



Complete Catering Information

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THE Marlborough HOTEL

Breakfast Selections

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### Continental Breakfast

*Chilled juices, assorted mini-Danish, muffins & croissants  
served with butter, preserves, coffee & tea*

**\$6.95**

\$8.95 with seasonal fresh fruit

### Served Breakfasts

*A plated selection of seasonal fresh fruits served with yogurt or cottage cheese.*

**\$10.95**

*Eggs Benedict with smoked ham topped with Hollandaise sauce,  
served with pan fried potatoes, seasonal fresh fruit garnish, coffee & tea.*

**\$12.95**

*French toast served with syrup and three varieties of seasonal fresh fruit.*

**\$11.95**

### Sunrise Buffet

*Chilled juices, assorted mini-Danish, muffins & croissants served with butter & preserves.  
Seasonal fresh fruit tray, scrambled eggs, bacon, sausages, pan fried potatoes, coffee & tea.  
30 persons minimum (under 30, add \$1.00 per person)*

**\$12.95**

### Chef's Omelettes Bar

*Chilled juices, assorted mini-Danish, muffins & croissants served with butter & preserves,  
seasonal fresh fruit tray, pan fried potatoes, and omelettes made-to-order including  
fresh cut tomato, cheese & choice of three of the following:  
mushrooms, spring onions, smoked ham, sweet bell peppers, spinach & bacon.*

40 persons maximum

**\$13.95**

All prices are per person (unless otherwise indicated) and subject to 15% Gratuity, 7% P.S.T & 5% G.S.T



## *Break Menu Selections*



|                                        |                |
|----------------------------------------|----------------|
| Assorted Croissants, Danishes, Muffins | \$22.95/ dozen |
| Assorted Hand Made French Pastries     | \$39.95/ dozen |
| Warm Cinnamon Buns                     | \$25.95/ dozen |
| Assorted Cookies                       | \$12.95/ dozen |
| Assorted Donuts                        | \$15.95/ dozen |
| Seasonal Fresh Fruit Platter           | \$3.95/ person |
| Fresh Vegetables with Dip              | \$2.95/ person |
| Domestic Cheese Tray with Crackers     | \$3.95/ person |
| Banana Bread (2 Slices person)         | \$2.95/ person |
| Assorted Yogurts (250 ml)              | \$2.95/ each   |
| Granola Bars                           | \$1.95/ each   |
| Protein Bars                           | \$1.95/ each   |
| Whole Fruit                            | \$1.05/ each   |

### Beverages

|                                         |         |                                     |         |
|-----------------------------------------|---------|-------------------------------------|---------|
| Assorted Chilled Juices (64 oz pitcher) | \$9.00  | Dasani Bottled Water (596 ml)       | \$1.95  |
| Milk (64 oz pitcher)                    | \$9.00  | Coffee/Tea per person               | \$1.75  |
| Iced Tea (64 oz pitcher)                | \$9.00  | Canned Soft Drinks & Juices (355ml) | \$1.95  |
| Rum Fruit Punch (2 Gallons)             | \$60.00 | Coffee/Tea (10 cup silex)           | \$16.50 |
| Fruit Punch (2 Gallons)                 | \$40.00 | Coffee/Tea (25 cup urn)             | \$42.50 |





## *Luncheon Buffets*

(A minimum of 35 people is required for Luncheon Buffets excluding Duke of Earl)  
(under 35 people, add \$1.00 per person)

### **The Marlborough**

*Warm assortment of Multigrain, Sour dough and Rye Rolls served with Butter, Tossed Salad with Assorted Dressings, Coleslaw and Italian Pasta Salad  
Chef's choice of Potatoes or Rice, Chef's choice of fresh Vegetables  
Roasted Paprika Chicken, Carved Baron of Beef  
Assorted Sweets, Seasonal fresh Fruit  
Coffee and Tea Service*  
**\$17.95**

### **The Eton**

*Warm assortment of Multigrain, Sour dough and Rye Rolls served with butter, Tossed Salad with Assorted Dressings, Potato Salad and Italian Pasta Salad  
Chef's choice of Potatoes or Rice, Chef's choice of Fresh Vegetables  
Chicken Parmesan, Carved Baron of Beef, Baked Salmon with Lemon Hollandaise Sauce  
Assorted Sweets, Seasonal fresh Fruit  
Coffee and Tea Service*  
**\$18.95**

### **Duke of Earl**

*Assorted sandwiches on a variety of fresh Breads with fillings including Shaved Ham, Shaved Turkey, Corned Beef, Tuna Salad and Egg Salad  
Served with Chef's choice Soup.  
Coffee and Tea Service*  
**\$9.95**

## *Buffet Enhancements*

### **Salads**

\$2.00/per item per person

Tossed Salad  
Greek Salad  
Chick Pea Salad  
Broccoli & Cheese Salad  
Pickled Beets  
Traditional Potato Salad

### **Hot Entrées**

\$3.00/per item per person

Baked Salmon with Lemon Hollandaise Sauce  
Pollock Florentine  
Chicken Parmesan  
Oriental Breaded Pork  
Swedish Meatballs  
Baked Penne Pasta with Three Cheeses

### **Platters**

\$2.00/per item per person

Fruit Platter  
Vegetable Platter  
Condiment Platter  
Cold Cut Platter  
Devilled Eggs  
Cheese Platter



## *Cold Luncheon Plates*

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### **Chicken Salad & Fresh Fruit**

*Creamy Chicken Salad served on a bed of Lettuce in a crisp Tortilla Bowl garnished with Seasonal fresh fruit, Tomato wedges and sliced Cucumber.*

*Served with a warm assortment of Multigrain, Sour dough and Rye Rolls, and butter.*

*Coffee Tea service*

**\$10.95**

### **Chicken Caesar Salad**

*Grilled breast of Chicken served on crisp Romaine Lettuce, Garlic croutons, Asiago cheese and our creamy Caesar dressing.*

*Served with Garlic Toast*

*Coffee Tea service*

**\$11.95**

### **Poached Salmon Plate**

*Chilled poached fillet of Atlantic salmon served on a bed of Wild Greens with Balsamic vinaigrette. Garnished with sliced Red Onion, Tomato wedges, sliced Cucumber and fresh Lemon.*

*Served with a warm assortment of Multigrain, Sour dough and Rye Rolls, and butter.*

*Coffee Tea service*

**\$13.95**

### **Fresh Fruit Plate**

*Assortment of Seasonal fresh fruit decoratively arranged and served with your choice of Yogurt or Cottage Cheese. Served with fresh croissants.*

*Coffee Tea service*

**\$10.95**



# THE Marlborough HOTEL

## *Dinner Entrees*

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All Entrees are accompanied by warm Multigrain, Sour Dough and Rye Rolls with Butter, your choice of Soup or Salad, and choice of two Vegetables, choice of Potato or Rice, Dessert.

Coffee Tea service.

(Add \$2.00 for Soup & Salad)

### Chicken Entrees

#### **Chicken Wellington**

*Breast of Chicken wrapped in a Puff pastry with Mushroom and Garlic Duxelles.*

*Served with a Peppercorn Cream Sauce.*

**\$26.95**

#### **Chicken Florentine**

*Tender boneless Chicken breast stuffed with Mushrooms, Cream Cheese, and Spinach.*

*Masked with a Creamy White Wine Chablis Sauce*

**\$24.95**

#### **Chicken Cordon Bleu**

*Tender boneless Chicken Breast stuffed with Swiss Cheese and Black Forest Ham*

*Finished with a White Wine and a Peppercorn Mélange Sauce.*

**\$24.95**

#### **Chicken Kiev**

*Tender boneless Chicken Breast stuffed with Garlic-Herb Butter*

*Served with a Red Wine Demi Glaze*

**\$24.95**

#### **Grilled Lemon Chicken**

*Tender boneless grilled Chicken breast dusted with Salt and Pepper*

*Simmered in Lemon Sauce and Fresh Dill*

**\$23.95**

#### **Roasted Half Chicken**

*Roasted to perfection*

*Served with Rosemary Sauce*

**\$23.95**



## *Dinner Entrees*

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All Entrees are accompanied by warm Multigrain, Sour Dough and Rye Rolls with Butter, your choice of Soup or Salad, choice of two Vegetables, choice of Potato or Rice, Dessert.

Coffee Tea service.

(Add \$2.00 for Soup & Salad)

### Seafood Entrees

#### **Baked Halibut**

*Coated with fresh Herbs and baked*

*Served with Lemon Sauce*

**\$25.95**

#### **Herb-Crusted Fillet of Atlantic Salmon**

*Baked and served with a Lemon Hollandaise Sauce*

**\$24.95**

#### **Pickerel**

*Steamed Pickerel, stuffed with Spinach*

*Served with a Garlic Cream Sauce*

**Seasonal Price**

### Lamb & Veal Entrees

#### **Rack of Lamb**

*Roasted New Zealand Lamb*

*Served with a Lemon Herb Demi Glaze*

**\$34.95**

#### **Veal Loin Medallions**

*Medallions of Milk Fed Veal, lightly floured and pan-fried with Seasoning*

*Topped with Mushrooms and Marsala sauce*

**6 oz \$30.95**





## *Dinner Entrees*

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All Entrees are accompanied by warm Multigrain, Sour Dough and Rye Rolls with Butter, your choice of Soup or Salad, and choice of two Vegetables, choice of Potato or Rice, Dessert.  
Coffee Tea service.  
(Add \$2.00 for Soup & Salad)

### Beef & Pork Entrees

#### **Roast Prime Rib Canada “AA”**

*Herb Roasted Prime Rib of Beef Au Jus*  
*Served with Yorkshire pudding and Horseradish*  
8 oz \$28.95  
10 oz \$30.95

#### **Beef Tenderloin**

*Crusted with Dijon Mustard and Herbs*  
*Served with Mustard Cream Sauce*  
6 oz \$33.95

#### **Striploin Steak**

*New York Striploin Steak Charbroiled*  
*Served with a Demi Glaze Sauce*  
6 oz \$26.95

#### **Pork Loin**

*Pan-fried Medallions of Pork loin*  
*Served with your choice of a Grainy Mustard Sauce or Warm Pineapple Chutney Sauce*  
6 oz \$24.95



## *Vegetarian Entrees*

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All Entrees are accompanied by warm Multigrain, Sour Dough and Rye Rolls with Butter, your choice of Soup or Salad, choice of two Vegetables, choice of Potato or Rice, Dessert.

Coffee Tea service.

(Add \$2.00 for Soup & Salad)

### **Grilled Vegetable Plate**

*A variety of Seasonal Grilled Vegetables*

**\$22.95**

### **Vegetable Primavera**

*Assorted Spring Vegetables on a bed of Creamy Penne Pasta*

**\$22.95**

### **Cheese Stuffed Manicotti**

*Manicotti pasta stuffed with Ricotta Cheese served with Basil Tomato Sauce*

**\$22.95**

## *Children's Entrees*

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(12 and under)

### **Chicken N' Chips**

*Crispy, tender chicken fingers served with your choice of Barbecue or Honey Dill sauce.*

*Accompanied by French Fries.*

**\$8.95**

### **Mac & Cheese**

*Macaroni tossed in a Cheddar Cheese Sauce*

**\$8.95**

### **Mini Pizza**

*A individual sized Pizza made in house with Pepperoni and Melted Three Cheese*

**\$8.95**

(Includes Dessert and Beverage)



## *Soups*

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Choice of one of the following options:

Cream of Asparagus
(Seasonal)

Cream of Fresh Mushroom

Cream of Leek & Red Pepper

Cream of Broccoli & Asiago Cheese

Cream of Carrot & Dill

Tomato & Basil Bisque

Minestrone

Vegetable Borscht

Chicken Consommé

With Julienne Vegetables & Cheese Tortellini

Caldo Verde

(Hearty Portuguese Soup with Potatoes & Chorizo Sausage)

Salads

Choice of one of the following options:

Caesar Salad

*Crisp Romaine Lettuce, Garlic Croutons, Asiago cheese
Tossed in our creamy Caesar dressing*

Tossed Salad

*Iceberg lettuce, Romaine Lettuce with Purple Cabbage,
Garnished with Tomato wedges and sliced Cucumbers
Served with your choice of Dressing*

California Salad

*Romaine lettuce with Mandarin Orange Segment & Fresh Strawberries
Served with your choice of Yogurt-Poppy Seed or Raspberry Vinaigrette*

Greek Salad

*Romaine lettuce, Sweet Bell Peppers, Feta Cheese and Ripe Black Olives
Tossed in a Light Vinaigrette with Fresh Tomatoes and English Cucumbers*

Classic Spinach Salad

*Fresh Spinach, Sweet Red Onion, Feta Cheese, Bacon
Served with Lime Dressing*

Vegetables

Choice of two of the following:

Cauliflower Gratinee
Honey-Dill Baby Carrots
Green Beans Almandine
Broccoli Gratinee
Sweet Buttered Corn & Red Pepper
Fresh Asparagus (Seasonal)

or

Choice of one of the following:

Seasonal Jardinière
(Assortment of fresh Seasonal Vegetables)
Vegetable Medley
(Green Beans, Baby Carrots & Yellow Beans)



Potatoes

Choice of one of the following options

Oven-Roast Chateau Potato

Lemon & Herb-Roast Potato

Stuffed Baked Potato

Duchess Potato

Baked Russet Potato

(Served with Sour Cream & Spring Onions on side)

Garlic Mashed Potato

Pomme William

\$1.25 per person (150 person maximum)

Rice

Saffron & Red Pepper

White & Wild Rice with Mushrooms and Onions

Oriental Fried Rice

Classic Rice Pilaf



Desserts



Choice of one of the following options

Double-Chocolate Cake

(a sweet decadent chocolate cake with a strawberry puree)

Black Forest Cake

(a traditional cake served with a cherry topping)

Peach Melba

(vanilla ice cream served with strawberry topping, whipped cream and a peach wedge)

Cheesecake

(Choice of Cherry Topping, Chocolate or Strawberry sauce)

Pear Belle Helen

(vanilla ice cream served with a chocolate sauce, whipped cream and a pear wedge)

Tiramisu

(served with a vanilla cream sauce)

Fruit Cocktail

(assortment of seasonal fresh fruit)

Strawberry Shortcake

(a light and creamy cake served with an orange cognac sauce)

Baked Alaska

Add \$1.50 per person

(whole cake presented with sparklers and portioned)

Strawberries Romanoff

*Served with Cointreau, cracked Black pepper and fresh whipped cream
(Seasonal)*

Add \$1.50 per person



Dinner Enhancements

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### **Antipasto**

*Prosciutto Ham, Genoa Salami, Cappiccolo Ham, Provolone Cheese, Marinated Green Olives, Black Olives, Artichoke Hearts and Sweet Roasted Red Peppers*

**\$6.95 per person**

### **Swedish Meatballs**

*Fresh Ground Seasoned Beef formed and baked in a Creamy Mushroom Sauce  
Served Family Style*

**\$2.95 per person**

### **Cabbage Rolls**

*Stuffed with fluffy Long Grain Rice and baked in an Herb Tomato Sauce  
Served Family Style*

**\$2.95 per person**

### **Perogies**

*Served with Sour Cream and Sautéed Onions on the side.  
Served Family Style*

**\$2.95 per person**

### **Shrimp Skewer**

*Three succulent shrimp per skewer, glazed with garlic and butter*

**\$5.25/skewer**



# THE Marlborough HOTEL

## *Dinner Buffets*

(A guaranteed minimum of 45 people is required for Dinner Buffets)

### The Prince of Wales

*Warm assortment of Multigrain, Sour dough and Rye Rolls served with Butter,  
Assorted Lettuce and Greens Marinated Fresh Vegetables, Mediterranean Pasta Salad, Potato Salad  
Carved Baron of Beef, Citrus Glazed Chicken, Italian Meatballs, Crusted Sole with Red Pepper Aioli Sauce  
Chef's Choice of Fresh Vegetables, Roasted Potatoes,  
Sliced Seasonal Fresh Fruit, Assorted Cheeses and Crackers  
Assorted Sweets and New York Cheesecake Squares with Fruit Topping  
Coffee Tea service.*

**\$26.95**

### Duke of Marlborough

*Warm assortment of Multigrain, Sour dough and Rye Rolls served with Butter,  
Assorted Lettuce and Greens, Shredded Carrot Salad, Italian Pasta Salad, Coleslaw  
Roast Top Sirloin of Beef, Roasted Paprika Chicken  
Chef's Choice of Fresh Vegetables, Oven Roasted Potatoes,  
Sliced Seasonal Fresh Fruit, Assorted Cheeses and Crackers  
Assorted Sweets  
Coffee Tea service.*

**\$24.95**

## *Dinner Buffet Enhancements*

### Salads

\$2.00/per item per person

Tossed Salad  
Greek Salad  
Chick Pea Salad  
Broccoli & Cheese Salad  
Pickled Beets  
Traditional Potato Salad

### Hot Entrées

\$3.00/per item per person

Baked Salmon with Lemon Hollandaise Sauce  
Pollock Florentine  
Chicken Parmesan  
Oriental Breaded Pork  
Swedish Meatballs  
Baked Penne Pasta with Three Cheeses  
Roasted Leg of Lamb with Dijon Cream Sauce

### Platters

\$2.00/per item per person

Vegetable Platter  
Condiment Platter  
Cold Cut Platter  
Devilled Eggs  
Cheese Platter





# THE Marlborough HOTEL

## Receptions

### Hot & Cold Hors D'Oeuvres

#### Cold

(Per dozen)

|                                                               |         |
|---------------------------------------------------------------|---------|
| Shrimp Phyllo Purses                                          | \$28.95 |
| Jumbo Tiger Prawns on Ice                                     | \$24.95 |
| Prosciutto Mellone                                            | \$18.95 |
| Smoked Salmon & Capers on Cocktail Bread                      | \$18.95 |
| Shrimp Canape on Crostini with Dill Cream Cheese              | \$18.95 |
| Smoked Oysters Canape                                         | \$18.95 |
| Bruschetta                                                    | \$16.95 |
| <i>(Fresh Tomato, Garlic, Asiago, Olive Oil, Fresh Basil)</i> |         |

#### Hot

(Per dozen)

|                                                |         |
|------------------------------------------------|---------|
| Breaded Jumbo Shrimp                           | \$24.95 |
| Spanakopita                                    | \$18.95 |
| Beef Satays with Teriyaki Glaze                | \$18.95 |
| Chicken Satays with Peanut Sauce               | \$18.95 |
| Baked Almond Crusted Camembert                 | \$18.95 |
| Puff Pastry Stuffed with Mushroom and Escargot | \$18.95 |
| Seafood Spring Rolls                           | \$18.95 |
| Vegetable Spring Rolls                         | \$16.95 |
| Chicken Fingers                                | \$24.95 |
| Chicken Wings                                  | \$14.95 |

## Carvery & Pasta Bar Stations

(A guaranteed minimum of 45 people is required for Pasta Bar)

|                                                                                                            |                           |
|------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Carved Gravlax Salmon Side</b>                                                                          | <b>\$12.95 per person</b> |
| <i>(Served with Dark Ray Slices, Capers and Red Onion)</i>                                                 |                           |
| <b>Roast Baron of Beef</b>                                                                                 | <b>\$ 9.95 per person</b> |
| <i>(Served with Crusty Oval rolls and Condiments)</i>                                                      |                           |
| <b>Pasta Bar Buffet Style</b>                                                                              | <b>\$11.95 per person</b> |
| <i>(Two choices of pasta, Alfredo, Tomato Basil sauce, Red onion, Mushrooms, Peppers, Parmesan Cheese)</i> |                           |



## *Reception Platters*

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### **Fresh Vegetable Platter**

*An assortment of fresh Seasonal Vegetables decoratively arranged. Served with Dips*  
**\$2.95 per person**

### **Cheese and Cracker Platter**

*A Selection of Domestic Cheeses. Served with Assorted Crackers*  
**\$3.95 per person**

### **Relish Tray**

*An Assortment of Pickles, Kalamata Olives, Cocktail Onions and sliced Pickled Beets*  
**\$2.95 per person**

### **Fresh Fruit Platter**

*A selection of fresh Seasonal Fruits*  
**\$3.95 per person**

### **Assorted Sandwich Platter**

*On a variety of fresh Breads with fillings including  
Shaved Ham, Shaved Turkey, Corned Beef, Tuna Salad and Egg Salad*  
**\$6.95 per person**

### **Sweets Platter**

*A selection of finger size Cakes including Nanaimo Bars, Fudge Brownies, Carrot Cake and Butter Squares*  
**\$3.50 per person**

### **Cold Cut Snack**

*Deli Meats, Cheese, Pickles, Breads and Condiments*  
**\$8.95 per person**



## *Bar Policies*

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### **Corkage Bar**

The Hotel allows the client to bring in his or her own liquor, wine, beer & liqueurs, provided the proper occasional permit has been issued by the Manitoba Liquor Control Commission. All Commission regulations must be followed. The hotel reserves the right to refuse liquor service if any of the Commission regulations are not adhered to. All alcohol must be removed from the premises at the end of the function

### **Full Liquor Corkage Bar \$ 8.95 per person**

The Hotel will supply the Glasses, Soft drinks, Clamato, Orange, Cranberry & Lime Juices, Ice, Fruit Garnish, Napkins, Swizzle Sticks, Straws and Bartenders. Included is uncorking and placement of client's wine bottles on guest tables.

Formal Wine Service: Add \$ 3.75/per Bottle

### **Deluxe Liquor Corkage Bar \$ 9.95 per person**

Includes all of above as well as Martini & Liqueur Service

### **Wine and Beer Corkage Bar \$ 4.95 per person**

### **Wine Corkage Bar \$ 3.95 per person**

### **Children's Soft Drink Corkage \$ 3.50 per person**

#### Regulations Pertaining to Corkage Bars

1. An occasional permit is required from M.L.C.C. for the number of guests attending the function
2. The permit holder must be in attendance from the opening to the closing of the bars. The permit must be given with the delivery of the product, and must be with the liquor before any service can begin.
3. No person under the age of eighteen is allowed to consume alcohol during the function (even when accompanied by parents, guardian or spouse) in accordance with the Manitoba Liquor Act.
4. If client intends to operate cash sales with their liquor, a resale permit must be obtained indicating the liquor sale price.
5. The permit holder is legally responsible for for any and all guests. The permit holder must ensure their safety and can be held liable in case of any accidents or injuries.
6. The bars will be open according to the time specified on the permit.
7. Only the alcohol stated on the permit may be consumed in the location stated on the permit.
8. The Manitoba Liquor Control Commission does not permit a combination of hotel sales and corkage.



### Host Bar

The hotel provides complete set-up arrangements including stocking and running your function. The host sponsors the reception and is charged based on beverages consumed:  
A bartender charge of \$15.00/hour for three-hour minimum will apply if net bar revenue is under \$350.00.

|                                             |         |
|---------------------------------------------|---------|
| Imported Beer /Premium Liquor (1oz)         | \$4.70  |
| Domestic Beer by the Bottle / Liquor (1 oz) | \$4.00  |
| House wine by the glass (5 oz)              | \$4.25  |
| House wine by the bottle (750 ml)           | \$22.95 |
| Fountain Pop                                | \$1.75  |

Above prices are subject to 15 % Gratuity, 5% GST & 7% PST

### Cash Bar

The hotel sells beverages directly to your guests. We will provide complete set-up arrangements at no charge.  
A bartender charge of \$15.00/hour for three-hour minimum will apply if net bar revenue is under \$350.00

|                                            |         |
|--------------------------------------------|---------|
| Imported Beer /Premium Liquor (1oz)        | \$5.25  |
| Domestic Beer by the Bottle / Liquor (1oz) | \$4.50  |
| House wine by the glass (5oz)              | \$4.75  |
| House wine by the bottle (750ml)           | \$25.00 |
| Fountain Pop                               | \$1.95  |

Above prices include all applicable taxes

The Hotel will supply the Glasses, Soft drinks, Clamato, Orange, Cranberry & Lime Juices, Ice, Fruit Garnish, Napkins, Swizzle Sticks, Straws and Bartenders.

The Hotel does not permit clients to serve their own beverages at banquets or parties  
All bars must be closed by 1am – Room vacated by 1:30am



## *Catering Policies*

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All food and beverage products served at The Marlborough Hotel will be prepared and served by our Catering Department (no outside food will be allowed) and will be subject to 15% gratuity, 7% PST and 5% GST. Prices are subject to change without notice; however we will guarantee prices three (3) months prior to your event. Under no circumstances are food or beverage items to be removed from or brought into the hotel.

**PAYMENT:** A deposit is required to confirm the booking and is non-refundable in the event of cancellation. Banquet Room deposit requirements are outlined on the schedule below. A payment of 80% of the total anticipated bill including taxes and gratuity is payable by certified cheque, cash, debit or credit card twenty (20) working days prior to the function. Full payment for the anticipated total cost based on the guaranteed attendance is due and payable three (3) working days (72 hours) prior to the function. The deposit will not be considered part of the full payment. Following the function, the hotel will prepare the final bill and will refund any excess payment received including the deposit within ten (10) working days. Direct billing arrangements will require an approved credit application sixty (60) days prior to the event and can be arranged by us through our Accounting Department. Any outstanding balance must be paid in full within thirty (30) days following the function. Interest charges will apply to delinquent accounts. After thirty (30) days the balance will be subject to 1.5% interest per month to a maximum of 18% per annum.

### **Banquet Room Deposit Schedule**

|                                                                            |
|----------------------------------------------------------------------------|
| <b>The Skyview Ballroom \$1,500.00</b>                                     |
| <b>Eton Hall \$1000.00</b>                                                 |
| <b>Marlborough Hall \$1000.00</b>                                          |
| <b>Churchill's Dining Room \$500.00</b>                                    |
| <b>The Devonshire; Chelsea Room; Kensington Room; Oxford Hall \$200.00</b> |
| <b>York Room; Harrow Hall; Windsor Room \$100.00</b>                       |
| <b>Garrick One \$1,000.00</b>                                              |
| <b>Garrick Two \$750.00</b>                                                |
| <b>Garrick Four \$500.00</b>                                               |
| <b>Garrick Lobby \$300.00</b>                                              |

**ATTENDANCE:** The guaranteed number of attendees is required three working days (72 hours) prior to all functions. The hotel will prepare 5% above the guarantee numbers and will charge for the greater of the guaranteed number of meals or the actual number of meals served.

Should the number of expected attendees at the function vary by 15% or more from the original booking, the hotel reserves the right to provide an alternate function room best suited for the group size. Should your final guaranteed numbers fall below the minimum accepted capacity for your function room, the hotel reserves the right to relocate your function to an alternate room of appropriate capacity without recourse or prior approval.

The above contracted anticipated attendance may be reduced by up to 20% at any time prior to thirty (30) working days before the actual function date. Any reductions exceeding 20% of the anticipated attendance will be subject to a surcharge of 30% of the potential food and beverage revenue loss incurred by the hotel.



**MENU SELECTIONS:** In order to be assured of your menu choice, it is necessary that the catering office receive menu selections and final details of the event no later than six (6) weeks prior to the function. Dietary substitutes can be made available if requested at least three (3) working days (72 hours) before the function.

**FOOD AND BEVERAGE:** Due to health and insurance regulations, The Marlborough Hotel assumes absolutely no responsibility for any food and beverage items brought in from an outside source by the function representative or their associates or attendees. Upon completion of this signed contract, The Marlborough Hotel is removed from any and all liabilities pertaining to all food and beverage service for the function.

**WEDDING CAKES:** The hotel is NOT responsible for wedding cakes or any damages resulting from the handling of wedding cakes under any circumstances. Without limiting the generality of the foregoing, this exemption from liability includes, but is not limited to, any damages that might result from the handling and storage of the wedding cake by hotel staff. The hotel will supply the host with space in a refrigerator but it is the responsibility of the host or designated individual to take care of moving the cake to and from the function location.

**ADDITIONAL LABOUR CHARGE:** Labour charges may apply on some events where extra set-up is required, and on statutory holidays. The hotel does not provide labour for the moving of client-supplied equipment. Such services may be prearranged through the Catering Department with applicable labour charges. Any major changes to the original set-up as stated in this contract will be subject to labour charges.

**COAT CHECK:** Coat check is \$1.00 per guest payable by the host or by individual guests. The hotel will not be responsible for any loss or damage to any articles left on the premises prior to, during, or following any function.

**BAR POLICIES:** Banquet bars with net revenue of less than \$350.00 will be subject to a bartender fee and cashier fee of \$15.00 each per hour worked, subject to a 3-hour minimum. All prices are subject to change without notice but will be guaranteed to confirmed (deposit received) functions up to ninety (90) days in advance. All hosted beverage and all food prices are subject to a fifteen percent (15%) service gratuity. All prices quoted do not include applicable taxes. All refunds shall be settled within ten (10) working days after the function. The hotel reserves the right to refuse or terminate the service of alcoholic beverages at any time if the service would not be in accordance with the regulations of the Manitoba Liquor Control Commission. Manitoba Liquor Control Commission regulations apply to all functions where liquor is served.

**CANCELLATION CHARGE:** A cancellation received within ninety (90) days prior to the function will incur a charge of twenty-five percent (25%) of the total guest room commitment, fifty percent (50%) of the total meeting room rental, and fifteen percent (15%) of the contracted food and beverage expense. A cancellation received within sixty (60) days prior to the function will incur a charge of fifty percent (50%) of the total guest room commitment, fifty percent (50%) of the total meeting room rental, and twenty-five (25%) of the contracted food and beverage expense. Functions cancelled within thirty (30) working days of the event will be subject to a cancellation fee equal to seventy-five percent (75%) the total guest room commitment, seventy-five percent (75%) of the total meeting room rental and fifty percent (50%) of the contracted food and beverage expense. A cancellation received within seventy-two (72) hours of the function will incur a charge equal to the total guest room commitment, the total meeting room rental and the total contracted food and beverage expense. The deposit and cancellation policies are subject to change at the hotel's absolute discretion. In the case of a discrepancy between this cancellation clause and an attrition clause contained in a completed and signed hotel Booking Agreement associated with this function, the attrition clause in the Booking Agreement shall apply.



**LIABILITY:** The Marlborough Hotel reserves the right to inspect and control all private functions, including the conduct of all attendees, the conduct and performance of entertainers and the volume level of music played. Liability for all damages to the premises will be charged to the client organization and/or to the client's representative in charge of arrangements with The Marlborough Hotel. To avoid damage to painted surfaces and wall coverings, the use of strong tape, nails, tacks or any other attachments to walls or doors is not permitted without prior written consent from the hotel. A damage charge may apply at the discretion of the hotel to cover the cost of repairs.

**SECURITY:** Special security arrangements are available at an additional cost through the hotel's security contract. At our sole discretion you may be required to provide paid professional security using the hotel's contracted professional security company and a damage deposit may be required. A minimum of six (6) hours is required in contracted security arrangements. Our security policy requires one (1) security person per 100 guests.

**START & END TIMES:** The contracted start and end times of functions are to be strictly respected. The space is only booked for the time indicated, set-up and take-down times are to be specified at the time of booking by the sales and catering departments.

**DISPLAYS, EXHIBITS OR PRODUCTS:** Where displays, exhibits or products are to be used, they are to be delivered to our receiving entrance no more than 24 hours prior to the function unless alternate arrangements have been made with our Catering Department. Such displays, exhibits and products are the responsibility of the exhibitors and The Marlborough Hotel accepts no liability whatsoever for loss or damage thereto whether caused by the negligence of The Marlborough Hotel, its employees and agents or otherwise. Such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24-hour basis. In such cases, The Marlborough Hotel, at the customer's request, will arrange to have the function room secured. The Marlborough Hotel will not be responsible for exhibits, displays or products left in the function room.

**STORAGE SPACE:** Limited storage space is available. A storage fee will apply if materials arrive more than three (3) days prior to, or are not picked up within two (2) days following the event.

**ELECTRICAL:** Connections to the hotel's power supply may be made only by using the receptacles provided. No unauthorized connections or interference or overloading of the hotel's power supply will be permitted. We will arrange for the hotel's maintenance staff to advise and assist in special arrangements and we will be pleased to quote hydro connection and staffing charges.

**SOCAN FEES:** As required by law, all musical entertainment is subject to SOCAN (Society of Composer, Authors and Music Publishers of Canada) charges.

Use of the Marlborough Hotel name, logo or symbol for any purpose whatsoever is prohibited without the prior written approval of the Hotel.

The above policies have been reviewed and agreed by the parties.

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Authorized Customer Signature

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Hotel Representative Signature