

# COFFEE BREAKS

## COFFEE

10 Cup Carafe  
50 Cup Carafe  
100 Cup Carafe

## HOT BEVERAGES

Regular Tea  
Herbal Tea  
Hot Chocolate

## A LA CARTE BEVERAGES

Bottled Fruit Juice  
Canned Soft Drinks  
Bottled Water

64 oz. Pitcher of Juice  
64 oz. Pitcher of Pop  
64 oz. Pitcher of Ice Tea  
64 oz. Pitcher of Lemonade

## A LA CARTE SNACKS

Seasonal Fresh Fruit Tray with Yogurt Dip  
Assorted Dainties  
Nut & Dry Fruit Snack Bags  
Assorted Muffins  
Assorted Bagels  
Cinnamon Buns  
Assorted Danishes  
Assorted Loaves (Lemon, Banana, Coffee)  
Health Bars  
Chocolate Bars  
Individual Yogurt  
Oven Baked Cookies

# BREAKFAST MENU

## PLATED SELECTION

### FRESH START

Garden Vegetable Scramble  
(Egg, Red & Green Peppers, Tomato and Onions)  
Toast ( Rye, White or Brown)  
Fresh Seasonal Fruit  
Chilled Orange Juice  
Freshly Brewed Coffee & Tea

### HOME-STYLE BREAKFAST

Scrambled Eggs  
Golden Hash Browns  
Two Breakfast Sausage Links & Two Strips of Bacon  
Toast (Choice of Rye, White, Brown)  
Fresh Seasonal Fruit  
Chilled Orange Juice  
Freshly Brewed Coffee & Tea

### BREAKFAST GRILL

Choice of French Toast or Pancakes  
Two Breakfast Sausage Links & Two Strips of Bacon  
Fresh Seasonal Fruit  
Chilled Orange Juice  
Freshly Brewed Coffee & Tea

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# BREAKFAST MENU

## BUFFET SELECTION

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### CONTINENTAL

Assorted Breakfast Pastries  
Fresh Seasonal Fruit Platter  
Chilled Orange & Apple Juice  
Freshly Brewed Coffee & Tea

### HEALTHY START

Seasonal Fresh Fruit Salad  
Granola  
Low-Fat Yogurt  
Assorted Bagels and Toast  
Chilled Orange & Apple Juice  
Freshly Brewed Coffee & Tea

### HOME-STYLE BREAKFAST

**(Minimum 25 people)**  
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

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# BRUNCH BUFFET

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## VISCOUNT BRUNCH BUFFET

(Minimum 40 people)

Fresh Baked Breakfast Pastries  
Assorted Bagels with Cream Cheese

Tossed Salad  
Seafood Salad  
Caesar Salad  
Macaroni, Cheese and Ham Salad

Made to Order Omelet Station

Fluffy Waffles

Breakfast Sausage Links  
Crispy Strips of Bacon

Golden Hash Browns

Honey Glazed Carved Ham  
Southern Fried Chicken  
Maple Glazed Salmon

Vegetable, Cheese and Fruit Trays

Chilled Orange & Apple Juice  
Freshly Brewed Coffee & Tea

**Add Ons:**  
Eggs Benedict  
Pancakes or French Toast

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# BREAKS

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## AFTERNOON TEA TIME

Homemade Baked Scones  
Oven Baked Cookies  
Freshly Brewed Coffee & Assorted Teas

## BALL GAME BREAK

Popcorn  
Assorted Nuts  
Red Licorice  
Chocolate Bars  
Pop & Ice Tea

## HEALTH BREAK

Whole Seasonal Fruit Kabobs  
Assorted Yogurts  
Granola  
Bottled Water

## VEGGIE BREAK

Fresh Vegetable Tray with Dip  
Pita Bread Slices  
Hummus  
V8 & Bottled Water

## PARFAIT BAR

Chocolate Pudding  
Vanilla & Strawberry Yogurt  
Granola  
Seasonal Fruit  
Whipped Cream  
Bottled Water

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## LUNCH MENU

### PLATED MEALS

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#### QUICHE

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

Served With:  
Tossed Salad  
Chef's Choice Dessert  
Freshly Brewed Coffee & Tea

#### 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

#### 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

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## LUNCH MENU

### PLATED MEALS

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#### STEAK SANDWICH

6oz Sirloin Prepared to Medium, Served on Garlic Toast

#### CHICKEN BREAST

**Choice of:**

**TERIYAKI:** Glazed with Teriyaki Sauce

**FIESTA:** Topped with Spanish Roasted Tomato Sauce

**CORDON BLEU:** Stuffed with Swiss Cheese and Ham

**PARMESAN:** Lightly Breaded and Topped with Tomato Sauce and Melted Mozzarella Cheese

#### LEMON HERB SALMON

6oz Grilled Salmon Topped with House-made Lemon Herb Sauce

#### VEAL CUTLET

Lightly Breaded Cutlets Baked and Served with Our House-made Mushroom Sauce

ALL 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)

### YOUR CHOICE OF THREE SALADS:

Caesar Salad  
Macaroni Salad with Ham & Cheese  
Classic Potato  
Greek Salad  
Coleslaw  
Quinoa Salad  
Fusillini Pesto Salad  
Tomato, Mushroom & Bocconcini Salad  
Spinach, Walnut, Sliced Strawberry Salad with Honey Vinaigrette

### CHOICE OF ONE HOT ENTREE:

Barbecue Chicken  
Southern Fried Chicken  
Sliced Chicken Breast with Mushroom Sauce  
Roast Beef with Red Wine Sauce  
Barbecue Beef Ribs  
Italian Meat Lasagna  
Mustard Crusted Pork Tenderloin  
Salmon with Lemon Herbed Butter

### 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  
Quiche Florentine  
Vegetable Chow Mein

### INCLUDES:

Tossed Salad with Two Dressings  
Fresh Seasonal Vegetables  
Seasonal Fruit Display  
Chef's Choice of Potato or Rice  
Seasonal Vegetables  
Bread Basket  
Assorted Dainties  
Freshly Brewed Coffee & Tea

**ADD ADDITIONAL HOT ITEM**  
**ADD BARON OF BEEF CARVER**



# LUNCH BUFFET

## QUICK BREAK

Choice of Soup  
Tossed Salad **OR** Caesar Salad  
Garlic Breadsticks

## STIR-FRY

(Minimum 20 People)

Wonton Soup  
Garden Salad  
Steamed Asian Greens  
Fried **OR** Steamed Rice  
Chicken, Beef **OR** Pork  
Shanghai **OR** Sweet Chili Sauce  
Fortune Cookies

## PASTA

(Minimum 20 People)

Caesar Salad  
Garlic Breadsticks  
Grated Parmesan Cheese  
Crushed Chili Flakes  
**CHOICE OF TWO PASTAS:**  
Linguine  
Spaghetti  
Fettuccine  
Penne Rigate  
Farfalle  
Rotini  
**CHOICE OF TWO SAUCES:**  
Italian Pesto Primavera  
Herbed Meat Sauce  
Alfredo Sauce  
Creamy Rosé

ALL MEALS SERVED WITH CHOICE OF ASSORTED DAINTIES, FRESH BAKED COOKIES, MINI PIES OR FRESH FRUIT. FRESHLY BREWED COFFEE AND TEA

# LUNCH BUFFET

## 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

Make it a Deluxe Working Lunch Buffet  
(Include Artisan Buns, Wraps and Open Face Sandwiches)

## BURGER BAR

(Minimum 20 Guests)

Tossed Salad  
**CHOICE OF TWO CHEESES:**  
Gouda  
Cheddar  
Mozza  
Swiss  
Sliced Tomatoes  
Onions  
Lettuce  
Pickles  
Kaiser Buns  
Choice of Regular Fries **OR** Sweet Potato Fries

ALL MEALS SERVED WITH CHOICE OF ASSORTED DAINTIES, FRESH BAKED COOKIES, MINI PIES OR  
FRESH FRUIT. FRESHLY BREWED COFFEE AND TEA

## DINNER MENU

### FOUR COURSE PLATED MEALS

#### MUSTARD HERB CRUSTED PORK TENDERLOIN

Pork Tenderloin Coated in Grainy Mustard, Fresh Herbs and Breadcrumbs,  
Seared for a Perfect Crust and Finished in the Oven

#### TRADITIONAL TURKEY DINNER

Succulent Tender Roasted Turkey with Sage Dressing and Topped with Gravy

#### STUFFED CHICKEN BREAST

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

##### CHICKEN VISCOUNT

Hand Stuffed with Carrots, Celery, Onion and Swiss Cheese

##### CHICKEN KIEV

Stuffed with Delicious Herbed Butter

##### CHICKEN CORDON BLEU

Hand Stuffed with Ham and Swiss Cheese

#### ROASTED SPRING CHICKEN

Seasoned and Roasted with Herbs and Served with Gravy  
½ Chicken

#### CHICKEN AND STEAK DINNER

4oz Beef Tenderloin with a Peppercorn Brandy Sauce and a 5oz Chicken Breast  
Topped with our Signature White Wine Sauce

#### SLOW ROASTED PRIME RIB

8oz Slow Roasted Prime Rib Served with Au Jus and Yorkshire Pudding

#### BEEF TENDERLOIN

Slow Roasted Beef Tenderloin Topped with Your Choice of Mushroom Gravy Reduction or Peppercorn Brandy Sauce

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 SELECTIONS**

ASK YOUR CATERING CONSULTANT ABOUT OUR GLUTEN FREE, VEGETARIAN & VEGAN OPTIONS  
ABOVE PRICES DO NOT INCLUDE PST, GST AND GRATUITY. PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

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# DINNER MENU

## FOUR COURSE PLATED MEALS

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### SEAFOOD

#### LEMON HERBED SALMON

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

#### SHRIMP AND CHICKEN

Five Garlic Tiger Prawns and 5oz Grilled Chicken Breast Topped with our Signature White Wine Sauce

### VEGETARIAN

#### PASTA

Tender Vermicelli Pasta Topped with House-made Rosé Sauce

#### VEGETABLE KABOBS

Two Vegetable Kabobs Grilled and Served on a Bed of Rice.  
Your Choice of Sauce Bollywood, Creamed Curry or Teriyaki

#### VEGETABLE STRUDEL

Roasted Julienne Vegetables Hand Wrapped in a Flakey Golden Pastry, Topped with Marinara Sauce

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 SELECTIONS

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# CHILDREN'S MENU

## (AVAILABLE FOR GUESTS 12 YEARS AND UNDER)

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#### CHEESEBURGER AND FRIES

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

#### CHICKEN FINGERS AND FRIES

Three Chicken Fingers Served with House made Honey Dill Sauce

#### MAC N' CHEESE

Macaroni Prepared with House-made Cheese Sauce

CHILDREN'S DINNERS ARE SERVED WITH SOUP, SALAD AND DESSERT

# 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:

Smashed Sweet Potatoes  
Duchess Potatoes  
Garlic Whipped Potatoes  
Scallop Potatoes  
Baby Roasted Potatoes  
Stuffed Baked Potato with Sour Cream, Green  
Onion and Bacon (Add 1.00)  
Rice Pilaf

## SALADS:

Bacon and Diced Tomato Wedge Salad  
with French Dressing  
Fresh Garden Greens  
with Herbed Spiced Dressing  
Caesar Salad  
Mixed Greens with Mandarin Oranges and  
Toasted Almonds 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 Pecan Delight  
Chocolate Sensation Cake  
Strawberry Shortcake  
Fresh Fruit Cup with Whipped Topping  
Red Velvet Cake  
Warm Apple Square  
Gluten Free Chocolate Torte

## VEGETABLES:

(Choose Two)  
Honey Buttered Baby Carrots  
Green Beans Almondine  
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  
Potato and Cheese Perogies with Fried Onions  
Cabbage Rolls in a Rich Tomato Sauce

# DINNER SELECTIONS

(MINIMUM 40 PEOPLE)

**CARVED ROAST TURKEY WITH SAGE DRESSING**

**CARVED HAM**

**CARVED ROAST BEEF (With Au Jus)**

**CARVED PORK LOIN (Served with Mushroom Sauce)**

## YOUR CHOICE OF THREE SALADS

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

## YOUR CHOICE OF ONE HOT ITEM

Sliced Ham with a Pineapple Sauce  
Mustard Crusted Pork Tenderloin  
Southern Fried Chicken  
Rustic Chicken with Garlic Gravy  
Barbecue OR Sweet N' Sour Meatballs  
Beef Burgundy  
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

## 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  
Green Beans Alomondine  
Mexican Corn  
Steamed Broccoli  
Medley of Mixed Vegetables

## HORS D'OEUVES

### COLD

Devilled Eggs  
Cucumber Slices with Chives and Cream Cheese  
Salami Cornets with Stuffed Olives  
Smoked Turkey Breast and Cranberry Marmalade on Brown Toast  
Tomato and Ricotta Brushetta  
Prosciutto Wrapped Asparagus Spear  
Smoked Salmon and Herbed Cream Cheese on Pumpernickel  
Chilled Prawns with Cocktail Sauce  
Cream Cheese with Red Pepper Jelly on Toasted Crackers

### HOT

Mini Vegetarian Egg Rolls with Plum Sauce  
Barbecue Meatballs  
Spanakopita  
Mini Grilled Cheese Sandwiches  
Chicken Satay  
Teriyaki Beef Tips  
Pepperoni Pizza Rolls  
Crab Stuffed Mushrooms  
Bacon Wrapped Scallops

## CHEF'S CARVERY

### BARON OF BEEF

Accompanied with Kaiser Buns,  
Condiments and Coleslaw

### HERB ENCRUSTED ROAST BREAST OF TURKEY

Accompanied with Cranberry Sauce,  
Kaiser Buns and Coleslaw

### PULLED PORK

Served with Kaiser Buns and Coleslaw

### SIDE SELECTIONS

French Fries  
Baked Potatoes  
Tossed Salad  
Caesar Salad

# RECEPTIONS

## FRESH VEGETABLE TRAY WITH DIP

Assortment of Fresh Seasonal Vegetables  
with Ranch Dip

## ASSORTED RELISH AND PICKLE TRAY

Sweet Pickles, Dill Pickles, Gherkins, Pickled Beets,  
Pickled Onions and Kalamata Olives

## DOMESTIC CHEESE BOARD

Cheddar, Mozzarella, Pepper Jack, Swiss & Danish  
Cheeses, Garnished with Seasonal Grapes and  
Served with Assorted Crackers

## SEASONAL FRESH FRUIT DISPLAY

Assortment of Fresh Season Fruit with Yogurt Dip

## 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 and Vegetables

## DAINTY TRAY

Assorted Dainties & Squares  
(Brownies, Butter Squares, Date Squares, Carrot Cake)

## 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  
and Roasted Vegetables

## POUTINE BAR

Fries, Gravy, Cheese, Bacon Bits, Green Onions,  
and Sour Cream

Add Beef or Chicken

## AFTER HOURS RECEPTION

Dill Pickles, Garlic Sausage, Salami, Ham, Turkey,  
Rye and White Bread, Cheddar Cheese,  
Marble Cheese and Condiments

## NACHO BAR

Tortilla Chips, Cheese Sauce, Salsa, Sour Cream,  
Tomatoes, Onions, Bell Peppers, and Jalapeno Peppers

## DESSERT BAR

Assortment of Freshly Baked Cookies, Dainties,  
Pies and Cake Slices

## PIZZA

House made Pizza with your Choice of Two Toppings



## BAR SERVICES

LIQUOR  
HOUSE WINE  
HOUSE WINE (BOTTLE)  
BOTTLED BEER  
SOFT DRINKS  
NON-ALCOHOLIC PUNCH

House Wine is Copper Moon Sauvignon Blanc (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 \$300 per bar. Should the bar(s) revenue be less than \$300, a bartender charge of \$18.00 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 \$300 per bar. Should the bar(s) revenue be less than \$300, a bartender charge of \$18.00 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.

### PERMIT BAR

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

#### STANDARD CORKAGE FEE \$10.00 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 \$5.00 PER MINOR

Corkage Fee Includes Glasses, Ice, Soft Drinks and Juice

#### BEER & WINE CORKAGE \$4.00 PER ADULT

Corkage Fee Includes Glasses, Chilling and Storage of Alcohol

#### BARTENDER...\$18.00 Per Hour

(1 Bartender Recommended for Every 100 Guests)

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## BAR SERVICES

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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 MLCC 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 Manitoba Liquor Act, 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	\$40
Whiteboard and Markers	\$45
6' Tripod Screen	\$35
8' Tripod Screen	\$50
Overhead Projector	\$45
LCD Projector	\$200
TV/DVD/VCR Player	\$75
8' Skirted Display Tables	\$25
Extension Cords	\$20
VGA Cable ( for LCD )	\$65
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
Breakerbox - 2200	\$75
Photocopies	\$.25 each
Over 100 Copies	\$.15 each
Coat Check	\$2/person

	Size (SQ FT)	Theatre	Classroom Longs (4)	Classroom Rounds (6)	Board	U-Shape/Hollow Square	Rounds of 8	Rounds of 10	Reception
<b>Royal Ball Room</b>	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
<b>Viscount Room</b>	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
<b>Windsor</b>	1300	80	40	54	32	36/40	48	60	80
<b>Governors</b>	551	30	12	24	16	12/16	32	30	45
<b>York</b>	551	30	16	24	16	12/16	32	30	45
<b>Hanover</b>	667	36	20	24	16	20/24	32	30	45
<b>Kensington</b>	667	36	20	24	16	20/24	32	30	45
<b>Regal</b>	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)
<b>Royal Ball Room</b>	\$1300	\$1900	6612
Royal A	\$500	\$700	2552
Royal B	\$400	\$600	2030
Royal C	\$400	\$600	2030
<b>Viscount Room</b>	\$400	\$600	1972
A	\$200	\$300	986
B	\$200	\$300	986
<b>Windsor</b>	\$200	\$300	1300
<b>Governors</b>	\$150	\$175	551
<b>York</b>	\$150	\$175	551
<b>Hanover</b>	\$150	\$175	667
<b>Kensington</b>	\$150	\$175	667
<b>Regal</b>	\$150	\$175	667

Subject to GST

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# GENERAL

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**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.
- 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 deposit of 5% of estimated charges or \$1000 is required to confirm all bookings. Deposits are non refundable, but 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	\$20.56	\$41.13	1-100	\$9.25	\$18.51
101-300	\$29.56	\$59.17	101-300	\$13.30	\$26.63
301-500	\$61.69	\$123.38	301-500	\$27.26	\$55.52
Over 500	\$87.40	\$174.79	Over 500	\$39.33	\$78.66