

B. W. Seven Oaks Inn

Wedding Package



- **A Banquet room with a choice of Plated Service or Buffet Dinner. (provided total number of meal orders exceeds basic rental. A \$25.00 per room set up fee is charged on all functions.)**

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 available to create any special menu item you may wish to suit your occasion.

Your choice of Beverage Service from our options.

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: Physical set up of facility including linen tablecloths, napkins and skirting.

The services of our experienced Banquet Supervisory personnel to assist when needed.

Complimentary Guest Room for Bride & Groom on the night of their wedding, with option to up grade to a suite at an additional minimal charge.

***Also available—Special Package which includes a bottle of Champagne and Breakfast or Brunch for 2.
Price available upon request.**

*Upon booking a wedding function for minimum of 100 guarantee with a full dinner service and for only an additional of \$2.50 per person, we will provide you with a wedding cake of your design (up to three layers). *Value up to \$600*

E-Mail: banquets@bwsevenoaks.com

For reservations dial 306-757-0121

For more information visit us at our website www.bestwesternsevenoaks.com

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In addition, the day after your wedding function, when you book your group for the “Oaks Gourmet 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 the folio package.

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 and decorating on the walls. There will be a charge if any damages is incurred. For an additional cost, the hotel does have some additional décor available.

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 labeled with the name of the function, the function room, date of the function and marked to the attention of the Banquet Manager.

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

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An initial \$500 deposit is required at the time of the 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, deposits are non-refundable, 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 previous to the function date.

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

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

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Wedding Package "Checklist"



Wedding Date	Facility	Time of Function
Type of Function	Dance	Dance Floor
Table Centers	Table Mirrors	Decorating
Guest Favors	Head Table	Podium/Mic
Reserved Tables	Registration	Cake Table
Gift Table	Emcee	Number of Guests
Function Set up	Signing Table	Ceremony Place
Cake Delivery Time	Cake Service	Cake Knife
Wedding Cake	Color Theme	Entertainment
Ceremony Time	Head Table #	Head Table Service
Linen Color	Fruit Punch	Toasting Beverage
Liquor Delivery Time	Bar Opening Time	Bar Closing Time
Bar Service Type	Late Snack	Late Snack time
Guarantee Numbers-Meals	Meal Time	Wine & Service
Guest for Bride & Groom	Guestrooms	Gift Opening
Additional people for dance	Clothes for overnight	
Transportation		

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Additional Wedding Package Information **Bar Services**



You have a choice of four different types of bar service available for your function.

With a Corkage Bar a “Special Occasion Permit” is mandatory. You are required to have this permit from the Saskatchewan Liquor Board, as well, all 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 evening, all remaining liquor & empty bottles will be turned over to the convener.

(cash collected from cash corkage bars will be credited directly to your master account)

Hotel Bartender is required for all bar functions.

Minors will not be served alcoholic beverages at any bar.

Our facility policy is 12:30am for bar closing with guest exit no later than 1:30am for all types of bar services.

Socan

When music is played in a function room (either live or recorded), a mandatory Socan fee is charged (Society of Composers, Authors and Music Producers of Canada).

A portable Dance Floor is available at a cost of \$75.00.

Take time to enjoy the process and your special day!

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

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Additional Wedding Package Information



Supplement
Canada Gazette, Part I
March 22, 2008

RECEPTIONS, CONVENTIONS, ASSEMBLIES
AND FASHION SHOWS
(2005 to 2010)

For a licence to perform, at any time and as often as desired in the years 2005 to 2010, any or all of the works in SOCAN's repertoire as part of events at receptions, conventions, assemblies and fashion shows, the fee payable for each event, or for each day on which a fashion show is held, is as follows:

ROOM CAPACITY (Seating & Standing)	FEE CAPACITY	
	Without Dancing	With Dancing
1-100	\$20.56	\$41.13
101-300	\$29.56	\$59.17
301-500	\$61.69	\$123.38
Over 500	\$87.40	\$174.79

No later than 30 days after the end of each quarter, the licensee shall file with SOCAN a report for that quarter of the actual number of events with and without dancing and of the number of days on which a fashion show was held. The report shall also include the room capacity (seating and standing) authorized under the establishment's liquor licence or any other document issued by a competent authority for this type of establishment, and payment of the licence fees.

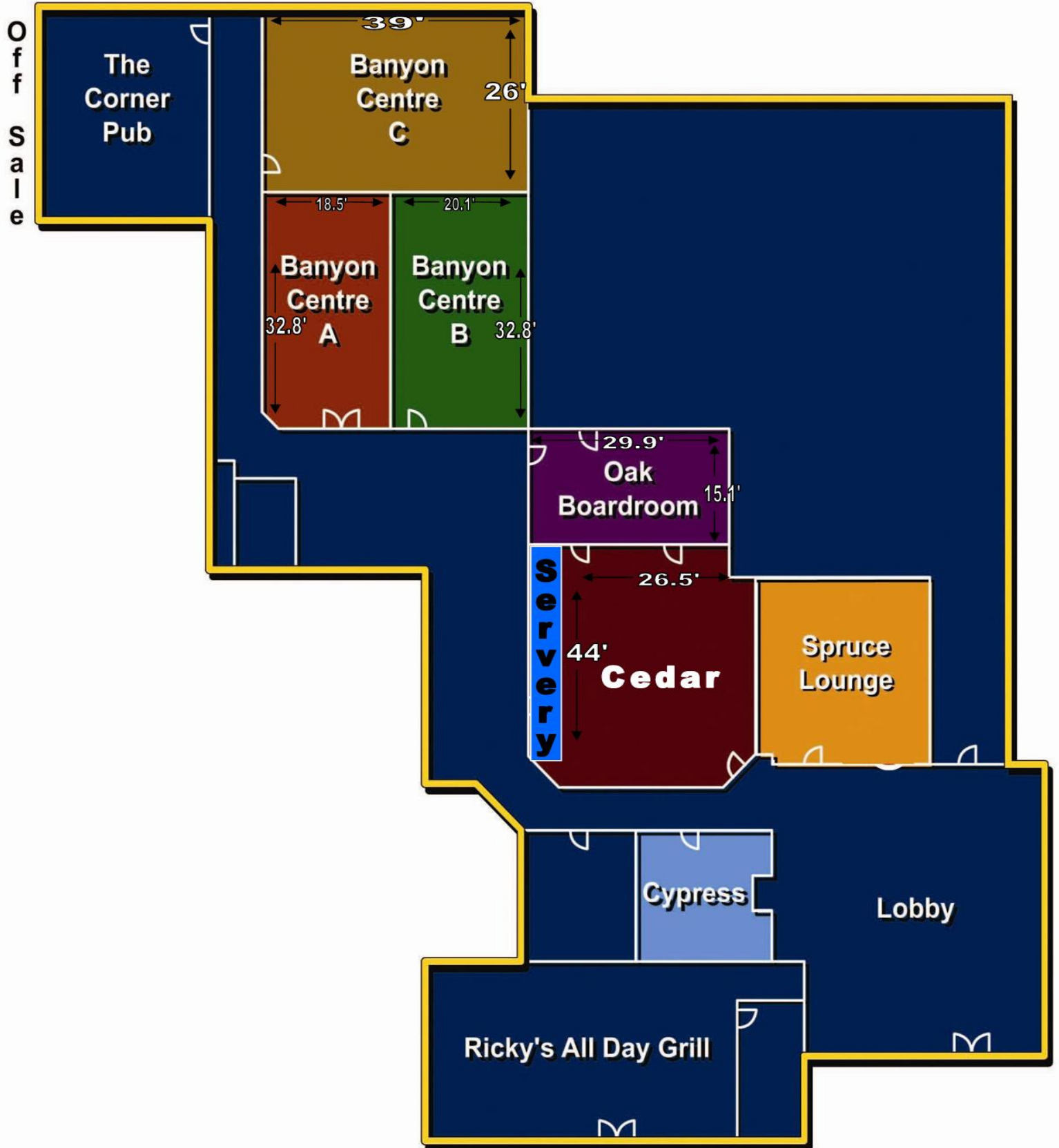
SOCAN shall have the right to audit the licensee's books and records, on reasonable notice and during normal business hours, to verify the statements rendered and the fee payable by the licensee.

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Conference Layout



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
- Carrot Cake
- Apple Pie
- 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

\$1.75/order

Cabbage Rolls

\$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****

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.****

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
TOTAL BANQUET SPACE	3920									

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.

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****

****72 hrs final guarantee of attendance required.****