



Seven Oaks

General Information

157 Guest Rooms

Special Corporate Rates Available upon qualification

Cable Television-In Room Movies and Internet

Family Guest Rooms

Exercise Area

Guest Laundry

Guest Office Centre

Indoor Seaside Courtyard Featuring:

- 240-foot water slide
- Heated swimming pool
- Kids wading pool
- Jetted whirlpool
- Sauna

Complete Banquet, Wedding and Meeting room facilities for groups up to 150

- All banquet rooms are located on the main floor with access to street level loading doors, 220-volt power, telephone extensions and Internet
- Executive Boardroom with Video Conferencing capabilities

Complimentary Airport Shuttle

Ample Free Parking with Plug-ins

Ricky's All Day Grill and Lounge and Outdoor Patio

Corner Pub (Outdoor Patio) and two Beach Volleyball Courts

Attractions located within 10 minutes from the Hotel:

- Mosaic Stadium, home of the Saskatchewan Roughriders
- Evraz Place - formerly Exhibition Park
- Conexus Arts Centre
- Saskatchewan Science Centre
- Imax Theatre
- Museum of Natural History
- Casino Regina
- Brandt Center, home of the Regina Pats
- Wascana Park & Victoria Park
- Shopping Centers, Movie Theatres, Bowling, Art Galleries and Automotive Services

Upon booking a wedding function for a minimum of 100 guarantee guests with a full dinner service and for only an additional cost of \$3.00 per person, we will provide you with a wedding cake of your design (up to three layers) ***Value up to \$600**



Seven Oaks

Room 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	8:00am - 5:00pm 5:00pm - 12:00am	8:00am - 12:00pm 12:00pm - 5:00am	8:00am - 12:00am	24 Hour / Trade Show
Banyon (A/B/C)	\$600	\$300	\$850	\$1000
Banyon (A/B)	\$375	\$225	\$525	\$725
Banyon A	\$200	\$125	\$275	\$375
Banyon B	\$225	\$150	\$300	\$400
Banyon C	\$250	\$175	\$325	\$425
Cedar	\$250	\$175	\$325	\$400
Cypress	\$175	\$125	\$225	\$275

Conference Rooms	SQ. FT.	Length	Width	Height	Banquet	Board-Room	Class-Room	Theatre	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	36
Banyon A	702	18	39	10	24	20	18	50	14	20
Banyon B	819	21	39	10	32	20	18	50	20	24
Banyon C	1014	26	39	10	64	20	45	70	24	32
Cedar	1107	34	26	10	48	20	24	70	25	32
Cypress	285	15	19	10	N/A	10	N/A	N/A	N/A	N/A
Total Banquet Space	7710	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

**All prices are subject to taxes and gratuity charges.



Seven Oaks

Equipment Rental Price List

Overhead	\$40.00
Screen (larger units available – outside rental)	\$35.00
Flipchart and Mark	\$20.00
Whiteboard	\$20.00
Easel	\$10.00
DVD/TV/VCR combo	\$40.00
Wireless Mic	\$25.00
Speaker Phone (outside rental \$100.00)	\$25.00
Data Projector(LCD) Hotel	\$100.00
Date Projector (LCD) Outside Rental	\$200.00
Dance Floor	\$150.00
Photocopies per copy (black)	\$0.50
Colored photocopies	\$1.00
Fax: first 3 pages	\$1.50
Extra pages	\$0.75
Napkins (outside rental)	\$1.50
Tablecloths (outside rental)	\$7.00
Video Conference per day (call re pricing–outside technician)	\$100.00
Laptop Computer per day	\$65.00
Technician per hour	\$70.00
Speakers for Computers	\$15.00

NO CHARGE: Hi speed Internet Access—all function rooms; cable connections—all function rooms; telephone connections—all function rooms. Hotel telephones digital to analog. All prices are per day per unit and **DO NOT INCLUDE:** PST, GST or Gratuity--these will be added in accordingly.

Other equipment available through an outside A/V rental company.

**Notes: Pro AV – Screen 6 or 8 ft. – \$45; LCD \$200; 10 ft. screen \$90 – Video Conferencing – IP #'s only
Telephones Digital to Analog (Pro Av Pricing Guide attached at back)**



Seven Oaks

Wedding Package

A Banquet room with a choice of Plate or Buffet Dinner Service, provided the buffet minimum is guaranteed, then just a \$300.00 charge is applied (includes dance floor, physical set-up for facility, table linens, linen napkins and skirting {our colours}) for the Banyon Center plus your meal is charged.

A great variety of menu items to choose from to ensure your guests are served with your creative tastes in mind. Our Executive Chef is also able to create any special menu item you may wish to suit your occasion.

Late Night Snack

A late night snack is available for your wedding function at a special price when you book a dinner function the same day.

Other

Colour theme for your wedding (table linens and napkins) can be rented in at an additional cost. Tea lights and holders may be rented from the banquet office @ \$1.50 per.

Our experienced Banquet Personnel will be on hand to assist with your details whenever needed.

A complimentary King Guestroom is offered to the Bride and Groom on the night of the wedding, with a guaranteed minimum of 100 adult guests.

Also available is a Special Upgrade Package with Champagne and Breakfast. Price is available upon request.

Upon booking a wedding function for a minimum of 100 guarantee guests with a full dinner service and for only an additional cost of \$3.00 per person, we will provide you with a wedding cake of your design (up to three layers) ***Value up to \$600**



Seven Oaks

Wedding Package

In addition, the day after your Saturday wedding function, when you book your group for the “Oaks Gourmet Sunday Brunch”, we will reserve tables in one area for you.... (all food and beverage services must be supplied by the Hotel)

Wedding Cakes may be brought in for your event, but due to the delicate nature of these cakes, the Hotel/Crewlist will not be responsible for any damage if required to store and/or set up a display for any cake brought in from out of the hotel.

Policies – Rules and Regulations – please refer to the information on the folio pages.

Start and Finish times must be strictly adhered to and will include set up and dismantle times, otherwise an additional \$150.00 per hour or portion thereof will be applied to the final invoice. Decorations & equipment must be removed at the end of the function.

The Hotel/Crewlist does not allow the use of staples, nails, tacks or strong tape for display of materials and decorating on the walls. There will be a charge if any damage is incurred. The Hotel/Crewlist has some extra décor which can be rented....please ask for information.

The Hotel/Crewlist cannot be responsible for any personal property or equipment brought into the Hotel. Cash envelopes should be placed in a safe container and not left unattended.

Materials shipped to the Hotel must be clearly labeled with the name of the event, the function room, date of the event, marked to the attention of the Banquet Manager and within 24 hours of the event, otherwise a fee may be applied for storage of materials.



Seven Oaks

Wedding Package

Deposit

An initial deposit of \$700.00 is required at the time of the confirmed booking and 75% of the total function bill is due one week prior to the function, with the balance due immediately following the function. In the event of cancellation, refer to Rules and Regulations information in the Folio package.

Please note – deposits are non-refundable unless the space is resold.

Function Contract/Agreement

A Function Contract/Agreement must be finalized a minimum of one month prior to the function date. The Function Contract/Agreement must be signed and returned to the Catering Office a minimum of one week prior to the function date.

Menu prices

Menu prices quoted are guaranteed for 60 days unless a detailed function contract/agreement has been signed, received and confirmed with a deposit.

Excess food items from any buffet or plate service may not be taken out of the facility



Seven Oaks

Wedding Package

Bar Services

A Hotel Bartender is required for all Bar Functions. Minors will not be served alcoholic beverages at any bar in this facility. Our facility policy is 12:00 am for bar closing with entire guest exit no later than 1:00 am for all types of functions or bar services.

You have a choice of four different types of bar service available to you.

One being a **Corkage Bar** – a “Special Occasion Permit” is mandatory. You are required to obtain this permit from the Saskatchewan Liquor Board – your liquor permit must be with your liquor at all times and when delivered to the Hotel, must be checked against all product being received. At the conclusion of the event, all remaining liquor and empty bottles will be turned over to the Convener. (Cash collected from the Cash Corkage Bar will be directly credited to your master account) .

A portable **Dance Floor** is available and included in the \$300.00 set up fee with Entertainment or DJ. Socan and Re.Sound Music Licensing Company fees to apply.

Take time to enjoy the process and your special day!

We wish you the very best in your new life together!



Seven Oaks

Additional Wedding Package Information

Book a wedding function for 150 guarantee with a full dinner service and for only \$3.00 per person we will supply you with a wedding cake of your design (up to three layers) plus an ice carving/or display (Value up to \$1000)

In addition. ... the day after your wedding function, when you book your group for the Sunday Brunch, we will reserve tables in one area for your group. (All food and beverage services must be supplied by the Hotel)

Due to the delicate nature of wedding cakes, the hotel will not be responsible for damage if required to store and/or set up display. for any cake brought in from out of the Hotel.

Policies please refer to list in folio package, plus.

Start and finish times must be strictly adhered to and will include set up and dismantle times.

The hotel does not allow the use of staples, nails, tacks or strong tape for display of materials on the walls. There will be a charge if any damage is incurred. The hotel will be pleased to assist with your decoration needs.

The hotel cannot be responsible for personal property or equipment brought into the hotel. Cash envelopes should be placed in a safe container and not left unattended.

Materials shipped to the hotel must be clearly labelled with the name of the function, the function room, date of the function and marked to the attention of the Banquet Manager.

Decorations and equipment must be removed at the end of the function.

An initial \$700 deposit is required at the time of the booking, and 75% of the total function is due one week prior to the function, with the balance due immediately following the function. Deposits are non-refundable in the event of cancellation, unless the space is sold.

function contracts must be finalized a minimum of 21 days previous to the function date. The function contract must be signed and returned to the catering office prior to the function date.

Menu prices quoted are guaranteed for 60 days. Prices a subject to change without notification.

****Excess food items from buffets may not be taken out of the facility**



Seven Oaks

Receptions

Sandwich Tray

assorted meat and salad filling

\$5.50 per order
(6 quarters per order)

Cheese Tray

assorted domestic cheese & crackers

\$4.00 per order

Vegetables & Dip

Assorted crudities with dip

\$3.25 per order

Fruit Tray

assorted sliced fruit

\$3.75 per order

Dainties

3 pieces per order

\$4.50 per order

Fruit Punch

20 servings per gallon

\$30.00/gallon

Cocktail Shrimp Bowl

Served with cocktail sauce

100 pieces \$195.00

**All prices subject to 13% gratuity and all applicable taxes. Prices are subject to change without notice.
****Buffet minimums must be guarantee'd or full room rental will apply**



Seven Oaks

Receptions

Hors D'oeuvres Selections

Greek Ribs	\$17.50	Breaded Mushrooms	\$12.50
Breaded Shrimp	\$17.50	Meatballs	\$12.50
Chicken Fingers	\$17.50	Tempura Vegetables	\$12.50
Brochetta	\$17.50	Cheese Balls	\$12.50
Stuffed Mushroom Caps	\$17.50	Deep Fried Perogies	\$12.50
Chicken Wings	\$15.50	Pot Stickers	\$12.50
Spring Rolls	\$15.50		

Chef's Feature Special Dessert Selections

\$4.00 per guest

**All prices subject to 13% gratuity and all applicable taxes. Prices are subject to change without notice.
**Buffet minimums must be guarantee'd or full room rental will apply



Seven Oaks

Dinner Buffets

** Buffet minimums must be guarantee'd or full room rental will apply

BW Light Dinner Buffet

Assorted Salads & Dressings, Cheese & Crackers, Vegetables & Dip, Homemade Buns & Butter, Choice of: Meatballs (BBW, Sweet & Sour or Swedish), Shrimp or Chicken Stirfry, Chicken Fettuccini or Sweet & Sour Spareribs, Chef's Choice Hot Potatoe and Hot Vegetable, Assorted Desserts, Coffee & Tea

\$20.50 per guest
(20-50 guests)

Prairie Lily Buffet

Tossed Salad & Dressings, Four Assorted Salads, Domestic Cheese Tray with Crackers, Vegetables & Dip, Fresh Sliced Fruit, Cold Meat Tray, Buns & Butter, Chef's Choice Hot Potato and Hot Vegetables, Assorted Desserts, Coffee & Tea

Choice of : Turkey (stuffing & gravy), Chicken (Lemon Rosemary or Roast Herb or Greek or BBQ), Baron of Beef, Lasagna (meat or vegetarian), Perogies, Cabbage Rolls

One Item - \$25.00 per guest
(minimum 40 persons)

Two Items - \$27.00 per guest
(minimum 40 persons)

Add a Third Item: (price per guest)

Turkey (stuffing & gravy)	\$3.75	Lasagna	\$3.25
Chicken	\$3.75	Perogies	\$2.75
Baron of Beef	\$3.75	Cabbage Rolls	\$2.75
Ham	\$3.75		

****All prices subject to a customary 13% gratuity service charge and all applicable taxes**

** All prices are subject to change without notice



Seven Oaks

Dinner Buffets

** Buffet minimums must be guaranteed or full room rental will apply

Chef's Feature Buffet

Turkey, Stuffing, Gravy, Perogies, Cabbage Rolls, Tossed Salad & Dressings, Four Assorted Salads, Domestic Cheese Tray with Crackers, Vegetables & Dip, Fresh Sliced Fruit, Cold Meat Tray, Buns & Butter, Chef's Choice Hot Potato and Hot Vegetables, Assorted Desserts, Coffee & Tea

\$30.00 per guest
(minimum 40 persons)

Cold Snack Buffet

Homemade Buns & Butter, Cheese & Crackers, Cold Meat Tray, One Bowl Salad Sandwich Filling, Vegetables & Dip, Assorted Pickles, Condiments, Coffee & Tea

Add an Item: (price per guest)

Choice of One Salad (Macaroni, Greek Vegetable, Potato or Coleslaw)	\$2.00	Dessert Selection	\$2.50
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\$12.50 per guest
(minimum 10 persons)

****All prices subject to a customary 13% gratuity service charge and all applicable taxes**

** All prices are subject to change without notice



Seven Oaks

Plated Menu

All dinners include:

Tossed Salad with Dressing, Choice of: Potato, Chef's Choice Vegetables,
Dinner Rolls, Butter, Choice of Dessert, Coffee and Tea

Potatoes Selections:

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

Desserts (Choose One):

NY Cheesecake (chocolate, cherry &
blueberry), Chocolate Mousse, Apple Pie,
Carrot Cake, Black Forest Cake, Peach Melba

Main Entrees

Roast Prime Rib of Beef au Jus with Yorkshire Pudding	\$32.95
Roast Pork Loin with Red Wine Sauce	\$25.25
Roast Turkey, Stuffing, Gravy, Cranberries	\$25.25
Roast Strip Loin Bordelaise (red wine mushroom gravy)	\$26.35
Chicken Cordon Bleu served with a Mushroom Sauce	\$26.35
Baron of Beef and Gravy	\$25.25
Veal or Chicken Parmigiana	\$25.25

Options

Salad

Spinach Salad – fresh spinach, citrus, garnished in a
poppy seed vinaigrette or Tangerine Balsamic

+ \$1.75 pp

Caesar Salad – traditional greens, croutons, parmesan
mixed with a tasty dressing

+ \$1.50 pp

Dessert

Chef's Choice Specialty Surprise
+ \$3.00 pp

****all prices subject to a customary 13% gratuity service charge and all applicable taxes**

****all prices are subject to change without notice**



Seven Oaks

Beverage Arrangement

CASH BAR: (invitees pay their drinks)

The hotel will provide the liquor, mix, ice and glasses. Guests will purchase their drinks individually. Prices are as follows:

Beer - \$4.75
Liquor - \$4.75
Wine/Premium Liquor - \$5.25
Pop/Juices - \$2.75

Bartender - \$14.00 per hour (min. of 3 hours) on sales less than \$400.00

FULL CORKAGE BAR:

When hosts wish to provide their own Liquor, wine or beer, a permit is required by the Saskatchewan Liquor Board and all regulations must be adhered to. Corkage is \$5.50 per person which includes ice, mix and glasses and full bar equipment. You are required to use a Hotel bartender at a charge of \$14.00 per hour (min. of 3 hours). Saskatchewan Liquor Board Permit & Liquor Required. No home-made products allowed.

Wine and/or Beer Corkage

Includes chilling, serving and glassware

\$4.00 per person (Hotel Bartender required for service at \$14.00 per hour (min. 3 hours))

HOSTED BAR: (organizer pays the drinks consumed)

The hotel will provide the liquor, mix, ice and glasses. The host will be charged for the total amount of liquor, beer, wine and pop/juices consumed by the guests. Prices are as follows:

Beer - \$4.75
Liquor - \$4.75
Wine/Premium Liquor - \$5.25
Pop/Juices - \$2.75 (per serving)

Bartender - \$14.00 per hour (min. 3 hours) 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 or tickets can be issued to provide guests with some host liquor and then cash bar to follow.

Prices are as follows:

Beer - \$4.75
Liquor - \$4.75
Wine/Premium Liquor - \$5.25
Pop/Juices - \$2.75 (per serving)

Bartender - \$14.00 per hour (min. 3 hours) on sales less than \$400.00

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



Seven Oaks

Beverage Arrangement

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 have it placed 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 – \$24.95 per bottle taxes included.

PERMIT SALES:

As a service to our customers, cold beer and chilled wine may be purchased from the Hotel's Beer & Wine Store and transferred to your Banquet Room. Please provide us with your permit at least 1 hour prior to your function and we will do the rest.

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



Seven Oaks

Extra Fees

SOCAN

Licence to perform, at any time and as often as desired
any or all of the works in SOCAN's repertoire

Under 100 persons - **\$41.13**

Over 100 persons - **\$59.17**

RE.SOUND

Music licensing company
(sound license for the use of music to
accompany live events)

Under 100 persons - **\$18.51**

Over 100 persons - **\$26.63**



Seven Oaks

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 13% 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; food and beverage must be ordered one week prior to the event. Only the guaranteed number of meals will be prepared.
 4. The Hotel reserves the right to provide an alternative room best suited for the group's size and dependent on the demand for suitable function space and length of functions for all clients. Space for the event is booked only for the times indicated on the event agreement. There will be \$150.00 charge per hour or portion thereof. Set up and dismantle times, if required are not included in rental price and must be specified at the time of booking (additional charges may apply). Any additional setup and/or dismantle (ie decorations, displays) are the sole responsibility of the booking group. Should Banquet Staff be requested to assist in set-up and/or tear down there will be an additional labor charge applied. If you prefer to not have your function moved to another suitable alternate function room, there will be an additional charge assessed to your function of \$100 "Do Not Move" clause.
 5. Should the event(s) be cancelled within three (3) weeks of the function date, a cancellation fee in the amount of the room rental will be charged; one week will result in charges equivalent to 50% of the estimated total revenue; three days prior to event will be 75% of total estimated revenue; should an event be cancelled within a 24 hour period prior to the date, a 100% estimate of total revenue will apply.
 6. 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 a minimum of 72 hours prior to the event.
 7. Customers may be asked to submit a deposit in order to confirm a booking. Invoices will be available at the Front Desk immediately following the function. A deposit of 75% of total payment is due 1 week prior to the function unless billing privileges have been established through the Accounting Department. Deposits on functions are transferable but non-refundable. Your event is not confirmed until the Banquet Office receives your signed contract agreement and any required deposits.
 8. The Best Western Seven Oaks/Crewlist will be the sole supplier of all food and beverages consumed in our facilities. **NO OUTSIDE FOOD OR BEVERAGE OF ANY TYPE WILL BE ALLOWED INTO THE BANQUET FACILITY. A FEE WILL BE APPLIED TO ANY INFRACTION OF THIS TERM.** Any alcohol or other beverages will be supplied or approved by the Hotel.
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Seven Oaks

Rules and Regulations

- 9.** Use of open flames or confetti either paper or foil is not allowed on hotel premises (no taper candles). Should confetti either paper or foil be used, a cleaning fee of \$150.00 will be applied. Should rose petals be used on hotel tablecloths the client must supply an underlay tablecloth or material to be placed on hotel table cloths.
- 10.** The Best Western Seven Oaks is not responsible for damages, however occurred, or loss of any articles left in the hotel, prior to, during, or following any function, by the customer or his/her guests.
- 11.** 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. Defacing, tacking, nailing or taping of material to the hotel or conference rooms is prohibited.
- 12.** All musical entertainment is subject to a SOCAN (Society of Composers, Authors & Music Publishers of Canada) charge plus a RE.SOUND fee (for pre-recorded music charge) that is applied by the Hotel directly to the final bill. Dance Floor charges are included in room rental.
- 13.** All Food and Beverage served is subject to food safe requirements and as such may not be removed from the premises unless specifically designated as take-out food. The Best Western Seven Oaks/Crewlist takes no responsibility for the safety or quality of any food and/or beverage removed from the property unless delivered and served by Best Western Seven Oaks/Crewlist catering staff.
- 14.** Special Meals: It is essential to determine if there are any special requests or meal requirements such as food born allergies or sensitivities prior to the event date. Our Culinary Team will be happy to create specific menus for guests with restricted diets. The Food and Beverage Department and Culinary Team will try to accommodate persons with food allergies, however, please note: we cannot guarantee that meals be 100% free from traces of allergens.
- 15.** Shipment of Goods: no packages will be accepted for delivery unless authorization has been received from the Banquet Office prior to delivery. Dangerous and/or hazardous materials will not be accepted at any time. It is the shippers' responsibility to have staff on site at the time of delivery to receive any large shipments. No items are to be delivered to the hotel more than 24 hours prior to an event, otherwise there will be a storage charge applied and all items to be shipped from the hotel are required to be removed from the Best Western Seven Oaks grounds within 24 hours of the event conclusion. It is the shippers' responsibility to ensure that all appropriate shipped charges, taxes, tariffs and duties are paid in full prior to delivery of shipment. Best Western Seven Oaks/Crewlist will not accept any items with balances owing nor be responsible for the items....refer to #10.
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Seven Oaks

Rules and Regulations

16. Special Costs: A charge will be assessed for electrical requirements above and beyond normal usage.

17. Events that fall on statutory holidays are subject to an additional fee compliant on the situation and Banquet Office personnel agreement. Minimum additional charge is usually one half day's rental plus the service order in place.

18. Compliance with laws, policies and procedures: Groups and individuals who utilize the Best Western Seven Oaks facilities are guests of the hotel and use of the space should reflect that understanding. You agree to comply with all applicable rules, policies and procedures of the hotel as determined by the Best Western Seven Oaks/Crewlist and all Federal and Provincial Laws.
