



CATERING MENUS



Holiday Inn
& Suites

VANCOUVER DOWNTOWN

1110 Howe Street, Vancouver, Canada
www.holidayinnvancouverdowntown.com

604-684-6862

events@hivancouverdowntown.com

OUR COMMITMENT TO YOU

Meet with Confidence

Whenever and wherever you travel, IHG® Hotels & Resorts is ready to meet you there. When you are ready to plan your next meeting or group event, you can book with confidence with our new flexible meeting offer.

Providing a safe, healthy, and clean stay for every traveler has always been important to us. Our new **Meet with Confidence** program allows you to stay focused on your meeting objectives. Giving you additional confidence in our approach is more critical to us than ever before. IHG will continue to refine and update the plan as guidance continues to evolve from global health organizations including the **World Health Organization (WHO)** and **Centers for Disease Control (CDC)**, the Government of Canada, the Province of British Columbia, and the City of Vancouver.

The **IHG Way of Clean** experience includes deep and more frequent cleaning of meeting and event spaces, access to hand sanitizer stations, socially distanced seating and meeting room layout, guidance on the management of guest flow, single-serve, and pre-packaged meal options.



MEETING PACKAGES

THE COMMUNICATOR - \$48 per person (Minimum 15 Attendees)

Morning: Continental Breakfast Buffet

AM Break: One (1) option from SNACK SELECTIONS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

Lunch: The Working Lunch

PM Break: One (1) option from SNACK SELECTIONS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

THE EXECUTIVE - \$49 per person (Minimum 15 Attendees)

Morning: Continental Breakfast Buffet

AM Break: One (1) option from SNACK SELECTIONS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

Lunch: The Working Lunch

PM Break: Select (1)one of our THEMED BREAKS (, see page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas



MEETING PACKAGES – Page 2

THE AMBASSADOR - \$54 per person (Minimum 15 Attendees)

- Morning:** Canadian Power Breakfast Buffet
- AM Break:** Choice of One (1) option from SNACK SELECTIONS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas
- Hot Lunch:** Choice of (1) one of the following buffets:
- Greek:** Chicken & Beef Souvlaki, Greek Rice, Lemon Potatoes, steamed Vegetables, Greek Salad, Tzatziki, and Pita Bread served with a selection of desserts including Baklava
 - Indian:** Butter Chicken, Seafood Coconut Curry, Rice, Steamed Vegetables, Raita, Naan Bread served with a selection of desserts including Rasmalai and Gulab Jamun
 - Pub Grub:** Build your own Beef Burger (with cheeses, lettuce tomatoes & pickles), Chicken Wings served with Hot, BBQ & Honey Garlic Sauces, French Fries, Caesar Salad with a selection of desserts including Apple Pie and Cheesecake
- PM Break:** Choice of One (1) option from SNACK SELECTIONS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

THE DIRECTOR - \$56 per person (Minimum 15 Attendees)

- Morning:** Canadian Power Breakfast Buffet
- AM Break:** Choice of One (1) option from SNACK SELECTIONS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas
- Hot Lunch:** Choice of (1) one of the following buffets:
- Greek:** Chicken & Beef Souvlaki, Greek Rice, Lemon Potatoes, steamed Vegetables, Greek Salad, Tzatziki, and Pita Bread served with a selection of desserts including Baklava
 - Indian:** Butter Chicken, Seafood Coconut Curry, Rice, Steamed Vegetables, Raita, Naan Bread served with a selection of desserts including Rasmalai and Gulab Jamun
 - Pub Grub:** Build your own Beef Burger (with cheeses, lettuce tomatoes & pickles), Chicken Wings served with Hot, BBQ & Honey Garlic Sauces, French Fries, Caesar Salad with a selection of desserts including Apple Pie and Cheesecake
- PM Break:** Choice of One (1) of our THEMED BREAKS (page 12)
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

BREAKFAST



BREAKFAST

CANADIAN POWER BREAKFAST BUFFET - \$25 per person

(Minimum 15 persons)

Scrambled Eggs and Hash Brown Potatoes

Protein Options Select two (2) From the Following:

- Shaved Turkey Breast
- Shaved Ham
- Sausage, Bacon
- Roasted Tomato

Sliced Seasonal Fruit Platter, Assorted Pastries, Toast, Butter, Fruit Preserves, & Honey

Chilled Orange, Grapefruit, and Apple Juices

Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

DELUXE BREAKFAST BUFFET - \$27 per person

(Minimum 15 persons)

Scrambled Eggs Hash Brown Potatoes

Protein Options Select two (2) From the Following:

- Shaved Turkey Breast
- Shaved Ham
- Sausage, Bacon
- Roasted Tomato

Sliced Seasonal Fruit Platter, Assorted Pastries, Toast, Butter, Fruit Preserves, and Honey

Assorted Fruit Yogurts and a variety of Cold Cereals with Milk and Honey

Chilled Orange, Grapefruit, Apple Juices and a Freshly Squeezed Juice – Chef Selection

Freshly Brewed SeatCoffee, Decaffeinated Coffee, and Assorted Teas



CONTINENTAL BREAKFAST BUFFET - \$18.5

(Minimum 15 persons)

Assorted Pastries, Toast, Butter, Fruit Preserves, and Honey

Assorted Fruit Yoghurt

Sliced Seasonal Fruit Platter

Chilled Orange, Grapefruit, and Apple Juices

Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

BREAKFAST - Page 2

A LA CARTE BREAKFAST - \$24 per person
(Maximum 15 Attendees)

Your choice of (1) one of the following menu items:

American Breakfast

Two Egg any style served with Breakfast Potatoes & Toast with a choice of Bacon or Sausage, a Fresh Pastry, Seasonal Fruit Salad, and a choice of Orange, Apple or Grapefruit Juice

Hot Open-faced Breakfast Sandwich – Choice of (1) one of the following sandwiches which include Breakfast Potatoes, a Fresh Pastry, Seasonal Fruit Salad, and a choice of Orange, Apple or Grapefruit Juice

- Egg, Ham & Bacon
- Egg, Smoked Salmon with Capers
- Egg, Roast Turkey with Fresh Tomato

Sunny Sweet Breakfast

Pancakes **or** French Toast with Berry Compote, Maple Syrup, a Fresh Pastry, Seasonal Fruit Salad and a choice of Orange, Apple or Grapefruit Juice

Healthy Breakfast

Oat Meal with Berries, Cinnamon, Milk, Honey, a Fresh Pastry, Seasonal Fruit Salad and a choice of Orange, Apple or Grapefruit Juice

Breakfast Includes - Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas



LUNCH



WORKING LUNCH

THE WORKING LUNCH - \$28 per person

(Minimum 15 persons)

Soup - Chef's Daily Soup Creation

Salad Selections - Your choice of (1) one of the following:

- Mixed Greens with Seasonal Berries
- Caesar Salad with Croutons
- Classic Greek Salad
- European Potato Salad with Smoked Bacon and a Grainy Mustard Vinaigrette
- Beet and Arugula Salad with a Lemon-Lime Balsamic Vinaigrette Dressing
- Cobb Salad with Tomato, Bacon, Egg, Red Onion, Blue Cheese on a bed of Mixed Greens with a Sundried Tomato Vinaigrette
- Brussel Sprout Salad with Sunflower Seeds, Dried Cranberries, Poppy Seeds, Red Peppers and Tomato with a Sesame Dressing
- Asian Pasta Salad with Edamame, Cilantro, Sweet Peppers, Sliced Almonds, Cabbage, Carrots with a Sweet Sesame Soy Dressing

Sandwich Selections - Your choice of (3) three of the following options:

- Black Forest Ham and Cheddar Cheese on Freshly Baked Croissant
- Egg Salad with Fresh Lettuce on White Bread
- Shaved Roast Beef, Swiss Cheese, Red Onion, Tomato with Horseradish Mayonnaise on Ciabatta
- Roasted Turkey Breast, Fresh Lettuce, Tomatoes with Jalapeño Aioli on Multigrain Bread
- Tandoori Chicken Wrap with Mixed Greens, Tomato, Peppers with Raita in Whole Wheat Tortilla
- Grilled Zucchini, Grilled Eggplant, Roasted Sweet Peppers, Grilled Onion, Kale, Tomato with Homemade Hummus in Whole Wheat Tortilla
- Smoked Salmon Bagel with Red Onion, Capers, Arugula and Cream Cheese – additional \$3 per person

Signature Finish - Chef Selected Desserts and Seasonal Sliced Fresh Fruit Platter

Beverage Inclusions - Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

Taxes and service charge are not included. These prices are subject to change without notice.
2022 Edition



LUNCH SIGNATURE SELECTIONS

SIGNATURE TUSCAN PASTA STATION - \$32.50 per person

Salad Selections - Your choice of (1) one of the following:

- Mixed Greens with Seasonal Berries
- Caesar Salad with Croutons
- Classic Greek Salad
- European Potato Salad with Smoked Bacon & Grainy Mustard Vinaigrette
- Beet and Arugula Salad with Lemon-Lime Dressing & Balsamic Vinaigrette
- Cobb Salad - Tomato, Bacon, Egg, Red Onion, Blue Cheese on a bed of Mixed Greens with a Sundried Tomato Vinaigrette
- Brussel Sprout Salad - Sunflower Seeds, Dried Cranberries, Poppy Seeds, Red Peppers, Tomato with a Sesame Dressing
- Asian Pasta Salad - Edamame, Cilantro, Sweet Peppers, Sliced Almonds, Cabbage, Carrots & Sweet Sesame Soy Dressing

Homemade Sauce Options

Your choice of (1) one of the following options:

- Aglio e Olio
- Spicy Arrabbiata
- Marinara
- Alfredo
- Pesto
- Bolognese

Pasta Selection

Your choice of (1) one of the following options:

- Butternut Squash Ravioli
- Potato Gnocchi
- Rotini
- Linguini
- Mushroom Cheese Ravioli
- Beef Ravioli
- 4 Cheese Tortellini
- Penne

Signature Protein Selections - \$4.50 per person

Your choice of (1) one of the following options: • Grilled Chicken Breast • Chorizo Sausage • Beef Meatballs • Grilled Shrimp

Signature Finish - Chef Selected Desserts and Seasonal Sliced Fresh Fruit Platter

Beverage Inclusions - Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

Additional Items:

Chef's Daily Soup Creation - \$7.50 per person

Chef's Signature Salad Creation - \$7.50 per person

Taxes and service charges are not included. These prices are subject to change without notice.
2022 Edition



LUNCH SIGNATURE SELECTIONS

GREEK BUFFET - \$34.00 per person

(Minimum 15 persons)

- Chicken & Beef Souvlaki
- Classic Greek Salad
- Greek Rice, Lemon Potatoes
- Steamed Vegetables
- Tzatziki and Pita Bread
- Selection of desserts including Baklava

INDIAN BUFFET - \$34.00 per person

(Minimum 15 persons)

- Butter Chicken
- Seafood Coconut Curry
- Rice, Steamed Vegetables
- Naan Bread and Raita (Indian yogurt sauce)
- Selection of desserts including Rasmalai and Gulab Jamun

PUB GRUB BUFFET - \$34.00 per person

(Minimum 15 persons)

- Build your own Beef Burger (with cheeses, lettuce, tomatoes & pickles)
- Chicken Wings served with Hot, BBQ & Honey Garlic sauces
- French Fries
- Caesar Salad
- Selection of desserts including Apple Pie and Cheesecake

Beverage Inclusions - Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

Taxes and service charges are not included. These prices are subject to change without notice.
2022 Edition





BREAKS & BEVERAGES

BEVERAGES + SNACKS + BREAKS

COFFEE SERVICE \$6.00 per person
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas

BEVERAGES - Based on consumption

Bottles of Assorted Juice	\$4.00 each
San Pellegrino (various flavours)	\$4.00 each
Sparkling Water	\$4.00 each
Cans of Soft Drinks	\$3.50 each
Bottled Water	\$2.50 each

SNACKS

Homemade Granola Bars	\$6 per person
Fresh Vegetable Crudités with Ranch Dip (add Homemade Hummus)	\$6 per person \$3 per person
Freshly Baked Cookies	\$4 per person
Seasonal Fruit Salad	\$5.50 per person
Chef's Individual Dessert	\$4.50 per person
Chef's Baked-in-House Muffins	\$4 per person
Assorted Fruit Yogurts	\$3.50 per person
Whole Seasonal Fruit	\$4 per person

THEMED BREAKS

THE CAFFEINE JUNKIE - \$11 per person

- Freshly Baked Muffins & Cookies
- Whole Fruit
- One Beverage Selection

THE MEDITERRANEAN CRUISE - \$15 per person

- Sliced Fresh Vegetables
- Pita Wedges
- Homemade Hummus and Tzatziki
- Feta or Goat Cheese
- Selection Olives

*All THEMED BREAKS include Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas



A blurred background of waiters in a restaurant. They are wearing white shirts and dark vests. They are holding plates of food, including bread, pastries, and other items. The scene is brightly lit, suggesting an indoor dining area.

DINNER & RECEPTION

SIGNATURE TUSCAN PASTA DINNER

SIGNATURE TUSCAN PASTA DINNER - \$42 per person

(Minimum 20 person)

Soup & Salad Selections - Your choice of (2) two of the following options:

- Chef's Daily Soup Creation
- Mixed Greens with Seasonal Berries
- Caesar Salad with Croutons
- Classic Greek Salad
- European Potato Salad with Smoked Bacon and Grainy Mustard Vinaigrette
- Beet and Arugula Salad with Lemon-Lime Dressing and Balsamic Vinaigrette
- Cobb Salad with Tomato, Bacon, Egg, Red Onion, Blue Cheese on Mixed Greens and Sundried Tomato Vinaigrette
- Brussel Sprout Salad with Sunflower Seeds, Dried Cranberries, Poppy Seeds, Red Peppers and Tomato and Sesame Dressing
- Asian Pasta Salad with Edamame, Cilantro, Sweet Peppers, Sliced Almonds, Cabbage, Carrots and Sweet Sesame Soy Dressing

Homemade Sauce Options

Your choice of (2) two of the following options:

- Aglio e Olio
- Spicy Arrabbiata
- Marinara
- Alfredo
- Pesto
- Bolognese

Pasta Selection

Your choice of (2) two of the following options:

- Butternut Squash Ravioli
- Potato Gnocchi
- Rotini
- Linguini
- Mushroom Cheese Ravioli
- Beef Tortellini
- 4 Cheese Tortellini
- Penne

Signature Protein Selections - \$5 per person

Your choice of (1) one of the following options: • Grilled Chicken Breast • Chorizo Sausage • Beef Meatballs • Grilled Shrimp

Signature Finish - Chef's Seasonal Desserts, Sliced Fresh Fruit Platter and Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Teas

Additional Items:

Chef's Daily Soup Creation - \$7.50 per person

Chef's Signature Salad Creation - \$7.50 per person



SIGNATURE ENTRÉE DINNER

SIGNATURE ENTRÉE DINNER - \$52 per person

Soup & Salad Selections - Your choice of (2) two of the following options:

- Chef's Daily Soup Creation
- Mixed Greens with Seasonal Berries
- Caesar Salad with Croutons
- Classic Greek Salad
- European Potato Salad with Smoked Bacon & Grainy Mustard Vinaigrette
- Beet and Arugula Salad with Lemon-Lime Dressing and Balsamic Vinaigrette
- Cobb Salad with Tomato, Bacon, Egg, Red Onion, Blue Cheese on Mixed Greens & Sundried Tomato Vinaigrette
- Brussel Sprout Salad with Sunflower Seeds, Dried Cranberries, Poppy Seeds, Red Peppers and Tomato and Sesame Dressing
- Asian Pasta Salad with Edamame, Cilantro, Sweet Peppers, Sliced Almonds, Cabbage, Carrots & Sweet Sesame Soy Dressing

Entrée Selections - Your choice of (2) two of the following options:

- Grilled Chicken Breast in Creamy Watercress Sauce
- Seared Cod in Fennel Creamy Sauce
- Homemade Butter Chicken
- Traditional Beef Stroganoff
- Barbeque Pork Ribs
- 24-hour Marinated 7 oz Grilled Beef with Mushrooms in Red Wine Jus - Additional \$3 per person
- Roast Garlic Pork Chop in Buttery Cremini Mushroom & Herbs Sauce
- Grilled Pacific Sockeye Salmon in Orange, Lime & Dill Sauce
- Grilled Portobello Mushrooms with Spinach & Feta Cheese

Potato and Rice Selections

Your choice of (1) one of the following options:

- Roasted or Steamed Yukon Gold Potatoes
- Creamy Mashed Potatoes
- Steamed Basmati Rice
- German Spaetzle

Vegetable Selections

Your choice of (1) one of the following options:

- Steamed Fresh Seasonal Vegetables
- Grilled Zucchini & Eggplant with Roasted Red Peppers
- Roasted Almond Asparagus

Signature Finish Chef's Seasonal Desserts, Sliced Fresh Fruit Platter and Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Teas



RECEPTION

A minimum **choice of (4) four** of the following items:
(Minimum of 15 attendees)

COLD HORS D'OEUVRES

BC Prawns with Avocado Salsa on a Spicy Pub Chip with Jalapeno Aioli	\$4 per person
BC Salmon Gravlax with Lemon Cream Cheese on Sourdough Crackers	\$4 per person
Grilled Asparagus wrapped with Prosciutto	\$4 per person
Duck Confit with Quince Compote on Multigrain Baguette	\$4 per person
Pesto-marinated Tomato and Bocconcini Skewers	\$3.50 per person
Bruschetta with Goat Cheese on Toasted Baguette	\$3.50 per person

WARM HORS D'OEUVRES

Local made Samosas (Vegetable, Chicken, or Beef) with Raita or Mango Chutney	\$4 per person
Beef Satay with Balsamic Glaze	\$4 per person
Butter Chicken Poutine	\$4 per person
Crispy Coconut Prawns with Horseradish Marmalade	\$4 per person
Manchurian Cauliflower	\$3.50 per person
Cubed Chicken Tikka with Cucumber Raita	\$3.50 per person
Baked Spanakopita with Tzatziki	\$3 per person
Vegetable Spring Rolls with Sweet Chili Dip	\$3 per person





BAR & WINE

BAR & BEVERAGE MENU

CASH BAR

\$10 per drink, inclusive of applicable taxes

HOST BAR

\$11 per drink, inclusive of applicable taxes and service charge

Both Bars Provide:

- Local bottled Beer
- Single Shot House Brand Highballs
- Glasses of House White & Red Wine

BARTENDER

The hotel will provide a bartender free of charge if beverage consumption exceeds \$400, Otherwise, a \$25 per hour premium will be applied (based on a four-hour minimum).

WINE

We keep a great selection of local and imported bottles in our wine cellar. Please contact us for this season's selections.

SPECIALTY ITEMS

We are happy to order specialty items for your celebration, please note these will be charged as ordered.

* Wine and Liquor pricing is subject to applicable taxes and gratuities



A close-up, low-angle shot of a silver and black dynamic microphone on a stand. The microphone's mesh grille is the central focus, with a sharp, detailed texture. The background is a dark stage environment filled with numerous out-of-focus, circular bokeh lights in shades of blue, yellow, and red, creating a vibrant, atmospheric setting. The lighting is soft and directional, highlighting the microphone against the darker background.

AUDIO-VISUAL

AUDIO-VISUAL

PROJECTOR & SCISSOR SCREEN PACKAGE - \$350

LCD Projector*, Screen, Skirted Stand, HDMI Cable, Extension Cable & Power Bar

SMALL AUDIO PACKAGE - \$325

2 JBL 10" Self-Powered Speakers, 4 Channel Mixer, Wireless Microphone (Lapel or Handheld)with Floor or Table Stand

PORTABLE AUDIO PACKAGE - \$225

BL EON ONE Portable System, 2 Channel Mixer, Bluetooth Enabled with Sub

PRESENTATION MONITOR PACKAGE - \$200

28" LED Monitor, 25' HDMI Cable, Angled Floor Stand, 30' AC Cable and Power Bar

For use on the floor in front of Presenter for Viewing Presentations

CONFERENCE PHONE PACKAGE - \$175

Polycom Sound Station Conference Phone, with 2 Extension Microphones

Max audience size 12 people. For larger audiences, please contact FMAV.

SCISSOR SCREEN SUPPORT PACKAGE - \$125

Projection Screen, Skirted Stand, HDMI Cable, Extension Cable & Power Bar

POWER DISTRIBUTION PACKAGE - \$35

30' AC Cable & Power Bar

HD PROJECTOR FULL FRAME DRESS SCREEN PACKAGE - *Call for pricing*

5000 Lumen Projector*, Slide Advancer with built-in Laser Pointer, 6' X 10½' Wide Screen, Skirted Stand, 25' HDMI Cable, 30' AC Cable, & Power Bar

ACCESSORIES

Wireless Microphone – Lapel or Handheld	\$175
4-Channel Audio Mixer	\$65
Flip Chart with Paper Pads and Markers	\$50
White Board with Markers and Eraser	\$65
Wired Microphone with Floor or Table Stand	\$85
Computer Speakers	\$40
Audio Interface Box	\$40
Easel Stand	\$30
Slide Advancer with Built-in Laser Pointer	\$25
Extension Cord or Power Bar	\$15

OTHER

Pen and Paper Kits (COVID-19 safety measures) each	\$2.5
Personal Safety Kits (Mask, Gloves, Sanitizer...) each	\$5.5



All package prices include labour
Additional labour and delivery may apply to larger setups
Pricing does not include applicable taxes

CATERING CONDITIONS

FUNCTION ROOM RENTAL

Rental rates are calculated per event. Room rental includes the complimentary Wi-Fi, Room Set-up, Use of space, Normal Clean-up, and the following as required:

- Tables, Chairs, Linen
- Water Service
- Microphone and Podium

If 24-hour access is required please advise us at the time of booking and the hotel will accommodate if possible, and at an additional charge. Any room set-up changes within 48 hours of a function are subject to labour charges of \$25 per hour, per server.

The hotel reserves the right

- to move or alter meeting space allocations in response to changes in the number of attendees, room layout concerns, technical issues, or for reasons of health and safety.
- to require security for any event at the convenor's expense.

The hotel cannot be held responsible for items left at the hotel or in meeting rooms before, after, or during the event.

30-DAY BOOKING POLICY

We can provisionally / tentatively hold space for you, but cannot guarantee until 30 days before the event without a minimum room block commitment. Once we are within 30 days of the event and the space is still available we will finalize the event contract and any catering requirements.

GUARANTEED ATTENDANCE

The catering department requires a guaranteed number of guests two (2) weeks before the event. In the event of reduced numbers, no more than a 15% variance will be accepted; this can be submitted up to three (3) business days prior without any penalty. At this time the remainder of the balance will be authorized on the card with an additional percentage to take into account any last-minute additions. If numbers should change after this (3 days) period or at the time of the event, the final invoice will reflect the guaranteed number previously submitted or adjusted to the actual number of meals served, whichever is greater.

CONTRACT

To ensure that all requirements stated are agreed upon, we ask that the client sign a copy of the **Banquet Event Order (BEO)** and return it to the Event Manager no later than 14 days in advance of the event.

CATERING CONDITIONS – page 2

PRICING

Current pricing is guaranteed for all functions held within 90 days of booking with a signed contract. Our Catering Department will be pleased to provide written quotations for future dates.

DEPOSIT, PAYMENTS, AND CANCELLATION

A deposit of 50% of the event total will be taken upon receipt of the signed Banquet Event Order (BEO) and completed Credit Card Authorization Form. This deposit may be reversed if alternate payment such as wire transfer, cash, or cheque is on-premise and the transaction is complete.

Payments are to be received on premise 30 days before the event to take into consideration shipping and processing times. Payment can also be made by certified cheque, wire transfer, and credit card; 30 days before the event. *If direct billing is requested a direct billing application must be filled out and is subject to approval by our credit department. Direct billing applications will need to be received a minimum of 60 days in advance.*

Cancellation of events within 45 days will be subject to a 50% cancellation fee of the current event details; cancellations within 30 days will be subject to 100% of the expected food, beverage, and meeting room rental revenue.

APPLICABLE TAXES AND GRATUITIES

We reserve the right to make changes based on market conditions. Government taxes are subject to change.

Meeting Room Rental	5% GST
Food & Non- Alcoholic Beverages	17% Service Charge & 5% GST
Carbonated Non- Alcoholic Beverages	17% Service Charge, 7% PST & 5% GST
Alcoholic Beverages	17% Service Charge , 5% GST & 10% Liquor tax
Host Bar	17% Service Charge, 5% GST & 10% Liquor tax
Cash Bar	5% GST & 10% Liquor tax
Labour Fees	5% GST
Audio Visual	7% PST & 5% GST

DAMAGE

The Hotel does not permit nails, tacks, staples, duct tape, etc. to be used on the function room walls or ceilings. Masking tape is allowed with permission. Decorations are not to be attached to any fixtures without hotel management's consent. Convenors accept full responsibility for all persons attending and agree to be held liable for their actions. Any damage to the property, including carpet stains, may be subject to a deep cleaning or maintenance charge.

CATERING CONDITIONS - page 3

FOOD AND BEVERAGE POLICY

All food and beverages must be provided by the Holiday Inn Vancouver Downtown. Wedding /Celebratory cakes may be brought in with prior permission from the Catering Manager; a cake cutting fee will apply. Bottles of wine may be brought in with prior permission from the Catering Manager; a corkage fee will apply.

Menu selections should be submitted to our Catering Department at least three (3) weeks in advance. Our Catering Department will be pleased to tailor a menu to suit your specific requirements.,

A bartender will be provided free of charge if beverage consumption exceeds \$400.00, otherwise a \$25.00 per hour charge will apply (based on a four-hour minimum).

All menu items can be served on-site or prepared are to go, with the exception of Dinner.

CHILDREN

Children from ages 6 -12 years will be charged 50% of a menu item

Children 5 years and under - No Charge

AUDIO VISUAL EQUIPMENT

In partnership with Encore Canada, our onsite audiovisual partner, we will make arrangements for your audiovisual needs. Clients may bring in their own AV provider, however, the hotel will not be held responsible for the servicing of outside providers' equipment

SOCAN

The hotel will collect performing arts fees for all events with live or recorded music being played or broadcast. The fee of \$73.49 plus applicable taxes (subject to change) in accordance with Federal legislation; this fee will be paid on your behalf and charged to your master bill. www.entandemlicensing.com

LONG DISTANCE

Long-distance charges will apply to all conference calls. Please ask your Event Manager for the current list of charging rates.

SHIPPING MATERIALS

We are pleased to assist in the handling of boxes and packages. Due to limitations in storage, we are unable to receive shipments earlier than three(3) days prior to the event. A service fee will be applied to the main bill if extra labor is needed.

Please Direct All Event Materials

Event Name C/O Food & Beverage Manager – 604-623-6851

Holiday Inn & Suites Vancouver Downtown

1110 Howe Street Vancouver, BC, Canada V6Z 1R2

SPECIAL AND CUSTOMIZED REQUESTS

We will be more than happy to look into ordering any specialty items you may wish to have to enhance your event! These items ordered will be charged according to the guaranteed contract two (2) weeks prior or the actual number served at the event, whichever is greater.

We take great care in what we order, as well as how we prepare those ingredients, but it is still a commercial kitchen and there are potential allergens such as nuts, oils, dairy, flours, etc. present. If someone does have a severe allergy then kindly please inform us ahead of time so our teams can provide the extra attention necessary.

MEETING PROMISE

If any individual requirement covered and agreed upon in the meeting contract is not fulfilled, the Hotel will either correct it to your satisfaction or not charge for that item.

“Our guarantee is that your meeting will be just the way you want it.”

CONTACT US

HOLIDAY INN & SUITES VANCOUVER DOWNTOWN –

1110 Howe Street, Vancouver, British Columbia

Canada V6Z 1R2

Catering Email: events@hivancouverdowntown.com

Catering Phone Number: 604-623-6851

Catering Fax: 604-684-4736 (Please address to the attention of the Food & Beverage Department)

Meetings Website: <https://www.holidayinnvancouverdowntown.com/meetings.php>