



Platinum member

2022

BANQUET MENU



VICTORIA INN
HOTEL & CONVENTION CENTRE

BREAKFAST BUFFET

All breakfast buffets include coffee or tea.

VICTORIA BREAKFAST BUFFET \$22

(Minimum of 25 guests)

Chilled 100% apple and orange juice | Coffee and tea | Fresh baked Danish pastries, fruit filled strudel, Muffins, croissants, butter and preserves | Seasonal fresh fruit | Crispy bacon, sausage links and scrambled eggs | Vanilla yogurt | Breakfast potatoes

PIONEER BREAKFAST BUFFET \$19

(Minimum of 25 guests)

Chilled 100% orange and apple juice | Coffee and tea | Crispy bacon and sausages | Toast, butter and preserves
Scrambled eggs | Breakfast potatoes | Fresh Fruit

DELUXE CONTINENTAL \$20

Chilled 100% orange and apple juice | Freshly baked croissants, danishes, cinnamon rolls & muffins
Assorted bagels and cream cheese | Assorted breakfast loaves | Yogurt bar | Seasonal fresh fruits

SUNRISE BREAKFAST BUFFET \$19

Hot, hearty oatmeal and milk with all the best toppings

Brown sugar | Cinnamon | Chocolate, strawberry, caramel and blueberry toppings | Honey | Maple Syrup
Pumpkin Pie Spice | Nuts | Dried Fruit | Sliced fruit

ENHANCEMENTS TO YOUR BREAKFAST BUFFET

Priced per guest

Assorted cereals \$5

Pancakes \$4

French toast \$4

Vanilla yogurt with granola & berries \$8

Oatmeal with brown sugar \$6

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

THEMED BREAKS

all breaks include coffee and tea

\$10 PER GUEST

PARFAIT

Vanilla yogurt | fresh fruit | granola | honey | dried fruit

CHEF'S BREAD WORKS

Banana bread | poppy seed loaf | lemon bread | preserves and butter

BANNOCK

Fried and baked bannock | cinnamon sugar | jams | whipped butter

MEDITERRANEAN

Olives | Hummus | vegetable sticks | pita chips

CHIPS AND DIP BREAK

Homemade potato chips | cactus dip | tortilla chips | salsa | guacamole

CHEESE AND FRUIT BREAK

Variety of cheeses | crackers | grapes and berries

SWEET AND SALTY BREAK

Chocolate bars | chips | bagged nuts

SNACK TIME

Cookies | orange wedges | roasted almonds

BREAKTIME TREATS

Priced per guest

ASSORTED MUFFINS \$5

BAKERY FRESH CROISSANTS \$5

BAKERY FRESH DANISH \$5

ASSORTED DAINTIES \$5

FRESH FRUIT TRAY \$7

VEGETABLES AND DIP TRAY \$6

CHEESE TRAY \$7

BAKERY FRESH COOKIES \$2

ICE CREAM NOVELTY BARS \$4

ASSORTED BAGS
OF POTATO CHIPS (20 pcs.) \$30

BEVERAGES

FRESHLY BREWED COFFEE \$3/cup

TEA \$3/cup

*ASSORTED JUICES \$3

*SOFT DRINKS AND WATER \$3

ASSORTED MILK \$3

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

LUNCH ENTRÉES

\$24 PER GUEST

All entrées are served with Chef's choice of dessert, coffee, decaffeinated coffee and tea.

SHEPHERD'S PIE

Seasoned ground beef and vegetables, topped with red skin garlic mashed potatoes. Served with tossed salad.

SALISBURY STEAK

6oz ground chuck patty with sautéed mushroom, onion and gravy with mashed potato and chefs vegetable

CHICKEN STIR-FRY

A boneless seasoned breast of chicken and crisp stir-fried vegetables tossed in an Oriental sauce and served on a bed of rice.

CHICKEN PARMESAN

A five ounce breaded chicken breast smothered in a tomato sauce and Mozzarella cheese over housemade pasta.

CAPRICE PESTO PENNE WITH ARUGULA

House made pasta with sundried tomato, roasted mushrooms and a pesto cream

MUSHROOM PHILLY CHEESE STEAK

Roasted mushrooms and peppers with smoked gouda cheese

CLUB SANDWICH

Made with bacon, lettuce, tomato, chicken breast and cheddar cheese, served with tossed salad.

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

BUFFETS

SANDWICH BUFFET \$21

1.5 Sandwiches per guest

Built on an assortment of breads, buns and wraps filled with:
ham and cheese, roast beef, turkey, corned beef, tuna, egg salad and vegetarian
Daily soup | Chef's choice salad | Vegetable tray
Chef's choice desserts
Coffee, decaffeinated coffee and tea

BUILD YOUR OWN SANDWICH BUFFET \$23

Combination of mixed green salad | Daily soup | Assorted veggies and dip
Fresh kaiser rolls | Assorted cold cuts and cheese | Egg and tuna salad | Dainties | Coffee & Tea

BAG LUNCH \$16

Off site only

Bottle of water | Vegetables and dip | Fresh baked cookie
Choice of clubhouse or greek chicken sandwich
Vegetarian option available

THEME LUNCH BUFFETS

Minimum 25 Guests

All theme lunch buffets include coffee, decaffeinated coffee and tea.

\$25 PER GUEST

FLAT BREAD PIZZA BAR

Pepperoni and Cheese | Hawaiian | Deluxe | Vegetarian | Meat Lover's
Caesar Salad | Vegetable & Dip Tray | Chef's choice dessert

PASTA BAR

Warm bread sticks | Classic Caesar salad | Herb and garlic roast chicken | Penne & meatballs | Tiramisu cake

CLASSIC BUSINESS

Southern Fried Chicken | Beef stew | mixed greens with an Herb Vinaigrette
Baby carrots | Mashed potatoes | Dinner rolls | Apple pie

OPA!

Pork and chicken souvlaki skewers | Greek salad | Couscous salad
Lemon roasted potatoes | Grilled vegetable | Pita chips and dip | Baklava

MEXICAN FIESTA BAR

Taco seasoned beef and chicken | Lettuce | Tomato | Cheese | Onion | Salsa | Sour Cream
Hard and soft taco shells | Tossed Salad | Spanish Rice | Triple berry Crumble

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

DINNER ENTRÉES

*All dinner entrées are served with our signature bread basket, coffee, decaffeinated coffee and tea.
Choose your entrée, then your starch, vegetable, soup and salad followed by a dessert.*

***BEEF TENDERLOIN | Market Price**

***ROASTED PRIME RIB | Market Price**

POT ROAST \$45

CHICKEN TUSCANY \$43

Stuffed with Gouda cheese, asparagus and Prosciutto and smothered in a roasted chicken jus

CHICKEN WELLINGTON \$43

Pesto marinated supreme chicken with roasted red pepper wrapped in prosciutto in a white wine cream sauce

CHICKEN KIEV \$43

Whipped butter, garlic and herbs wrapped in a breaded breast of chicken and fried golden. Served with a red wine demi-glaze

BAKED SALMON FILLET \$45

Marinated Atlantic Salmon with our own brown sugar and spice blend

V ROSTED SWEET POTATO RISOTTO \$43

Maple roasted sweet potato, with vegetable risotto

V L G PORTOBELLO MUSHROOM STEAK \$43

Marinated portobello mushroom steak with green oil and mushroom Jus.

CHILDREN'S MENU

(Children 12 and under)

All children's meals are served with dessert and a beverage. Choose one of the following:

CHICKEN STRIPS AND GOLDEN FRIES \$20

DESSERT: ICE CREAM SUNDAE

V Vegetarian, **L** Lactose Free, **G** Gluten Free

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

DINNER COMPLEMENTS

STARCH

Scalloped potato au gratin | Mashed potatoes | Half stuffed baked | Roasted baby red potatoes | Maple roasted sweet potatoes

VEGETABLE

Maple roasted root vegetables | Grilled Vegetable medley | Roasted asparagus & whole roasted baby carrots

SALADS

(choice of one, served family style)

CLASSIC CRISP ROMAINE

Crisp Romaine lettuce, tossed with caesar dressing, house-made croutons, shaved pecorino and prosciutto

SPINACH SALAD

Fresh baby spinach leaves, strawberries, candied pecans, spiced pancetta, crumbled goat cheese, and balsamic dressing

KALE & ROASTED PEAR SALAD

Softened kale, candied pecans, crumbled goat cheese, and ginger dijon vinaigrette

SUMMER BEET SALAD

Arugula, beets, oranges, pistachio, feta cheese, and a honey citrus vinaigrette

SOUP

onion soup with cheese crostini | roasted red pepper bisque | butternut squash | cream of wild mushroom | cream of potato leek

DESSERTS

(choice of one)

RED VELVET CAKE

Velvety cream cheese mousse, with chewy chocolate brownie bites, rich red chocolate sponge cake flavoured with a hint of vanilla, topped with a cream cheese icing.

APPLE CRUMBLE

A taste of home. Classic melt in your mouth, piled high with fresh, crisp apple filling and brown sugar crumble.

TRADITIONAL NEW YORK CHEESECAKE

A tasty graham cracker crust filled with rich, smooth cream cheese and strawberry sauce

CHOCOLATE VOLCANO CAKE

Warm dark chocolate cake filled with chocolate truffle

CREME BRULÉ

A traditional soft baked custard with a crisp candied crust

SUNDAE BAR

(Additional \$1.00 per person)

Vanilla and Chocolate Ice Cream | Chocolate, caramel and strawberry sauces | Candy pieces
Chopped nuts | Crumbled cookies | Whipped cream | Sprinkles

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

EMBASSY BUFFET

(minimum 75 guests)

Signature bread basket, coffee, decaffeinated coffee and tea.

CHOICE OF CARVERY

Herb Roast Beef with Demi-Glaze Sauce \$57

Loin of Pork served with Pan au Jus \$56

Prime Rib \$61

COLD SELECTION

Caprese salad | Caesar salad | Roasted pear salad

Grilled asparagus with lemon, and Italian olive oil | Prosciutto and melon | assorted cured meats

Grilled and marinated vegetables, Roasted peppers & mushrooms

STARCH

(Choice of Two)

Scalloped au gratin | Mashed potatoes | Oven roasted potatoes

Penne pasta pomodoro | Maple roasted sweet potatoes

VEGETABLE

(Choice of One)

Steamed broccoli | Steamed cauliflower | Carrots with dill butter | Green beans | Vegetable medley

Grilled sliced zucchini | Red and green grilled pepper

HOT ENTRÉES

(Choice of Two)

Add an Extra Hot Item for \$3/guest

Meatballs | Home style beef | Lasagna Chicken Parmesan

Sugar & spiced salmon | Chicken Kiev | Chicken Wellington | Perogies

DESSERT

cheesecake with blueberry and strawberry compote | Assorted tortes | Assorted dainties

Fruit tarts, butter tarts | Seasonal sliced fruits and berries

An additional charge of \$2/guest will apply to groups under the minimum quantity required.

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

KENSINGTON BUFFET

(Minimum 75 guests)

\$45 PER GUEST

Signature bread basket, coffee, decaffeinated coffee and tea.

COLD SELECTION

Beet salad | Classic caesar salad | Broccoli salad | Pickle selection | Seasonal vegetables and dip | Cheese tray with grapes

HOT ENTRÉES

Penne pasta marinara | Oven roasted meatballs | Perogies with bacon and onions | Roasted chicken breast with herb and garlic

SIDE

Mashed potatoes and gravy | Grilled vegetable medley

DESSERT ISLAND

Seasonal sliced fruits and berries | Assortment of dainties | Cake | Pie | Fruit tarts, butter tarts | Various mousses

Cheesecake with blueberry and strawberry compote | Assorted tortes

ADD A CARVERY

Certified Angus Beef® Brand prime rib \$10/guest | Certified Angus Beef® Brand baron of beef \$6/guest

HORS D'OEUVRES

(\$25 per dozen)

SMOKED SALMON

Lemon, fresh dill and cream cheese

PROSCIUTTO WITH MELON

Prosciutto and melon on a skewer

ASSORTED MAKI & CALIFORNIA ROLLS

Wasabi, pickled ginger and soy sauce

BRUSCHETTA

Marinated tomato and red onion with basil on crostini

CAPRESE SKEWER

Calabrese Salami, bocconcini cheese, tomato, basil

BRIE AND CRANBERRY

Breaded Brie and cranberry compote with herbs

MINI QUICHES

Spinach, wild mushroom and goat cheese

SPRING ROLLS \$20

Sweet chili ketchup

VEGETARIAN SAMOSAS

Coconut curry dipping sauce

BACON WRAPPED SCALLOPS

Maple, thyme and fresh lemon

MINI STEAK SANDWICH

Steak, aioli, onion and pepper

CHICKEN SATAYS

Thai peanut sauce for dipping

MINI SHRIMP SKEWER

Three shrimp on a skewer drizzled with lemon Cajun garlic butter

RISOTTO BALLS

Served with marinara sauce

ASSORTED FLAT BREADS

Assorted pizza style bread

STUFFED MUSHROOM CAPS

Rice blend, Gouda cheese and herbs

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

RECEPTION PACKAGES

PREMIUM

Crisp vegetable crudité with house dip | Cheese and crackers | Assorted pickles | Sliced fresh fruit
Choose two cold hors d'oeuvres | Choose three hot hors d'oeuvres
\$30/ person (6 pieces per person)

SOCIAL RECEPTION \$20 PER GUEST

Includes the following:

Non-alcoholic punch | Fresh vegetable tray and dip | Assortment of deli sandwiches or rolled sandwiches
Assorted dainties | Fruit tray | Coffee and tea

ENHANCEMENTS FOR YOUR EVENT

As an add on to an existing event

CHARCUTERIE BOARD \$10/guest served family style

Italian bread | Assorted cured meats | Melon | Cheese | Cured vegetables

ANTIPASTO BUFFET \$18/guest served buffet style

Italian bread | Assorted cured meats | Melon | Fried radicchio | Cheese | Cured vegetables

FAMILY STYLED PASTA \$6/guest

House Made Gemelli pasta tossed with marinara sauce Parmesan cheese and pepper flakes

SLOW COOKED MEATBALLS \$6/guest

Marinara sauce, fresh herbs

LATE NIGHT SNACKS

As an addition to an evening meal.

FRYER BAR \$10/guest

Pork wontons, boneless chicken bites, cheese sticks, spring rolls and kettle chips

ASSORTED PIZZAS \$10/guest

A selection of flat bread pizzas | Three cheese | Hawaiian | Meat lovers

NACHO BAR \$10/guest

Fresh cut tortilla chips, warm cheese, sour cream, salsa, peppers, tomatoes, onions, black olives, jalapeños

POUTINE BAR \$10/guest

Regular or sweet potato fries, gravy, bacon, onion, cheese, tomato, jalapeño, black olives and sour cream

All prices subject to applicable taxes and 12% service gratuity. A 3% surcharge will be applied for gluten free alternatives to listed menu items.

WINE LIST

RED

Pelee Island \$33
VQA Merlot

Lindeman's Cawarra \$36
Shiraz

Santa Rita 120 \$37
Cabernet

Folonari \$44
Valpolicella

Gabbiano \$44
Chianti

WHITE

Pelee Island \$33
Pinot Grigio

Lindeman's Bin 65 \$36
Chardonnay

Santa Rita 120 \$37
Sauvignon Blanc

Folonari \$44
Pinot Grigio

BLUSH/SPARKLING

Ernest & Julio Gallo \$33
White Zinfandel

Bright's President Dry \$32
Sparkling

Freixenet \$36
Cordon Negro Brut

Proud partners with Pelee Island Winery, a local Ontario producer. Special orders are considered, please contact your sales representative for more information. MC/AMEX/ VISA Accepted for bar purchases only.

All prices subject to applicable taxes and service gratuity. A 15% surcharge will be applied for gluten free alternatives to listed menu items.

BAR SERVICE

Our bar services include the following amenities: Mix (soft drinks, orange juice, cranberry juice and Clamato juice), garnishes, cocktail napkins, ice and glassware. Only Victoria Inn hotel staff may serve as bartenders.

Mandatory bartender fee of \$20 per hour, per bartender will apply to all bars under \$400. The Victoria Inn schedules one bartender for every 100 guests. Minimum requirement is 4 hours per bartender.

CASH BAR

(Inclusive of applicable taxes)

BEER BY THE BOTTLE Cracked Canoe, Moosehead, Budweiser, Coors Light	\$6.50
PREMIUM BEER Heineken, Stella, Corona	\$7.25
SLEEPING GIANT Northern Lager, Mr Canoe Head	\$8.50
HOUSE WINE	\$7.00
LIQUOR (1oz.) Gordons, Captain Morgan, Smirnoff, Crown Royal, Ballantine's	\$6.50
LIQUEURS (1oz.) Sambuca, Baileys, Tequila Rose, Amaretto, St. Remy Brandy	\$8.00
SOFT DRINKS BY THE GLASS	\$3.00



HOST BAR

(Subject to applicable taxes and gratuities)

BEER BY THE BOTTLE Cracked Canoe, Moosehead, Budweiser, Coors Light	\$5.25
PREMIUM BEER Heineken, Stella, Corona	\$6.25
SLEEPING GIANT Northern Lager, Big Joes Amber Ale 473 ml	\$7.50
HOUSE WINE	\$6.00
LIQUOR (1oz.) Gordons, Captain Morgan, Smirnoff, Crown Royal, Ballantine's	\$5.25
LIQUEURS (1oz.) Sambuca, Baileys, Tequila Rose, Amaretto, St. Remy Brandy	\$7.00

SELF SERVED BEVERAGES

FRUIT PUNCH (25 - 4oz. glasses)	\$30/gallon
POP BAR (cans, based on consumption)	\$3.00

All prices subject to applicable taxes and service gratuity. A 15% surcharge will be applied for gluten free alternatives to listed menu items.

ADDITIONAL SERVICES

TRADE SHOW PRICING

8' Copper top table , includes 1 chair, linen upon request and power where available \$20

The Victoria Inn Thunder Bay provides the following items at no additional cost:

Raised staging of four sections | Registration tables | Podium | Ice water and glasses | Pens and paper
 Continuous airport shuttle | Extension cord with power bar | Single microphone in room with sound

AUDIO-VISUAL RENTALS

All prices are subject to applicable taxes.

Speaker phone	\$125	Mixer 8 channel	\$100
Data projector	\$175	Flip chart	\$20
Lap top with connections	\$150	Easel	\$10

Additional Audio-visual services available through Maverick Entertainment

**Re: Sound Fees – Artists, Record Companies
 Music Composers, Authors and Music Publishers of Canada**
(Subject to GST & PST)

Room Capacity	With Dancing	Without Dance
1-100	\$62.64/Day	\$31.31/Day
101-300	\$90.12/Day	\$45.02/Day
301-500	\$187.91/Day	\$93.95/Day
Over 500	\$266.21/Day	\$133.11/Day

Socan & Re:Sound fees can change at anytime.

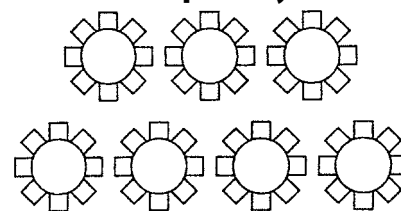
ROOM RENTALS

Ballrooms and Conference Rooms	Daily Rate <i>(7:00 am - 5:00 pm)</i>	24 Hour Rate
GROUND FLOOR		
Embassy Ballroom	\$1400	\$2800
Regency Ballroom	\$1200	\$2250
Regency Ballroom A	\$400	\$750
Regency Ballroom B	\$400	\$750
Regency Ballroom C	\$400	\$750
Regency Ballroom A & B	\$800	\$1500
Regency Ballroom B & C	\$800	\$1500
Kensington	\$400	\$800
Carlton	\$350	\$700
Wellington	\$200	\$300
Executive Boardroom	\$225	\$400
SECOND FLOOR		
Selkirk Room	\$225	\$400
Port Arthur Room	\$225	\$400
Ontario Room	\$350	\$700

Quoted are the rack rental rates for each conference room.
The rates are based on one day rental with minimum food service.

ROOMS	Size	Sq. Ft.	Theatre	Classroom	Banquet	Reception	Boardroom	U-Shape
Embassy Ballroom	75' x 65'	4745	500	300	360	600	-	-
Regency Ballroom	51' x 90'	4590	500	260	300	500	-	-
Regency A	51' x 30'	1530	150	70	80	120	50	40
Regency B	51' x 30'	1530	175	70	80	120	50	40
Regency C	51' x 30'	1530	175	70	80	120	50	40
Regency A, B or B, C	51' x 60'	3060	350	180	200	300	100	80
Kensington	42' x 52'	2184	125	60	100	125	50	40
Carlton	21' x 53'	1113	100	50	50	120	30	30
Wellington	20' x 22'	440	20	18	16	30	20	16
Executive Boardroom	16' x 24'	384	-	-	-	-	14	-
Selkirk Room	18' x 25'	450	25	20	24	30	20	15
Port Arthur	18' x 25'	450	25	20	24	30	20	15
Ontario Room	18' x 50'	900	70	36	60	60	30	35

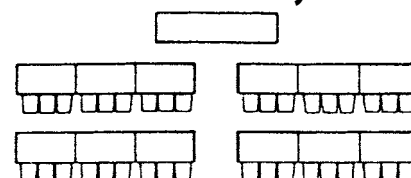
Banquet Style



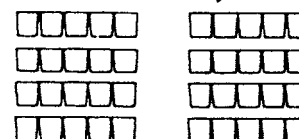
Boardroom



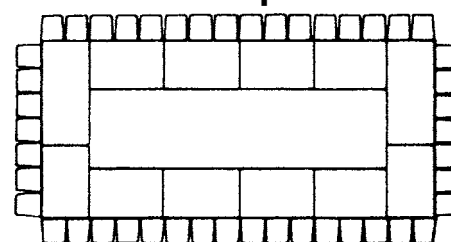
Classroom Style



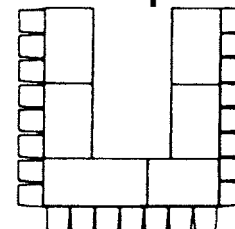
Theatre Style



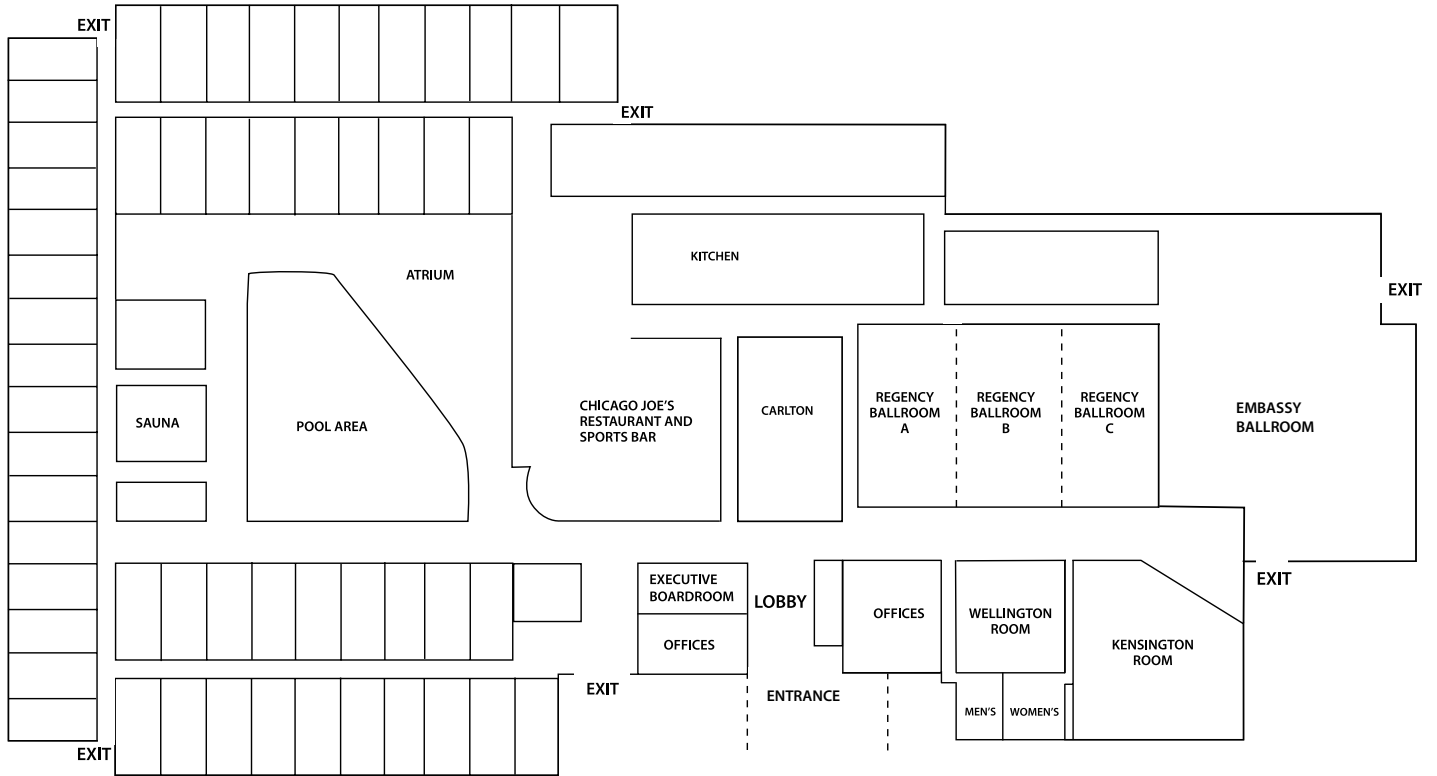
Hollow Square



U-Shaped

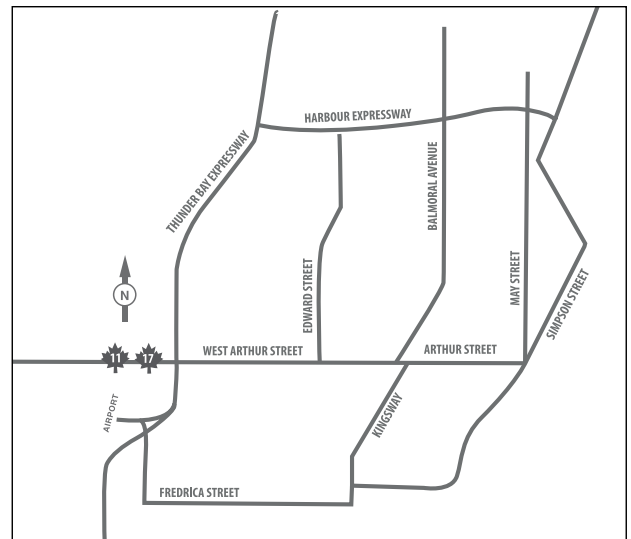


VICTORIA INN HOTEL AND CONVENTION CENTRE HOTEL AND LOCATION MAPS



VICTORIA INN HOTEL & CONVENTION CENTRE

555 West Arthur Street, Thunder Bay, ON
 Phone 1-800-387-3331 • Fax 1-807-475-8961
www.vicinn.com



VICTORIA INN HOTEL AND CONVENTION CENTRE

Event Terms and Conditions

It is understood and agreed upon by the parties hereto that the hotel shall not be liable or responsible in any manner whatsoever for any damages sustained by any party to the Contract or by any other person, firm or Corporation and the Convenor agrees and undertakes to indemnify the Hotel against any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from:

- a. Hotel being unable to perform the services set out in the Contract as a result of any power outages beyond our control, flood, fire, force major or Act of God, or reason beyond its control in whole or in part.
- b. The conduct of any person attending the function. The Convenor agrees to reimburse the hotel for any damages done to any part of the hotel premises or equipment which is caused by any person attending the function.
- c. An activities occurring in the function that are of an illegal nature.

Menu Selection Guarantees

Menu selections from this guide are limited to one entrée, (with the exception of special meal requirements). A \$5/guest will apply for a second option. Please submit your menu selections to the catering office 30 days in advance, so items can be guaranteed. The Catering Office must be notified with a guaranteed number of people 72 hours prior to the function. The Hotel will set 2% above the guarantee. All charges will be based upon the guarantee or the actual number of guests served whichever is greater. The Victoria Inn Hotel and Convention Centre will only guarantee pricing 90 days prior to the event start date. **Catering menus are subject to change without notice.**

Food and Beverage Constraints

Due to liability insurance, all food and beverage items served must be provided by the hotel. The removal of any and all food and beverage from the hotel premises is prohibited. In the event that an exception is made, the hotel will not be held responsible for any misfortune resulting from the transportation, refrigeration or preparation of any food or beverage item(s) removed from the premises. Clients must sign a food waiver if an exception is made.

Statutory Holidays

An additional \$5 per person will be charged for events held on statutory holidays.

Bar Service

With a minimum consumption of less than \$400 net per bar, the charge per bartender will be \$18 per hour (minimum 4 hours) and \$25 per hour on statutory holidays (minimum 3 hours) time and a half over 8 hours. Ontario Liquor Laws will not permit service of alcoholic beverages before 11:00 am and after 1:00 am. All entertainment should cease at that time in order to clear the function room by 1:30 am.

Initial Payments

An initial payment of \$10 per person or full room rental charge is required to confirm all bookings.

- Additional 50% payment of estimated costs due 180 days (6 months) prior to the event.
- Additional 25% payment of estimated costs due 90 days (3 months) prior to the event.
- Additional 100% payment of estimated costs due 3 working days prior to the event.
- Payments are non-refundable and may be transferable at the discretion of the Victoria Inn Hotel and Convention Centre.
- Payments can be made by cash, credit card, debit or certified cheque.
- A credit card number on file is required for all bookings.

Cancellation and Attrition

The Victoria Inn Hotel & Convention Centre has reserved facilities and services as outlined in the contract. Should the client cancel this agreement, the client will forfeit their deposit and Victoria Inn Hotel and Convention Centre as follows:

- 180 days prior to the event 50% of the estimated charges of the function.
- 90 days prior to the event 75% of the estimated charges of the function.
- 30 days prior to the event 100% of the estimated charges of the function.

The Victoria Inn Hotel & Convention Centre will allow a 20% reduction in the total expected guests 30 days prior to the event. Should the expected numbers be reduced by more than the 20%, the client/organization will be responsible for all the food and beverage costs.

Initial

Date

VICTORIA INN HOTEL AND CONVENTION CENTRE

Cancellation and Attrition (*Continued*)

The performance of this agreement is contingent upon the ability of the management of the Victoria Inn Hotel and Convention Centre to complete the same and is subject to acts of God, labour disputes or strikes, accidents, government restrictions, transportations of goods, beverage or suppliers and other causes whether enumerated herein or not beyond the control of the management of the Victoria Inn Hotel and Convention Centre which may prevent or interfere with performance. In no circumstances shall the Victoria Inn Hotel and Convention Centre be liable for loss of profit or for other similar consequential damages, whether based on breach of contract, warranty or otherwise.

Banquet Rooms

Function rooms are assigned in accordance with your estimate of the number of persons anticipated. Should your final guarantee decrease or increase, we reserve the right to change rooms with notification to the organizer. Items are to be removed at the end of each day unless the room is reserved on a 24-hour basis. Setting up and tear down of all decorations are the responsibility of the convenor. Victoria Inn Hotel and Convention Centre will not be responsible for any missing or damaged decorations, or wedding cake components. Smoking is not permitted anywhere in the hotel. A room rental charge is applied to all rooms used for meetings, exhibits and other purposes.

No open flame, including candles, are permitted in the facility.

Audio-Visual Equipment

The banquet sales department will arrange for rental of audio-visual equipment which you may require for meetings or program activities. Please place your audio-visual order with the banquet sales department a minimum of 48 hours prior to your scheduled function.

Socan and Re:Sound

A Socan and Re:Sound charge with applicable taxes will be applied to any function having either live or prerecorded music.

Guest Room Terms & Conditions

All guest room reservations must be guaranteed for arrival with a credit card, advanced payment or to a direct billing account if established.

Service Fee

A \$250 service fee will be applied where items are left in the facility upon completion of your event. Victoria Inn Hotel & Convention Centre Thunder Bay is released of any responsibility of such items.

General

Clients agree to be responsible and compensate the Victoria Inn Hotel and Convention Centre for any damages to conference room(s) as outlined on the banquet event order or other hotel property as a result from any participants attending your event.

Additional charges may apply for excessive cleanup as a result of clients, guests, florists, decorators or other outside agencies involved with your event. Unfortunately rice, confetti, metallic confetti/sprinkles or Bazooka streamer shooters are prohibited from entering banquet rooms. All decorations must be approved through the sales office. A \$250.00 clean-up fee will be charged if any prohibited decorations have been used.

Conference rooms are assigned according to the expected number of guests. The Victoria Inn Hotel and Convention Centre reserves the right to re-assign your conference space based on your guaranteed numbers.

EVENT DATE _____

NAME OF FUNCTION _____

I have read and agreed to the above terms and conditions

PRINT NAME _____

SIGNATURE _____

DATE SIGNED _____



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