



PARK TOWN HOTEL  
SASKATOON

# PARK TOWN HOTEL CATERING 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 can not 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.*



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## **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 for 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.*

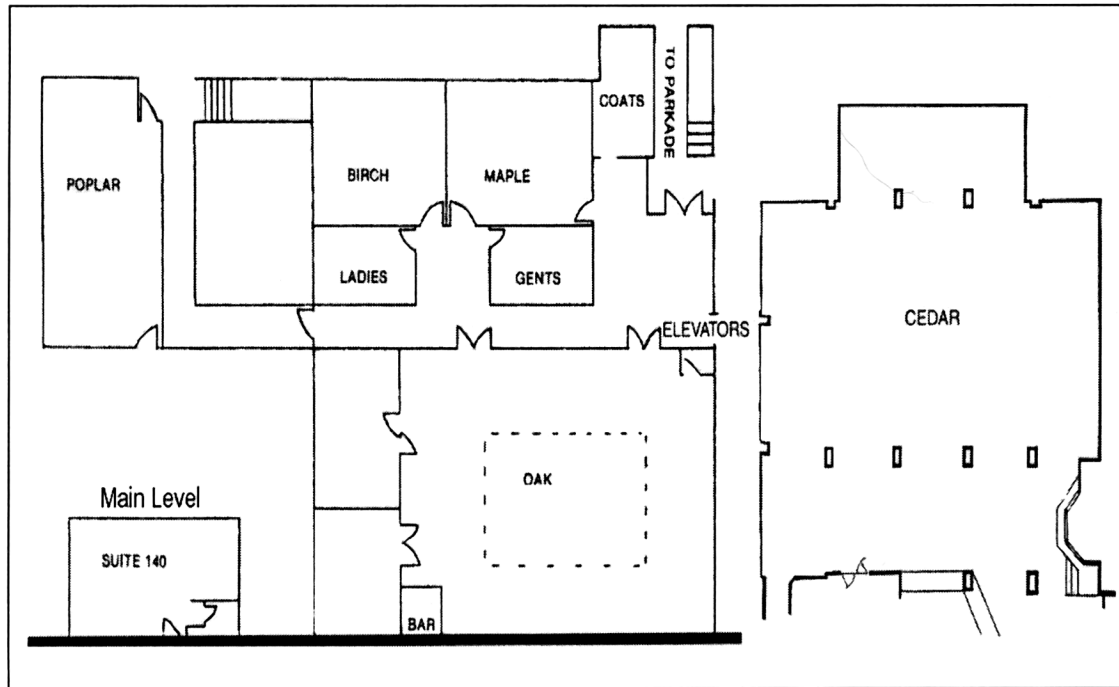
## **AUDIO VISUAL**

*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 are equipped with a complimentary screen.*

## **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*





ROOM	DIMENSIONS	HEIGHT	SQUARE FOOTAGE	LOCATION
Boardroom A	32x18	9ft	576	Main
Boardroom B	15x26	9ft	390	Main
Maple	30x22	9ft	660	Lower Level
Birch	24x22	9ft	528	Lower Level
Oak	68x40	9ft	2720	Lower Level
Cedar		9ft	3500	Lower Level
Poplar	36x23	7.5ft	828	Lower Level

ROOM	CLASSROOM	THEATER	BOARDROOM	U-SHAPE	BANQUET	BANQUET & DANCE
Boardroom A	20	40	20	20	40	-
Boardroom B	16	30	20	18	30	-
Maple	32	70	25	25	50	-
Birch	24	50	20	20	40	-
Oak	80	200	50	40	200	150
Cedar	80	20	50	40	200	175
Poplar	32	70	25	25	50	-