

ROYAL HOTEL

Thank you for considering the Royal Hotel to host your upcoming event.

CATERING POLICIES AND INFORMATION

All arrangements, other than numbers, must be finalized three weeks prior to the date of the function. The Hotel is to be advised 96 hours (not including weekends or holidays) prior to the function of the number of guaranteed guests attending.

Royal Hotel reserves the right to relocate a function to an alternate suitable location should the guaranteed number fall below the original booked attendance.

S.O.C.A.N. (Society of Composers, Authors and Music Publishers of Canada) and ReSound (music licensing company) charges a fee for all functions that have live or recorded music which must be collected by the hotel. Prices are based on function type and size.

The use of decorations must be approved by Management. **Flameless candles only. Glitter, Confetti or Tinsel is not permitted.** Customer agrees to be responsible for any and all liability and damage done to the premises during the time of set up, the actual event and tear down by the customer, customer's guests and customer's suppliers. The space is booked only for the time indicated. Any personal items, decorations or recyclables that you wish to take home with you must be cleaned out of the room at the conclusion of event. All garbage must be bagged. Garbage bags are provided at the Front Desk. **Failure to clean out room or bag all garbage completely will result in a \$200 cleaning charge.**

Allowances for additional decorating, set up time and cleaning must be pre-arranged.

All beverage and music services must be completed by 1:00am.

In compliance with the Alberta Gaming and Liquor Act (AGLC), a liquor permit must be presented to the Front Desk Agent on duty and posted in the banquet room. Liquor is only allowed in the room for the times indicated on the license. According to the AGLC you have a consumption time of one hour after the end time on your liquor permit. LIQUOR IS NOT PERMITTED IN PUBLIC AREAS OF HOTEL.

DEPOSITS AND PAYMENT

A deposit of the room rental including applicable taxes is due at time of booking.

CANCELLATION

Cancellation of meeting events must be made 7 days in advance of the function.
Weddings and social functions require 30 day notice.

Catering options available upon request.

Place and Beverage Setting prices available upon request.

For further room information, please contact:

Kristine Bruce ~ GM Royal Hotel

- The Royal Hotel
- 5620-44 Street
- Lloydminster, AB T0B 2P0
- P: 780-875-6113 T: 1-800-661-7221
- gm.rhl@royalhotelgroup.ca

ROYAL HOTEL

FUNCTION ROOM RENTALS AND CAPACITIES

Audio Visual equipment rental is available

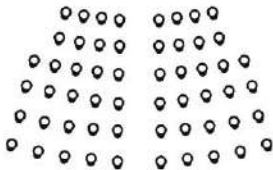
ROOM	SIZE	AREA SQ. FT.	CEILING HEIGHT	CLASSROOM STYLE	THEATRE	RECEPTION	U SHAPE	BANQUET	BOARD ROOM	FULL DAY PRICE
Yellowhead Room A	52 x 36.5	1820	20	60	100	100	40	100		\$450.00
Yellowhead Room B	26 x 30	780	20	27	50	50	24	48		\$350.00
Yellowhead Ballroom		2600	20	80	150	150		150		\$675.00
Board Room	26 x 16	416	11	n/a	n/a	n/a	n/a	n/a	14	\$150.00

ROOM LAYOUTS

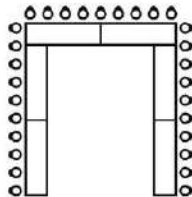
PLUS

A variety of Setups for receptions, buffets and parties.

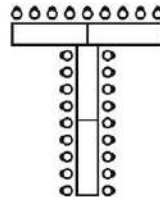
Let us prepare a special presentation for your next business function.



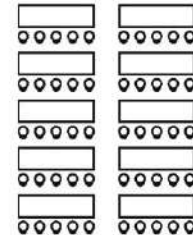
THEATRE STYLE



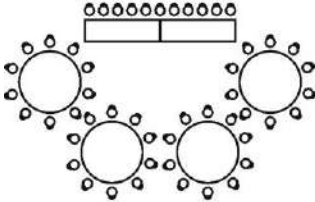
U-SHAPE



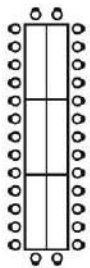
T-SHAPE



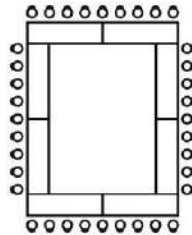
CLASSROOM STYLE



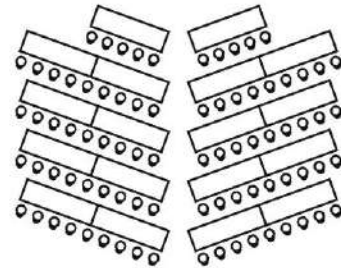
BANQUETS



BOARDROOM STYLE



HOLLOW SQUARE



V-SHAPED CLASSROOM STYLE