from each course

FIRST COURSE

Seafood Chowder

A richly indulgent specialty of the Inn with Shrimp, Scallops, Haddock, Potatoes, Onions, White Wine, Cream

Poached Pear Salad

Red Wine Poached Pears, Pickled Onions, Candied Pecans, Arugula, Goat Cheese, Honey-Anise Vin

Baby Field Greens

Garnished with fresh vegetables and house dressing

MAIN COURSE

All Entrees accompanied with Chef's potatoes and fresh seasonal vegetables

Atlantic Salmon 49.99

Pan roasted and served with Lobster sauce

Chicken Ballentine 49.99

Supreme breast of chicken wrapped in bacon and stuffed with our mushroom bread dressing, served
With bell pepper jelly and red wine jus

New York Striploin 59.99

Slow Cooked to medium and seared enhanced with Sauce Diane, and Leek Frites

Portobello Mushroom 47.99

Stuffed Portobello cap with Brie, onion, spinach, topped with smoked apple cheddar and broiled to perfection

Roast Pork Loin 49.99

Roasted with a Pistachio and Apple Stuffing accompanied by a Grainy Mustard Jus

DESSERT

Coconut Cream Pie

A Speciality of the Inn

Housemade Cheesecake

Freshly made with Chef's choice sauce

Baked Maritime Apple Crisp

Warm apple crisp topped with fresh whipped cream

Death by Chocolate

Dark chocolate pate prepared with Grand Marnier, topped with Russian cream, raspberry coulis, chocolate sauce and toasted almonds.

Coffee or Tea, Rolls and Butter included *Prices subject to 18% Gratuity and 15% HST*

INN ON THE LAKE



GENERAL INFORMATION

GUARANTEES

Space is held tentatively until a signed contract is returned; contract return date will be indicated within your contract. In the event there is an inquiry for the same date, a representative from our Sales Department will notify you via phone or email and a final decision must be made within 24 hours.

Once the contract is signed and a non-refundable deposit is received, the space will be placed in a definite hold. This deposit will be applied to your final balance unless the event is cancelled.

CANCELLATIONS

In the event of a cancellation

- ◆ Any cancellations less than 90 days will result in a cancellation fee equal to your deposit.
- ◆ If cancellation is notified 14 days or less to the event date, full prepayment will be incurred as a cancellation fee, to cover loss revenue as a result of the lost business, this also covers the cost of the food and beverage ordered for your event.

DANCES, MUSIC AND ENTERTAINMENT

The Inn on the Lake is unable to accommodate dances, due to the size and location of our banquet space and also the safety of our staff and guests. Any and all entertainment (musical and non-musical) is to be approved by the Inn on the Lake Management. Please inform your Meeting and Banquet Coordinator in advance of your visions for entertainment at the time of booking in order to avoid disappointment.

Please note: there is a non-negotiable SOCAN Fee and Re:Sound Music Licensing Company fee of \$29.81 + HST for all musical entertainment, including background music regardless of source, as part of the Performing Rights License. This fee applies on all music (background, taped or live).

DECORATIONS

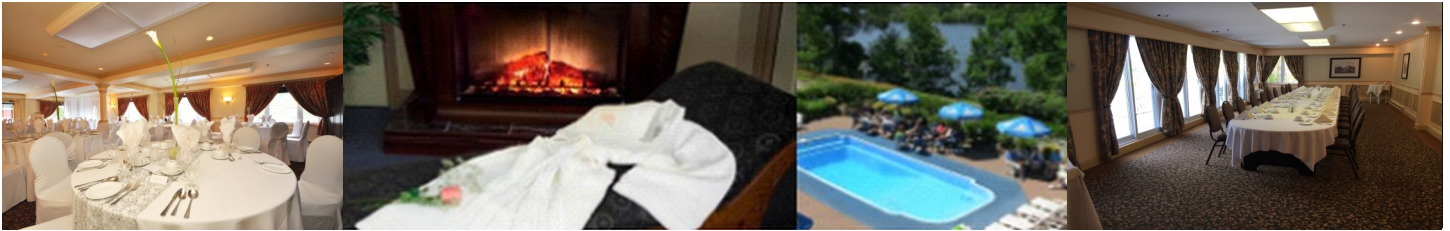
If you wish to decorate your function room you may do so, but please discuss your ideas with the Meeting and Banquet Coordinator during the planning stages. As tacks and most forms of adhesive are not permitted, the Inn does provide masking tape as an aid in decoration. Certain restrictions do apply and timing is important. Staff at the Inn can assist with your decorating needs for a nominal fee. Access to the function space of the event for decorating purposes is based on the room's availability and will be confirmed 72 hours prior to the event if the room is available.

No open flame candles will be permitted. All candles must be enclosed.

DEPOSITS, PAYMENTS AND CREDITS

- ◆ A non-refundable deposit of **\$500** is required at time of booking.
- ◆ The balance is due **14 business days** prior to the event along with the menu selection.
- ◆ Final attendance guarantee due **7 days prior**
- ◆ Any estimated costs with possible overage is to be settled within **24 hours** of the event.

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GENERAL INFORMATION - SPECIAL OCCASIONS

GUARANTEED ATTENDEES AND MENU

Final number of attendees is to be submitted to the Sales Department 7 days prior to the event date. This is your guarantee number of which you will be invoiced for. You may reduce numbers however the invoice will reflect the number of attendees that were guaranteed. If additional attendees are served the invoice will reflect the higher number, number served or number guaranteed.

For additions please notify the Meeting and Banquet Coordinator as soon as possible.

Menu selections are to be submitted **14 days prior** to the event date. Late menu submissions or changes may incur adjustment fees.

Please inform the Meeting and Banquet Coordinator of any **allergies** no later than 14 days before arrival, this will allow us to provide you with alternatives.

SET UP FEES AND MINIMUM GUARANTEES

Set up fees and minimum food and beverage orders for private function rooms are listed below. (Taxes and gratuity are extra). Set ups are preset. Should the room be changed, there will be an additional fee charged

ROOM	ROOM RENTAL FEE	MINIMUM FOOD & BEVERAGE SPEND REQUIRED	SET UP PER ROOM	ADDITIONAL SET UP FEE TO CHANGE FROM PRE-SET	CAPACITY AT 1 TABLE	CAPACITY WITH ROUND TABLES
THOMAS	\$200	\$400	BOARDROOM	\$50 in addition	12	16-20
FLETCHER	\$250	\$600	BOARDROOM	\$75 in addition	20	24-30
LAKEVIEW	\$400	\$1,000	BOARDROOM	\$100 in addition	30	32-40
BANQUET ROOM	\$500	\$1,500	ROUNDS X 8	N/A	10	64-80

"It is our goal to assure you a successful event and an experience surpassing your expectations. We strive to offer the very finest in food, service and surroundings, while providing a comfortable and relaxing environment for your guests. You can be confident in our commitment to make an extraordinary effort to work with you in every way possible to ensure the success of your function and make it a most memorable one"

Sincerely,

INN ON THE LAKE



GENERAL INFORMATION - SPECIAL OCCASIONS

SECURITY, DAMAGES AND LIABILITIES

The Inn reserves the right to inspect and control all private functions. Neither the property, nor its operator, managers or employees will assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following any function. The convener agrees and undertakes to indemnify the hotel against any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from:

- A) The hotel being unable to perform the services set out in the contract as a result of any flood, fire or act of God
- B) The conduct of any person or persons attending a function.
- C) The conduct of the convener or the management of the function by the convener.
- D) The convener agrees to reimburse the hotel for any damages done to and any part of the hotel premises or equipment which is caused by any person attending the function.

FOOD AND BEVERAGE REGULATIONS

In order to comply with City and Provincial Food Health and Safety Regulations and our liability insurance, the Inn must provide all food and beverage items (with the exception of wedding cakes). Therefore the removal of any and all food and beverage from the hotel premises is prohibited. No outside food or beverage is permitted.

BEVERAGE SERVICES

The hotel does not permit the service of beverages supplied by an external source, including donations. All alcoholic and non-alcoholic beverages served in our function rooms must be supplied by the hotel. The hotel reserves the right to terminate service and/or refuse service to any person or group that may cause the hotel to be in conflict with the Liquor Laws.

PARKING

Free parking is available on site to all guests attending a function or staying overnight. The Inn is not responsible for losses or damage to vehicles or contents.

SMOKING

The Inn on the Lake is proud to provide a non-smoking facility to all our guests. All meeting rooms feature spacious balconies equipped with proper cigarette stop units.

TAX AND GRATUITY

All food and beverage prices quoted are subject to applicable Federal and Provincial Taxes unless stated otherwise. To ensure the superior service of the Inn on the Lake, 17% gratuity will be added to all food and beverage.

DISCLAIMER

The information provided in this document is subject to change at the Hotel's discretion. Terms and conditions are subject to change for special dates, dates which may fall on a special date or statutory holiday may be subject to modified terms and pricing.

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