



**Best
Western®**

North Bay Hotel & Conference Centre

**WEDDING
GUIDE &
MENU**

Welcome to the Best Western Hotel

It is with great pleasure that we anticipate your visit to the Best Western Hotel!

We are located on Lakeshore Drive, minutes from downtown & across the street from beautiful Lake Nipissing. We invite you to enjoy the magical sunsets.

Your Wedding Day is a wonderful opportunity to share your uniqueness & style. Let us create your perfect day & help you select the ideal wedding package. Our professional catering staff is available to attend to your every wish. With over 30 years of experience, no detail is left unattended. We will make your dreams a reality with the personal care & impeccable service for a day that you will always remember.

The Best Western has 117 tastefully decorated traditional bedrooms, 11 king executive rooms & 2 spacious one bedroom suites. Fully licensed FARINA Ristorante & FAB Lounge.

Private banquet rooms are available for groups of 10 to 300 guests.

For quick & easy assistance, please contact us:

Direct: (705) 474-5805 ext 705

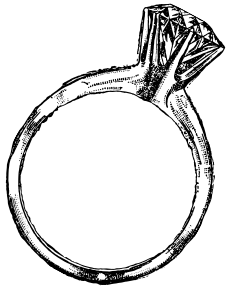
Fax: (705) 474-8699

Email: cindy@bwnorthbay.com

*700 Lakeshore Drive
North Bay, ON
P1A 2G4*



ALL PRICES ARE SUBJECT TO APPLICABLE TAXES & GRATUITIES



Wedding Day Timeline & Checklist

8 to 12 Months Before Your Wedding Day

- Agree with your spouse-to-be & your family on your wedding date.*
- Choose a location & caterer.*
- Decide on a preliminary wedding budget.*
- Hire a wedding planner/coordinator. (optional)*
- Visit wedding shows.*
- Prepare a guest list.*
- Agree to meet with your officiant or clergyman/woman.*
- Agree on the ceremony location & time.*
- Agree on the rehearsal & reception site.*
- Shop for a professional videographer & photographer.*
- Shop for a caterer, florist & music. (band, DJ, etc.)*
- Look for a wedding gown & allow time for alterations and fittings.*
- Agree on wedding registry.*
- Call up & select the wedding party.*
- Agree on a date to order both dresses & suits.*
- Choose a beautiful place for your honeymoon.*
- Apply for passports if needed.*

6 Months Before Your Wedding Day

- Make airline & hotel reservations for the honeymoon.*
- Fine tune guest list.*
- Shop/order invitations, calligraphy, announcements & Thank you notes.*
- Shop/order wedding favors.*
- Draw a time line for the wedding reception.*
- Agree on wedding wine & dinner.*
- Agree on a florist & place an order for the wedding cake.*
- Book a limousine company for transportation on your wedding day.*
- Share and discuss the reception timeline with all parties involved.*
- Buy a gifts for the wedding party.*
- Send out all invitations.*

8 Weeks Before Your Wedding day

Discuss with the officiate any specifics of the wedding ceremony.

Purchase a going away outfit.

Purchase all wedding accessories such as the ring pillow, goblets, garter belt, candles, etc.

Start writing placement cards.

Finalize the guest list.

Make final alterations & fittings for the Wedding Gown.

Fill out and submit application for the marriage license.

Buy your wedding bands.

Mail invitations.

Contact out of town guests & make necessary hotel reservations.

Finalize music list & no-play list with band or DJ.

Make a reservation for your rehearsal dinner at FARINA Ristorante.

Attend showers.

Handle business & legal details such as name changes, address changes, etc.

Meet with our Sales Events Manager to finalize banquet details.

2 Weeks Before Your Wedding Day

Schedule the rehearsal a day or two before your wedding day.

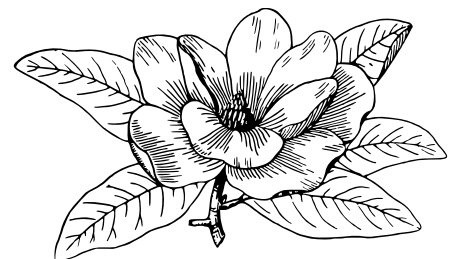
Make an appointment with a beauty salon for the day of wedding.

Verify the bridal party clothing.

Wrap & present the wedding party gifts.

Send a wedding announcement to the local newspapers if you wish & mail the announcements to guests living out of country.

Agree with the reception site & caterer on final details and guests count.



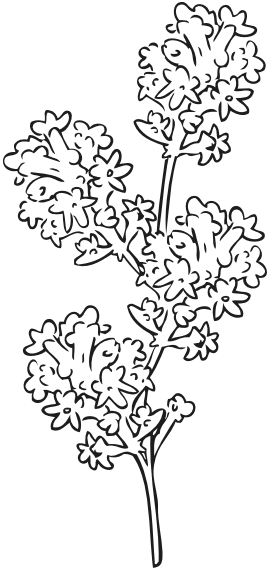
1 Week Before Your Wedding Day

Send reminders to the rehearsal dinner attendees about location & time.

Start packing for your honeymoon.

Discuss final details of the ceremony & reception with the pertinent parties.

Get final guest counts to our Sales Events Manager, wedding cake company, party rental and/or reception site coordinator



The Day Before Your Wedding Day

Visit your beauty salon for manicure & pedicure.

Attend the rehearsal & dinner.

Make sure the ushers have the final guest list.

Go to bed early & get a good night's sleep.

Your Wedding Day!

Make sure you eat something.

Visit your beauty salon for hair styling & make-up. (bring veil & headpiece)

Make sure the best man & maid of honor sign the wedding certificate.

Make sure the wedding gown is pressed & steamed.

Bring a change of clothes if you are leaving for your honeymoon.

Try to relax... unwind... & savor the unfolding of your special day.

Post Wedding

Congratulations!

Our best wishes for a married life filled with good health, happiness and fortune post wedding & honeymoon.

Contact a flower preservation vendor to preserve your bouquet.

Contact a gown preservation vendor to hand clean, press & preserve your bridal gown.

Send out thank-you notes for all the wedding gifts & services.

Wedding Packages

Our wedding packages consist of your choice of a full dinner buffet or a 3 course plated meal.

Complimentary coffee and tea.

Complimentary parking for all guests.

Preferred guest room rate.

Complimentary podium & microphone.

Complimentary overnight accommodations for the Bride & Groom.

Ask us about our Bridal Showers and rehearsal dinner options.



GIFT OPENING

CONTINENTAL BREAKFAST BUFFET

*Oven fresh danishes, croissants & muffins
served with preserves and butter.
Selection of fresh seasonal sliced fruit.
Freshly brewed regular & decaf coffee with
a variety of herbal teas and chilled fruit juice.*

\$16 per person



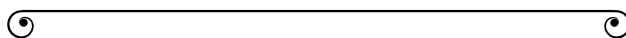
MIMOSA BRUNCH

*Mimosas on ice (after 11 am)
Breakfast pastries and yogurt parfaits.*

*Scrambled eggs, Berry French Toast Bake, fruit salad,
home fries, smoked bacon and pork sausage.
Freshly brewed regular & decaf coffee with
a variety of herbal teas.*

\$28 per person

DELUXE COCKTAIL RECEPTION



CANAPES

Balsamic Roasted Strawberry Bruschetta \$21

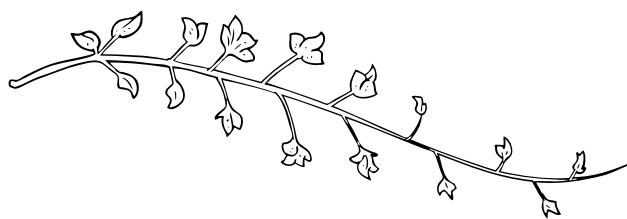
Prosciutto Pinwheels \$20

Bruschetta Bites \$19

Crab & Herb Cream Cheese Bites \$22

Caesar Baskets \$18

Herbed Cream Cheese Stuffed Apricot \$20



HORS D'OEUVRES

Brie Bites \$26

Watermelon & Feta Bites \$20

Breaded Bocconcini \$22

Capresse Skewers \$24

Watermelon Mojito Bites \$21

Melon & Prosciutto \$24

Bacon Wrapped Apricots \$27

Shrimp Tempura \$26

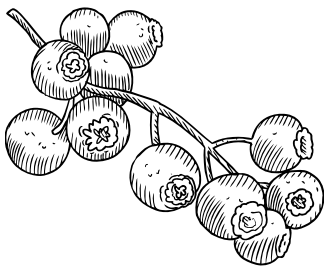
Chicken Satay \$24

Vegetable Spring Rolls \$19

Prosciutto Wrapped Pears \$25

Marinated Greek Salad Skewers \$20

ALL PRICES ARE SUBJECT TO APPLICABLE TAXES & GRATUITIES



RECEPTION PLATTERS

VEGETABLE CRUDITE

Fresh cut vegetables with our beef & onion dip.

Small Platter \$90 per 20 people

Medium Platter \$180 per 40 people

*Large Platter \$350 per 100 people
\$8 per person*

ANTIPASTO PLATTER

Italian cured meats, international cheeses, and marinated olives and bread sticks.

*Small Platter \$140 per 20 - 25 people
\$14 per person*

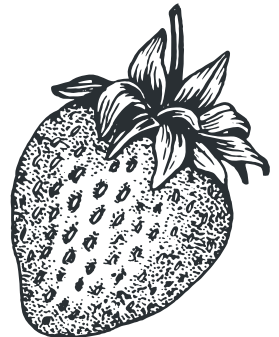
FRUIT PLATTER

An array of fresh sliced fruits.

Small Platter \$110 per 20 people

Medium Platter \$220 per 40 people

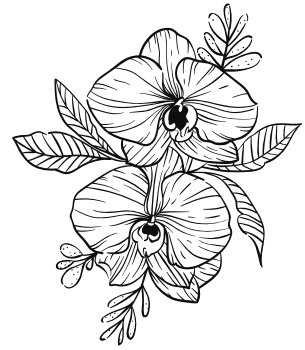
*Large Platter \$335 per 100 people
\$11 per person*



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RECEPTION PLATTERS



SEAFOOD ICE PLATTER

Poached shrimp, smoked salmon and steamed mussels served on a decorative ice platter.

MARKET VALUE

MEET & GREET PLATTER

Selection of international & domestic cheeses and seasonal fruit.

\$100 per platter (14-20 people)

CHOCOLATE & FRUIT

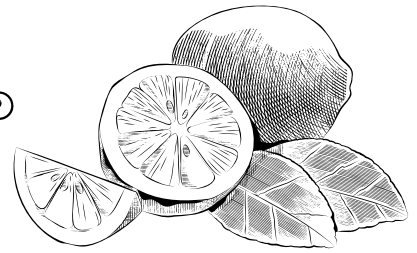
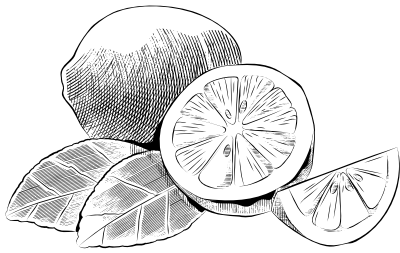
Strawberries, marshmallows, cubed melon and seasonal fruit.

\$85 Fountain rental

\$14 per person

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RECEPTION STATIONS



POPCORN BANANZA

*Fresh popped popcorn, butter, dill pickle & cheddar seasoning.
Assorted nuts, candy coated chocolate, toffee bits, gummies.
\$13 per person*

DONUT BAR

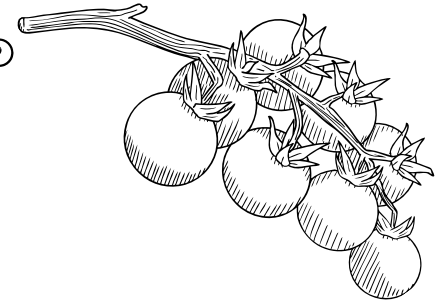
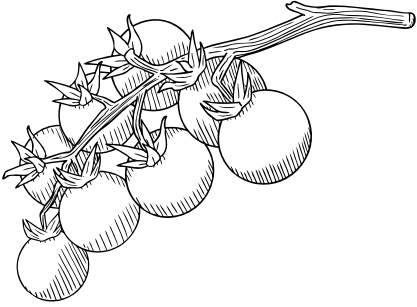
*Crullers, donut holes, regular donuts, assorted flavors.
Toppings: assorted icings, chocolate chips, sprinkles, caramel, nuts.
\$14 per person*

POUTINE BAR

*Fresh cut fries, shredded mozzarella, cheese curds, poutine & chicken gravy
sautéed mushrooms & onions, green onions, jalapeños,
seasoning salt and vinegar
\$14 per person*

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RECEPTION STATIONS



BAKED POTATO BAR

Fresh baked potato with sour cream, green onions, dill, bacon bits, gravy, butter, cheese.

\$14 per person

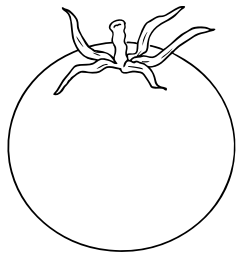
TACO FIESTA

Hard & soft shell tacos with shredded beef & chicken, sautéed vegetables, salsa (mild & hot), sour cream, diced onions & tomatoes, beans, shredded lettuce & cheese, limes.

\$16 per person



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SIGNATURE PIZZA

PIZZA PROSCIUTTO

Fresh basil, tomato sauce, mozzarella, onions, prosciutto, mushrooms and a drizzle of balsamic reduction.

\$18

ITALIAN CHICKEN RANCH PIZZA

BBQ sauce base with chicken, pancetta, zucchini and mozzarella. Served with a side of ranch dressing.

\$18

PIZZA MEATBALL

Farina meatballs crumbled with bruschetta, mushrooms, caramelized onions, tomato sauce and our three cheese blend.

\$18

PIZZA PRIMAVERA

An array of roasted vegetables, tomato sauce and feta cheese.

\$18

CREATE YOUR OWN

*Basic tomato sauce and cheese. \$14
Additional toppings \$2 each
Pepperoni, ham, bacon, mushrooms,
onions, tomatoes, peppers, sausage, olives, feta cheese.*



PLATED DINNER

All plated dinners include a basket of oven fresh dinner rolls with creamy whipped butter on each table, freshly brewed coffee, decaffeinated coffee or herbal teas and your choice of a three course dinner with one appetizer, one entrée and one dessert.

(Additional appetizer is 5\$ per person)

SOUPS

Roasted Butternut Squash Soup with Curried Apples - Roasted butternut squash with sautéed curried onions and apples.

Chicken Leek Soup - Chicken broth loaded with chicken and leeks finished with a sprinkle of fresh dill.

Fennel Minestrone - Classic minestrone with sliced fresh fennel.



SALADS

House Salad - A medley of lettuce tossed with match stick carrots, cucumbers and bruschetta served with our balsamic fig vinaigrette.

Beet & Goat Cheese Salad - Roasted beets sliced topped with arugula salad and tangy goat cheese dressed with a balsamic vinaigrette.

Classic Caesar Salad - Creamy roasted garlic dressing, our baked parmesan crisp, & garlic focaccia croutons.

Summer Berry & Spinach Salad - Mixed greens and spinach salad topped with feta, red onions, summer berries, tossed with blackberry vinaigrette.



ADDITIONAL APPETIZERS

Antipasto Plate - Italian cured meats, antipasti skewers, marinated olives and vegetables. Can be made vegetarian.

\$9 per person

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PLATED DINNER

ENTREE

Mushroom Wellington - A blend of mushrooms and black bean puree stuffed and baked in light and crispy puff pastry served on a bed of sautéed rosemary arugula. (vegan)

\$34 per person

Porchetta - Pork belly wrapped with herbs and roasted for a crispy skin. Served with garlic mashed potatoes, green beans and a lemon thyme sauce.

\$38 per person

Braised Beef Ragu with Pasta - Marinated beef braised with herbs and vegetables to tender perfection served on a bed of pasta and garnished with basil infused feta cheese.

\$36 per person

Seared Halibut with Warm Bacon Corn Salad - Halibut seared with blackening spices on a bed of lemon grits and warm bacon corn pepperoncini salad.

\$36 per person

Eggplant Parmesan - Breaded and deep fried eggplant, smothered in red sauce and our three cheese blend. Served with fettuccine alfredo and buttered vegetables.

\$34 per person

Chicken Parmesan - A breaded chicken breast topped with our in house tomato sauce and baked with mozzarella cheese. Served with parmesan risotto and steamed broccoli.

\$38 per person

Roasted Red Pepper Stuffed Chicken - A chicken breast stuffed with roasted red peppers, asiago cheese and herbs served with buttered asparagus and tomato risotto, finished with garlic parmesan cream sauce.

\$40 per person

Dijon Crusted Baron of Beef - Thinly sliced baron of beef splayed over garlic mashed potatoes. Served with French green beans and au jus.

\$44 per person

Canadian Angus Prime Rib of Beef - Pepper crusted roast beef with Yorkshire pudding, au jus, garlic herb roasted red potatoes and seasonal steamed vegetables.

\$56 per person

KID'S MEALS Ages 5 to 12 (4 and under free)

All children's meals are served with dessert.

Chicken Fingers & Fries - Breaded chicken tenders served with crisp french fries, carrot & celery sticks and plum sauce.

\$17 per child

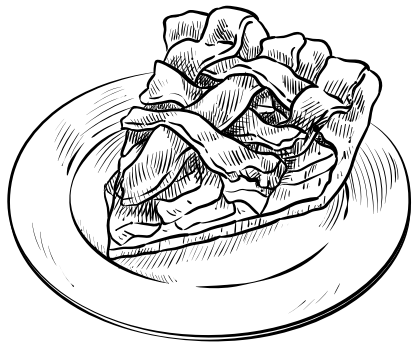
Spaghetti & Meatball - Spaghetti pasta topped with one of our farina meatballs and dressed with house made tomato sauce.

\$17 per child

Gourmet Macaroni & Cheese - Classic macaroni and cheese loaded with pancetta bacon as well as green peas.

\$17 per child

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DESSERT

CARAMEL PANNA COTTA

Creamy chilled dessert with deep caramelized sugar notes finished with caramel and toasted coconut.

PEAR CREME BRULEE (GLUTEN FREE)

Vanilla custard with caramelized sugar and poached pear.

LEMON MOUSSE CAKE

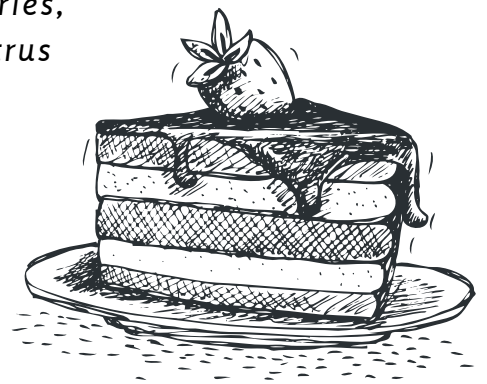
Lemon italian sponge cake with layers of lemon curd, raspberry jam and lemon mousse.

CHOCOLATE MOUSSE CAKE

Layers of chocolate cake and chocolate mousse served with a drizzle of chocolate sauce.

WILD BERRY CHEESECAKE (GLUTEN FREE)

Light and airy cheesecake with blueberries, raspberries and blackberries with a citrus chantily.



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DINNER BUFFET

All our buffet dinners include freshly brewed gourmet coffee, decaffeinated coffee and a selection of herbal teas, oven baked crusty rolls with whipped butter, tossed salad with a selection of three dressings. A display of garden vegetables with beef onion dip and relish trays. Herb roasted potatoes and a medley of buttered steamed vegetables. A choice of one side dish and one entree. The buffet is finished with a wide array of cakes, squares and Cannolis.

Minimum 50 guests

(Less than 50 guests an additional \$5 per person applies.)



SALAD SELECTION

Choice of three of the following salads:

Garden Potato Salad - Mini red potatoes with onions, celery, egg, carrot, and mustard.

Creamy Primavera Pasta Salad - Pasta salad with fresh cut vegetables and roasted red pepper dressing.

Greek Pasta Salad - Pasta salad with fresh cut vegetables and feta cheese tossed in a Greek dressing.

Beet & Goat Cheese Salad - Roasted beets sliced topped with arugula salad and tangy goat cheese dressed with a balsamic vinaigrette.

Fall Apple Slaw - Julienned apples mixed with cabbage, onions, dried cranberries as well as spinach, finished with a sweet mayonnaise vinaigrette.

SIDE DISHES

Choice of one of the following side dishes:

Cheese Cappelletti - Cheese stuffed cappelletti served with a blush sauce.

Pasta Primavera - Pasta tossed with sautéed vegetables and garlic herb oil.

Tuscan Pasta - Pasta tossed in an creamy sun dried tomato and spinach sauce.

Tomato Risotto - Creamy risotto with fresh bruschetta and tomato sauce.

Smoked Ratatouille - Fresh squash, tomatoes, onion and garlic roasted with smoked paprika and garnished with goat cheese.

Lemon Garlic Cheese Ravioli - Cheese ravioli tossed in a lemon garlic cream sauce.

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ENTREE SELECTIONS

Choice of one entrée \$39 per person.

Choice of two entrée \$44 per person.

Choice of three entrée \$49 per person.

Choice of four entrée \$54 per person.



Aged Balsamic Vinegar & Date Chicken Supreme - Roasted chicken breasts paired with a slightly sweet balsamic and date reduction.

Chicken Mushroom Marsala - Chicken sliced and sautéed with mushrooms, onions and marsala wine, finished with luxurious heavy cream.

Classic Braciolo - Butterflied steak stuffed with a mixture of herbs, cheeses and bread crumbs slowly simmered in our house made tomato sauce.

Roasted Garlic Chicken - Roasted chicken supreme tossed with a zesty orange marmalade.

Chicken Kiev - Breaded chicken breasts stuffed with garlic butter and drizzled with a garlic cream sauce.

Porchetta - Pork belly wrapped with herbs and roasted for a crispy skin. Served with a lemon thyme sauce.

Honey Garlic Pork Loin - Roasted garlic dijon pork loin drizzled with amber honey garlic sauce.

Baked Sole with Blistered Cherry Tomatoes - Cajun baked sole served with blistered tomato sauce.

ENTREE ENHANCEMENTS

Baron of Beef - Carved black pepper & salt crusted baron of beef.

\$11 per person

Seafood Platter - Ice platter loaded with smoked salmon, lemon poached shrimp and spicy bruschetta steamed mussels.

Market Value

Prime Rib - Carved slow roasted prime rib of beef with au jus and Yorkshire pudding.

Market Value

We are pleased to offer a customized menu, all pricing and availability to be determined by our Executive Chef.

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BEVERAGE SERVICE

Bar Prices are Subject to Applicable Taxes & Gratuities. Please note, if less than \$400.00 of liquor is consumed, a bartender fee per hour, per bartender (minimum of 4 hours) will be applicable.



Cash Bar Prices

Domestic Beer \$6.19

Premium Beer \$7.09

House Wine \$7.09

Bar Liquor \$6.19

Coolers \$7.09

Soft Drinks \$2.65

WITHOUT TAXES AND GRATUITIES

Host Bar Prices

Domestic Beer \$8

Premium Beer \$9

House Wine \$9

Bar Liquor \$8

Coolers \$9

Soft Drinks \$3.50



WITH TAXES AND GRATUITIES

A LA CARTE

Non-Alcoholic Fruit Punch Fountain (serves 30)

\$75

Blend of Fruit Juice, 7up with Sliced Oranges & Maraschino Cherries

Fountain Punch Rental

\$85

Alcoholic Fruit Punch Service (serves 30)

\$105

Blend of Fruit Juice, White Wine & Sliced Citrus Fruit

Mimosa Punch (serves 30)

\$135

Orange Juice with Champagne

Mimosa By The Glass

\$10 per person



WEDDING BAR OPTIONS

Host Bar

Host Bar will be stocked with domestic beer, house wine & coolers with scotch, rye, gin, rum & vodka spirits.

Toonie Bar

Popular choice for weddings! Your guests can buy \$2.00 drinks all night from your private bar, the remaining balance will be added to your house account.

Ticket Bar

The wedding couple can hand out drink tickets throughout the evening & the total will be added to your house account. In addition to your guests being able to purchase drinks all evening from the bar for cash.

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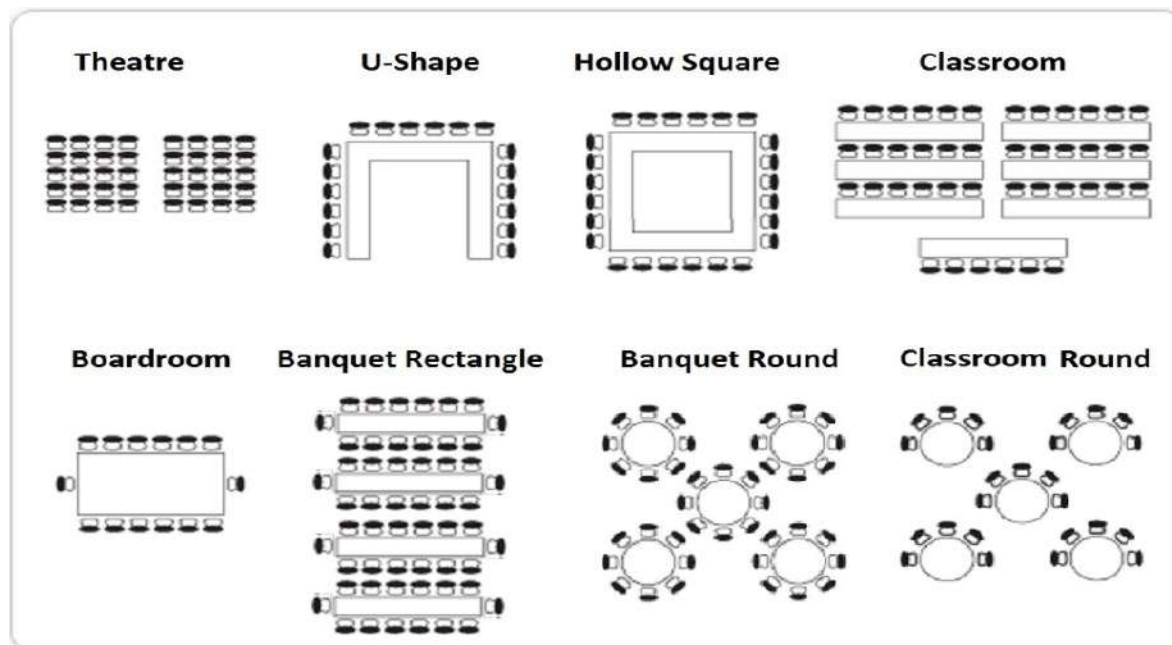
ROOM CAPACITIES

Rooms	Size	Sq. Feet	Theater Style	Banquet Style	Classroom Rounds	U – Shape	Boardroom
Regency Ballroom	40x87	3480	350	260	150	See sales	See sales
Regency Foyer	32x50	1600	100	n/a	n/a	n/a	n/a
Ontario Ballroom	45x60	2700	300	220	100	40	40
Ontario Room A	20x45	900	80	60	30	30	30
Ontario Room BC	40x45	1800	100	150	50	30	30
Lakeshore Room	24x40	960	80	60	36	30	30
Champlain A Boardroom	23x25	575	40	40	36	20	20
Champlain B Boardroom	15x25	306		12	n/a	n/a	12
Champlain C Boardroom	15x23	391	20	16	n/a	12	12
Skylight Room	20x23	520	30	24	30	15	20
Fab Lounge				40			30

Set Ups are maximum capacities. Depending on your set up requirements, capacities will change.
Please consult with our professionals to help you with your room and set up selections.

Set up are maximum room capacities. Depending on your room requirements, capacities will change. Please consult with our professionals to help you with your room selections.

ROOM SET UPS



AV RENTALS

We are able to provide meeting space with a wide variety of audio visual equipment, conference phones to expand your board meeting, projectors & large screen for your presentations or a wireless microphone to walk around your conference as you speak, let us know what your needs are!



TERMS & CONDITIONS

Payment Terms

Method of Payment

Invoices may be paid by cash, certified cheque, money order, or credit card. A personal cheque may be used to pre-pay a function or be used for a deposit, minimum sixty business days in advance of said function. A valid credit card must be placed on file at the time of booking regardless of the method of payment received.

Payment Information

A \$1000.00, non-refundable deposit is required at time of booking. 50% of the estimated total is due six months prior to the event. One month prior to the function, 100% of the estimated total is required. Any balance owing is due 72 hours in advance of the function. Any balance owing by The Hotel to you will be paid by cheque or to the credit card on file the week after the function. Please note that all events held on statutory holidays will result in an additional \$6.00 charge per person. Due to circumstances beyond our control, prices are guaranteed 90 days prior to your function.

Cancellation Policy

The Hotel reserves the right to cancel any event for which:

- A) Final payment has not been received by the specified date.*
- B) A guaranteed guest count has not been received in writing by the specified date.*
- C) A signed function contract has not been received by the specified date.*
- D) The function room is being used for a different purpose than when originally booked.*

For all functions cancelled between 90 and 60 days prior to the event, a 50% charge based on the estimated guest count will be billed to the client. For all functions cancelled less than 60 days prior to the event date, the full estimated cost of the event will be billed to the client.

TERMS & CONDITIONS

Damage / Property Loss

Any damage or loss to The Hotel by guests or representatives will be the responsibility of the contract signed. Repair or replacement costs will be billed to the signed in addition to rental fees.

S.O.C.A.N Tariff Fees

This tariff license fees are payable for entertainment of live or recorded music. The entire fee is remitted by the hotel to the "Society of Composers, Authors & Music Publishers of Canada".

*For more information please visit S.O.C.A.N's website at www.socan.ca or call
(416) 445-8700*

Menu Selection

All menu details must be provided to The Hotel at least one (1) month(30 Days) prior to the event. Children 12 years of age and under are entitled to a discounted meal price or a child's menu option.

Guaranteed Guest Count

The Hotel requires the guaranteed guest count from the client, in writing, no later than 9 business days prior to the event.

The client is responsible for paying for the guaranteed guest count or actual guest count - whichever is greater. In the event that a guaranteed guest count is not received by The Hotel, as specified above, then the client will be invoiced for the last guaranteed number on file.

The Best Western Hotel agrees to provide a maximum of 10 % over the guaranteed guest count. For all meals provided above the 10 %, a 25% premium rate will be charged. The Best Western does not guarantee the availability of any meals beyond the 10 %.

Once your event has been confirmed by our receipt of your signed written contract, the number of guests may not be reduced by more than 30% of the original number of attendees expected.

In the event that such a fluctuation occurs, The Hotel reserves the right to charge for the minimum number of attendees and relocate the event to a more appropriate function room.

TERMS & CONDITIONS

Set Up

Alteration from the original set-up of the room will incur an additional charge. Any live center pieces must be removed at the end of the function by the client.

If candles are used the open flame must not be exposed.

Special Occasions Permits

A special occasion permit is required for all events providing homemade wines. To qualify for a special occasions permit please contact the local LCBO. In addition to the requirement of a special occasions permit, The Hotel will apply a corkage fee to all bottles of wine served under a special occasions permit. Please contact the catering department for further details.

LLBO Rules & Regulations

The Hotel must abide by all LLBO rules and regulations – and we appreciate this obligation being respected by all of our clients. If you have any questions or concerns regarding these rules and regulations, please contact our catering department.

QUOTED PRICES ARE SUBJECT TO 13% HST AND 15% SERVICE CHARGES. PRICES AND MENU CONTENT ARE SUBJECT TO CHANGE WITHOUT NOTICE.

