

CREST HOTEL

prince rupert, british columbia

BANQUET & CATERING PACKAGE



REFRESHMENT BREAKS

When you choose to hold your function at Prince Rupert's Crest Hotel, we ensure that you are making the right choice. We offer modern conference room & banquet facilities that provide a superior degree of success for any meeting, reception, or cocktail party.

Whether you are holding an executive meeting for 6 or an elegant wedding reception for 140, the Crest Hotel can accommodate your needs. While our culinary team creates mouth-watering delights, our banquet professionals provide the perfect set-up and service, ensuring the seal of success for your function.

Our tastefully decorated meeting rooms are perfectly suitable for business meetings and public gatherings. Whether you require a classroom for a professional training session or a comfortable space to hold a private dinner party our staff will help you put your event together.

High-speed wireless internet access and the latest in audio-visual technology are available to ensure that your guests receive the full impact of a professional presentation.

Our reputation has been built on our genuine hospitality, the quality of our facilities and the extra measures of service we provide. We invite you to experience excellence at the Crest Hotel.

tel 250-624-6771

debbie@cresthotelbc.com

www.cresthotel.bc.ca

fax 250-627-7666

The logo for Crest Hotel, featuring the word "Crest" in a stylized, cursive script font.

REFRESHMENT BREAKS

EXPRESS MEETING PACKAGES

With Freshly Brewed Starbucks® Coffee

Express 1 : Chilled Fruit Juices, Coffee & Tea	6.25 per person
Express 2 : Chilled Fruit Juices, Coffee, Tea and Assorted Muffins	8.75 per person
Express 3 : Coffee, Tea and Gourmet Cookies	5.25 per person
Express 4 : Coffee, Tea and Assorted Soft Drinks	6.25 per person

SWEET & SAVOURY

Selection of Freshly Baked Muffins	2.75 per piece
Sticky Cinnamon Buns with Cream Cheese Icing	3.95 per piece
Freshly Baked Homestyle Cookies	1.95 per piece
Assorted Squares and Sweets	2.50 per piece
Bagels and Cream Cheese	4.25 per piece
Cherry or Apple Strudel	2.25 per piece



Individual Fruit Salads	5.95 per person
Selection of Sliced Fresh Fruit	6.95 per person
Whole Fresh Fruit	1.75 per piece
Fresh Vegetables & Dip	6.95 per person
Individual Flavoured Yogurts	2.75 per piece
Chewy Assorted Granola Bars	1.50 per piece
Snack Bag of Potato Chips	2.25 per piece

BEVERAGES

Freshly Brewed Starbucks® House Blend Coffee and a Collection of Traditional & Herbal Teas	3.50 per person
Hot Chocolate with Whipped Cream	3.25 per person
Regular and Diet Soft Drinks	3.00 per person
Chilled Juices- canned and bottled	3.00 per person
Chilled Juices- orange, apple, grapefruit, cranberry & tomato	22.00 per pitcher
Chilled Milk- 2%, almond or skim	20.00 per pitcher
Sparkling Mineral or Bottled Water	3.00 per person
San Pellegrino	500 ml 6.00 750 ml 8.00

All prices are subject to 15% service charge plus 5% GST

REFRESHMENT BREAKS

THEME BREAK PACKAGES

minimum of 10 people - breaks are based on a maximum 20 minute duration

HEART SMART

Assorted Granola Bars
Whole Fresh Fruit
Chilled Fruit Juices
Freshly Brewed Starbucks® House Blend Decaffeinated Coffee
Selection of Herbal Teas
8.95 per person

SPA BREAK

Seasonal Fresh Fruit Platter
Assorted Individual Yogurts
Freshly Baked Assorted Muffins
Chilled Fruit Juices
11.95 per person

A SWEET TREAT

Nanaimo Bars & Double Fudge Brownies
Freshly Baked Gourmet Cookies
Assorted Soft Drinks and Fruit Juice
Freshly Brewed Starbucks® House Blend Coffee
Selection of Traditional and Herbal Teas
9.95 per person

THE COOKIE JAR

Chocolate Chip Cookies
Oatmeal Raisin Cookies
White Chocolate Macadamia Nut Cookies
Double Chocolate Cookies
Chilled Milk
Freshly Brewed Starbucks® House Blend Coffee
7.95 per person

THE NATURE NUT

Assorted Granola Bars
Fresh Vegetable Crudités and Dip
Chilled Fruit Juices
Selection of Herbal Teas
9.95 per person



All prices are subject to 15% service charge plus 5% GST

FOOD AND BEVERAGE GUIDELINES

The Crest Hotel reserves the right to inspect all private parties, meetings, receptions, etc. held on the premises. For the protection of our guests, all food & beverage must be purchased through the Catering Department. In addition, removal of food & beverage from the hotel is strictly prohibited. All federal, provincial, and local laws with regard to food & beverage purchase and consumption are strictly adhered to and enforced.

The Crest Hotel is licensed for the administration of the sale and service of alcoholic beverages with the BC Liquor Control Board. It is a requirement that all liquor, beer, and wine must be supplied by the Crest Hotel. Final menus and wine selections are required 14 days prior to your function to ensure delivery. We reserve the right to slightly modify menus due to the nonavailability of certain food items. If you have a special menu or specific requests, please feel free to discuss them with our Catering Department.

Prices: Food and beverage prices are subject to a 15% gratuity and a goods and services tax of 5%. Please note that banquet menu pricing and content are subject to change. Final food & beverage prices will be confirmed a maximum of six months prior to the date of service.

Guarantee: The number of attendees must be confirmed 72 hours (3 business days) prior to function. If the guaranteed number has not been received, the charge will be based on the previously discussed attendance figure or the actual number attending, whichever is greater.

Food Services: Our function rooms are licensed premises and all food and beverage services must be exclusively supplied by the Crest Hotel with the exception of specialty ordered cakes which must be approved by our food services manager. Food and beverage products may not be brought in from outside; food and beverages not consumed may not be taken off the premises.

Beverage Services: The Crest Hotel will supply all alcoholic beverages served in a licensed public area. The BC Liquor Control Board does not permit any liquor to be served after 1:00am. For a function that requires bar service and that generates a total bar revenue of less than \$500, a service fee of \$200 will apply.

Service Charges: The Crest Hotel reserves the right to apply a service fee of \$100 for all last minute meeting room set-up changes. An additional labour surcharge will apply to all meal functions held on a Canadian Statutory Holiday.

Gratuity: A standard industry gratuity of 15% will be added to all food service. A host bar service will be subject to a 15% gratuity.

FOOD AND BEVERAGE GUIDELINES

Outside Contracts: The hotel reserves the right to advance approval of all outside contractors hired for use by a convention group. The hotel will, upon reasonable notice, cooperate with outside contractors. Hotel facilities are available to outside contractors to the extent that their function does not interfere with the use of the facilities by other guests. All outside contractors must submit proof of insurance, engineering and electrical needs and fire department permits to the hotel fourteen (14) days prior to their setup. The customer is responsible for any charges and damage an outside contractor incurs while in the employ of the customer. The hotel will give customers a preferred vendor list on request.

Cancellation Policy: If your definite booking is cancelled with less than ten (10) business days to the Crest Hotel, a cancellation fee will be charged. This fee will be based on the contract and the estimated total charges for food & beverage and meeting space revenue. Room rental will be charged in full unless cancellation is received in writing at least ten (10) business days in advance. The Crest Hotel will make every reasonable effort to resell the cancelled space. Should we be successful at reselling cancelled space, a sum equal to the value of the rooms resold will be credited to your booking.

Decor: Our service includes the supply of linens, stem ware, plate ware and flat ware. Meeting room fees include set up and take down, tablecloths and skirting, and seasonal motifs on all buffets. The hotel does not permit nails, staples, tacks or duct tape to be used on the function room walls, doors or ceiling- charges will apply should these guidelines not be followed. Masking tape or blue “fun tack” is acceptable. Confetti is not permitted in our banquet room or guest rooms. Please discuss your decorating plans, including the hanging of any signs, with our Food Services Department.

Establishment of Accounts: To apply for direct billing of a master account, a credit application must be completed and approved by our Accounting Department (please allow 8-10 days for processing). For all other bookings, a Credit Card Authorization Form must be completed and returned 10 days prior to the date of function. For social bookings and weddings, a non-refundable deposit of \$500 is required to confirm a booking. The remaining balance is due 10 business days prior to function date.

Music: An additional fee of \$85 will be charged for SOCAN (Society of Composers, Authors and Music Publishers of Canada), when music is played in our function rooms (either live or recorded), we are legally obligated to collect licensing fees on behalf of SOCAN. Should you wish to provide your own DJ, Recorded Music Entertainment, the \$85 SOCAN fee will still apply. The hotel requires for music to be turned off by 12:30am.