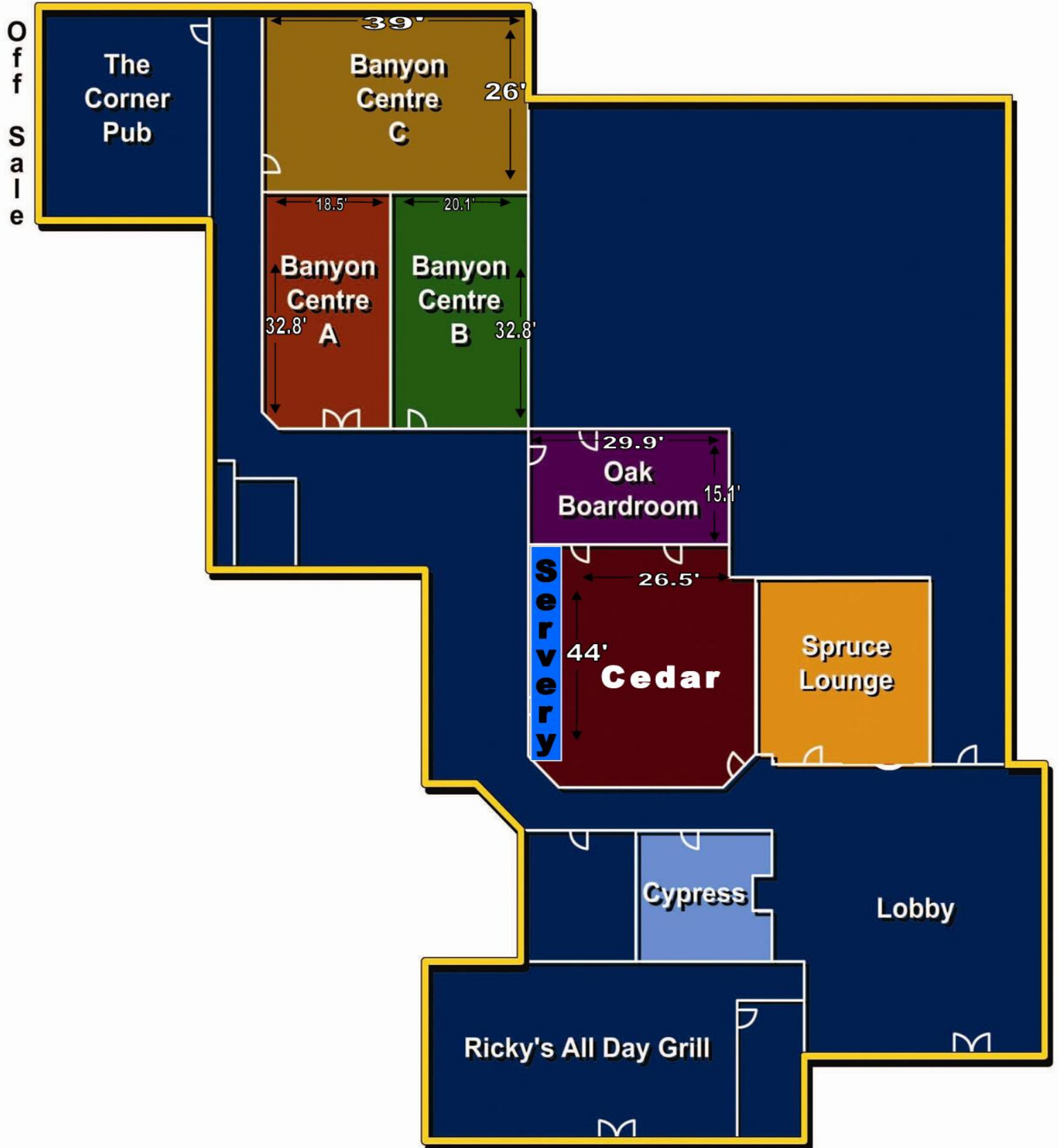


# Conference Layout



## Rooms Rental Fees

The **Best Western Seven Oaks Inn** has great rooms for all your conferences, meetings, cocktails, weddings, graduations or any other special occasion.



CONFERENCE ROOMS	T I M E			
	8:00a.m.-5:00p.m. 5:00p.m.-mn	8:00a.m.-12:00noon 12:00noon-5:00p.m.	8:00a.m.-midnight	24 hr / Trade Show
BANYON (A/B/C)	\$ 500.00	\$ 350.00	\$ 750.00	\$ 900.00
BANYON (A/B)	\$ 250.00	\$ 200.00	\$ 375.00	\$ 500.00
BANYON A	\$ 150.00	\$ 100.00	\$ 200.00	\$ 300.00
BANYON B	\$ 175.00	\$ 125.00	\$ 225.00	\$ 325.00
BANYON C	\$ 200.00	\$ 150.00	\$ 250.00	\$ 400.00
THE OAK	\$ 150.00	\$ 75.00	\$ 175.00	\$ 200.00
CEDAR/OAK	\$ 250.00	\$ 175.00	\$ 300.00	\$ 350.00
CEDAR	\$ 200.00	\$ 150.00	\$ 250.00	\$ 300.00
CYPRESS	\$ 150.00	\$ 100.00	\$ 175.00	\$ 200.00

CONFERENCE ROOMS	SQ. FT.	LENGTH	WIDTH	HEIGHT	BANQUET	BOARD-ROOM	CLASS-ROOM	THEATER	U-SHAPE	HALLOW SQUARE
BANYON (A/B/C)	2301	59	39	10	150	N/A	75	200	N/A	N/A
BANYON (A/B)	1482	38	39	10	64	28	42	100	32	40
BANYON A	702	18	39	10	24	20	18	50	20	24
BANYON B	819	21	39	10	32	20	18	50	20	24
BANYON C	1014	26	39	10	64	20	45	70	24	32
OAK BOARDROOM	450	15	30	10	16	16	12	20	16	20
CEDAR	884	34	26	10	48	20	33	70	25	32
CEDAR/OAK	1107	41	27	10	48	20	33	70	25	32
CYPRESS BOARD ROOM	285	15	19	10	N/A	10	N/A	N/A	N/A	N/A
<b>TOTAL BANQUET SPACE</b>	<b>3920</b>									

Specifications: East Access Service Exit Doors - Bayon C - 94 1/2w x 83h  
 Ceiling Height - Banyon Centre 10ft.

\* Rentals are applicable to meal entrée orders - If meal entrée order exceeds rental stated above, then there no rental to apply just a minimum fee of \$25.00 set-up fee per room.

Minimum Fee Charge per room: \$25.00 not applicable to meal entrée orders.

All prices are subject to taxes and gratuity charges.

## 2010 Equipment Rental Price List

**Overhead Projector:  
(Hotel)**

Include:  
Overhead Projector  
Extension Cord

\$40.00 Per Day

**Lcd Projector:  
(Hotel)**

Include:  
Lcd Projector  
Extension Cord  
\$100.00 Per Day

**DVD/TV/VCR COMBO \$60.00**

**Wireless Mic: \$25.00**

**Speaker Phone: \$25.00**

**Dance Floor: \$75.00**

**Screen: Cad \$35.00**

**Flipchart per unit: Cad \$15.00**

**Extra Paper: Cad \$ 5.00**

**Whiteboard: Cad \$15.00**

**Easel: \$5.00**

### OTHER SERVICES:

**Photocopies Per Copy \$0.15**

**Fax - First 3 pages: \$1.00**  
**- Extra pages: \$0.50**

### Rentals outside of the Hotel

Napkins (outside rental): \$0.85  
Tablecloths (outside rental): \$4.25

Outside Services:

### OTHER SERVICES:

**Video Conference: \$150.00**

**Laptop Computer: \$50.00**

**Technician: \$50.00**

**Dance Floor: \$75.00**

### Event Organizers:

Events Edge Entertainment & Speakers Bureau  
Brent Kloeble  
Tel: 306-347-8932  
E-mail: brent@eventsedge.com  
Web: www.eventsedge.com

CNT Group (Event Management Communications Tours)  
Claire Belanger-Parker  
Tel: 306-584-3556  
E-mail: Claire.belanger-parker@cntgrp.ca  
Website: www.cntgrp.ca

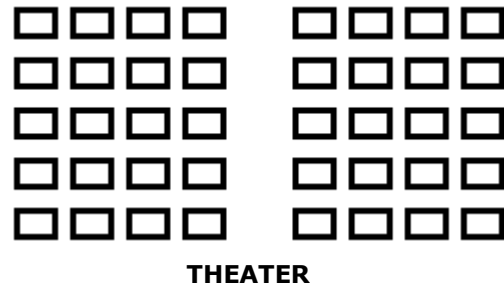
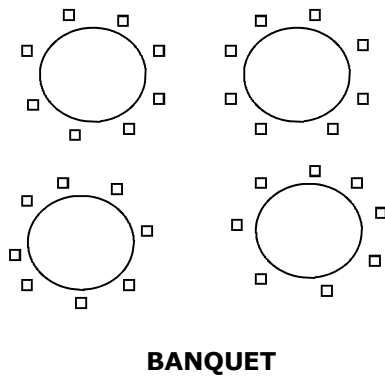
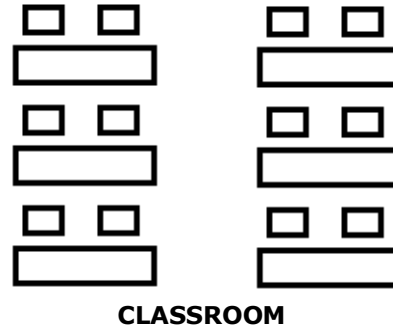
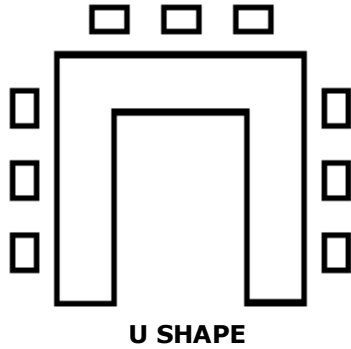
### Special Notice No Charge for:

- Hi speed Internet Access
- Cable connections
- Telephone connections

**Other equipment are available via an outside A/V rental company.**

**Additional to our prices: 5% P.S.T., 5% G.S.T. and 10% Gratuity.**

## MOST COMMON SETUPS



CONFERENCE ROOMS	SQ. FT.	LENGTH	WIDTH	HEIGHT	BANQUET	BOARD-ROOM	CLASS-ROOM	THEATER	U-SHAPE	HALLOW SQUARE
BANYON (A/B/C)	2301	59	39	10	150	N/A	75	200	N/A	N/A
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CYPRESS BOARD ROOM	285	15	19	10	N/A	10	N/A	N/A	N/A	N/A
<b>TOTAL BANQUET SPACE</b>	<b>3920</b>									

## Breakfast Buffet

### Continental Buffet

Chilled Fruit Juice  
Fresh Sliced Fruit  
Danish, Muffins, Croissants

\*\*\*

Butter and Preserves

\*\*\*

Coffee and Tea

\$ 7.25 per guest  
(Any Amount)

### Best Western Buffet

Chilled Fruit Juice  
Fresh Fruit Platter  
Scramble Eggs  
Bacon & Sausage  
Choice of Hash browns, Pancakes  
Or French Toast  
Danish, Muffins, Croissants

\*\*\*

Butter and Preserves

\*\*\*

Coffee and Tea

\$ 10.50 per guest  
(Min. of 20 pax)

### Light & Easy Buffet

Chilled Fruit Juice  
Fresh Fruit Platter  
French Toast  
Pancakes  
Danish, Muffins, Croissants

\*\*\*

Butter and Preserves

\*\*\*

Coffee and Tea

\$ 8.75 per guest  
(Min. of 20 pax)

### Morning Riser (Plate)

Glass of Chilled Fruit Juice  
Two Scramble Eggs  
Bacon & Sausage  
Hash browns  
**Choice of:** Toast or  
Breakfast Pastries

\*\*\*

Butter and Preserves

\*\*\*

Coffee and Tea

\$ 9.25 per guest  
(Any Amount)

**\*\* All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***

## Luncheons Buffet Menu

Available 11:00a.m. - 4:00p.m.

### Julies Buffet

Soup of the Day  
Tossed Salad & Dressings  
Assorted Salads  
Vegetables & Dip  
Cheese & Crackers  
Sliced Fruit Tray  
Cold Cuts & Buns  
Chef's Hot Entrée  
Vegetable  
Potato  
Desserts  
Condiments  
Coffee & Tea

**\$ 11.50**  
**(Min. of 20pax)**

\*\*\*\*\*

### Lunch Break Buffet

Soup of the Day  
Tossed Salad & Dressings  
Pickles  
Assorted Sandwiches  
Condiments  
Assorted Desserts  
Coffee & Tea

**\$ 9.75**  
**(Min. of 10pax)**

**Add: Vegetables & Dip @ \$1.25**  
**Assorted Wraps @ 1.50**

\*\*\*\*\*

### Pizza Buffet

Tossed Salad  
Assorted Salad  
3 pieces pizza (your choice)  
Assorted Desserts  
Coffee, Tea  
**\$9.75**  
**(Min. of 10 pax)**

### Deli Buffet

Soup of the Day  
Tossed Salad & Dressings  
Assorted Salads  
Vegetables & Dip  
Cheese Slices  
Cold Cuts, Asst. Salad Fillings  
Homemade Buns, Bread  
Assorted Desserts  
Condiments  
Coffee & Tea

**\$ 10.25**  
**(Min. of 20pax)**

\*\*\*\*\*

### The Oaks Luncheon Buffet

Tossed Salad, Dressings  
Assorted Salads  
Vegetables & Dip  
Cheese & Crackers  
Sliced Fruits  
Homemade Buns, Butter  
Assorted Dessert  
Coffee & Tea  
**\* Choice of one of the following:**  
**Beef - Shrimp - Chicken Stirfry**  
**Beef Stroganoff - Roast Chicken**  
**Lasagna - Chicken Fettuccini - Meatballs**  
**Sweet & Sour Spareribs**  
**Chef's Vegetable & Potato**  
**\$ 13.50**  
**(Min. of 40pax)**

### Pasta Buffet

Tossed & Assorted Salads  
Noodles and Sauce or Lasagna  
Assorted Desserts  
Coffee, Tea  
**\$9.75**  
**(Min. of 10pax)**

**\*\* All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***

## Plated Menu

### All Plated menus include the following:

**Soup or Tossed Salad or Caesar Salad**  
**Chef's Vegetable**  
**Homemade Dinner Rolls**  
**Butter**  
**Dessert**  
**Coffee & Tea**

### \* Choose one type of Potato and one type of Dessert

#### POTATOES

- Parisian
- Stuffed
- Duchesse
- Whipped
- Oven Roasted
- Scalloped
- O' Brien
- Greek Lemon

#### DESSERTS

- NY Cheesecake, (choice of sauce)  
*chocolate, cherry & blueberry*
- Chocolate Mousse
- Apple Pie
- Carrot Cake
- Black Forest Cake

**\* 12oz. Cut Roast Prime Rib of Beef with Yorkshire Pudding  
\$26.95**

**\* Roast Pork Loin with Red Wine Sauce \$20.95**

**\* Turkey & Stuffing with Cranberries \$20.95**

**\* Roast Strip Loin Bordelaise \$21.95**

**\* Chicken Kiev with Tarragon Sauce \$21.95**

**\* Chicken Cordon Bleu with Red Wine Sauce \$21.95**

**\* Baron of Beef \$ 20.95**

**\*\*All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***

## Buffets Menu - *(min. 50 persons Guarantee)*

### Basic Buffet Items

**Tossed Salad and Dressings**  
**Domestic Cheese Tray & Cracker**  
**Fresh Sliced Fruit**  
**Chef's Hot Potato & Vegetable**  
**Coffee & Tea**

**Four Assorted Salads**  
**Vegetables & Dip**  
**Cold Cuts & Assorted Buns**  
**Assorted Desserts**

- One Item Buffet

- Select One of the following Hot Items - Including basic Buffet Items. **(\$20.95 per person)**

- Two Item Buffet

- Select two of the following Hot Items - Including basic Buffet Items. **(\$21.95 per person)**

### \*\*Hot Items\*\*

**Turkey and Stuffing**

**Perogies**

**Cabbage Rolls**

**Baron of Beef**

**Lasagna**

**Meatballs - choice of Sauce: B.B.Q. Sweet & Sour or Swedish**

**Chicken - Choice of Sauce: Lemon Rosemary, Roast Herb, Greek or B.B.Q.**

- Chef's Feature Buffet

- Turkey, Perogies & Cabbage Rolls - Including Basic Buffet Items.  
**(\$24.95 per person)**

### \*\*Add on - Price per person\*\*

**Hip of Beef - \$3.75**

**Ham - \$3.75**

**Turkey - \$3.75**

**Perogies**

**Cabbage Rolls**

**\$1.75/order**

**\$2.50/order**

### Cold Snack Buffet

Cold Cuts, Buns & Butter, Vegetables & Dip, Cheese & Crackers, Assorted Pickles, Condiments, Coffee & Tea. **(\$9.75 per person)**

**(Add dessert for \$1.75 per person)**

**\*\*All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***

# COFFEE BREAK SELECTIONS

## Coffee / Tea

Cup \$1.95  
Carafe \$12.00

## Juice

Jug 60oz. \$10.00  
Apple, Orange, Grapefruit,  
Ice Tea

## Pop

Jug 60oz. \$7.50  
Pepsi, Diet Pepsi & 7-up

## Pop/Juice

Bottled 591ml. \$2.50  
Assorted Flavors

## Snack Selection:

Danish	Order-pc	\$1.95
Muffins	Order-pc	\$1.95
Croissants	Order-pc	\$1.95
Donuts	Each	\$2.00
Cinnamon Buns	Each	\$2.25
Cookies	Order/Dozen	\$10.00
Potato chips	Order/Basket	\$4.00
Pretzels	Order/Basket	\$4.00

## Pizza

40 Piece pan	\$47.95
24 Piece Pan	\$27.00

Ham	Pepperoni	Salami	Back Bacon
Mushrooms	Onion	Pineapple	Peppers
	Tomatoes	Feta Cheese	

**\*\*All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***

## Hors D'Oeuvres & Receptions

### Assorted Cocktail Snacks:

Greek Ribs	\$17.50	Breaded Mushrooms	\$12.50
Breaded Shrimp	\$17.50	Deep Fried Wontons	\$12.50
Stuffed Mushroom Caps	\$15.50	Meatballs	\$12.50
Chicken Wings	\$15.50	Tempura Vegetables	\$12.50
Mini Egg Rolls	\$12.50	Cheese Balls	\$12.50
Beef Kabobs	\$17.50	Deep Fried Perogies	\$12.50
Chicken Fingers	\$17.50	Assorted Cold Canapés	\$17.50

\* All prices are per dozen.

### SANDWICH TRAY

Assorted Meat and Salad Sandwiches  
\$5.50 per order

### Vegetables and Dip

Assorted Crudities w/dip  
\$3.25 per order

### Cheese Tray

Assorted Domestic Cheese with Crackers  
\$4.00 per order

### Cocktail Shrimp Bowls

Served with Cocktail Sauce  
100 pieces \$195.00

### Dainties

Assorted Desserts  
\$4.50 per order  
(3 pieces per order)

### Fruit Punch

\$25.00 per Gallon  
(20 servings per gallon)

### Wine & Cheese Reception

Assorted Cheese & Crackers with two  
Glasses of either Red or White  
Zinfandel per person  
\$22.00 per person

### Fruit Tray

Assorted Sliced Fruit  
\$3.75 per order

**\*\* All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***

## Beverage Arrangement

### CASH BAR: (invitees pay their drinks)

The Hotel provides the Liquor, Mix, Ice and Glasses. The guest will purchase their drinks individually. Prices are as follows:

- Beer \$4.50 per bottle
- Liquor \$4.50 per 1oz. Serving
- Wine \$5.00 per 5oz. Serving
- Pop/Juices \$2.50 per Serving

Bartender - \$13.50 per hour (min. of 3 hrs.) on sales less than \$400.00

### FULL CORKAGE BAR:

Host provides own Liquor, Wine & Beer, a permit is required by the Saskatchewan Liquor Board and all regulations must be adhered to. Corkage is \$4.75 per person which includes ice, mix and glasses. The hotel is required to provide a bartender at a charge of \$13.50 per hour (min. of 3 Hrs.). Saskatchewan Liquor Board Permit & Liquor Required. No homemade products allowed.

#### Wine and/or Beer Corkage

Includes Chilling and Serving

\$3.00 per person (Hotel Bartender required for service)

### HOSTED BAR: (organizer pays the drinks consumed)

The Hotel provides the Liquor, Mix, Ice and Glasses. Host will be charged for the total amount of product consumed by Guests:

- Beer \$4.50 per bottle
- Liquor \$4.50 per 1oz. Serving
- Wine \$5.00 per 5oz. Serving
- Pop/Juices \$2.50 per Serving

Bartender - \$13.50 per hour (min. of 3 hrs.) on sales less than \$400.00

### SPLIT BAR

The hotel will provide the liquor, mix, ice and glasses. Guests will pay for a portion of the drink and the Host will be charged for the remaining portion:

Prices are as follows:

- Beer \$4.50 per bottle
- Liquor \$4.50 per 1oz. Serving
- Wine \$5.00 per 5oz. Serving
- Pop/Juices \$2.50 per Serving

Bartender - \$13.50 per hour (min. of 3 hrs.) on sales less than \$400.00

### HOUSE WINE

In addition to having wine available on your function bar by glass and/or bottle, you may wish to purchase our house wine by the bottle and place on your guest tables. We will provide wine glasses for each of your guests and deliver the wine to the tables.

House Choice: White, Red and /or White Zinfandel Wines - \$20.95 per bottle plus taxes.

### PERMIT SALES:

As a service to our customers, cold beer and chilled wine may be purchased from the Hotel's Beer & Wine Store (at Liquor Board Prices), and transferred to your banquet room. Please provide us with your permit at least 1 hr. prior to your function and we will do the rest.

**\*\*Liquor Prices Include All Taxes except where indicated—All Prices Subject to Gratuity Charges.\*\***

## Rules and Regulations:

1. All prices are subject to change and will be confirmed not less than 3 months prior to an event.
2. All Services rendered for your event are subject to a 10% gratuity and 5% G.S.T.
3. The Catering office must be notified of the guaranteed number of guests attending the function(s) 72 hrs prior to the event.
4. Only the guaranteed number of meals are prepared.
5. Should the number of guests attending the function differ from the original quoted, the hotel reserves the right to provide an alternative room best suited for the group's size.
6. Should the event(s) be cancelled within two (2) weeks of the function date, a cancellation fee in the amount of the room rental will be charged.
7. To ensure that all requirements stated are as agreed upon, we ask that the customer sign a copy of the contract and return the same to the catering office prior to the event.
8. New customers may be asked to submit a deposit in order to confirm a booking. Total payment is due prior to the function unless billing privileges have been established through the accounting department. Deposits are non-refundable.
9. The Best Western Seven Oaks will be the sole supplier of all food consumed in our facilities. Any alcoholic beverages will be supplied or approved by the hotel.
10. We ask that no confetti be used on the hotel premises. A clean up charge of \$150.00 will be assessed otherwise.
11. The Best Western Seven Oaks is not responsible for damages occurred, or loss of any articles left in the hotel, prior or during of an event by any customer or guest.
12. Liability for any and all damages incurred to the hotel will be the responsibility of the person who signed the contract or whose name appears on the contract.
13. All musical entertainment is subject to a SOCAN (Society of Composers, Authors & Music Publishers of Canada) Charge that is applied by the hotel directly to the final bill. Dance Floor charges are \$75.00.

## Decorating Policy for Functions:

The Best Western Seven Oaks is not responsible for damages, however incurred, or loss of any articles left in the hotel, prior to, during or following any functions, by customer or his/her guests.

Liability for any and all damages incurred to the Hotel will be the responsibility of the person who signed the contract or whose name appears on the contract.

Assistance is available through the Banquet Department for the hanging of banners and/or signage.

Tacks, nails, Pins, self-adhesives and/or tape are NOT TO BE USED on any wall surface in the Hotel. Wall Tack Putty is permitted, as it does not damage the wall surfaces.

Any decoration that is put up must come down the same day at the end of the function including whatever was used to hold same up.

Candles-type in which the candle is enclosed or floating are required. Tapers are not permitted.

Failure to comply could lead to additional charges being levied on your function bill.

## Beverage Regulations:

**Host or Cash Bars:** Service will commence at the agreed start time as indicated on the function agreement and stop at 12:30am with one half hour drink up time. Guests must vacate facility by 1:00a.m. Last call is not announced.

**Corkage Bars:** Service will commence as the permit time indicated which should co-inside with the function agreement and stop within one half hour at 12:30a.m. Last call is not announced. Saskatchewan Liquor Board permit and liquor must be used. No homemade products allowed. When delivering liquor, please ensure the permit is enclosed in delivery. For your convenience, you may purchase the beer and wine from our OFF-Sale Store. All empty containers must be removed when the left over product is removed, or it will become the property of the Hotel. One half hour drink up time is allotted. Guests to vacate facility by the end of the agreed upon time.

**\*\*All Prices are Subject to a Customary 10% Gratuity and All Applicable Taxes\*\***