

COFFEE BREAKS

COFFEE

10 Cup Carafe **\$2.00**
 50 Cup Carafe **\$15.00**
 100 Cup Carafe **\$30.00**

HOT BEVERAGES

Regular Tea **\$3.50/bag** charged on consumption
 Herbal Tea **\$3.50/bag** charged on consumption
 Hot Chocolate **\$3.50/bag** charged on consumption

A LA CARTE BEVERAGES

Bottled Fruit Juice **\$3.50** charged on consumption
 Canned Soft Drinks **\$3.50** charged on consumption
 Bottled Water **\$3.50** charged on consumption

64 oz. Pitcher of Juice **\$26**
 64 oz. Pitcher of Pop **\$22**
 64 oz. Pitcher of Ice Tea **\$23**
 Non-Alcoholic Fruit Punch **\$60** per bowl

A LA CARTE SNACKS *minimum 15 people*

Seasonal Fresh Fruit Tray with Yogurt Dip **\$9** per person
 Fresh Vegetables with Dip **\$9** per person
 Assorted Dainties **\$7.5.00** per person
 Assorted Muffins **\$6** each
 Assorted Bagels with Cream Cheese **\$4.50** each
 Cinnamon Buns **\$5** each
 Assorted Danishes **\$4.50** each
 Assorted Loaves (Lemon, Banana, Coffee, Wild berry) **\$6** each
 Granola Bars **\$2.50** each
 Chocolate Bars **\$2.50** each
 Individual Yogurt **\$3** each Oven
 Baked Cookies **\$3** each

BREAKFAST MENU

PLATED SELECTION

Minimum 25 people

FRESH START

Garden Vegetable Scramble
(Egg, Red & Green Peppers, Tomato and Onion)
Fresh Seasonal Fruit Garnish
Chilled Orange Juice
Freshly Brewed Coffee & Tea
\$19 Per Person

HOME-STYLE BREAKFAST

Scrambled Eggs
Golden Hash Browns
Two Breakfast Sausage Links & Two Strips of Bacon
Fresh Seasonal Fruit Garnish
Chilled Orange Juice
Freshly Brewed Coffee & Tea
\$24 Per Person

BREAKFAST GRILL

Choice of French Toast or Pancakes
Two Breakfast Sausage Links & Two Strips of Bacon
Fresh Seasonal Fruit Garnish
Chilled Orange Juice
Freshly Brewed Coffee & Tea
\$24 Per Person

BREAKFAST MENU

BUFFET SELECTION
Minimum 25 People

CONTINENTAL

Assorted Breakfast Pastries
Fresh Seasonal Fruit Platter
Chilled Orange & Apple Juice
Freshly Brewed Coffee & Tea
\$18 Per Person

HEALTHY START

Seasonal Fresh Fruit Salad
Granola
Individual Yogurt
Assorted Bagels with Cream Cheese
Chilled Orange & Apple Juice
Freshly Brewed Coffee & Tea
\$19 Per Person

HOME-STYLE BREAKFAST

Choice of French Toast *or* Pancakes
Scrambled Eggs
Breakfast Sausage
Crispy Strips of Bacon
Golden Hash Browns
Fresh Seasonal Fruit Platter Chilled
Orange & Apple Juice Freshly
Brewed Coffee & Tea
\$24.00 Per Person

BRUNCH BUFFET

VISCOUNT BRUNCH BUFFET

(Minimum 40 people)

Fresh Baked Breakfast Pastries

Vegetable and Fruit Tray

Choice of 2 Salads

Made to Order Omelet Station
Fluffy Waffles with Fruit Toppings

Breakfast Sausage Links *or*
Crispy Strips of Bacon

Golden Hash Browns

Carved Honey Glazed Ham

Choice of one Hot Item

Barbecue Chicken

Southern Fried Chicken

Sliced Chicken Breast with Mushroom Sauce

Roast Beef with Red Wine Sauce

Italian Lasagna or Vegetarian Lasagna

Chilled Orange Juice & Apple Juice Freshly

Brewed Coffee & Tea

\$38 Per Person

Add Ons:

Extra Hot Item \$6

Maple Glazed Salmon \$8 per person

Eggs Benedict \$6 per person

Pancakes or French Toast \$6 per person

BREAKS

AFTERNOON TEA TIME

Homemade Baked Scones
Oven Baked Cookies
Freshly Brewed Coffee & Assorted
Teas \$14 Per - min 15 people

BALL GAME BREAK

Popcorn
Assorted Nuts
Red Licorice
Chocolate Bars
Pop & Ice Tea
\$14 Per - Min 15 people

HEALTH BREAK

Whole Seasonal Fruit Kabobs
Assorted Yogurts
Granola
Juice Station
\$16 Per - Min 15 People

VEGGIE BREAK

Fresh Vegetable Tray with Dip
Pita Bread Slices
Hummus
V8 & Juice Station
\$15 Per - Min 15 People

LUNCH MENU

Specialty Plates *minimum 25 people*

QUICHE

A Combination of Eggs, Cream and Cheese in a Pastry Shell
(Bacon, Green Onion and Cheese) or (Spinach, Onion and Cheese)

Served With:
Tossed Salad with choice of dressing
Chef's Choice Dessert
Freshly Brewed Coffee & Tea
\$23 Per Person

LASAGNA

Tender Pasta Sheets Layered with Bolognese or Primavera Sauce
Choice of Italian Meat or Vegetarian

Served With:
Garlic Breadsticks
Caesar Salad
Chef's Choice Dessert
Freshly Brewed Coffee & Tea
\$26 Per Person

GRILLED CHICKEN CAESAR SALAD

Crisp Romaine Lettuce Tossed in House made Caesar Dressing, Croutons and Parmesan Cheese
Topped with Sliced Grilled Chicken Breast

Served With:
Garlic Breadsticks
Soup Du Jour
Chef's Choice of Dessert
Freshly Brewed Coffee & Tea
\$24 Per Person

BAKED CHICKEN ALFREDO

Tender Penne Noodles in a Creamy Garlic Alfredo Sauce with Grilled
Chicken Breast

Served with Caesar Salad and a Garlic Breadstick
Chef's Choice of Dessert
Freshly Brewed Coffee & Tea
\$26 Per person

LUNCH MENU

PLATED MEALS *minimum 25 people*

STEAK SANDWICH

6oz Sirloin Prepared to Medium, Served on
Garlic Toast **\$34 Per Person**

CHICKEN BREAST

Choice of:

Teriyaki: Glazed with Teriyaki Sauce **\$26**

Rustic Chicken: Topped with Garlic Gravy **\$26**

BBQ: Brushed with our House BBQ Sauce **\$26**

Mushroom Chicken: Breaded Chicken Cutlet with Mushroom Gravy: **\$29**

Chicken Parmesan: Breaded Chicken Cutlet topped with Marinara Sauce and baked
with Mozzarella cheese: **\$29**

LEMON HERB SALMON

6oz Grilled Salmon Topped with House-made Lemon Pepper Cream
Sauce
\$33 Per Person

VEAL CUTLET

Lightly Breaded Cutlets Baked and Served with our House-made
Mushroom Sauce **\$33 Per Person**

ALL PLATED MEALS ARE SERVED WITH YOUR CHOICE OF SOUP OR TOSSED SALAD,
CHEF'S CHOICE OF POTATO, SEASONAL VEGETABLES, BREAD BASKET, CHEF'S CHOICE
OF DESSERT, FRESHLY BREWED COFFEE AND TEA

LUNCH BUFFET

(MINIMUM 40 PEOPLE)

CHOOSE TWO SALADS:

Caesar Salad
Mixed greens with a choice of 2 dressings
Macaroni Salad with Ham & Cheese
Classic Potato
Greek Salad
Coleslaw
Spinach and Sliced Strawberry Salad with Honey Vinaigrette

CHOOSE TWO ENTREES:

Barbecue Chicken
Southern Fried Chicken
Sliced Chicken Breast with Mushroom Sauce
Roast Beef with Red Wine Sauce
Pasta with Italian Meat Sauce
Sweet & Sour or BBQ Meatballs
Italian Meat Lasagna
Roast Porkloin with Balsamic Glaze
Beef Stir-fry

CHOICE OF ONE VEGETARIAN ENTREE:

Pasta Primavera
Three Cheese Manicotti in Tomato Basil Sauce
Vegetarian Cabbage Rolls
Vegetarian Lasagna
Potato and Cheese Perogies with Fried Onions
Vegetable Chow Mein

INCLUDES:

Chef's Choice of Potato or Rice
Seasonal Vegetables
Bread Basket
Assorted Dainties
Fruit Platter
Freshly Brewed Coffee & Tea
\$34 Per Person

ADD ADDITIONAL HOT ITEM...\$5 Per Person
ADD BARON OF BEEF CARVERY...\$6 Per Person

ASK YOUR CATERING CONSULTANT ABOUT OUR GLUTEN FREE, VEGETARIAN & VEGAN OPTIONS
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NOTICE.

LUNCH BUFFET

minimum 25 people

QUICK BREAK

Choice of Soup
Tossed Salad or Caesar
Salad Garlic Breadsticks

\$18 Per Person

STIR-FRY

Wonton Soup
Garden Salad
Steamed Asian Greens with Chicken, Beef, or
Pork Fried or Steamed Rice
Chicken in Teriyaki or Sweet Chili Sauce
Fortune Cookie

\$25 Per Person

PASTA

Caesar Salad
Garlic Breadsticks
Grated Parmesan Cheese
Crushed Chili Flakes

CHOICE OF PASTA:

Linguine
Spaghetti
Fettuccine
Penne Rigate
Farfalle
Rotini

CHOICE OF TWO SAUCES:

Italian Pesto Primavera
Herbed Meat Sauce
Alfredo Sauce
Creamy Rosé

\$26 Per Person

ALL MEALS SERVED WITH CHOICE OF ASSORTED DAINTIES OR FRESH FRUIT TRAY.
FRESHLY BREWED COFFEE AND TEA

LUNCH BUFFET

minimum 25 people

WORKING LUNCH

Soup Du Jour
Tossed Salad
Fresh Seasonal Vegetable Tray with Dip
Assorted Breads
CHOICE OF FOUR SANDWICH FILLINGS:
Chicken Salad
Smoked Turkey
Tuna Salad
Black Forest Ham
Egg Salad
Vegetarian
Roast Beef
Corned Beef with Hot Mustard
\$24 Per Person

1 ½ sandwiches Per Person
(Include Artisan Buns, Wraps and Open Face Sandwiches)

BURGER BAR

(Minimum 25 Guests)

House made Burger Patties - 1 per person

Tossed Salad or Caesar Salad

CHOICE OF TWO CHEESES:

Pepperjack
Cheddar
Mozza
Swiss

Fresh Toppings:

Sliced Tomatoes
Red Onions
Lettuce
Pickles

Kaiser Buns
Golden French Fries
\$30 Per Person

ALL MEALS SERVED WITH CHOICE OF ASSORTED DAINTIES OR FRESH FRUIT PLATTER
FRESHLY BREWED COFFEE AND TEA

DINNER MENU

FOUR COURSE PLATED MEALS

ROAST PORKLOIN

Roast Porkloin Coated with a Grainy Mustard and served with a rich Demi-Glaze or Brandy Mushroom Sauce
\$44 Per Person

TRADITIONAL TURKEY DINNER

Succulent Tender Roasted Turkey with Sage Dressing, Topped with Gravy **\$46 Per Person**

STUFFED CHICKEN BREAST

All of our Chicken Breasts are Hand Stuffed in our Kitchen Specifically for Your Event

CHICKEN RUSTICO

Stuffed with Roasted Red Pepper & Goat Cheese

CHICKEN TUSCANO

Baked Tuscan Chicken with Ricotta, Mozzarella & Provolone Cheeses and topped with Marinara Sauce

CHICKEN RICOTTA

Chicken stuffed with Ricotta Lemon Dill Chicken

CHICKEN VISCOUNT

Stuffed with Carrots, Celery, Onion and Swiss Cheese

CHICKEN KIEV

Stuffed with Delicious Herbed Butter

CHICKEN CORDON BLEU

Stuffed with Ham and Swiss Cheese

\$48 Per Person

ROASTED SPRING CHICKEN

½ Seasoned and Roasted with Herbs and Served with Gravy **\$45 Per Person**

CHICKEN AND STEAK DINNER

4oz Beef Tenderloin with a Peppercorn Brandy Sauce and a 5oz Chicken Breast Topped with our Signature White Wine Sauce
\$55 Per Person

SLOW ROASTED PRIME RIB

8oz Slow Roasted Prime Rib Served with Au Jus and Yorkshire Pudding
\$58 Per person

SERVED WITH YOUR CHOICE OF SOUP, SALAD, TWO VEGETABLES AND DESSERT. ACCOMPANIED BY OUR BREAD BASKET, FRESHLY BREWED COFFEE AND TEA

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DINNER MENU

FOUR COURSE PLATED MEALS

SALMON

LEMON HERBED SALMON

6oz Poached BC Salmon with House-made Lemon Herb Butter Sauce

OR

GRILLED SALMON

6oz Grilled BC Salmon with Grilled Citrus

\$49 Per Person

VEGETARIAN PLATES

PASTA

Tender Vermicelli Pasta Topped with House-made Rosé Sauce

\$41 Per Person

VEGETABLE KABOBS

Two Vegetable Kabobs Grilled and Served on a Bed of Rice.

Your Choice of Creamed Curry or Teriyaki Sauce

\$41 Per Person

VEGETABLE STRUDEL

Roasted Julienne Vegetables Hand Wrapped in a Flakey Golden Pastry, Topped with
Marinara Sauce **\$42 Per Person**

SERVED WITH YOUR CHOICE OF SOUP, SALAD, CHOICE OF STARCH, TWO VEGETABLES AND
DESSERT. ACCOMPANIED BY OUR BREAD BASKET, FRESHLY BREWED COFFEE AND TEA

THREE COURSE MEALS AVAILABLE FOR \$2.00 OFF LISTED MENU PRICE

CHILDREN'S MENU

(AVAILABLE FOR GUESTS 12 YEARS AND UNDER)

CHEESEBURGER AND FRIES

House made Beef Burgers Topped with Cheddar Cheese, Mayonnaise, Ketchup and Mustard.

\$17.00 Per Child

CHICKEN FINGERS AND FRIES

Three Chicken Fingers Served with House made Honey Dill Sauce

\$17.00 Per Child

MAC N' CHEESE

Macaroni Prepared with House-made Cheese Sauce

\$17.00 Per Child

DINNER SELECTIONS

SOUPS:

Cream of Potato and Leek
Mushroom Bisque
Broccoli and Cheddar Cheese
Chicken and Wild Rice
Beef and Barley
Roasted Butternut Squash
Tomato Basil Bisque
Vegetable Minestrone

STARCHES:

Deluxe Mashed Potatoes
Duchess Potatoes
Garlic Whipped Potatoes
Scallop Potatoes
Baby Roasted Potatoes
Twice Baked Potato (Add 1.00)
Rice Pilaf
Fried Rice

SALADS:

Bacon and Diced Tomato Wedge Salad
with Ranch Dressing
Fresh Garden Greens
with Herbed Spiced Dressing
Caesar Salad
Mixed Greens with Mandarin Oranges and in
a Raspberry Dressing
Roasted Beet and Goat Cheese Arugula Salad
with Honey Balsamic Vinaigrette

DESSERTS:

New York Style Cheese Cake
(Strawberry, Cherry or Blueberry Topping)
Assorted Mini Cheese Cakes
(Served Family Style)
Chocolate Mousse Topped with Whipped Cream
and Chocolate Shavings
Chocolate Utopia Cake
Strawberry Vanilla Cake
Fresh Fruit Cup with Whipped Topping
Red Velvet Cake

VEGETABLES:

(Choose Two)
Honey Buttered Baby Carrots
Buttered Green Beans
Steamed Broccoli
Steamed Cauliflower
Grilled Zucchini
Mexican Corn
Medley of Vegetables
Roasted Red and Green Peppers

ADDITIONAL ACCOMPANIMENTS:

Served Family Style per Table
Meatballs with Your Choice of Mushroom Sauce or Sweet n' Sour Sauce (\$7 Per Person)
Potato and Cheese Perogies with Fried Onions (\$6 Per Person)
Cabbage Rolls in a Rich Tomato Sauce (\$6 Per Person)

DINNER BUFFET SELECTIONS

(MINIMUM 40 PEOPLE)

CARVED ROAST TURKEY WITH SAGE DRESSING \$49 Per Person

CARVED HAM \$49 Per Person

CARVED ROAST BEEF (With Au Jus) \$52 Per Person

CARVED PORK LOIN (Served with Mushroom Sauce) \$49 Per Person

YOUR CHOICE OF TWO SALADS

Caesar Salad
Macaroni Salad with Ham & Cheese
Classic Potato
Greek Salad
Coleslaw
Fusilli Pesto Salad
Tomato, Mushroom & Bocconcini Salad
Spinach and Sliced Strawberry Salad
with a Honey Vinaigrette

YOUR CHOICE OF ONE HOT ITEM

Sliced Ham with a Pineapple Sauce
Mustard Crusted Porkloin
Southern Fried Chicken
Rustic Chicken with Garlic Gravy
Barbecue OR Sweet N' Sour Meatballs
Three Cheese Manicotti in Tomato Basil Sauce
Vegetarian Cabbage Rolls
Vegetable Chow Mein
Vegetarian Lasagna
Potato and Cheese Perogies

YOUR CHOICE OF ONE STARCH

Oven Roasted Baby Potatoes
Garlic Whipped Potatoes
Scallop Potatoes
Rice Pilaf
Fried Rice

CHOOSE ANOTHER HOT ITEM...\$5.00 Per Person

ALL BUFFETS INCLUDE

Tossed Salad with Two Dressings
Seasonal Fresh Fruit Display
Seasonal Vegetables and Dip
Signature Bread Basket
Assorted Desserts and Dainties
Freshly Brewed Coffee & Tea

YOUR CHOICE OF ONE VEGETABLE

Honey Buttered Baby Carrots
Steamed Cauliflower
Buttered Green Beans
Mexican Corn
Steamed Broccoli
Medley of Mixed Vegetables

HORS D'OEUVES

COLD

- Devilled Eggs **\$21 Per Dozen**
- Cucumber Slices with Chives and Cream Cheese **\$21 Per Dozen**
- Tomato and Ricotta Brushetta **\$24 Per Dozen**
- Prosciutto Wrapped Asparagus Spear **\$28 Per Dozen**
- Smoked Salmon and Herbed Cream Cheese on Pumpernickel **\$29 Per Dozen**
- Chilled Prawns with Cocktail Sauce **\$30 Per Dozen**
- Cream Cheese with Red Pepper Jelly on Toasted Crackers **\$24 Per Dozen**

HOT

- Mini Vegetarian Spring Rolls with Plum Sauce **\$24 Per Dozen**
- Barbecue Meatballs **\$24 Per Dozen**
- Spanakopita **\$24 Per Dozen**
- Chicken Satay **\$24 Per Dozen**
- Teriyaki Beef Tips **\$28 Per Dozen**
- Crab Stuffed Mushrooms **\$32 Per Dozen**
- Bacon Wrapped Scallops **\$36 Per Dozen**

CHEF'S CARVERY

BARON OF BEEF

Accompanied with Kaiser Buns,
Condiments and Coleslaw
\$29 Per Person

HERB ENCRUSTED ROAST BREAST OF TURKEY

Accompanied with Cranberry Sauce,
Kaiser Buns and Coleslaw
\$29 Per Person

PULLED PORK

Served with Kaiser Buns and
Coleslaw **\$25 Per Person**

SIDE SELECTIONS

French Fries **\$4.00 Per Person**
Tossed Salad **\$4.00 Per Person**
Caesar Salad **\$4.00 Per Person**

SPECIALTY RECEPTIONS

The Ballpark

Foot Long Hot Dogs served with Ketchup, Mustard and Relish

\$14.00

Perogy Bar

Deep fried Perogies served with Green Onions, Bacon and SourCream

\$16

Mac & Cheese Bar

Penne Noodles and Cheesy Sauce served with Bacon & Green Onions

\$16

FRESH VEGETABLE TRAY WITH DIP

Assortment of Fresh Seasonal Vegetables
with Ranch Dip
\$9 - min 15 people

ASSORTED RELISH AND PICKLE TRAY

Sweet Pickles, Dill Pickles, Gherkins, Pickled Beets,
Pickled Onions and Kalamata Olives
\$6 - min 15 people

DOMESTIC CHEESE BOARD

Cheddar, Mozzarella, Pepper Jack, Swiss & Danish
Cheeses, Garnished with Seasonal Grapes and
Served with Assorted Crackers
\$15 Per - min 15 people

SEASONAL FRESH FRUIT DISPLAY

Assortment of Fresh Seasonal Fruit with
Yogurt Dip **\$11 per - min 15 people**

SANDWICH TRAY

Assorted Sandwiches served with a Pickle Garnish
Your Choice of Four Fillings: Egg Salad, Chicken Salad,
Tuna, Turkey, Roast Beef, Black Forest
Ham, Corned Beef with Hot Mustard or vegetarian
\$14 Per - min 15 people

DAINTY TRAY

Assorted Dainties & Squares
(Brownies, Butter Squares, Date Squares, Carrot Cake)
\$11 Per - min 15 people

COCKTAIL SANDWICHES

Assorted Open Faced, Triple Decker
and Rolled Sandwiches
Your Choice of Four Fillings: Egg Salad, Chicken Salad,
Tuna, Turkey, Roast Beef, Black Forest
Ham, Corned Beef with Hot Mustard
or Roasted Vegetables
\$18 Per - min 15 people

POUTINE BAR

Fries, Gravy, Cheese
curds **\$15 Per - min
15 people**

AFTER HOURS RECEPTION

Dill Pickles, Garlic Sausage, Salami, Ham, Turkey,
Rye and White Bread, Cheddar Cheese,
Marble Cheese and Condiments
\$18 Per - min 15 people

NACHO BAR

Tortilla Chips, Cheese Sauce, Salsa, Sour Cream,
Tomatoes, Onions, Bell Peppers, and Jalapeno
Peppers
\$16 Per - min 15 people

DESSERT BAR

Assortment of Freshly Baked Cookies, Dainties
and Cake Slices
\$11 - min 15 people

BAR SERVICES

LIQUOR	\$7 PER OUNCE
HOUSE WINE	\$7 PER GLASS
HOUSE WINE (BOTTLE)	\$32 PER BOTTLE
BOTTLED BEER	\$7PER BOTTLE
SOFT DRINKS	\$3.5 PER GLASS
NON-ALCOHOLIC PUNCH	\$60.00 A BOWL
FLAT RATE FOR POP & JUICE	\$6.00 PER PERSON

House Wine is Copper Moon Pinot Grigio (White) and Shiraz (Red). Specialty wines available upon request.

PLEASE NOTE THE ABOVE PRICES INCLUDE TAXES BUT EXCLUDE 15% GRATUITY

CASH BAR

A cash bar is recommended when each individual guest is paying for his/her own consumption. The Viscount Gort Hotel will provide the bartender(s) at no charge when liquor consumption is over \$400 per bar. Should the bar(s) revenue be less than \$400, a bartender charge of \$20.00 per hour, per bartender will be applied with a minimum of three hours. Please note that the bartender charges commence 30 minutes before and 30 minutes after the bar operations.

HOST BAR

A host bar is recommended when the host is paying for the guests consumption of beverages (alcoholic or non alcoholic). This charge is based on consumption on a per drink basis. The Viscount Gort Hotel will provide the bartender(s) at no charge when liquor consumption is over \$400 per bar. Should the bar(s) revenue be less than \$400, a bartender charge of \$20.00 per hour, per bartender will be applied with a minimum of three hours. Please note that the bartender charges commence 30 minutes before and 30 minutes after the bar operations.

CORKAGE BAR

A permit bar or corkage bar is recommended if you wish to provide your own liquor for the event.

STANDARD CORKAGE FEE \$18 PER ADULT

Corkage Fee Includes Glasses, Ice, Garnish, Soft Drinks, Orange Juice, Cranberry Juice, Caesar Mix, Chilling, and Storage of Liquor

CHILDREN'S CORKAGE FEE \$9 PER MINOR

Corkage Fee Includes Glasses, Ice, Soft Drinks and Juice

BEER & WINE CORKAGE \$10 PER ADULT

Corkage Fee Includes Glasses, Chilling and Storage of Alcohol

WINE CORKAGE \$7 PER ADULT

Corkage Fee Includes Glasses, Chilling and Storage of Alcohol

BARTENDER...\$20.00 Per Hour

(1 Bartender for Every 100 Guests)

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BAR SERVICES

An Occasional Permit is required from the Liquor and Gaming Authority of Manitoba for the number of guests attending the function and the hours of alcohol service. Application for the Permit should be made 14 days prior to the event date.

As you hold the license on the room for the period of time of your permit, the Viscount Gort Hotel is not allowed to supply or exchange liquor, in accordance with LCGA regulations. It is the permit holder's responsibility to ensure an adequate supply of alcohol is purchased for the function. The permit holder is LEGALLY responsible for any and all guests. The permit holder must ensure the safety of their attendees and can be held liable in case of accidents or injuries. The Viscount Gort Hotel and staff operate under the regulations of the LCGA, therefore have the right to refuse liquor service if any regulations are not being met.

Arrangements to deliver your liquor must be made with the Sales and Catering Office. The Permit MUST be given to the hotel upon delivery and remain onsite until the liquor is removed from the premises. Upon delivery we will inspect your permit to ensure that the information noted is correct.

Only alcohol listed on the Occasional Permit will be allowed in your function rooms. All function bars must close no later than 1:00 am and function rooms must be vacated by 1:30am.

ADDITIONAL SERVICES

The Viscount Gort Hotel proudly offers the following items at no extra cost.

Podium with Microphone, Table for presenter, Coat Rack(s), Staging (when available), Ice Water & Glassware, 1 Extension Cord, Waste Baskets, Pens and Paper.

Flipchart and Markers	_____	\$50
Whiteboard and Markers	_____	\$55
6' Tripod Screen	_____	\$35
LCD Projector	_____	\$250
Vendor Tables	_____	\$5-20
Extension Cords	_____	\$20
Computer Audio Kit	_____	\$25
Outside Source Patch Fee	_____	\$50
Lapel Microphone	_____	\$110
Wireless Hand Held Mic	_____	\$100
6 Channel Mixer	_____	\$75
Stand up Microphone	_____	\$25
Photocopies	_____	\$.25 each
Over 100 Copies	_____	\$.15 each
Coat Check	_____	\$2/person

(Above prices do not include PST and GST)
Prices subject to change without notice

	Size (SQ FT)	Theatre	Classroom Longs (4)	Classroom Rounds (6)	Board	U-Shape/Hollow Square	Rounds of 8	Rounds of 10	Reception
Royal Ball Room	6612	660	268	276	72	120	460	440	600
Royal A	2552	220	100	108	48	60	140	160	220
Royal B	2030	170	84	84	48	60	96	120	140
Royal C	2030	170	84	84	48	60	96	120	140
Viscount Room	1972	140	72	72	40	48/56	96	120	150
Viscount A	986	70	36	36	16	24/32	48	60	75
Viscount B	986	70	36	36	16	24/32	48	60	75
Windsor	1300	80	40	54	32	36/40	48	60	80
Governors	551	30	12	24	16	12/16	32	30	45
York	551	30	16	24	16	12/16	32	30	45
Hanover	667	36	20	24	16	20/24	32	30	45
Kensington	667	36	20	24	16	20/24	32	30	45
Regal	667	30	20	24	16	20/24	32	30	45

Please note that all numbers reflect a maximum capacity and will decrease depending on requirements such as bar, dance floor, head table etc.

ROOM RENTAL

	8 hours	24 hours	Size (SQ FT)
Royal Ball Room	\$1500	\$2500	6612
Royal A	\$700	\$1000	2552
Royal B	\$600	\$900	2030
Royal C	\$600	\$900	2030
Viscount Room	\$500	\$800	1972
A	\$250	\$400	986
B	\$250	\$400	986
Windsor	\$250	\$400	1300
Governors	\$175	\$300	551
York	\$175	\$300	551
Hanover	\$175	\$300	667
Kensington	\$175	\$300	667
Regal	\$150	\$200	667

Subject to GST

GENERAL

Our Professional Catering Services and Experienced Staff know what it takes to elevate an event from Ordinary to Extraordinary. We are committed to making every event we host a success.

1. Menu selections are submitted to the Sales & Catering office at least 28 days prior to your function to ensure availability of menu items.
2. All food and beverages in the licensed banquet and meeting rooms must be supplied by the Viscount Gort Hotel. We may prepare more food than is required for presentation purposes, all food left over must remain in the hotel. *No outside Food or Beverages allowed. Buffet food may not be taken to go.*
3. All prices are guaranteed for sixty (60) days unless agreed to in writing on the Banquet Event Order or Contract. We reserve the right to substitute menu items in circumstances beyond our control. (ie. weather conditions)
4. The hotel must be advised as to the guaranteed number of guests by 12:00 noon, three working days prior to the event.
5. The hotel will charge for the number of guests guaranteed or the actual number of guests in attendance, whichever is greater. If a guarantee has not been provided, the estimated number of guests stated in the Banquet Event Order or Contract will be charged for.
6. **Deposit & Payment:** A non refundable deposit of 5% of estimated charges or \$500 is required to confirm all bookings. Deposits may be transferable at the discretion of the hotel. If direct billing has been approved, all payments will be due upon receipt. After 30 days, the account will be considered past due, and may include interest. Please allow 14 business days for direct billing to be arranged. If direct billing has not been arranged, 90% of the estimated charges of function is due 14 days prior to event. Payment can be made by credit card, cash, or certified cheque. Credit card approval must be filled out for the final payment which is due following the event.
7. The hotel, at its discretion, may provide alternative function space. We will make every effort to contact you in advance, should this be the case.
8. Upon request, the hotel will set up for 2% above the guaranteed number. Should the overflow occur beyond the control of the client, the hotel will service the guests to the best of its ability.
9. Gratuity of 15% is calculated on the total of all food and beverage. Provincial Sales Tax (PST) and Goods and Services Tax (GST) are applicable as regulated.
10. The Viscount Gort Hotel reserves the right to inspect and control all private functions.

GENERAL CONTINUED...

11. Attrition / Cancellation Policy is as follows:

- Cancellation within 90 days of the event date, 25% of the estimated cost of the function as determined by the hotel.
- Cancellation within 45 days prior to the event date, 50% of the estimated cost of the function as determined by the hotel
- Cancellation within 30 days prior to the event date, 100% of the estimated cost of the function as determined by the hotel

12. Any major changes to the original room set-up as stated on the final Banquet Event Order or Contract may be subject to additional costs.

13. The hotel is not responsible for any equipment and/or belongings brought in by the client. The client is held liable for all persons associated with his/her function, and any damages or losses will be billed to the function sponsor.

14. Starting and ending times of all functions are to be adhered to. The space is only booked for the time indicated. Set-up and dismantle times are to be specified at the time of booking. Any delay in starting times of meals more than 30 minutes will result in a labour fee being charged. Personal effects must be removed from the banquet room(s) at the end of each function unless reserved on a twenty-four hour basis.

15. Use of the hotel name or logo in advertising is prohibited without prior approval by the General Manager.

16. Functions with live or taped music are subject to SOCAN (Society of Composers, Authors and Music Publishers of Canada) and ReSound Fees (artists & record companies). Fees are based upon the capacity of the function room and if the function has or does not have dancing.

17. Shipping & Receiving – The hotel can not accept items more than 48 hours prior to the start of any function. Any items must be removed immediately following event and details of pick up must be provided to sales office. The hotel can not accept responsibility for any items left at the hotel.

Deliveries can not be accepted between 11:30am and 1:00pm, Monday thru Friday.

Socan Fees - The Society of Music Composers, Authors and Music Publishers of Canada (Subject to 5% GST)

ReSound - For Artists and Record Companies (Subject to 5% GST)

Guests	Without Dance	With Dance	Guests	Without Dance	With Dance
1-100	\$22.06	\$44.13	1-100	\$9.25	\$18.51
101-300	\$31.72	\$63.49	101-300	\$13.30	\$26.63
301-500	\$66.19	\$132.39	301-500	\$27.26	\$55.52
Over 500	\$93.78	\$187.55	Over 500	\$39.33	\$78.66