

2019 Wedding Menu



Lifetime Memories

Congratulations and thank you for your interest in the **Royal Hotel West Edmonton Trademark Collection by Wyndham**.

Your wedding celebration is a special moment in your life and as such, we are confident we will exceed your expectations at every turn. Our staff is highly trained to ensure the highest standards of quality in our quest for excellence. Executive Chef Michael Bird and his culinary team will deliver a memorable experience sure to satisfy any palate.

The following information has been designed specifically for your prospective function; we believe this package will inform you on all the services and facilities we provide at the **Royal Hotel West Edmonton**.

Please do not hesitate to contact us if you require further information on the facilities, additional services or personalized options that we can provide. We look forward to hosting your next event.

Yours in hospitality,

Darrell A. Pearson
General Manager
gm.rhe@royahotelgroup.ca



Guest Rooms

The **Royal Hotel West Edmonton** features 235 rooms and suites designed with little extras for the convenience and pleasure of our guests. All rooms are non-smoking and parking is complimentary

All of our well appointed guest rooms feature:

- Keurig Coffee maker with selection of coffees and teas
- Iron and ironing board
- Individual climate control
- Ipod clock radio
- Working desk and chairs
- Hairdryers
- Refrigerators
- Daily National newspaper
- Complimentary high speed wireless internet
- Easy access Voicemail
- 49" LCD Television with in-room movies

Other amenities include:

- Specialty Suites with Jacuzzi tubs
- Pet friendly rooms are available
- Children 14 years of age and under stay free in their parent's room
- Safety deposit boxes
- Business Center with guest room to business center print capability
- Guest Laundry facilities
- Dry cleaning same day service (Monday – Saturday)
- Fitness room

If you are looking for some extra comforts to make your stay more enjoyable, we offer our Club rooms with the following features:

- Controlled access to the wing
- Spacious rooms with windows that open
- Laminate Floors
- Limited rooms with steam showers





Banquet Venue

The **Royal Hotel West Edmonton** has established itself as a leader by providing experienced sales assistance, professional service and exquisite food. Our venue offers great opportunities for your once in a lifetime wedding.

Our Catering team will assist you in planning a successful celebration. We are committed to creating lasting memories, one event at a time!

Banquet Facilities

Emerald Ballroom

This 3,521 square foot room is our largest. Capable of accommodating weddings of up to 220 guests. It has the capability of transforming itself into two smaller rooms, Emerald A at 1,073 square feet and Emerald B at 2,448 square feet.

Emerald A

At 1,073 square feet, this room offers flexibility and competitive pricing for small weddings and receptions of up to 70 guests.

Emerald B

This 2,448 square foot room is ideal for medium sized weddings with a capability of accommodating celebrations of up to 120 guests.

Steels Café & Grill

The hotel's ninety-eight seat restaurant with its cathedral ceiling is a great facility for dinner events and can be transformed into a beautiful wedding venue for up to 100 guests.


Silver Room - Jade Room

Conveniently located, these rooms are perfect for smaller events such as rehearsal dinners, small gift openings and Sunday Brunch.

Executive Boardroom

Conveniently located at the front of the lobby, this room offers natural lighting through its ceiling high windows. A perfect venue for intimate and simple receptions.

Banquet Venue



Room	Size	Area	Height	Reception	Dinner	Classroom	Classroom (rounds)	Theatre	Boardroom	U Shape	Hollow Square
Emerald Ballroom	51' x 77'	3521	11'	300	250	135	150	300	--	--	--
Emerald A	37' x 29'	1073	11'	80	60	33	36	80	35	30	35
Emerald B	51' x 48'	2448	11'	200	140	100	84	200	--	--	--
Silver	23' x 25'	575	10'	50	40	18	18	30	20	16	20
Jade	21' x 23'	483	10'	50	40	--	--	--	24	25	26
Executive Boardroom	27' x 22'	594	10'	60	50	18	24	50	22	16	20
Boardroom	20' x 19'	380'	10'	20	12	--	--	--	12	--	--
Steels Café & Grill *	48' x 48'	2300'	10'	--	100	--	--	--	--	--	--

Room Rental Fees

The following scale will be applied to all wedding functions involving the purchase of catered food. To receive a complimentary room rental, the total purchase of food must exceed the listed amount per day.

Emerald Ballroom

Purchase under \$750.00 in food & beverage, room rental fee \$1500.00

Purchase over \$750.00 in food & beverage, room rental fee \$1000.00

Purchase over \$2000.00 in food & beverage, room rental fee \$750.00

Purchase over \$3500.00 in food & beverage, room rental fee \$450.00

Purchase over \$7000.00 in food & beverage, no room rental fee

Emerald A

Purchase under \$250.00 in food & beverage, room rental fee \$550.00

Purchase over \$250.00 in food & beverage, room rental fee \$350.00

Purchase over \$750.00 in food & beverage, room rental fee \$250.00

Purchase over \$3500.00 in food & beverage, no room rental fee

Purchase under \$550.00 in food & beverage, room rental fee \$950.00

Purchase over \$550.00 in food & beverage, room rental fee \$550.00

Purchase over \$1250.00 in food & beverage, room rental fee \$350.00

Purchase over \$5500.00 in food & beverage, no room rental fee

Wedding Set Up Fees

We will endeavour to set up your tables as close as possible to your plan. This service includes:

- Complimentary podium and microphone
- Complimentary use of the in-house P/A system
- Set up & tear down of all table decorations
- Your choice of napkin color (Maximum of 2 colors)
- Your choice of table cloth color (Black, White or Ivory)

Fees for service are based on the number of guests

Fee	# of guests
\$350.00	1-50
\$500.00	51-150
\$550.00	151 +

Additional decorating and set-ups such as archways, chair covers, back drops and wedding cakes are the responsibility of the wedding party.

Wedding Ceremonies

Many of our wedding celebrations require space for the ceremony as well. The following fees apply for all indoor ceremonies and include basic set-up and tear down of chairs and tables. Additional props and set-ups are responsibility of the wedding party.

Fee	# of guests
\$275.00	1-50
\$400.00	51-150
\$500.00	151 +



Palate Pleasers

The following **dinner buffet** options are prepared by Executive Chef Michael Bird and his culinary team with an emphasis on using the freshest ingredients.

Unless otherwise stated, all buffet dinner options have a minimum requirement of 25 people or a \$5.00 charge per person applies

Unforgettable

Freshly baked artisan buns and butter
Traditional Caesar salad served with pancetta chips and parmesan cheese
Build your own salad with all the fixings and assorted dressings
Mediterranean Orzo Salad
Antipasto Platter: cured meats, bocconcini cheese, olives and fire roasted red peppers
Fresh Vegetable Crudités with ranch dip
International Cheese Tray

Entreés

(Select two of the following)

Chicken Breast (6oz.) stuffed with sweet potatoes and fresh herbs, served with a chili demi
Maple Dijon Crusted Salmon topped with baby spinach and fresh Asiago cheese
Herb Crusted Pork Loin served with Marsala and tarragon sauce
Seafood Medley in a saffron cream sauce

Carved Item

(Select one of the following)

Slow Roasted Alberta Prime Rib served with pan jus and Yorkshire pudding
Slow Roasted Lamb marinated in rosemary and served with a red currant demi-glaze
Dry Rubbed Pork Loin served with a rhubarb-apple demi-glaze

Side Dishes

Potato au Gratin
Coconut and Saffron Rice Pilaf
Steamed Asparagus

Dessert

Assorted pies, cakes and cheesecakes
Chocolate fountain with an assortment of fresh fruit
Freshly brewed coffee and assorted teas

\$51.95 per person

Wedding Enhancements

The following items are great add-ons to enhance any buffet.

Add \$4.00 per person, per selection.

Cabbage Rolls
Perogies



Palate Pleasers

Fairytale Wedding

Freshly baked artisan buns and butter
Traditional Caesar salad served with pancetta chips and parmesan cheese
Build your own salad with all the fixings and assorted dressings
Antipasto Platter: cured meats, bocconcini cheese, olives and fire roasted red peppers
Fresh Vegetable Crudités with ranch dip
International Cheese Tray

Entreés

(Select one of the following)

Chicken Breast (6oz.) stuffed with field mushrooms, served with a port oyster mushroom demi
Maple Dijon Crusted Salmon topped with baby spinach and fresh Asiago cheese
Pork Loin wrapped in wild boar bacon, served with a Madeira and white truffle cream sauce

Carved Item

(Select one of the following)

Dry Rubbed Pork Loin served with a chipotle-maple sauce
Roasted Maple Glazed Ham served with dijon mustard
Roasted Beef Striploin served with a peppercorn sauce

Side Dishes

Roasted Potato Medley
Seasonal Vegetable Medley

Dessert

Assorted pies, cakes and cheesecakes
Fresh fruit tray
Freshly brewed coffee and assorted teas
\$45.95 per person

Wedding Enhancements

The following items are great add-ons to enhance any buffet.
Add \$4.00 per person, per selection.
Cabbage Rolls
Perogies



Palate Pleasers

Dreams Ever Lasting

Freshly baked artisan buns butter
Traditional Caesar salad served with pancetta chips and parmesan cheese
Build your own salad with all the fixings and assorted dressings
Antipasto Platter: cured meats, bocconcini cheese, olives and fire roasted red peppers
Fresh Vegetable Crudités with ranch dip

Entreés

(Select one of the following)

Chicken Breast (6oz.) stuffed with sweet potatoes, fresh herbs, served with a chili demi
Herb Crusted Red Snapper served with an avocado and lime cream sauce

Carved Item

(Select one of the following)

Alberta Roast Beef served with pan jus
Dry Rubbed Pork Loin served with a chipotle-maple sauce
Roasted Beef Striploin served with a peppercorn sauce

Side Dishes

Traditional Whipped Potatoes
Seasonal Vegetable Medley

Dessert

Assorted pies, cakes and cheese cakes
Fresh fruit tray
Freshly brewed coffee and assorted teas
\$40.95 Per person

Wedding Enhancements

The following items are great add-ons to enhance any buffet.
Add \$4.00 per person, per selection.
Cabbage Rolls
Perogies



Palate Pleasers

Happily Ever After

Freshly baked artisan buns and butter
Traditional Caesar salad served with pancetta chips and parmesan cheese
Build your own salad with all the fixings and assorted dressings
Fresh Vegetable Crudités with ranch dip

Entrées

(Select two of the following)

Shaved Alberta Roast Beef served with pan jus
Boneless Chicken Thighs served with chipotle-maple sauce
Herb Crusted Red Snapper served with an avocado and lime cream sauce

Side Dishes

Traditional Whipped Potatoes
Seasonal Vegetable Medley

Dessert

(Select one of the following)
Assorted Cakes
Fresh fruit tray

Freshly brewed coffee and assorted teas.

\$36.95 per person

Wedding Enhancements

The following items are great add-ons to enhance any buffet.

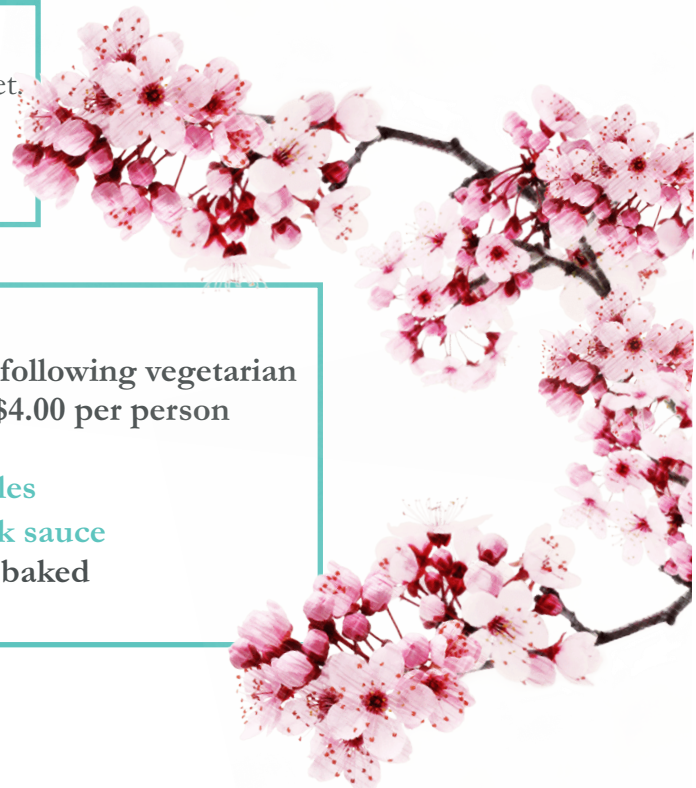
Add \$4.00 per person, per selection.

Cabbage Rolls
Perogies

Vegetarian Options

In place of any one entrée, you can choose one of the following vegetarian options at no extra cost or add a vegetarian entrée for \$4.00 per person

Grilled Zucchini stuffed with vegetables
Crispy Tofu and Chick Peas in a coconut milk sauce
Eggplant Parmesan marinated, battered and baked
in a smoked tomato sauce





Palate Pleasers

Plated dinners bring a greater touch of elegance to any event. The following plated options include fresh baked dinner rolls, freshly brewed coffee and assorted teas, your choice of a soup or salad, your choice of a delicious entrée and dessert.

Unless otherwise stated, all plated dinner options have a minimum requirement of 15 people or an additional \$3.00 per person will apply. All meal selections must be identical.

Soup & Salad

(Select one of the following)

Make your dinner into a four course meal for an extra \$3.00 per person

Roasted Butternut Squash Soup

Jalapeño, Chicken and Cheddar Soup

Roasted Pear and Cauliflower Soup

Five Onion Bisque

Grilled Vegetable Salad, tossed in a balsamic and thyme dressing

Mixed Baby Greens served with wilted grapes, toasted pecans, cherry tomatoes, goat cheese, shaved carrots and a cranberry apple dressing

Arugula and Watercress Salad topped with watercress, chestnuts, baby corn, walnuts and shrimp, tossed in a Thai sesame dressing

Traditional Caesar Salad served with pancetta chips & parmesan crisp

Entrées

(Select one of the following)

Prime Rib

Roasted Prime Rib (8oz) served with a side of horseradish infused parsnip potato mash and seasonal vegetables, topped with a Yorkshire pudding and red wine truffle demi-glaze

\$45.95 per person

Beef Wellington

Beef Wellington, tenderloin topped with mushroom duxcell and wrapped in puff pastry, served with port-shallot demi, served on top of spaghetti squash and Duchess potatoes

\$44.95 per person

Roasted Striploin

Grilled Striploin (8oz.) served with wild mushroom ragout, sweet potato pave and seasonal vegetables

\$43.95 per person



Palate Pleasers

Pork Tenderloin

Pork Tenderloin Medallions (two 3oz. portions) wrapped in wild boar bacon, served with braised cabbage and potato pancakes, topped with a white truffle demi-glaze

\$40.95 per person

Pan Seared Trout

Fresh Trout served with vegetable succotash, corn bread, finished with dill compound butter

\$39.95 per person

Stuffed Chicken Supreme

Wild Mushroom Stuffed Chicken Supreme served with seasonal vegetables, chorizo cranberry bread pudding and topped with tarragon veloutè

\$38.95 per person

Desserts

(Select one of the following)

Traditional NY Cheesecake

Served with wild fresh berries compote

Chocolate Lava Cake

Served with fresh berries and raspbey sauce

Salted Caramel Chocolate Cake

A rich chocolate cake layered with salted caramel sauce and covered in chocolate ganache

Freshly brewed coffee & assorted teas



Hors d'Oeuvres

Served Cold

(per dozen. Min 3 dozen per selection)

Mushroom Caps stuffed with artichoke hearts	\$20.95
Smoked Salmon Mousse Canapes	\$20.95
Asparagus wrapped in prosciutto	\$19.95
Devilled Eggs	\$18.95
Chocolate Covered Strawberries	\$17.95
Roasted Red Pepper Hummus with toasted pita bread	\$16.95

Served Hot

(per dozen. Min 4 dozen per selection)

Coconut Breaded Shrimp	\$21.95
Marinated Rosemary Lamb Kabobs	\$19.95
Chicken Souvlaki	\$19.95
Breaded Chicken Wings with blue cheese dip	\$18.95
Savory Swedish Meatballs	\$18.95
Vegetarian Spring Rolls with sweet chili sauce	\$17.95
Mini Quiche Florentine	\$17.95
Spanakopita	\$17.95
Stuffed Jalapeño Poppers	\$17.95

*ENHANCE YOUR EXPERIENCE

by adding *1 HOUR WHITE GLOVE* service for and additional 150.00 fee

After Dark

The following Late Night options are available in addition to your dinner selection and served before 11:30 pm.
(Min. requirement of 25 per selection)

Late Night Snacks

Texas Standoff

Five layer dip served with nacho chips
Home-Style Beef Chili
Homemade Corn Bread
\$18.95 per person

Street Vendor

BBQ Pulled Pork Sliders
Poutine Station
\$17.95 per person

Italian Festa

Cured Italian Meats, Marinated Olives, Marinated Mushrooms & Roasted Red Peppers,
Assorted Cheese, Baguette & Crackers
\$17.95 per person

Pizzeria

Assorted 14" Homemade Pizza (Pepperoni & Mushrooms, Vegetarian,
Ham & Pineapple and Three Cheese Pizzas)

\$15.95 per pizza (Min. 8 pizzas, we recommend 3 people per pizza)

Deli Stop

Build your own sandwich, with a variety of breads and tortilla wraps, assorted deli meats,
egg salad, tuna salad and cheese

\$13.95 per person





Palate Pleasers

Additional Refreshments

Selection freshly baked cookies	\$14.95 per dozen
Selection of International cheeses	\$13.95 per person
Fresh crudité's platter served with blue cheese dipping sauce	\$ 7.95 per person
Sliced fresh fruit platter served with yogurt & honey dip	\$ 7.95 per person
Selection of finger squares & sweets	\$ 5.95 per person
Freshly baked pastries	\$ 4.95 per person
Freshly baked banana bread	\$ 4.95 per person
Freshly baked muffins	\$ 3.95 per item
Non-alcoholic fruit punch	\$11.50 per liter
Pitchers of soft drinks (60 oz)	\$12.95 per pitcher
Pitchers of fresh juice	\$12.95 per liter
Pitcher of cold milk, with chocolate syrup on the side	\$11.95 per liter
Individual juices	\$ 3.00 each
Individual soft drinks/bottled water	\$ 3.00 each

Cake Service

An exception to our “no outside food allowed” is made in the case of wedding cakes created and produced by licensed establishments. The set-up is the responsibility of the wedding party or the third party supplying the cake and any stands needed or required for its display.

Cut, Plate & Serve	\$4.00 per person
Cut, Plate, Garnish & Serve	\$6.00 per person

Homemade cakes and cupcakes are not permitted in a licensed establishment under the Alberta Health Act. Strict city and provincial restaurant regulations do not permit food prepared in an unlicensed establishment to be brought into a licensed establishment.

* Copy of receipt is required to show proof of purchase

Visual Effects

Audio Visual

The following audio visual items are available for rent. Additional items may also be rented through Ciné AV. Contact our Catering office for more details. Prices do not include GST.

Presentation

6' tripod screen	\$20.00
8' tripod screen	\$35.00
10' x 10' post & cradle screen	\$50.00*
12' x 12' post & cradle screen	\$60.00*
Easel	\$10.00
Laptop computer	\$200.00

Video

LCD Projector	\$150.00
DVD player	\$40.00

Audio

Lapel microphone	\$75.00
Cordless microphone	\$75.00
Mixer board	\$50.00
Powered speakers with stand	\$75.00*
Podium and microphone	\$50.00

Support

Power bar	\$5.00
12' extension cord	\$5.00

If the equipment you require is not listed above, simply contact our Catering office for a list of additional options and offerings.

* These items are supplied by a third party and delivery charges may apply.





A Toast to the Bride & Groom

Host Bar

For occasions where the host of the party pays for all beverages, these bars are charged based on consumption. Various subsidized options such as Loonie & Toonie bars are available, where established portions of the cost are split between the group and individuals. Host prices are subject to GST and 17% gratuity.

Cash Bar

For occasions where individuals purchase their own beverage, pricing includes GST.

	Host	Cash
House Brand Liquors	\$5.95	\$6.50
Domestic Beers	\$5.95	\$6.50
House wine (4 oz glass)	\$6.42	\$7.00
Premium Beers/Coolers	\$6.17	\$6.75
Premium Liquors	\$6.17	\$6.75
Soft Drinks	\$1.90	\$2.50

House Bar set-up includes:

Rye, vodka, rum, gin, domestic beers (Canadian, Kokanee & Coors Light), house wines, imported beers (Corona & Heineken), house cocktails (Caesars & Paralyzers) and coolers (Smirnoff Ice). Mixes include soft drinks, orange, lime, cranberry and Clamato juice.

Corkage

Certain corkage options are available should you wish to bring-in previously purchased alcohol. A liquor license is required and alcohol must be purchased from a licensed establishment.

Corkage re-sale is not permitted. Other restrictions may apply.

Wine (750 ml)	\$ 7.50 per bottle (dinner only)
(1000 ml)	\$ 8.50 per bottle (dinner only)
All alcohol	\$15.00 per guest

*Corkage bars include all items included in our bar set-up

Wine service: All full or partial corkage bars that require wine service will be subject to a \$150.00 fee. (1 hour service)

*House wine. Selection may vary.

Menu prices and selections are subject to change without notice.



A Toast to the Bride & Groom

Banquet Wine List

	Host	Cash
Red Wine		
Twist of Fate Merlot - Malbec, Canada*	\$29.00	\$31.00
Rex Goliath Cabernet Sauvignon, California*	\$29.00	\$31.00
Marcus James Malbec, Argentina	\$29.00	\$31.00
Adobe Carmenere, Chile	\$31.00	\$33.00
Wallaroo Trail Shiraz, Australia	\$31.00	\$33.00
Tom Gore4 Cabernet Sauvignon, California	\$41.00	\$43.00
Robert Mondavi Private Selection, California	\$41.00	\$43.00
White Wine		
Marcus James Chardonnay, Argentina*	\$29.00	\$31.00
Bodacious - Pinot Grigio, Canada*	\$29.00	\$31.00
Woodbridge White Zinfandel, California	\$31.00	\$33.00
Nobilo Sauvignon Blanc, New Zealand	\$33.00	\$35.00
Estancia Pinot Grigio, California	\$35.00	\$37.00
Tom Gore Chardonnay, California	\$41.00	\$43.00
Tom Gore Sauvignon Blanc, California	\$41.00	\$43.00
Sparkling Wine		
Ruffino Prosecco Sparkling Wine, Italy (375 ml)	\$17.00	\$19.00
Ruffino Prosecco Sparkling Wine, Italy (750 ml)	\$35.00	\$37.00
Navarro Correas Extra Brut Sparkling Wine, Argentina (750 ml)	\$36.00	\$38.00



*House wine. Selection may vary.

Menu prices and selections are subject to change without notice.



Should you choose to celebrate your Special Day at the **Royal Hotel West Edmonton**, a special gift will be issued to the bridal couple.

On the night of your wedding, we will offer a complimentary stay in our Honeymoon Suite**, complete with a private Jacuzzi tub, chilled sparkling wine, decadent chocolates and an invitation to join us for breakfast or brunch for two the following morning.

This special gift is offered as thank you for choosing us to host your very special day.

** This offer cannot be exchanged or transferred. No cash value. Valid only at the **Royal Hotel West Edmonton** for receptions of 100 people or over.



* Prices do not include applicable taxes and service charges
Menu prices and selections are subject to change without notice.

SOCAN FEE

SOCAN (The Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and International music creators and publishers.

Through licenses, SOCAN gives business that use the freedom to use any music they want, legally and ethically.

# Guests	Event w/o Dancing	Event w/ Dancing
1-100	\$22.06	\$44.13
101-300	\$31.72	\$63.49
301-500	\$66.19	\$132.39

RE SOUND FEE

Re Sound is the Canadian not-for-profit music licensing company dedicated to obtain fair compensation for artistic and record companies for their performance rights. Re Sound licenses record music for public performance, broadcast and new media.

Re Sound is also a member of the Canadian Private Copying Collective, created to receive copying levies from the manufacturers and importers of Canada.

# Guests	Event w/o Dancing	Event w/ Dancing
1-100	\$ 9.25	\$18.51
101-300	\$13.30	\$26.63
301-500	\$27.76	\$55.52

TERMS & CONDITIONS

The Royal Hotel West Edmonton is the sole provider of all food and beverage service, with the exception of wedding cake, which must be provided through a licensed commercial bakery in accordance with Provincial Health Regulation, and proof of purchase from such must be presented upon request. **All other outside food and beverage is prohibited without the written consent of the General Manager (or designate).** For health and safety reasons, food products will be displayed for a maximum of one hour and Health Regulations prohibit the removal of food and beverage products from the hotel or function room. All food & beverage products must be consumed on premise.

Menu selections and pricing quoted will be guaranteed no earlier than ninety (90) days prior to the function date. All pricing and descriptions are subject to change without notice before that date. Final menu selections and attendance guarantees must be received by our Catering department no later than 4:00 pm, fourteen (14) business days prior to your function. The Executive Chef will prepare for a small overage (5%) in case of last minute changes, however if prepared quantities are exceeded, additional charges will apply to accommodate last minute preparation. All special dietary restrictions or allergies must be provided when final selections are due.

Buffet selections and plated options have a minimum person requirement. If your guaranteed attendance drops below that number, we reserve the right to default to a deli selection.

Pricing & Guarantee

Prices outlined in this agreement are subject to change without notice, where if given more than ninety (90) days in advance. All prices quoted within that time frame are guaranteed, except where subject to federal, provincial or municipal excise taxes.

* Prices do not include applicable taxes and service charges
Menu prices and selections are subject to change without notice.



Corkage & Liquor Service

Wine for dinner service through an outside vendor is permitted, but subject to a corkage fee. No homemade wines permitted. Wine provided through this program is only available until dinner service is completed and will not be available when Host or Cash Bar services resume after dinner.

No liquor is permitted to be brought on site without proof of purchase, copy of receipt and liquor licence is required for all corkage services.

All liquor services are subject to the Alberta Gaming and Liquor Commission regulations on the sale and distribution of alcohol, regardless of whether it is Cash, Host or Corkage service. We reserve the right to refuse intoxicated persons and all other measures available to maintain order, in accordance with the requirements set by the AGLC. Resale of liquor is prohibited.

Function Start and Finish Times

The rental of function space is only for the times indicated on the contract, and for reasons of staffing and scheduling, will not be changed within 72-hours of the function. Liquor service will be closed at 12:00 am, with the expectation that all function rooms will be vacated no later than 1:00 am, or will be subject to additional charges at the discretion of management.

Gratuities and Taxes

All Food and Beverage is subject to a seventeen percent (17%) service gratuity and GST of five percent (5%) applied to the bill, including gratuities.

Billing & Payment

All wedding functions with a projected final total in excess of \$2,000.00, are subject to a non-refundable deposit of one thousand dollars (\$1,000.00) to secure the function space. Full advance payment of the final projected balance is due fourteen (14) business days prior to the function. Adjustments from the final projected balance to the actual total will be resolved within three business days of the completion of the function.

The **Royal Hotel West Edmonton** requires 50% of the estimated value of your event ninety (90) days prior to the scheduled event date, and requires 100% of the estimated value fourteen (14) days prior to the event date. A valid credit card is required on file for any additional charges that may be incurred.



Cancellations

In the event that cancellation of a food and beverage function occurs less than 90 days prior to the function date, 25% of the projected food cost shall be charged. In the event that cancellations of a food and beverage function occurs less than 60 days prior to the function date, room rental fee and 50% of the projected food cost shall be charged. In the event that cancellation of a food and beverage function occurs less than 30 days prior to the function date, full room rental, set-up fees and 100% of the projected food cost shall be charged.

Shipping, Receiving & Storage

Materials or supplies for your function may be delivered to the hotel, a maximum of two (2) business days prior to your function at no charge. A fee of \$25.00 per day applies for each day in excess of two. Boxes must be properly marked and addressed with the name of the Convener and the date of function. Please note that we are not equipped to receive or store pallets.

Security

The hotel cannot assume liability or responsibility for damage or loss of personal property or equipment left in a function room.

Display & Decoration

To avoid damage to wall coverings, we do not allow the use of tape, tacks or any other attachments without prior consent of the Hotel. **The Royal Hotel West Edmonton** will be pleased to provide you with adhesive for the purpose of hanging materials. All candles must be enclosed in glass containers and must be drip less. **Confetti of any kind is not permitted. Should it be used, a cleaning fee starting at \$400.00 will be immediately applied to your bill.**

