



11201 100<sup>th</sup> Avenue · Grande Prairie · Alberta · T8V 5M6  
Phone: 1 (780) 539-6000 · Fax: 1 (780) 532-1961

---

Situated only 2 kms from the Grande Prairie International Airport and right across the street from Grande Prairie's newest and most vibrant business district, also only a 5 minutes drive to downtown – the Paradise Inn and Conference Centre is "Centre to it all"!

We offer free parking for 450 vehicles with numerous plug in stalls and easy access to all major routes to and from Grande Prairie!

Our business class rooms and 24 hour complimentary business center provides the services every seasoned traveler needs. Our "I Forgot Service", complimentary newspaper and "no charge" local and third party long distance calls are just a few of our extra touches.

The Paradise Inn and Conference Center offers ideal, centralized location for meetings, conferences and exploring Grande Prairie's extensive parks and recreational areas.

The Perfect site for your event.....

With over 8000 square feet of conference facilities our meeting rooms are designed to comfortably accommodate 2 to 250 people. Our 4432 Square foot, pillar free Richmond Ballroom with vaulted ceilings adjoins a private 2400 square foot reception area that ensures a smooth-flowing event. The Rotary Room affords outside access and is a completely self contained room ideal for groups of up to 160.

We Surpass your Needs.....

From Social Events to Conferences, Meetings or Corporate Retreats, we look forward to not only meeting but exceeding your expectations. With the convenience and choice of the Harvest Grill or Snifter's Lounge, you can be sure you'll have the right setting for your after function get-togethers

## General Information

**Menus:** Our wide variety of appetizers, entrees and desserts has been designed to offer you flexibility in creating your menu. Don't see what you are looking for? Our Executive Chef welcomes the opportunity to create a customized menu upon request.

**Choice of Menu:** When selecting your menu, please remember that for each function the menu must be identical for all guests attending. Special dietary substitutions are available and must be arranged well in advance of the function. Guests requiring the special meals must be identified to the Banquets Manager prior to the service commencing.

**Guaranteed Attendance:** A guaranteed number of guests attending your function is required 3 business days prior (not including the day of) to the event to ensure correct set up and food quantities. If the number is not received by this time the estimated number of guests indicated at the time of the booking will be taken as the guarantee for billing purposes. Should more than your guarantee numbers of attendees arrive to the function the Chef always prepares 5% extra, however you will be charged for the extra guests.

**Prices:** Prices quoted are guaranteed for 60 days.

**Special Service:** Our catering department will be happy to assist you in developing special requests including, but not limited to, reserved seating arrangements, floor plans and registration tables.

**Start and Finish Times:** Start and Finish times of all functions are to be strictly adhered to. The space is only booked for the time indicated. Any set-up and tear down times are to be specified at the time of booking.

**Method of Payment:** Groups with business of \$1000.00 + per month may apply for direct billing prior to the event. If payment is going to be made by Credit Card the card will be charged 1 week prior for 95% of the known charges. The remainder will be charged to the card after the event. For all Social Functions a deposit is required within 2 weeks of booking. The remainder is due 2 weeks prior. If paying by Cheque, the Cheque is required 2 weeks prior.

**Food & Beverage:** Due to City and Provincial Health Regulations all food and beverage must be provided by the hotel with the exception of wedding cakes. For this same reason food provided by the Inn is not allowed off premises. Please contact the catering office if you have any questions or concerns regarding this policy.

**Function Room Assigned:** A more suitable function room may be assigned to your group should the number of guests and/or set up requirements change. Room rental will be charged accordingly. All changes will be discussed with the client prior. \*Please note that if the room set up needs to be changed on site without prior notice a labor fee may be charged\*

**Security:** The Inn does not assume liability or responsibility for damage or loss of personal property and/or equipment left in the function room. Additional security services can be arranged on your behalf with advanced notice.

**Shipping, Receiving and Storage:** Minimal amounts of materials/supplies for your function may be delivered and stored at the hotel 1 business day prior to the function. All items must be clearly marked with the name and date of the function on each box. We reserve the right to charge a \$25.00 fee for storage/handling of the items delivered to the hotel (the client will be notified in advance of this fee).

**Display Materials:** To avoid damage to the wall coverings, we do not allow the use of strong tape (i.e.: Duct tape), tacks or any other attachments for posters, flyers or written materials to the walls or doors without prior consent from the hotel. The Inn staff will be happy to hang any banners for you.

**Audio/Visual:** Your Equipment requirements can be reserved through the Sales & Catering Department. Rental fees will apply to any required equipment. A 24 hour cancellation notice is required to avoid rental charges for requested equipment. Clients are welcome to bring in their own equipment.



**Cancellation Policy:** In the event of cancellation, the customer is subject to the following cancellation fees: Please note that if the group cancels due to an "Act of God" no cancellation fee will be applied:

Within 3 business days – 100% of Room Rental and 100% of Catering

Within 4-21 days – 100% of Room Rental and 50% of Catering

Within 22-30 days – 100% of Room Rental

**Gratuity and Tax:** All food and beverage (minus bars) are subject to 5% GST and 15% Gratuity. If your group is GST exempt, a GST exempt letter and GST number will need to be provided to the Inn prior to the event.

### Equipment Rental & Services

We understand up-to-date audio/visual equipment is important to the success of any presentation. Our Top-Of-The-Line products ensure your presentation is delivered crystal clear and on time! We recommend doing a run through of the equipment with Banquets prior to the function to ensure everything is working correctly.

LCD Data Projector with Screen	\$ 185.00
Overhead Projector with Screen	\$ 45.00
33 mm Slide Projector with Screen	\$ 50.00
Portable Screen Only	\$ 35.00
27" TV/VCR/DVD Combination	\$ 60.00
TV/VCR/DVD Only	\$ 30.00
Cordless Handheld Microphone	\$ 85.00
Cordless Lapel Microphone	\$ 85.00
Tabletop/Floor Microphone (with stand)	\$ 45.00
Laser Pointer	\$ 30.00
Portable CD Player	\$ 35.00
Power Bar (without Equipment Rental)	\$ 5.00
Extension Cord (without Equipment Rental)	\$ 5.00
Flip Chart (with markers and paper)	\$ 20.00
Whiteboard (with Markers)	\$ 20.00
Portable Computer Speakers	\$ 15.00
Speaker Phone	\$ 15.00

The Above prices are subject to 5% GST and 15% Service Charge.

Custom audio and visual setups are available upon request from dual screen presentations to multi-microphone board hearings the Paradise Inn and Conference Centre would be pleased to provide you with a quote for the services you require.

## CATERING PACKAGE

Prices are subject to change, 15% gratuity & GST. January 2013



## MEETING AND BANQUET ROOM SEATING CAPACITIES

\*This chart is a guideline only. Capacities will vary depending on set up requirements\*

Room Name	Sq Ft	Rounds Of 8	Reception	Half Rounds of 6	Theatre	Boardroom	Class Room	Hollow Square	U-Shape
Richmond A	1108	56	65	60	80	32	35	24	20
Richmond B	1108	56	65	60	80	32	35	24	20
Richmond C	1108	56	65	60	80	32	35	24	20
Richmond D	1108	56	65	60	80	32	35	24	20
2 Richmond Rooms (IE AB, BC etc)	2216	120	150	120	175	65	75	45	40
3 Richmond Rooms (IE ABC, BCD)	3324	175	200	180	200	N/A	115	60	50
Richmond ABCD	4432	250	400	250	400	N/A	250	N/A	N/A
Rotary Room	3200	120	175	120	225	40	100	45	40
Salon 4	250	N/A	N/A	N/A	10	10	N/A	N/A	N/A

**Richmond Ballroom:** 4432 square feet of pillar-free contemporary space. Additional 2500 square feet of attached reception area creates a private second floor retreat, Optimum for large corporate functions, award galas, retirement parties or other themed events. This room has newer renovations plus 16' vaulted ceilings, chandeliers and floor to ceiling windows for natural light.

**Richmond A, B, C, or D:** 1108 Square feet of each space to suite your every need from small to large classroom arrangements to VIP get-togethers to product launches. The Richmond rooms can be combined together to ensure a perfect space for night or day events.

**Rotary Room:** 3200 Square feet – completely self contained function space. Wall mounted screen, permanent stage and outside access.

**Salon 4:** 250 Square feet – private and quite room perfect for arbitrations and interviews.

## CATERING PACKAGE

Prices are subject to change, 15% gratuity & GST. January 2013



## SET UP DEFINITIONS

**Trade Shows:** The Paradise Inn and Conference Centre has hosted some of the most successful mid-sized tradeshows & Conferences in Grande Prairie. By Utilizing the private pre-function space of the Richmond Ballroom and being aware of the flow of traffic the expertise of our staff will ensure a successful, well visited trade show.

**½ Rounds of 6:** Using round tables this set up is ideal for training sessions where you want all your attendees to be facing the front of the room and any presentation that may be happening as well as allowing plenty of work space and or lunch.

**Boardroom:** Good for participatory meetings of 22 people. As this is one long table we do not recommend more than 22 people as the eye-to-eye contact disappears.

**Hollow Square:** Most often used when participants must be treated as equals (with no predominant “head table”). It requires a large room for even relatively small numbers. This set up is a great alternative to rounds of 8 when hosting a small lunch or dinner gathering.

**U-Shape:** Good for relatively small groups where attendees are expected to participate. The speaker or leader usually works from the open end of the U.

**Theatre Style:** The usual set up for sessions where attendees are listening more than participating. For any group larger than 100 there will be aisle as well as side access. If your event is going to be having lunch or dinner we recommend the ½ rounds of 6 to allow space for the guests to place their plates.

**Reception:** Stand up receptions for large groups of people should be organized with several food and beverage stations. Adding tall cocktail tables allows places for small groups to gather around.

**Rounds of 8:** Typically used for dinner events, the rounds of 8 allows comfortable space at every table for each guest to visit with each other. The Inn can provide rounds of 10 (upon request) if required.

**Creative Solutions:** Having trouble deciding on what set up you require? Ask our Sales & Catering team! Bringing you years of experience, up-to-date fresh ideas we will ease all your set up worries. We are here for you every step of the way!

## CATERING PACKAGE

Prices are subject to change, 15% gratuity & GST. January 2013



## BEVERAGES

Coffee (Decaf Available)- 12 Cup Urn	\$21.95/ Urn
Coffee – 20 Cup Urn	\$36.50/ Urn
Coffee – 40 Cup Urn	\$72.75/ Urn
Assorted Regular & Specialty Teas (on consumption)	\$1.85/ Teabag
Individual Juice (on consumption)	\$2.25/ Can
Individual Soft Drinks (on consumption)	\$2.25/ Can

### **Beverage Enhancements**

V-8 or Tomato Juice (on consumption)	\$2.35 each
Bottled Water (on consumption)	\$2.05 each
Flavored Bottle Water (on consumption)	\$2.45 each
Assorted Energy Drinks (on consumption)	\$3.95 each
Non-Alcoholic Fruit Punch (2 Gallons)	\$75.00/ 2 Gallons

### **Pastries & Snacks**

Bagels, Cream Cheese and Preserves	\$25.00/ Dozen
Fresh Baked Danishes	\$24.00/ Dozen
Croissants with Preserves and Butter	\$24.00/ Dozen
Fresh Baked Muffins	\$24.00/ Dozen
Assorted Dessert Squares	\$19.00/ Dozen
Assorted Fresh Baked Cookies	\$16.00/ Dozen
Whole Fresh Fruit	\$1.50/ Piece



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013



## SPECIALTY THEMED BREAKS

### Movie Break

Popcorn, Licorice and an Assortment of Mini Chocolate Bars  
Assorted Chilled Soft Drinks  
Coffee and Assorted Teas  
\$8.00 per person

### Chocoholic Break

Hot Chocolate Station with Marshmallows and Whipped Cream  
Cold Chocolate Milk  
Chocolate Chip Cookies, Fudge Brownies and Chocolate Muffins  
Coffee and Assorted Teas  
\$9.00 per person

### Afternoon Restart

Assorted Fresh Baked Cookies, Rice Krispie Squares, and Mini Chocolate Bars  
Assorted Chilled Soft Drinks  
Bottled Waters  
\$8.50 per person

### Heart Smart Break

Granola & Cereal Bars  
Individual Yougurt Cups  
Assorted Fresh Smoothies  
\$9.00 per person



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013

## PLATED BREAKFASTS

(Minimum 15 people)

### Good Morning Start

Scrambled Eggs

Choice of One: Bacon, Sausage or Grilled Ham

Breakfast Potatoes

Freshly Baked Pastries

Choice of One: Apple or Orange Juice

Coffee and Assorted Teas

\$14.50 per person

### Eggs Benedict Breakfast

English Muffins topped with Canadian Bacon, Poached Egg & Hollandaise Sauce

Breakfast Potatoes

Choice of One: Apple or Orange Juice

Coffee and Assorted Teas

\$14.00 per person

### Breakfast Buffets

(Minimum 15 people)

Classic Continental

Apple and Orange Juice

Fresh Baked Muffins, Danishes and Croissants

Sliced Seasonal Fresh Fruit

Butter & Preserves

Coffee and Assorted Teas

\$13.00 per person

### Healthy Choice

Assortment of Fruit Juices

Special K with Chilled Milk

Assorted Yogurts

Low Fat Muffins

Seasonal Fruit Tray

Butter & Preserves

Coffee and Assorted Teas

\$14.00 per person

### Great Canadian

Fresh Scrambled Eggs

Bacon and Breakfast Sausage

Breakfast Potatoes

Assorted Fresh Baked Muffins, Croissants and Danishes

Diced Fresh Fruit

Butter & Preserves

Coffee and Assorted Teas

Fresh Bread and Toaster

\$15.75 per person



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013



## LUNCH BUFFETS

(Minimum 15 People)

### Executive Deli Buffet

Chef's Soup of the Day

Creamy Potato Salad

Chef's Market Salad with Assorted Dressings and Vinaigrettes

Assorted Bread and Buns

Sliced Deli Meats

Sliced Cheese Platter

Cucumber and Tomato Slices

Accompaniments and Relish Tray

Assorted Mini Squares and Cookies

Coffee and Assorted Teas

\$16.00 per person

### Working Luncheon

Chef's Soup of the Day

Creamy Potato Salad

Chef's Market Salad with Assorted Dressings and Vinaigrettes

Selection of Roast beef, Ham & Cheese, Turkey, Vegetarian, Egg and Tuna Salad  
on Fresh Breads and Rolls

Relish Tray

Assorted Mini Squares and Cookies

Coffee and Assorted Teas

\$15.00 per person

### That's a Wrap

Chef's Soup of the Day

Chef's Market Salad with Assorted Dressings and Vinaigrettes

Selection of Roast beef, Ham & Cheese, Turkey, Vegetarian, Egg, Salmon and Tuna Salad  
on Assorted Tortilla Wraps

Fresh Baked Cookies

Coffee and Assorted Teas

\$16.00 per person



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013



## LUNCH BUFFETS

(Minimum 15 People)

### Taste of Italy

Penne & Bowtie Pasta  
Pomdorro Sauce  
Roasted Garlic Cream Sauce  
Garlic Toast  
Roma Tomato and Red Onion Salad  
Insalata Salad  
Caesar Salad  
Tiramisu  
Coffee and Assorted Teas  
\$16.00 per person

### Stir Fry

Chicken & Beef Stir Fry  
Vegetable Stir Fry  
Rice Pilaf  
Oriental Salad  
Fresh Fruit Platter  
Coffee and Assorted Teas  
\$16.00 per person

### Tex Mex

Spanish Rice  
Beef & Chicken Fajitas  
Roasted Trio of Peppers and Onions  
Roasted Corn Salad  
Jicama and Tomato Salad  
Apple Crumble  
Coffee and Assorted Teas  
\$17.00 per person

### Alberta Beef

Chef's Market Salad with Assorted Dressings and Vinaigrettes  
Marinated Vegetable Salad  
Alberta Beef slow Roasted in a Hickory BBQ Sauce au jus with Kaiser Buns  
Slow Baked Brown Beans  
Roasted Baby Potatoes  
Assorted Squares  
\$17.00 per person



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013

## DINNER BUFFET

(Minimum 20 people)

\*Prices are based off the entrée choice\*

Fresh Baked Dinner Rolls and Butter  
Chef's Market Salad with Assorted Dressings and Vinaigrettes  
Tomato and Red Onion Salad  
Creamy Potato Salad  
Greek Salad  
Relish Tray  
Cheese Board  
Vegetable Crudités  
Sliced Selection of Deli Meats  
Chef's Choice of Potato and Market Vegetables  
*Choice of ONE Hot Entrée (See Below)*  
Fresh Fruit Salad  
Assorted Cakes, Squares and Tortes  
Coffee and Assorted Teas

### Entrees

Slow Roasted Prime Rib	\$34.00/ Person
Grilled Chicken Breast	\$28.00/ Person
*Choice of Mushroom Cream Sauce or Okanogan Apple Compote	
Maple Dijon Glazed ham	\$29.00/ Person
Basil and Goat Cheese Stuffed Chicken Breast	\$32.00/ Person
*Served with Sun Dried Tomato Cream Sauce	
Roast Turkey with Sage Dressing and Gravy	\$31.00/ Person

### Buffet Enhancements

Cabbage Rolls	\$3.00/ Person
Salmon with a Dill Sauce	\$5.00/ Person
Butternut Squash Ravioli Primavera	\$4.00/ Person
Perogies with Sour Cream	\$3.00/ Person
Cold Seafood Platter	\$5.00/ Person
Oriental Chicken Breasts	\$5.00/ Person



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013



## PLATE SERVICE DINNERS

(Minimum 10 People)

\*Prices are based off the Entrée Choice\*

All Dinners are served with Fresh Rolls and Butter

### Appetizer Selections – Choice of One

Chef's Soup of The Day  
Cream of Wild Mushroom Soup  
Alberta Minestrone  
Chef's Market Salad  
Caesar Salad

### Entrée Selections – Choice of One

Alberta Prime Rib	\$31.00/ Person
*Served with Merlot Thyme Aus Jus and Yorkshire Pudding	
Chicken Breast Stuffed with Goat Cheese and Basil	\$27.00/ Person
*Served with Sun Dried Tomato Sauce	
Baked Salmon with a Dill Lemon Lime Beurre Blanc	\$28.00/ Person
Roast Turkey with Apricot Dressing and Gravy	\$27.00/ Person
Striploin with a Cabernet Demi Sauce	\$30.00/ Person
* Served with a Stilton Thyme Compound Butter	

### Starch Selections – Choice of One

Roasted Garlic Whipped Potatoes  
7 Grain Rice Pilaf  
Roasted Baby Potatoes

### Dessert Selections – Choice of One

Chocolate Cake with a Raspberry Coulis  
New York Style Cheesecake with Wild Berry Compote  
Strawberry Romanoff  
Sticky Date Pudding with a Brandy Caramel Sauce



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013

## COCKTAIL RECEPTIONS

When hosting a reception you will need to consider the time of day and appetite levels for that period. These are some guidelines to consider:

- Pre or Post Dinner Reception (where your guests will be having a full dinner before or after your receptions), you should estimate 5-6 pieces per person.
- If the Reception is taking place over the typical dinner hour you should estimate 8-9 pieces per person, allowing for more hot choices than cold
- It is always a good idea to include a cold platter of fresh fruit or crisp vegetables to compliment your selection.

### **Chef's Cold Selections – By the Dozen** **\$22.00 per Dozen**

Smoked Salmon and Roasted Garlic Cream Cheese on Rye  
Marinated Prawns with a Chipotle Calypso  
Shaved Beef Tenderloin with A Stilton Cream  
Cucumber Stuffed with Boursin Cream Cheese  
Prosciutto & Melon Canapé  
Brome Lake Duck with 5 onion Marmalade  
California Rolls with Wasabi and Pickled Ginger

### **Chef's Hot Selections – By the Dozen** **\$19.00 per Dozen**

Jalapeno Poppers with a Lime Mango Dip  
Tandori Chicken Skewers with a Yogurt Dip  
Coconut Crusted Prawns with Curry Dip  
Grande Prairie Hot and Spicy Roaster Wings  
Vegetarian Spring Rolls with a Thai Sweet Chili Sauce  
Snow Goat Cheese and Roasted Pepper Tartlets  
Crispy Spanokopita with Mango Chutney

### **Hors D'Oeuvres Extravaganza – Approx 500 Pieces** **\$595.00**

Crispy Spanokopita with Mango Chutney  
Coconut Crusted Prawns with A Coconut Curry Sauce  
Dry Ribs with a Honey Garlic Glaze  
Grande Prairie Hot and Spicy Roaster Wings  
Snow Goat Cheese and Roasted Pepper Tartlets  
Assorted Cocktail Egg Rolls with Sweet Thai Dip



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013

## LATE NIGHT RECEPTION PLATTERS

Alberta Beef on a Bun	\$11.00/ Person
Slow Roasted Alberta Beef thinly shaved in a Jus served Piping Hot with Fresh Kaiser Buns and all the condiments.	
Vegetable Crudités with Creamy Ranch Dip	\$110.00/ Tray
Serves approximately 25 people per tray	
Seasonal Fresh Fruit Platter	\$120.00/ Tray
Serves approximately 40 people per tray	
Imported and Domestic Cheese Board	\$130.00/ Tray
Garnished with Fresh Grapes and served with assorted Crackers and Fresh Baguette. Serves approximately 30 people per tray.	
Assorted Relish Tray	\$50.00/ Tray
Serves approximately 50 people	

### Late Lunch

Fresh Baked Rolls

An assortment of Sliced Deli Meats, Sliced Cheeses, Sliced Tomatoes, and Cucumbers

Relish Tray

Vegetable Crudités with Ranch Dip

\$10.00 per person



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013

### Cash Bars

Each individual guest purchases drinks from the Inn bar. Standard bar products will be used unless premium alcohol is requested in advance. As per Inn Policy no tabs are allowed at the Banquet Cash Bars.

### Host Bars

All beverage consumption will be charged to the Host's Master Account. Standard Bar products will be used unless premium alcohol is requested in advance.

### Bartender Fees

If the total liquor sales from the bar exceed \$300.00 the bartenders are provided complimentary. If the total liquor sales fall below \$300.00 a bartender fee of \$16.00 per hour per bartender, for a minimum of 3 hours/bartender, will be applied to the final bill.

#### Liquor Prices

Standard House Hi-Balls	\$6.00
Domestic and Imported Beer	\$6.00
Coolers	\$6.00
House Wine by the Glass	\$6.00
House Wine by the Bottle	\$25.00
Premium Liquor (If requested)	\$7.00

\*Please contact the Sales & Catering Office for the full list of available Wines, Standard Liquor and Premium Liquor\*

\*The above prices include GST. Host bars are subject to a customary 15% gratuity. The Paradise Inn and Conference Centre would be pleased to ensure your bar is stocked with the items you enjoy most. Please discuss any special requirements with the Catering office prior to the event\*

\*The Paradise Inn & Conference Centre will abide by all Alberta Gaming & Liquor Commission rules & regulations\*

### Socan Fees

SOCAN (Society of Composer, Authors and Musicians) fees are applicable to all events that have music. The Inn will apply this to your final bill and SOCAN's behalf. Prices are as follows based on attendance:

Room Capacity	Events with Background Music only (No dancing)	Events with Music and Dancing
1 – 100	\$20.56 + GST	\$41.13 + GST
101 – 300	\$29.56 + GST	\$59.17 + GST
301 – 500	\$61.69 + GST	\$123.38 + GST

### Resound Tariff

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. The Inn will apply this to your final bill and Resound's behalf. Prices are as follows based on attendance:

Room Capacity	Events with Background Music only (No dancing)	Events with Music and Dancing
1 – 100	\$9.25 + GST	\$18.51 + GST
101 – 300	\$13.30 + GST	\$26.63 + GST
301 – 500	\$27.76 + GST	\$55.52 + GST



## CATERING MENU

Prices are subject to change, 15% gratuity & GST. January 2013