

CREST HOTEL

prince rupert, british columbia

BANQUET & CATERING PACKAGE



When you choose to hold your function at Prince Rupert's Crest Hotel, we ensure that you are making the right choice. We offer modern conference room & banquet facilities that provide a superior degree of success for any meeting, reception, or cocktail party.

Whether you are holding an executive meeting for 6 or an elegant wedding reception for 140, the Crest Hotel can accommodate your needs. While our culinary team creates mouth-watering delights, our banquet professionals provide the perfect set-up and service, ensuring the seal of success for your function.

Our tastefully decorated meeting rooms are perfectly suitable for business meetings and public gatherings. Whether you require a classroom for a professional training session or a comfortable space to hold a private dinner party our staff will help you put your event together.

High-speed wireless internet access and the latest in audio-visual technology are available to ensure that your guests receive the full impact of a professional presentation.

Our reputation has been built on our genuine hospitality, the quality of our facilities and the extra measures of service we provide. We invite you to experience excellence at the Crest Hotel.

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MEETING FACILITIES



THE HARBOUR ROOM

Located on our lower main level, the recently renovated Harbour Room boasts a beautiful view of Prince Rupert's harbour with an adjacent observation deck. This room features a built in 42" LCD screen with multi-media capabilities including direct connection to a personal computer. The Harbour Room is also equipped with washroom facilities for your convenience.
room rental \$150



THE ROCKWELL ROOM

Adjacent to our Waterfront Restaurant, the Rockwell Room offers a private setting for intimate gatherings. We offer full menu and beverage selections, making the Rockwell Room ideal for a working breakfast, lunch, or dinner meeting.
room rental \$150



THE SKEENA ROOM

Located on our lower main level. For your comfort, there is a seating area with couch and armchairs, as well as washroom facilities. The Skeena Room is conveniently equipped with a built-in dry erase board, flip chart and 42" LCD television and projector screen.
room rental \$100



THE BRITISH COLUMBIA ROOM

Located just off our main lobby, the British Columbia Room is large enough to accommodate 180 reception style, yet small enough (when split in half with the use of a dividing wall) to host a moderate reception or meeting. The BC Room is ideal for moderate to large banquets and receptions, as well as working luncheons. Our experienced catering staff will help make your function a success.
room rental \$300
half room rental \$200

AVAILABLE EQUIPMENT

the equipment below is available on request and is complimentary with any room rental:

- | | | |
|---------------------|-------------------|----------------------|
| -projector screen | -flipcharts | -wireless microphone |
| -overhead projector | -dry erase boards | -lapel microphone |
| -dance floor | -tv/vcr | -dvd player |
| -wet bar | -podium | |

In addition, the following equipment is available on request for use within the hotel for a daily fee:

- LCD multimedia projector \$50 -polycom speaker phone \$25

ROOM DIMENSIONS & CAPABILITIES



	Boardroom	U-Shape	Classroom	Hollow-Square	Theatre	Banquet
Harbour Room 28' x 21'	14	n/a	n/a	n/a	20	n/a
Skeena Room 28' x 21'	16	15	18	18	20	n/a
Rockwell Room 19' x 20'	16	n/a	n/a	n/a	n/a	n/a
BC Room 39.5' x 56'	50	60	70	70	140	140
Half BC Room 39.5' x 23'	40	40	35	40	70	60

Maximum meeting room capabilities do not include space for head tables, buffets or special equipment (e.g. wet bar) please discuss specific seating requirements at time of booking.

FOOD AND BEVERAGE GUIDELINES

The Crest Hotel reserves the right to inspect all private parties, meetings, receptions, etc. held on the premises. For the protection of our guests, all food & beverage must be purchased through the Catering Department. In addition, removal of food & beverage from the hotel is strictly prohibited. All federal, provincial, and local laws with regard to food & beverage purchase and consumption are strictly adhered to and enforced.

The Crest Hotel is licensed for the administration of the sale and service of alcoholic beverages with the BC Liquor Control Board. It is a requirement that all liquor, beer, and wine must be supplied by the Crest Hotel. Final menus and wine selections are required 14 days prior to your function to ensure delivery. We reserve the right to slightly modify menus due to the nonavailability of certain food items. If you have a special menu or specific requests, please feel free to discuss them with our Catering Department.

Prices: Food and beverage prices are subject to a 15% gratuity and a goods and services tax of 5%. Please note that banquet menu pricing and content are subject to change. Final food & beverage prices will be confirmed a maximum of six months prior to the date of service.

Guarantee: The number of attendees must be confirmed 72 hours (3 business days) prior to function. If the guaranteed number has not been received, the charge will be based on the previously discussed attendance figure or the actual number attending, whichever is greater.

Food Services: Our function rooms are licensed premises and all food and beverage services must be exclusively supplied by the Crest Hotel with the exception of specialty ordered cakes which must be approved by our food services manager. Food and beverage products may not be brought in from outside; food and beverages not consumed may not be taken off the premises.

* Any food substitutions and/or dietary restrictions may result in additional charges.

Beverage Services: The Crest Hotel will supply all alcoholic beverages served in a licensed public area. The BC Liquor Control Board does not permit any liquor to be served after 1:00am. For a function that requires bar service and that generates a total bar revenue of less than \$500, a service fee of \$200 will apply.

Service Charges: The Crest Hotel reserves the right to apply a service fee of \$100 for all last minute meeting room set-up changes. An additional labour surcharge will apply to all meal functions held on a Canadian Statutory Holiday.

Gratuity: A standard industry gratuity of 15% will be added to all food service. A host bar service will be subject to a 15% gratuity.

FOOD AND BEVERAGE GUIDELINES

Outside Contracts: The hotel reserves the right to advance approval of all outside contractors hired for use by a convention group. The hotel will, upon reasonable notice, cooperate with outside contractors. Hotel facilities are available to outside contractors to the extent that their function does not interfere with the use of the facilities by other guests. All outside contractors must submit proof of insurance, engineering and electrical needs and fire department permits to the hotel fourteen (14) days prior to their setup. The customer is responsible for any charges and damage an outside contractor incurs while in the employ of the customer. The hotel will give customers a preferred vendor list on request.

Cancellation Policy: If your definite booking is cancelled with less than ten (10) business days to the Crest Hotel, a cancellation fee will be charged. This fee will be based on the contract and the estimated total charges for food & beverage and meeting space revenue. Room rental will be charged in full unless cancellation is received in writing at least ten (10) business days in advance. The Crest Hotel will make every reasonable effort to resell the cancelled space. Should we be successful at reselling cancelled space, a sum equal to the value of the rooms resold will be credited to your booking.

Decor: Our service includes the supply of linens, stem ware, plate ware and flat ware. Meeting room fees include set up and take down, tablecloths and skirting, and seasonal motifs on all buffets. The hotel does not permit nails, staples, tacks or duct tape to be used on the function room walls, doors or ceiling- charges will apply should these guidelines not be followed. Masking tape or blue "fun tack" is acceptable. Confetti is not permitted in our banquet room or guest rooms. Please discuss your decorating plans, including the hanging of any signs, with our Food Services Department.

Establishment of Accounts: To apply for direct billing of a master account, a credit application must be completed and approved by our Accounting Department (please allow 8-10 days for processing). For all other bookings, a Credit Card Authorization Form must be completed and returned 10 days prior to the date of function. For social bookings and weddings, a non-refundable deposit of \$500 is required to confirm a booking. The remaining balance is due 10 business days prior to function date.

Music: An additional fee of \$85 will be charged for SOCAN (Society of Composers, Authors and Music Publishers of Canada), when music is played in our function rooms (either live or recorded), we are legally obligated to collect licensing fees on behalf of SOCAN. Should you wish to provide your own DJ, Recorded Music Entertainment, the \$85 SOCAN fee will still apply. The hotel requires for music to be turned off by 12:30am.