Park Town Hotel Wedding Policies

Food and Beverage

Due to City and Provincial Health Regulations the Park Town Hotel does not permit any outside food and beverage. The Hotel cannot guarantee nut free meals or desserts.

Gratuity and Tax

All food and beverage is subject to gratuity and 5% GST.

Guarantees

A guaranteed number of guests attending your event is required three full business days prior to the event. If the guaranteed number has not been received, the billing will be made out for the number of persons for which the function was originally booked, or the number in attendance, whichever is greater.

Method of Payment

All new accounts must apply for credit to establish billing privileges prior to the event; otherwise an alternate form of payment is required

Deposits and Cancellations

All social or private events require a $500.00 advanced deposit and a credit card is required within 30 days of booking. An additional deposit for 80% of the remaining balance will be required 2 weeks prior to the date of the function with the remainder of the balance due the night of the event. In the event of cancellation all deposits are non-refundable and require a written cancellation letter directed to the Catering Department.

Damages

The Park Town Hotel reserves the right to inspect and control all private functions. Liability for any damages to the premises will be charged accordingly. The conveners of any function are held responsible for any damages to the premises by their guests.

Start and End Times

All start and end times are strictly adhered to. The space is only booked for the time indicated. Set-up and dismantle times are to be specified at time of booking. All personal materials must be removed from the function space at the end of each day unless reserved on a 24 hour basis.

Function Room Assigned

A more suitable function room may be assigned to your group should the numbers of guests and or set-up requirements change. Room rental will be charged accordingly.

Security

The Park Town Hotel will not be responsible for damage or loss of any personal property and or rental equipment left in the hotel prior to, during or following any event.

Shipping Receiving and Storage

The Catering Department must be notified of any material or rental items being delivered during your function. All materials or rental equipment are subject to prior arrangements and space availability. The Hotel assumes no responsibility for personal property or equipment delivered prior to the function or during the function.

Display Materials

To avoid damage to wall coverings and doors, the Park Town Hotel does not permit the use of nails, hooks, strong tape, tacks, or any other attachments for posters, flyers or written materials without prior consent from the Hotel.

Audio Visual

Your equipment requirements can be reserved through the Catering Department or Inland Audio directly. Rental fees apply to most equipment and are subject to 5% GST and 5% PST. All meeting rooms come with complimentary screens and flipcharts.

Special Occasion Permits

All Saskatchewan Liquor Laws will be adhered to (including maximum drink charge as stated on the Special Occasion Cost Recovery Permit). No homemade liquor, beer or wines are permitted in accordance with the Saskatchewan Liquor Laws.

Bar Service Times

Service of Alcohol will cease ½ hour prior to the end time of the event or expiration of the valid Saskatchewan Liquor Permit, whichever comes first.

Decorating

The Park Town Hotel does not permit the use of sprinkles or confetti in the function space. Use of them will result in a labor charge for clean up. The Hotel does permit decorations to be hung or attached to ceiling tiles and or bulkheads. The Hotel cannot guarantee decorating can be done the night before your event. Decorating will be accommodated based on room availability.

Socan Fee

When music is playing in any function room (either live or recorded/with or without dancing) a license must be obtained from the Society of Composers, Authors and Music Publishers of Canada (SOCAN). This fee will be applied to billing and is subject to GST.

Menus and Prices

All menu prices and room rental charges are subject to change without notice; however we will honor our prices three months from date of contract.

***Please return one signed copy of the document to the Catering Department to ensure you have read and understand all Special Occasion and Catering Policies. Please retain an extra copy for your records.*

PARK TOWN HOTEL
SASKATOON

April 2012

PARK TOWN HOTEL
SASKATOON

At the Park Town Hotel our attention to detail assures your Wedding Day is Simply Elegant.

Our Wedding Package Includes:

Complimentary banquet room with full catered dinner.

Choice of an elegant plated or buffet-style dinner.

Wedding Package Price includes gratuity, corkage and bartender fees.

Complete room set up, including napkins, tablecloths and candles.

Complimentary Executive King room for the bride and groom for the evening of the wedding.

Special guest room rates for out of town guests.

Complimentary gift opening room for the day following the event.

Cutting of the wedding cake.

**Minimum of 50 people required for wedding package*

Available Banquet Rooms

Cedar Room 180(maximum)

Oak Room 150(maximum)

Simply Elegant Wedding Buffet

Assorted Bun Basket

Tossed Green Salad with Dressings

Chef's Variety of Four Feature Salads

Marinated Sweet Pickle Mix

Choice of One of the Following:

Oven Roast Potato

Mashed Potato

Multi Grain Rice

Wild Rice and Rice Pilaf

Entrées

Carved Roast Beef

Choice of One of the Following:

Baked Italian Chicken

Seafood Newburg

Sweet and Sour Meat Balls

Baked Ham with Pineapple Sauce

Greek Style Spare Ribs

Assorted Dessert Display

English Trifle, Pastries and Fresh Sliced Fruit

$32.95 per person

Wedding Package Price is Subject to 5% GST

Simply Elegant Plate Service

Assorted Bun Basket

Tossed Salad and Dressings

Choice of One of the Following Entrees:

Chicken Kiev
Chicken Breast Stuffed with Garlic & Herb Butter

Beef Wellington
Beef Tenderloin Topped with a Madeira Sauce

Salmon Papillote
Sockeye Salmon Topped with Julienne Carrots, Celery & Dill

All Entrees are served with Chef's choice of hot vegetable.

Choice of One Starch:
Oven Roast Potato
Mashed Potato
Multi Grain Rice
Wild Rice and Rice Pilaf

Choice of One Dessert:
Saskatoon Berry Cheesecake
Saskatoon Berry Pie
Chocolate Cheese Cake
Strawberry Short Cake

$31.95 per person
Wedding Package Price is Subject to 5% GST

Late Lunch
Assorted Buns
Cold Cuts
Cheese Tray
Marinated Sweet Pickle Mix
Butter, Mustard and Mayo
Coffee and Tea

$9.95 with full dinner
$13.95 without full dinner

Late Lunch Prices subject 15% Gratuity and 5% GST