

# MEETING AND CONFERENCE SERVICES



**Minutes from the Airport, Miles from Ordinary!**



# INN ON THE LAKE

# MEETINGS AT THE INN

The following items are complimentary with the booking of your meeting room:

- ◆ High Speed wireless internet (200mbs)
- ◆ Pens & Paper
- ◆ One Power Bar
- ◆ Ice Water
- ◆ One extension cord
- ◆ Complimentary Parking for attendees

<b>Seating Capacity</b>				
Function Room	Banquet	Lakeview	Fletcher	Thomas
Dimension	21' x 45'	15' x 30'	16' x 29'	13' x 29'
Boardroom	30	30	20	12
Classroom	50	30	20	12
Theatre	50	40	30	20
U-Shape	35	25	20	N/A
Hollow Rectangle	40	25	23	N/A
Rounds	48	N/A	24	N/A

## AUDIO VISUAL EQUIPMENT

The following equipment is located on property. All prices are quoted on a per day basis.

Screen	\$20
High Res Data Projector	\$150
Conference Phone	\$ 50
TV and VCR	\$ 50
Flip Charts with markers, masking tape and paper	\$ 15
White Board	\$10
Wireless Mic	\$100



Any other special audio visual requests or computer equipment requirements require 2 business days notice.

## STORAGE/DELIVERY

A storage fee of \$5 per day, per item, will be applied on all items received 72 hours prior to the commencement of your event. Please fax a copy of the waybill, entailing weights and number of packages to the Meeting and Banquet Coordinator prior to the arrival of shipped goods. All items should be labeled with event name, date of meeting, the onsite contact name and addressed to the Meeting and Banquet Coordinator.

Forward to: Inn On The Lake 3009 Hwy 2, Fall River, NS B2T 1J5 Attn: Meeting and Banquet Coordinator

**INN ON THE LAKE**

# PRIVATE FUNCTION ROOMS



## BANQUET ROOM

This beautiful room conveniently located on our main floor directly off of our lobby is naturally lit and features a spacious balcony. Banquet room accommodates up to 50 people classroom style in its nearly 1000 square foot space. Ideal for meetings of 25– 60 people.

## 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 30 people for a boardroom meeting.

## 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. Ideal for meetings up to 20 people.

## THOMAS ROOM

Thomas room features another beautiful balcony and view of Lake Thomas, privately located on our second floor off of our lobby. Ideal for small groups up to 12 people. Thomas can be used as a convenient break off room to Fletcher, located directly across the hall.

All meeting rooms have natural lighting and private balconies.



**LAKEVIEW ROOM**



**BANQUET ROOM**



## ACCOMMODATIONS

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

Additional services available (Conditions apply)

- ◆ Shuttle service to and from the Halifax Stanfield International Airport

## GUEST ROOM BLOCKS

Guest room blocks will be held until two weeks 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



## LIGHT BREAKFAST SELECTIONS

### The Healthy Start

Assorted Chilled Juices

Variety of Granola Bars

Individual Low Fat Fruit Yogurts (1<sub>pp</sub>)

Freshly Brewed Coffee and Tea

**\$12<sub>pp</sub>**

### Classic Continental

Assorted Chilled Juices

Sliced Fresh Fruit

Assorted Breakfast Pastries and Muffins (2<sub>pp</sub>)

Freshly Brewed Coffee and Tea

**\$19<sub>pp</sub>**

## HOT BREAKFAST BUFFETS

Served from 8 am until 11 am. Minimum 20 people

### Country Inn Breakfast

Maple Smoked Bacon

Freshly Scramble Eggs

Crisp Home Fries

Breakfast Sausage

Diced Fresh Fruit

Assorted Cereals

Assorted Pastries

Toast

Assorted Chilled Juices

Freshly Brewed Coffee and Tea Selection

**\$21<sub>pp</sub>**

### Grand Breakfast

Maple Smoked Bacon

Eggs Benedict

Crisp Home Fries

Bagels with Cream Cheese

Sliced Fresh Fruit

Smoked Salmon

Assorted Pastries

Toast

Assorted Chilled Juices

Freshly Brewed Coffee and Tea Selection

**\$30<sub>pp</sub>**



## WORKING LUNCHESES—BUFFET STYLE

Served from 11:00am—2:30pm Minimum 15 people

Prices per main course includes choice of appetizer and dessert

Choose One of the Following:

Caesar Salad

Garden Salad

Soup of the Day

Seafood Chowder Extra \$2.50 per person

Choose one for your Main Course:

Assorted Hearty Sandwiches and Wraps with assorted pickles.....\$22.50 PP

Traditional Meat or Vegetarian Lasagne .....\$24.00 pp

Pan Seared 4oz Haddock with chef’s potatoes and vegetables.....\$24.00 pp

Blackened Chicken Breast with the Inn’s Mango Chutney with chef’s potatoes and fresh vegetables.....\$24.00 pp

Brandy Peppercorn Beef tips with rice and fresh vegetables.....\$24.00 pp

Choose one for your Dessert:

Maritime Apple Crisp

Strawberry or Chocolate Mousse

Selection of Bite size sweets

Fresh Rolls and Butter or Garlic Bread served with above luncheons excluding Sandwiches & Wraps.

Additional Items can be added at an extra charge.



## A LA CARTE

Ideal for breaks and intermissions

All prices quoted are based on (1 item) per person

<b>Assorted Pastries</b>	<b>\$4<sup>00</sup></b>
<b>Assorted Muffins</b>	<b>\$3<sup>00</sup></b>
<b>Baked Croissants</b>	<b>\$3<sup>00</sup></b>
<b>Granola Bars</b>	<b>\$2<sup>95</sup></b>
<b>Bagels with cream cheese</b>	<b>\$3<sup>50</sup></b>
<b>Low Fat Fruit Yogurt</b>	<b>\$3<sup>00</sup></b>
<b>Nachos with salsa and sour cream</b>	<b>\$2<sup>50</sup></b>
<b>Sweet Tray</b>	<b>\$4<sup>00</sup></b>
<b>Freshly Baked Cookies</b>	<b>\$3<sup>00</sup></b>
<b>Coffee and Tea</b>	<b>\$2<sup>95</sup></b>
<b>Assorted Soft Drinks</b>	<b>\$2<sup>75</sup></b>
<b>Bottled Water</b>	<b>\$2<sup>75</sup></b>
<b>Assorted Juices</b>	<b>\$2<sup>75</sup></b>

(Cost for soft drinks, bottled water and juices are based on consumption)

## TRAYS AND PLATTERS

### Fresh Vegetable Tray

Seasonal veggie selections with hummus

**\$12<sub>pp</sub>**

### Fresh Fruit Tray

Seasonal fruit selection w/ flavored yogurt dip

**\$9<sub>pp</sub>**

### Assorted Cheese Platter

Cheddar, Monterey Jack, Swiss, Brie, Blue Danish,  
crackers and fruit garnish

**\$15<sub>pp</sub>**



## 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 the space will be placed in a definite hold.
- ◆ Final number of attendees is to be submitted to the Sales Department 7 days prior to the event to avoid being billed for food and/or beverage cost. This is your guarantee number for 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.
- ◆ Menu selections are to be submitted 14 days prior to the event date. Late menu submissions or changes may incur adjustment fees. To allow us to provide you with alternatives, please inform the Meeting and Banquet Coordinator of any allergies at time of menu selection.

### CANCELLATIONS

In the event of a cancellation, notice must be received 7 days prior to meeting date to avoid being billed for the cost of the meeting room

### PAYMENT

A credit card is required to hold space. If you would like your meeting invoiced please contact the Inn for a Credit Application. Payment on all accounts is net 30 days. 2% interest is applied on overdue accounts.

### 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:

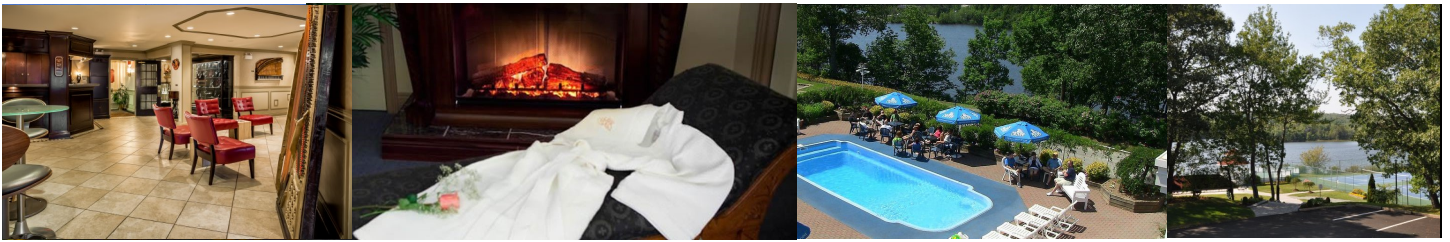
- A) The hotel being unable to perform the services set out in the contract as a result of any flood, fire or act of God
- B) The conduct of any person or persons attending a function.
- C) The conduct of the convener or the management of the function by the convener.
- D) The convener agrees to reimburse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

### 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.

**INN ON THE LAKE**





## GENERAL INFORMATION

### FOOD AND BEVERAGE REGULATIONS & DISCLAIMERS

- ◆ 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 birthday/wedding cakes—\$15.00 Cake Fee). Therefore the removal of any and all food and beverage from the hotel premises is prohibited. No outside food or beverage is permitted.
- ◆ Inn on the Lake will try to accommodate allergies to our best capabilities. However, we cannot guarantee that specific items have not come into contact with the allergens stated while in our facility, or previous to entering our facility. Inn on the Lake will not be held responsible for any allergic reaction (s).
- ◆ The Inn is gluten friendly but we are not a gluten free kitchen.

### 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.

### 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, 18% gratuity will be added to all food and beverage.

### 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.

### 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.

*"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,

Owner/Operator, Inn On The Lake

**INN ON THE LAKE**

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