

# Chateau Louis

HOTEL & CONFERENCE CENTRE

## WEDDING CATERING PACKAGE 2019

Sales & Catering Office Lines

Ph: 780.453.6500 Ph: 780.453.6501

Ph: 780.453.6504 Fax: 780.453.6507

Concierge Line Ph: 780.453.6521

Hotel Front Office: 780.452.7770

Hotel Toll Free Line: 1.800.661.9843

[chateaulouis.com](http://chateaulouis.com)

[cc@chateaulouis.com](mailto:cc@chateaulouis.com)



11727 Kingsway NW  
Edmonton, AB T5G 3A1

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### WEDDING RECEPTION PACKAGE

Chateau Louis Hotel & Conference Centre would like to congratulate you on your upcoming wedding celebration. We look forward to the opportunity to make your wedding dreams come true.

The following are items that our conference centre offers for your special day.

- ◆ A complete set up of the banquet room including white table linens with table skirting for the gift table, head table, cake table & guest book table. Alternatively, we can assist in transforming our room into your unique vision.
- ◆ A complimentary podium, microphone, projector and screen.
- ◆ A complimentary hotel room for bridal couple wedding to be utilized the night of the wedding.
- ◆ Access for decorating your banquet room to be confirmed one week prior to your wedding date, subject to availability.

Our professional staff pay attention to detail and will do everything possible to ensure a successful and memorable event. Whether it's helping you plan your menu - where your choices range from a variety of traditional North American favorites to authentic ethnic dishes - or providing you with the latest in equipment and services - we're here to serve you. Celebrate your Engagement Party, Bridal Shower, Rehearsal Dinners & Gift Opening. Elegant ballroom and Solarium feature superior sound and lighting systems which enable you to create an atmosphere which complements the mood of the occasion.



- ◆ Special accommodation rates are available for your guests. Guestroom information inserts for your wedding invitations will be provided upon request. ~ Hotel Reservations are required ~

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### GAZEBO WEDDING CEREMONY PACKAGES

Reception to follow at the Conference Centre

**Includes:**

- ◆ 2 hour time frame for the Gazebo
- ◆ Up to 150 white fold-up chairs (extra chairs when required \$ 2.50/chair)
- ◆ Red carpet for aisle (optional)
- ◆ 1 - 4ft table for signing certificate
- ◆ 2 white Roman pillars 35" in height - flower arrangements not provided
- ◆ Power speaker with DI box for background music (MP3/iPhone/iPAD compatible)
- ◆ A glass of punch served to all your guests

**GAZEBO CEREMONY     \$ 995.00**

- ◆ Deluxe package includes the above plus a glass of Champagne served to your guests \$ 1,495.00

Our beautiful Gazebo and outdoor courtyard lets you celebrate among the stars. Perfect for pictures, outdoor ceremonies and celebrations.



### GAZEBO WEDDING CEREMONY PACKAGE

Reception held at a another location \$ 1,695.00

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## HOTEL & CONFERENCE CENTRE

Family owned and operated independent hotel near the heart of Edmonton. Chateau Louis is a 139 room full-service non-smoking hotel with Julian's Piano Bar, Royal Coach Dining Room, Touch of Class Gaming Entertainment Centre and Crown Suite private dining room. Variety of room types to suit individual needs. All rooms include complimentary parking, internet access, Canada & US long distance calls and a fitness room access. We do not charge extra Destination Marketing Fees or Resort type fees.

Chateau Louis is a gluten free verified establishment and is committed to providing our guests with the quality, choice and peace of mind in our gluten free products. Hotel Executive Chef, Lorne Soles presents fine cuisine at affordable prices.

Free standing 17, 000 square foot Conference Centre adjacent to the hotel, is wheelchair accessible. With nine banquet and meeting rooms, outdoor courtyard and gazebo in a park like setting. Many of the meeting rooms enjoy natural light as well as individual temperature control. SMART Boards permanently mounted in select meeting rooms. Elegant Ballroom and Solarium feature superior sound and lighting systems which enable you to create an atmosphere which complements the mood of the occasion. All rooms include complimentary parking and internet access.

Our professional staff take pride in attention to detail and in providing an unforgettable carefree experience - whether a board meeting, large conference, your wedding ceremony and reception or a milestone celebration. Conference Centre Head Chef Maryam Tabarsi will ensure wonderful meal selections for all your function requirements.

Chateau Louis Hotel is delighted to welcome your attendees, family and friends. Special guestroom rates available so your guests can enjoy warm hospitality in a comfortable setting while attending your event. We would be pleased to arrange an appointment for you to view the hotel and banquet facilities and look forward to showing you what sets us apart.

Thank you for considering Chateau Louis Hotel & Conference Centre we appreciate the opportunity to host your event.

Thank you again,

Sales & Catering Team—Rosie, Nedra, Carley & Sandra  
Chateau Louis Hotel & Conference Centre

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### DÉCOR LIST

#### **Satin Tablecloths** \$ 20.00 each

- ◆ Chocolate Brown (40 round & 10 rectangular)
- ◆ Silver (20 rounds & 4 rectangular)

#### **Satin Napkins** \$ 1.50 each

- ◆ Deep Plum (210)
- ◆ Baby Blue (300)
- ◆ Red (38 total)

#### **Chair covers & Sashes** includes installation

- ◆ Champagne Chair Bags (320) - \$ 4.00 each
- ◆ White Polyester Fitted (208) - \$ 3.00 each
- ◆ Coloured Sashes— Turquoise (100), Gold (100) or Red (80) red - \$ 2.00 each

#### **Centerpiece Vases** \$ 5.00 each

- ◆ Tall pilsner (34)
- ◆ Eiffel tower (20)
- ◆ Tall Square Vase (34)
- ◆ Short Square Vase (10)
- ◆ Crystal Sconce with Silver Base (20)
- ◆ Silver Large Candelabra (10) \$ 10.00 each
- ◆ Mirrored table centre plates - Square (30) or Round (30) \$ 2.00 each

#### **Back Drops**

- ◆ White beaded back-drop with customized color up-lighting - \$ 400 includes installation (12' tall x 28' length)
- ◆ White wooden Arbour with white draping - \$ 200 includes installation (8' tall x 8' length x 4' width)

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## HOTEL & CONFERENCE CENTRE

### DINNER BUFFET \$ 48.95

Minimum 40 people

**Includes;** Field garden greens\*, Caesar salad, Spinach salad\*, Greek salad\*, & Quinoa salad\*  
Chilled baby shrimp\*, Perogies, Dinner rolls, Seasonal fruit platter\* Dessert assortment of pies, cakes & tortes,  
Coffee & tea

#### Choice of Two Hot Entrée

Roasted Alberta Beef in au jus \*gf  
Roasted Turkey \*gf & Traditional stuffing  
Chicken Dubarry in a white wine mushroom sauce  
Pork Tenderloin in an apricot sauce \*gf

Baked Salmon with lemon & dill \*gf  
Chicken Cordon Bleu  
Chicken Kiev stuffed with butter & herbs  
Roasted Chicken Breast with lemon & oregano \*gf

Additional Entrée, \$ 3.50/person

Carving station for Ham or Beef, \$ 2.00/person

#### Choice of One Side

Rice pilaf \*gf                      Roasted baby red potatoes \*gf      Scallop potatoes  
Mashed or Garlic mashed potatoes \*gf                      Penne pasta with a tomato Sauce

Additional side, \$ 2.50/person

\* gf - Gluten Free

Gluten Free options available for a custom plated meal, \$ 2.95/person



# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### UKRAINIAN BUFFET \$ 51.95

Minimum of 50 people

**Includes;** Field garden greens\*, Caesar salad, Coleslaw salad\*, Garlic kubasa\* (smoked pork sausage), Studenetz (head cheese)\*, Perohy (perogies), Roasted baby red potatoes\*, Dinner rolls, Seasonal fruit platter\*, Dessert assortment of pies, cakes & tortes, Coffee & tea

Borscht soup\*, \$ 1.95 per person

#### Choice of Two Hot Entrée

Baked Ham with pineapples \*gf  
Chicken Dubarry in a white wine mushroom sauce  
Roasted Chicken Breast with lemon & oregano \*gf  
Roasted Alberta Beef in au jus \*gf

Baked Salmon with lemon & dill \*gf  
Chicken Kiev stuffed with butter, herbs  
Pork Tenderloin in an apricot \*gf

Additional Entrée, \$ 3.50/person

Carving station for Ham or Beef, \$ 2.00/person

#### Choice of Two Sides

Holubchi (cabbage rolls with rice and bacon) \*gf  
Nachynka (cornmeal) \*gf

Nalisnyky (crepes with cottage cheese)  
Pidpenky (mushrooms in cream sauce)

Additional side, \$ 2.50/person

\* gf - Gluten Free

Gluten Free options available for a custom plated meal, \$ 2.95/person

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### DELUXE DINNER BUFFET \$ 55.95

Minimum of 50 people

**Includes;** Field garden greens\*, Caesar salad, Crab salad\*, Quinoa salad\*, Greek salad\*, Spinach salad\*, Seasonal vegetable platter\*, Smoked salmon platter\*, Domestic & Imported cheese platter\*, Dessert assortment of pies, tortes & cakes, Chocolate fountain, Seasonal fruit platter\*, Coffee & tea

#### Choice of One Speciality Entrée

Prime Rib of Beef carving station *gf	Beef Tenderloin in a mushroom gravy
Seafood Newburg in a creamy butter cream sauce	Duck a L'Orange in a grand marnier butter sauce *gf
Roasted Lamb in a garlic, rosemary and onion sauce *gf	

Additional Specialty Meat, \$ 5.95 per person

#### Choice of Two Entrée

Baked Salmon with lemon & dill *gf	Chicken Cordon Bleu stuffed with swiss cheese & ham,
Chicken Kiev stuffed with butter, herbs	Chicken Dubarry in a white wine mushroom sauce,
Roasted Pork Loin in a peppercorn gravy *gf	Meat Lasagna in a tomato sauce
Vegetarian Spinach Lasagna in a cream sauce	

Additional Entrée, \$ 3.50/person

Sautéed Garlic Shrimp, \$6.95/person

#### Choice of Three Sides

Scallop potatoes	Cabbage rolls *gf	Roasted baby red potatoes *gf
Rice pilaf *gf	Pasta primavera	Perogies

Additional Side, \$ 2.95/person

\*gf - Gluten Free

Gluten Free options available for a custom plated meal, \$ 2.95/person



# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### DINNER PLATED ENTREE SERVICE

Minimum 10 people

**Includes;** Choice of Soup or a Salad

Entrees served with Asparagus, Julienne Carrots, Dinner Rolls, Coffee & Tea

**Steak Dianne \$ 50.95**

8 oz Steak served in a Red Wine Mushroom sauce with Roasted Baby Red Potatoes

**Prime Rib of Alberta Beef Au Jus \*gf \$ 49.95**

8 oz slow Roasted Beef, served with Yorkshire Pudding—omit for GF and Roasted Baby Red Potatoes

**Baked Halibut \*gf \$ 52.95**

6 oz Halibut drizzled in a Parsley Sauce, served with Rice Pilaf

**Baked Salmon \*gf \$ 46.95**

6 oz Salmon served in a Lemon and Dill sauce, served with Rice Pilaf

**Roasted Pork Tenderloin \*gf \$ 41.95**

6 oz Pork Loin served with a Peppercorn Mushroom or Apricot sauce, served with Roasted Baby Red Potatoes

**Chicken Dubarry \$ 42.95**

6 oz Grilled Chicken Breast smothered in a White Wine Mushroom sauce served with Rice Pilaf

**Chicken Cordon Bleu \$ 42.95**

6 oz Chicken Breast filled with Ham & Swiss Cheese topped with a Hollandaise sauce served with Roasted Baby Red Potatoes

\* gf - Gluten Free

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## HOTEL & CONFERENCE CENTRE

### DINNER PLATED APPETIZER, SALADS & SOUPS

Minimum 20 people

**Entrees include;** Choice of Soup or Salad

#### Appetizer \$ 8.95

##### **Jumbo Shrimp Cocktail** \*gf

Served with cocktail sauce (3 Pieces per person)

##### **Smoked Salmon**

Served with Capers, Sweet Red Onions on Rye (3 Pieces per person)

##### **Tomato Bruschetta**

with Onions, Garlic and Herbs on Crostini (3 Pieces per person)

##### **Antipasto Plate**

Served with Assorted Italian Meats, provolone cheese, sliced pickles, assorted olives, (assorted Buns per table)

#### Soup \$ 6.95

**Butternut Squash**  
**Beef Barley** \*gf

**Cream of Mushroom, Corn or Potato and Leek**  
**Cream of Asparagus with Creamy Mild Cheddar Cheese**

**Vegetable Consommé** \*gf  
**Lobster Bisque**

#### Salad \$ 6.95

##### **Italian** \*gf

Roma tomatoes, cucumbers, black olives, bocconcini cheese, sweet red onions tossed in a balsamic vinaigrette

##### **Garden Greens** \*gf

Iceberg lettuce, sliced carrots, grape tomatoes with a choice of raspberry vinaigrette or Italian dressing

##### **Traditional Caesar**

romaine topped with creamy dressing, parmesan cheese, bacon and croutons

##### **Field Greens** \*gf

Served with oranges, slivered almonds, and topped with a citrus vinaigrette

##### **Spinach** \*gf

Served with sliced strawberries, sunflower seeds topped with a berry balsamic vinaigrette

\*gf - Gluten Free

Prices are subject to 16% Service Charge and 5% GST

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## HOTEL & CONFERENCE CENTRE

### DINNER PLATED DESSERT SERVICE \$ 8.95

**Chocolate Bombe**

A smooth chocolate mousse with a caramel centre on a chocolate genoise and coated with dark chocolate

**Chocolate Lava Cake**

A delightfully rich Bundt cake cradling a pool of luxurious molten chocolate

**Deep Caramel Pecan Flan**

Loaded with pecans and caramel is topped with a drizzle more of this decadent caramel

**Fresh Fruit Flan**

Topped with fresh cream and berries

**Fresh Fruit Berries,**

Assorted fresh berries \*gf

**Lemon Meringue,**

Fresh lemon and a sweet, creamy meringue topping

**New York Cherry Cheesecake,**

Decadently rich, creamy and sweet cheesecake topped with cherries

**Strawberry Champagne Cheesecake,**

Vanilla cheesecake with strawberries baked atop a cookie graham base, topped with champagne mousse \*gf

**Triple Chocolate Mousse,**

Silky white, milk and dark chocolate mousse topped with a dark chocolate glaze

**Tiramisu Cake,**

Vanilla cake in rich coffee syrup, mascarpone cheese topped with a sprinkle of cocoa powder

\*gf - Gluten Free

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### RECEPTION

#### **Regular Platters** Priced per person, minimum order 10 people

Assorted Domestic Cheese & Cracker Platter \$ 5

Deli Meat Platter with Assorted Buns & Breads \$ 8

Fresh Vegetable Platter \*gf \$ 3

Fresh Fruit Platter with Strawberry Yogurt \*gf \$ 5

Quartered Sandwich Platter \$ 6

Nacho Station \*gf \$ 6

Pastry Platter \$ 4

**Pizza** (12" pizza 10 slices) \$ 26 / pizza

Choice of Pepperoni, Hawaiian, Vegetarian, Chicken & Mushrooms, Meat lovers & Cheese Pizzas

#### **Deluxe Platters** Priced per person, minimum of 10 people

Assorted Domestic & Imported Cheese & Cracker Platter \$ 8

Chocolate Fondue Fountain & Large Deluxe Fruit \$ 10

Deli Meat & Assorted Buns & Breads \$ 12

Open Faced & Quartered Sandwiches \$ 12

Pastry Platter \$ 6

**Carved Alberta Beef with Au Jus** \*gf (Serves approximately 120 people) \$ 1,295 / 120 people

**Pulled Pork** (Serves approximately 120 people) \$ 1,295 / 120 people

Both are Served with mini Kaiser Rolls, appropriate condiments and includes 2 Salads (Caesar & Coleslaw)

**Chocolate Dipped Strawberries** (minimum order 20 pieces) \$2.45 each

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### RECEPTION

#### Hot Hors D'oeuvres Price per dozen, minimum of 2 dozen per order

Chicken Wings **\$ 19.95**

Choice of Lemon & Black Pepper / Hot or Honey Garlic served with Ranch, Blue Cheese or Honey Mustard Dressing

Cocktail Vegetable Spring Egg Rolls **\$ 19.95**

Coconut Shrimp **\$ 23.95**

Mini Beef Wellington **\$ 20.95**

Mini Quiche Lorraine and Florentine **\$ 20.95**

Perogies **\$ 18.95**

Choice of Cheddar Potato or Cottage Cheese served with Sour Cream and Bacon on the side

Scallops & Bacon **\$ 23.95**

Snow Crabmeat Stuffed Mushroom Caps **\$ 23.95**

Skewers of Pork or Chicken Satay **\$ 23.95**

#### Cold Hors D'oeuvres Price per dozen, minimum of 2 dozen per order

Hummus & Pita Chips **\$ 17.95**

Jumbo Shrimp **\$ 24.95**

Smoked Salmon **\$ 23.95**

Tomato & Black Olive Bruschetta **\$ 19.95**

Traditional Devilled Eggs **\$ 17.95**

\*gf - Gluten Free

\* Gluten Free pastries, breads & crackers available, additional \$ 2.95 per person

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### REFRESHMENTS

10 cup coffee carafe \$ 27.95

25 cup coffee carafe \$ 60.95

50 cup coffee carafe \$ 110.95

75 cup coffee carafe \$ 130.95

100 cup coffee carafe \$ 155.95

All coffee orders include hot water with assorted herbal teas  
Decaf coffee available upon request

Soft drinks \$ 2.25 each

Fruit juice (12 oz) \$ 2.95 each

Pop pitcher \$15.95 each

Perrier \$ 3.95 each

Milk \$ 1.95 each

Juice pitcher \$21.95 each

Mineral water \$ 3.25 each

Hot chocolate \$ 2.95 each

Morning pastry assortment \$ 3.25/person

Afternoon pastry assortment \$ 3.25/person

Gluten free additional pastries available upon request, \$ 3.25 each

Whole fruits, bananas & apples (maximum 10 people) \$1.00 each

Hummus & assorted vegetables \$ 2.95 per person

Assorted yogurts & granola bars \$1.25 each

Assorted fresh fruit platter with yogurt dip \$ 64/small \$ 112/large

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### BAR SERVICE & WINE LIST

<b>Alcohol</b>	<b>Host</b>	<b>Cash</b>	<b>Toonie</b>
Premium Liquor	\$ 5	\$ 6.50	\$ 3.50
Domestic & Imported Beers	\$ 5	\$ 6.50	\$ 3.50
Coolers & Wine by the glass	\$ 5	\$ 6.50	\$ 3.50
Juice & Pop	N/C	\$ 1.50	N/C
Liqueurs	\$ 5.75	\$ 7.75	\$ 3.73
Fruit Punch - Non Alcoholic	\$ 52	-	-
Punch - Alcoholic	\$ 72	-	-

A Bartender Charge of \$35.00 per hour with a minimum of three hours will be applied if the final total bar bill is less than \$300.00. All alcohol is supplied solely by the Chateau Louis Hotel & Conference Centre

<b>Corkage Wine Service</b>	\$ 15/bottle
<b>Corkage Bar Service</b>	\$ 19/person

#### Host supplies all of the alcohol

Chateau Louis supplies mix, garnish and bartender. All items must be clearly labeled with host's name and delivered to the Conference Centre 24 hours prior to function date

<b>White Wine</b>	<b>Country</b>	<b>Rates</b>
House wine - Lindeman's Bin 65 Chardonnay	Australia	\$ 29
Jacob's Creek Moscato	Australia	\$ 29
Gabbiano Pinot Grigio	Italy	\$ 29
Babich Sauvignon Blanc	New Zealand	\$ 29
Peter Mertes Piesporter	Germany	\$ 29
<b>Blush</b>		
E & J Gallo Family white Zinfandel	United States	\$ 29
Beringer White Zinfandel	United States	\$ 29
<b>Red Wine</b>		
House wine - Lindeman's Bin 45 Cabernet Sauvignon	Australia	\$ 29
Carmen Merlot	Chile	\$ 29
Pascual Toso Malbec	Argentina	\$ 29
Rosemount Shiraz	Australia	\$ 29
Farnese Primitivo	Italy	\$ 29
<b>Champagne &amp; Sparkling Wines</b>		
Martini & Rossi	Italy	\$ 29
Henkell Troken	Germany	\$ 29
Sparkling Juice House Selections		\$ 15



# Chateau Louis

## HOTEL & CONFERENCE CENTRE

### AUDIO VISUAL EQUIPMENT

L.C.D. Projector \$ 135	TV Flat Plasma 42" \$ 275
Laptop Computer \$ 175	27" TV /VCR/DVD Combo \$ 85
Internet Router for Multiple Computers (Based on quantities) \$ 15	6ft Screen \$ 35
Microphone Stand \$ 15	10ft Screen \$ 65
Wireless Handheld Microphone \$ 65	Power Speaker—Anchor System \$ 60
Table Microphone with Stand \$ 65	Standard Podium \$ 45
Hand Held Corded Microphone with Stand \$ 65	Flipchart with paper and markers \$ 30
Lapel Microphone \$ 65	Whiteboard 4ft x 6ft \$ 45
Presentation Mouse \$ 30	Easel (stand only) \$ 10
Six Channel Mixer \$ 75	VGA Cable 12 ft \$ 30
Sixteen Channel Mixer \$ 110	Conference Speaker Phone \$ 90
Extra Extension Cords/Power Bars \$ 5	Labour Technician (Min. 3 hours) \$ 60/hr
DJ Kits (Includes—Mixer, Speakers & DI Box) \$ 395	Wireless Headset \$ 80
Charging Stations \$ 15/port	Wireless Clicker \$ 20
Smart board Rental \$ 150.00 (with your own laptop)	

"SMART Board information is an interactive higher quality whiteboard developed by SMART Technologies. It is a large touch-sensitive whiteboard that uses a sensor for detecting user input (e.g. scrolling interaction) that are equivalent to normal PC input devices, such as mice or keyboards. \*Any damages will result in full replacements fees.

- ~ Smart Boards are permanently mounted in Leland, Roseberry & Rosslyn rooms
- ~ Equipment orders are due no later than 3 business days prior to event to avoid a \$ 90 rush & \$ 25 delivery fee.
- ~ Any damages to equipment will result in replacement fees

# Chateau Louis

## HOTEL & CONFERENCE CENTRE POLICIES

**Chateau Louis Hotel & Conference Centre is Completely non-smoking  
As per City Of Edmonton Bylaw 14614 no smoking with within 10 metres of entrances, Exits and  
Operable windows**

### Minimum Room Requirements Breakdown:

January - April

Grand Ballroom: Friday and Sunday \$ 4,500.00, Saturday \$ 5,800.00

St. Michael Room: Friday and Sunday \$ 2,500.00, Saturday \$ 4,000.00

May - December

Grand Ballroom: Friday and Sunday \$ 7,500.00, Saturday \$ 12,500.00

St. Michael Room: Friday and Sunday \$ 5,500.00, Saturday \$ 7,500.00

**Bar / Bartender:** A Bartender labour charge per hour for each bartender required (for a minimum of 3 hours) will apply if the total bar bill is less than the expected minimum requirement. \*Bar closes at 1:00 AM.

**Cancellation Policy:** Cancellation of functions must be received thirty (30) days prior to your scheduled function date. Less than 30 days; the customer is subject to a penalty charge of 75% percent of the total value of their function booked, unless other written agreements have been made with Chateau Louis Hotel & Conference Centre Managers. \*Cancellations of Christmas parties, Conferences and Wedding Receptions are required up to ninety (90) days prior to the scheduled function date in writing. Less than 90 days; the customer is subject to the penalty charge.

**Deposit:** Deposits are due for all groups at the time of booking to secure and confirm event. All Deposits are NON—Refundable and NON—Transferable. Please arrange with our Sales Office for total amount required for your event. An additional deposit payment of ninety (90) percent of the estimated costs must be received no later than sixty (60) days prior to the function date. The outstanding balance is due upon completion of the function.

**Decorations:** All materials must be flame proof. No flammable fluids or substances may be used. All candles must be enclosed in glass, surrounded by water, or gel. \*No Votives or Tea Lights permitted. Please do not use tape, nails, rose petals or confetti in or around our courtyard. \*Please note; clean up fees may be applied should policies not be followed. \*Any decorating required by Chateau Louis staff will be subject to additional fees\*

**Designated Conference Rooms:** Should your numbers change, Chateau Louis reserves the right to provide alternate function space however, your price previously quoted will remain the same.

**Food & Beverage:** The Chateau Louis will be the sole supplier of ALL Food & Beverage items required due to the Provincial Health Regulations with the exception of wedding cakes as long as they are ordered from a certified establishment. Failure to comply will result in additional charges of comparable items from the Chateau Louis Catering Package. \*\*All alcoholic beverages must be in accordance with the laws of the Alberta Liquor Control Board. \*Corkage available\*

**Function Details:** All requests including menu selections & meeting room requirements must be received no later than 30 days prior to the function. We cannot guarantee requests for changes after this time.

# Chateau Louis

## HOTEL & CONFERENCE CENTRE POLICIES

**Audio/Visual:** Your equipment requirements can be reserved through our Sales & Catering Department. Rental fees apply to all equipment. A 72 hour (3 business days) cancellation written notice is required, otherwise the equipment ordered will be charged. Equipment ordered less than 72 hours (3 business days) in advance of the function date, a rush fee & delivery penalty charge will be applied onto the invoice.

**Display Materials:** To avoid damage to walls, paint or wallpaper, we do not allow taping, tacking or attachment of any materials to the walls, doors or ceilings without prior written consent from the Conference Centre. Should any damages result from the above, the client will be billed for all repairs.

**Guaranteed Attendance:** A guaranteed number of guests attending your function are required three (3) days prior to the event. If the numbers are not received, the charge will be based on the previously discussed (estimated) attendance figure or the actual number attending, whichever is greater. Note: A decrease in the number of people attending will impact the room rental charges.

**Method Of Payment:** Billing privileges may be requested by the conveyor through our credit department and should be arranged at the time of booking, otherwise an alternate form of payment is required. We reserve the right to charge interest on all overdue accounts at the current rate.

**Prices:** As is customary, all prices are subject to change due to fluctuating food costs and without any prior notice.

**Reserved Rights:** We reserve the rights to refuse services.

**Service Charge/Tax:** All food & beverage is subject to a 16% Service Charge and 5% GST Sales Charge and will be applied to the balance of your invoice.

**Security/Liability** Chateau Louis cannot assume liability or responsibility for damage or loss of personal property or equipment left in the function rooms.

**Shipping, Receiving, Storage:** All deliveries should be indicated to the attention of: Chateau Louis Conference Centre, Banquet Manager. Boxes must be clearly marked and addressed properly with the name plus the date of event.

**Socan/Re:Sound:** All functions at which music is played (as background or for dancing) are subject to these fees as established by the Society of Composers, Authors and Music Publishers of Canada (SOCAN) & Re:Sound. All fees will be applied to all invoices. \*Music shuts down at 1:00 AM. No extensions.

**Special Note:** A signed copy of our catering contract **must** be returned to our Sales and Catering Office in order to ensure that all agreed upon arrangements are as stated. Any changes to the set-up on the day will result in additional fees.

**Statutory Holidays:** Booking on a holiday, an additional surcharge (minimum 30%) will be applied to all food and beverages.

Chateau Louis Hotel & Conference Centre

# Chateau Louis

## HOTEL & CONFERENCE CENTRE



**SOCAN**

Society of Composers, Authors and  
Music Publishers of Canada

Société canadienne des auteurs,  
compositeurs et éditeurs de musique

### Tariff NO: 8

Wedding Receptions, Conventions, Assemblies and Fashion Shows

Please note a performing right license is required if when renting a facility for a private function such as a wedding reception, anniversary, convention, assembly or fashion show, etc., music will be performed during an event. This license fee is remitted to the Society of Composers, Authors and Music Publishers of Canada (Socan).

Socan is a non profit organization which, under the Copyright Act of Canada (R.S., C.55, S.1)

Is authorized to collect fees for the public performance of music in Canada. SOCAN distributes the money collected to the Copyright owners in the form of royalty. Therefore, you are required by federal law to pay for a performing licence under Tariff 8. These fees are approved by the Copyright Board and are published annually in The Canada Gazette.

The rates are based on full room capacities, not size of your group:

Room Capacity	Events without dancing	Events with dancing
1—100	\$ 20.56	\$ 41.13
101—300	\$ 29.56	\$ 59.17
301—500	\$ 61.69	\$123.38

~ Please note that G.S.T. is applicable.

Should you require any additional information, please contact the SOCAN office directly as they would be happy to inform you further at 780.439.9049 or 1.800.517.6226 (51-SOCAN). Thank you for your cooperation.

**RE:SOUND** Music Licensing Company

### Tariff NO: 5.B

Re:Sound Licence for the use of recorded music to accompany Wedding Receptions, Conventions, Assemblies and Fashion Shows  
File: C0017990

Re:Sound is a not-for-profit music licensing company which is certified under the Copyright Act of Canada

Re:Sound collects and distributes royalties for artists and record companies worldwide as payment for the public use of their music in Canada. Therefore by federal law this fee is required to be paid under Tariff 5.B

Should you require any additional information, please contact the licensing department at 1.877.309.5770 or at [licensing@resound.ca](mailto:licensing@resound.ca) or on the Copyright Board of Canada's website, [www.cb-cda.gc.ca](http://www.cb-cda.gc.ca)

The rates are based on full room capacities not size of your group:

Room Capacity	Events without dancing	Events with dancing
1—100	\$ 9.25	\$ 18.51
101—300	\$ 13.30	\$ 26.63
301—500	\$ 27.76	\$ 55.52

~ Please note that G.S.T. is applicable.

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# Chateau Louis

## HOTEL & CONFERENCE CENTRE ROOM CAPACITIES

	GRAND BALLROOM / SOLARIUM	ST.MICHAEL	EXECUTIVE	LELAND	ROSEBERRY	ROSSLYN	COMMERCIAL	VERMILLION	RIVIERA	
SQ. FT.	3240	1680	2280	851	945	684	648	1850	600	414
SPACE	72' X 45'	48' X 35'	60' X 38'	37' X 23'	35' X 27'	36' X 19'	36' X 18'	50' X 37'	25' X 24'	23' X 18'
DANCE FLR.	27' X 24'	-	37' X 31'	-	-	-	-	-	-	-
PILLARS	2	-	-	-	-	-	-	5	1	-
SET UP'S:										
FIXED SETUP										BDR 12
THEATRE	320	120	170	60	60	50	30	80	24	-
CLASSROOM	160	50	100	40	40	34	24	40	16	-
HSQ	70	40	50	34	34	30	20	20	-	-
HALF RDS	150 (6/tbl)	-	75 (5/tbl)	25 (5/tbl)	20 (5/tbl)	20 (5/tbl)	20 (5/tbl)	35 (5/tbl)	16 (4/tbl)	-
U-SHAPE	60	30	40	26	26	26	16	20	-	-
PLATED DINNER	300 (360)	80	180	60	50	50	30	80	40	-
PLATED D & D	220 (300)	80	140	-	-	-	-	60	-	-
BUFFET D & D	220	-	140	-	-	-	-	80	-	-
STAND UP										
RECEPTION	420 (520)	100	220	60	50	50	30	100	30	-
SMART BOARD	-	-	-	-	SMART Board	SMART Board	SMART Board	-	-	Whiteboard

\* All rooms have high speed internet access.

