



BY CHOICE HOTELS

QUALITY INN CATERING POLICIES

CONFIRMATION

Once all function information has been set, including food and beverage service, advance deposit if requested, and credit application approval, a function agreement describing arrangements must be signed and returned to the hotel to confirm booking. In addition to the advance deposit, a credit card number is required to guarantee the booking. Should there be any outstanding charges following the function the hotel is authorized to apply the remaining balance to the credit card number provided. Social events for groups larger than 50 people require a \$250.00 deposit.

CANCELLATION

Should you need to cancel your function arrangements, 72 hour notice is required for meeting and banquet facilities. 48 hours notice is required for food and beverage service.

SIGNAGE

Standard lobby signage will be provided by the hotel. It is the host's responsibility to provide any additional signage throughout the hotel. All signage displayed in public areas of the hotel must be of a professional and tasteful nature. We will be pleased to assist you with your needs. All groups are responsible for any damage caused by their delegates or guests.

RECEIVING MEETING MATERIALS

Due to limited amount of storage space at the Quality Inn, arrangements must be made in advance for the storage of goods prior to an event. The Quality Inn does not accept liability for any loss or damage to goods stored before, during, or after any conference. Please discuss your needs with our Catering Department. All deliveries must be clearly labeled with the company name, meeting date, meeting room name, hotel contact and sender's name.

INTERNET & BUSINESS SERVICES

Internet access is available throughout the hotel by accessing the hotel's wireless network. Please contact the front desk for an Internet Authorization Code. The hotel can also provide a wireless adapter to those that do not have wireless capability on their laptop. The hotel's business centre also contains a desktop computer with internet access, Microsoft Office programs, USB Plug-ins, and a printer. Copies (Black & White) can be done at the front desk for \$.25 a page. Fax services can also be done at the front desk. There is no fee for incoming or local outgoing faxes; the fee for long distance outgoing faxes is \$2.00 for the first page and \$1.00 for every following page.

FOOD & BEVERAGE

Any food and Beverage consumed in any meeting or banquet must be purchased from the Quality Inn or Bridges Bistro. We are governed by Provincial Liquor Laws. No liquor service will be permitted outside the normal licensing hours. Hotel lobbies and public areas are not licensed for the consumption of alcohol. There is a mandatory 15% gratuity on a food and beverage items. Bartending fees are \$10.00 an hour at a minimum of 3 hours. Bookings with food and beverage service must provide guaranteed numbers 48 hours prior to function.

DÉCOR

We would be pleased to provide assistance and recommendations in arranging specialty linen, decorations, flowers or entertainment. There are additional fees for table linens for social event bookings. Confetti and similar items are not permitted on hotel premises. If any damage or unnecessary cleanup is required, we reserve the right to apply a compensating fee to your bill.