



PARK TOWN HOTEL  
SASKATOON

# 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 with the exceptions of wedding cake, pre-sliced dainties and squares and alcohol that is accompanied with a valid Saskatchewan Liquor Permit. The Hotel cannot guarantee nut free meals or desserts.*

## GRATUITY AND TAX

*All food and beverage is subject to gratuity and 5% GST with the exception of the Wedding Package Price, which is subject to 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.*

## DEPOSITS AND CANCELLATIONS

*In order to guarantee your booking a \$500.00 advanced deposit and a credit card are 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. Setup 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 setup 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.*



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## 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.*

## 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 cannot guarantee decorating can be done the night before your event. The Hotel does not permit decorations to be hung or attached to ceiling tiles and or bulkheads. Decorating will be accommodated based on room availability.*

## SOCAN FEE

*When music is played 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 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.*

Client Signature \_\_\_\_\_ Printed Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*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  
S A S K A T O O N

*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.*

*Complimentary gift opening room for the day following the event.*

*Special guest room rates for out of town guests.*

*Cutting of the wedding cake.*

**AVAILABLE BANQUET ROOMS**

*Cedar Room 180(maximum)*

*Oak Room 150(maximum)*

# *Simply Elegant Wedding Buffet*

*Assorted Buns Basket*

*Tossed Green Salad with Dressings*

*A Variety of Four Chefs 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*

*Perogies with Onions and Sour Cream*

## **ASSORTED DESSERT DISPLAY**

*English Trifle, Pastries and Fresh Sliced Fruit*

**\$31.95 PER PERSON**

*Wedding Package Price is Subject to 5% GST*

# *Simply Elegant Plate Service*

## **CHICKEN KIEV**

*Assorted Bun Basket*

*Tossed Salad and Dressings*

*Chicken Breast Stuffed with Garlic and Herb Butter*

*Chefs Choice of Steamed Hot Vegetables*

## **CHOICE OF ONE OF THE FOLLOWING:**

*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*

**\$29.95 PER PERSON**

*Wedding Package Price is Subject to 5% GST*

## **LATE LUNCH**

*Assorted Buns*

*Assorted Cold Cuts*

*Assorted Cheese Tray*

*Assorted Pickle Tray*

*Butter, Mustard and Mayo*

**\$8.95 WITH DINNER**

**\$12.95 WITHOUT DINNER**

*Late Lunch Prices subject 15% Gratuity and GST*

## *The Park Town Hotel DJ Service*

*The Park Town Hotel is pleased to offer in house DJ service.*

*Our DJ has been working with the Hotel for over 15 Years  
and has over 25 years of experience in the DJ service.*

*Our DJ has access to over 50,000 songs and increases our  
playlist monthly from professional music subscriptions .*

*We also offer Karaoke for those outgoing crowds.*

*Our DJ offers over 12,000 song for Karaoke and will provide all  
equipment necessary for the evening.*

**\$500 - STANDARD DJ SERVICE; PLUS GST**

**\$550 - STANDARD DJ SERVICE WITH DINNER MUSIC; PLUS GST**

**\$700 - KARAOKE NIGHT; PLUS GST**

**\$750 - KARAOKE NIGHT WITH DINNER MUSIC; PLUS GST**

*Enhance your stay with our  
Simply Elegant Romance Package*

**FOR \$50.00 PLUS APPLICABLE TAXES**

*Includes: Bottle of Champagne, Two Long Stemmed Roses  
and a Traditional Breakfast for Two.*