

# BANQUET MENU



**THE SUPERIOR INN**

HOTEL & CONFERENCE CENTRE

*Gichigami*

# 2026

# BREAKFAST BUFFETS

*Served with coffee, decaffeinated coffee and tea.*

## **SUPERIOR BREAKFAST BUFFET \$26**

Chilled 100% apple and orange juice  
Home style oatmeal with milk and brown sugar, muffins, croissants, butter and preserves, fresh fruit platter, crispy bacon, sausage links, and scrambled eggs, individual yogurt and breakfast potatoes

## **CLASSIC BREAKFAST BUFFET \$22**

Chilled 100% apple and orange juice  
Crispy bacon, sausage links, toast, butter and preserves, scrambled eggs, and breakfast potatoes

## **CONTINENTAL \$20**

Chilled 100% apple and orange juice  
Mixed berry yogurt parfait – vanilla yogurt, mixed berries, almond granola, coconut  
Baked breads, blueberry, bran, carrot muffins, croissants, fruit filled Danish, hard boiled eggs  
Fresh Fruit Platter – assorted seasonal fruit

## **BREAKFAST SANDWICHES \$23**

Chilled 100% apple and orange juice  
Served with hashbrowns, and fresh fruit platter  
Choice of:  
Bacon, Egg and Cheese on an English muffin  
Sausage, Egg and Cheese on an English muffin  
Egg and Cheese on an English Muffin

# ENHANCE YOUR BREAKFAST

*Price per guest*

Pancakes \$5

French Toast \$5

Homestyle oatmeal with milk and brown sugar \$5

Eggs Benedict \$9





## THEMED BREAKS

**\$12 PER GUEST**

*Served with coffee, decaffeinated coffee and tea.*

### PARFAIT

Vanilla yogurt, fresh berries, granola, honey, blueberry compote, flaked coconut

### BANNOCK

Fried bannock, cinnamon sugar, jams, whipped butter

### MEDITERRANEAN

Olives, hummus, marinated feta, cucumber spears, red peppers, and cherry tomatoes, pita chips

### HEALTHY

Cheese cubes, pepperoni sticks, crackers, grapes

### CHIPS AND DIP

Tortilla chips, kettle chips, salsa, hummus, French onion dip

### BREAD BAR

Croissants, Danish, cinnamon buns, loaf of the day

## BREAKTIME TREATS *Price per guest*

Fresh Fruit Tray **\$8**

Cheese, Crackers, and Grapes **\$10**

Vegetables and Dip **\$6**

Bakery Fresh Cookies **\$22** (per dozen)

Fried Bannock with butter and jam **\$8**

Assorted Muffins and Danish **\$5**

Assorted Pastries **\$30** (per dozen)

## HOT BEVERAGES

Coffee and Tea

**\$8** per person all day service

By the pot

10 cup **\$25**

25 cup **\$65**

50 cup **\$125**

Hot Chocolate / Apple Cider

**\$4** per person

## COLD BEVERAGES

*Based on consumption - \$3.50 per beverage*

Pop – coca cola products

Assortment of juices

Water – bottles 500mL

Assortment of sparkling water

White or chocolate milk

Diabetic juice jug - **\$15** (2 litre pitcher)

# LUNCH SPREADS

Add Soup to any lunch buffet for **\$5**

## SANDWICH BUFFET \$24

Based on 1.5 sandwiches per person.

Served with coffee, decaffeinated coffee and tea.

4 Sandwiches | 1 Salad | 1 Dessert

Ham, Provolone, lettuce, tomato, mayonnaise, mustard on a baguette

Egg Salad (egg, Dijon, celery, Mayonnaise, lettuce on a brioche bun)

Roast Beef (roasted striploin, white cheddar, lettuce, tomato, Dijon mustard, Ciabatta Bun)

Turkey (oven roasted Turkey, Swiss, Lettuce, Tomato, Mayo on Whole Wheat Bread)

Grilled Chicken Wrap (grilled chicken breast, lettuce, cheddar, tomato, garlic aioli on a tortilla wrap)

Ultimate Vegan Wrap (Grilled seasonal vegetables, hummus, arugula on a spinach tortilla wrap)

## BOXED LUNCH \$20

Based on 1 sandwich per person.

1 Sandwich | 1 Side Salad | Homemade Cookie  
Bottle of water

Ham, Provolone, lettuce, tomato, mayonnaise, mustard on a baguette

Egg Salad (egg, Dijon, celery, Mayonnaise, lettuce on a brioche bun)

Roast Beef (roasted striploin, white cheddar, lettuce, tomato, Dijon mustard, Ciabatta Bun)

Turkey (oven roasted Turkey, Swiss, Lettuce, Tomato, Mayo on Whole Wheat Bread)

Grilled Chicken Wrap (grilled chicken breast, lettuce, cheddar, tomato, garlic aioli on a tortilla wrap)

Ultimate Vegan Wrap (Grilled seasonal vegetables, hummus, arugula on a spinach tortilla wrap)



## BUILD YOUR OWN SANDWICH BUFFET \$23

Served with coffee, decaffeinated coffee and tea.

Select up to 4 types of toppings to make your way  
1 salad | 1 dessert

Roast Turkey

Oven Roast Ham

Egg Salad

Roast Beef

Grilled Vegetables

Assorted buns, breads and wraps | Butter | Mustard  
Mayonnaise | Aioli | Lettuce | Tomato | Pickles | Cheese

## HOT BUFFET LUNCHES

Served with coffee, decaffeinated coffee and tea.

Add soup to any lunch for **\$5**

All buffets come with 1 salad | 1 dessert | fruit platter

### **BUILD YOUR OWN FAJITA \$26**

1 Protein | 1 Salad | 1 Dessert & Fruit Platter

Strips of marinated chicken breast or marinated steak with sauteed bell peppers and onions

Served with cheese, salsa, guacamole, sour cream, lettuce and tomato | Add Guacamole **\$2**

### **PASTA BAR \$26**

1 Salad | 1 Dessert & Fruit Platter

Penne and meat balls, herb and garlic roast chicken

### **CLASSIC BUSINESS \$26**

1 Salad | 1 Dessert & Fruit Platter

Southern fried chicken, beef stew, baby carrots, mashed potatoes, dinner rolls

### **OPA! \$26**

1 Salad | 1 Dessert & Fruit Platter

Greek marinated chicken, tzatziki, lemon roasted potatoes, grilled vegetables, pita chips and hummus

### **CJ'S FAMOUS CHICKEN STRIPS \$26 / \$28**

1 Salad | 1 Dessert & Fruit Platter

3 chicken strips per person, golden French fries or 5 chicken strips per person, golden French fries

### **BUILD YOUR OWN BUSINESS BUFFET \$29**

3 Hot Items | 1 Salad | 1 Dessert & Fruit Platter

Fried chicken, herb and garlic roast chicken, butter chicken, shepards pie, beef stew, penne and meatballs, pickerel, mashed potato, rice, chili

### **RED DRAGON \$26**

1 Salad | 1 Dessert & Fruit Platter

Ginger Beef, Chicken Stir fry, white and wild rice

## SALADS

### **GARDEN**

Seasonal mixed greens, cucumber, carrot, tomato, balsamic dressing

### **CAESAR**

Romaine, parmigiano, croutons, bacon bits, Caesar dressing

### **GREEK**

Cherry tomato, cucumber, bell peppers, kalamata olive, red onion, feta, Greek dressing

### **POTATO**

Yukon potato, fresh dill, grainy mustard, dill pickles, red onion

### **COLESLAW**

Cabbage, carrots, green onion, creamy dressing

### **BOWTIE CAPRESE**

Farfalle, cherry tomato, bocconcini, fresh basil, pesto, arugula, and balsamic

### **STRAWBERRY SPINACH**

Spinach, strawberries, goat cheese, candied pecans

## DESSERTS

### **GOURMET SQUARES**

Chefs choice

### **HOUSE MADE COOKIES**

Chocolate chip, double chocolate, oatmeal raisin

### **CHEESECAKE**

Assorted toppings: strawberry, caramel, blueberry, chocolate

### **SLAB CAKE**

Red velvet, maple avalanche, orange citrus

¼ slab – 10 to 20 people

½ slab – 30 to 40 people

full slab – 60 people

# DINNER ENTRÉES

All dinner entrées are served with our signature bread basket, coffee, decaffeinated coffee and tea.

**3 Course dinners include your choice of main course, salad, and dessert.**

Additional soup course can be added for **\$5** per guest

## BEEF

**BEEF TENDERLOIN** | \$61 **L G**

8 oz served with red wine demi-glace and horseradish cream

**SIRLOIN STEAK** | \$54 **L G**

10 oz served with red wine demi-glace

**ROASTED PRIME RIB** | \$56 **L G**

8 oz served with au jus

**BRAISED SHORT RIB** | \$67

12 oz braised in red wine and herbs

## CHICKEN

**PARMESAN CRUSTED CHICKEN** | \$43

6oz chicken supreme, crusted in parmesan with a citrus jus

**WELLINGTON** | \$43 **L G**

Pesto marinated, with roasted red pepper, prosciutto, and herb jus

**KIEV** | \$45

Breaded, stuffed with savory herb and garlic butter

## PORK

**DOUBLE CUT PORK CHOP** | \$43

Served with balsamic kissed peaches

## FISH

**SUGAR AND SPICE SALMON** | \$49

Topped with our secret sugar and spice blend

**PAN SEARED PICKERAL** | \$55

Lightly floured, pan fried with lemon and dill butter



## VEGETARIAN

**ROASTED VEGETABLE STRUDEL** | \$43

Phyllo wrapped grilled vegetables with feta

**EGG PLANT PARMESAN** | \$43

Layered in pomodoro sauce, mozzarella and fresh basil

**CRISPY TOFU** | \$43

Tamari glaze, steamed bok choy

**YAM WELLINGTON** | \$43

Yam steak, mushroom duxelles wrapped in puff pastry

## CHILDREN'S MENU

*(Children 12 and under)*

Served with choice salad and dessert

**CHICKEN STRIPS AND FRIES** \$20

**GRILLED CHEESE** \$20

**KID'S BUFFET PRICING** \$25

# DINNER COMPLEMENTS

## **STARCH** *(choice of one)*

Scalloped potato au gratin | Mashed potatoes | Onion and garlic caramelized baby potatoes | White & wild rice pilaf | Sweet potato mashed

## **VEGETABLE** *(choice of one)*

Maple roasted root vegetables | Grilled vegetable medley | Carrots with dill butter | Roasted asparagus & whole roasted baby carrots | Garlic and herb green beans

## **SALADS** *(choice of one)*

### **CLASSIC CRISP ROMAINE**

Crisp romaine lettuce, tossed with Caesar dressing, house-made croutons, parmesan and crumbled prosciutto

### **SPINACH SALAD**

Fresh baby spinach leaves, strawberries, candied pecans, fried goat cheese, and balsamic dressing

### **ORANGE & FENNEL SALAD**

Mixed greens, arugula, caracara orange segments, shaved fennel, citrus vinaigrette

### **TRADITIONAL GREEK SALAD**

Cucumber, red and green peppers, tomatoes, red onion, kalamata olives and feta with lemon olive oil dressing

## **SOUPS** *(choice of one)*

Onion soup with cheese crostini | Roasted red pepper bisque | Butternut squash | Woodland mushroom soup

## **DESSERTS** *(choice of one)*

### **CREME BRULÉ**

A traditional soft baked custard with a crisp candied crust. Ask about our seasonal options.

### **APPLE CRUMBLIED TART**

Like a cozy hug in dessert form. Stewed cinnamon apples, oat crumble and caramel sauce.

Add vanilla ice cream \$2.

### **CARROT CAKE**

Rich, moist, and full of warm spices, finished with that classic cream cheese frosting everyone secretly comes back for.

### **CHOCOLATE CAKE**

Deep, chocolatey, and seriously indulgent. Soft layers with smooth frosting that hits every sweet craving just right.



### **TRADITIONAL NEW YORK CHEESECAKE**

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

### **LEMON RASPBERRY TRIFLE**

Light, fresh, and a little tangy. Layers of fluffy cake crumbs, zesty lemon mousse and sweetened raspberries that feel like sunshine in a cup.



# THE SUPERIOR BUFFET

Signature bread basket, coffee, decaffeinated coffee and tea.

## CHOICE OF CARVERY

HERB ROAST BEEF WITH DEMI-GLAZE SAUCE | \$62

PRIME RIB | \$66

## COLD SELECTION

Bowtie caprese | Caesar salad | Tossed salad | Grilled asparagus with lemon and olive oil | Fresh new take on antipasto with marinated vegetables

## STARCH *(Choice of Two)*

Scalloped au gratin | Mashed potatoes | Penne pasta pomodoro | Tomato and spinach orzo | Onion & garlic caramelized baby red potatoes | Wild & white rice Pilaf | Sweet potato mashed

## VEGETABLE *(Choice of One)*

Garlic and herb green bean | Carrots with dill butter | Vegetable medley | Maple roasted root | Roasted asparagus & baby carrots

## HOT ENTRÉES *(Choice of Three)*

Meatballs | Vegetarian lasagna | Parmesan crusted chicken | Braised beef | Sugar & spiced salmon  
Chicken wellington | Perogies | Fried chicken

## DESSERT

Cheesecake with blueberry and strawberry compote | Assorted Cakes | Assorted dainties | Mini trifles  
Assorted Pies | Seasonal sliced fruits and berries

## KENSINGTON BUFFET

Signature bread basket, coffee, decaffeinated coffee and tea.

**\$50 PER GUEST**

### COLD SELECTION

Tossed green salad with assorted dressings  
Classic Caesar salad | Bowtie Caprese

### HOT SELECTION

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

### SIDE

Mashed potatoes and gravy | Grilled vegetable medley

### DESSERT ISLAND

Seasonal sliced fruits and berries | Assorted Cakes  
Assorted desserts

### ADD ONS

Certified Angus Beef® Brand prime rib **\$12/guest**  
Herb Roast Beef **\$8/guest**  
Roast Honey Ham **\$8/guest**

### BUFFET ADD ONS

*Add these items to any dinner buffer*

Add on salad **\$4**  
Add on starch **\$6**  
Add on vegetable **\$6**  
Add on hot item **\$8**



*All prices subject to applicable taxes and a 15% service gratuity*

## TRADITIONAL FEAST

*Minimum of 75 Guests - Signature Rolls and Bannock, coffee, decaffeinated coffee, and tea.*

**\$48 PER GUEST**

Wild foraged Mushroom Soup | Three Sisters Salad  
White and Wild Rice | Roasted Root Vegetables  
Pan Fried Pickeral | Dijon Crusted Pork loin  
Assorted Fresh Fruit and Berries | Tarts and Pies

## HOT HORS D'OEUVRES

**\$26 PER DOZEN**

### SMOKED SALMON

Lemon, fresh dill and cream cheese

### CAPRESE SKEWER

Calabrese salami, bocconcini cheese, tomato, basil

### BRIE AND SEASONAL FRUIT

Breaded brie and fruit with compote and herbs

### SPRING ROLLS

Sweet chili Thai

### BACON WRAPPED SCALLOPS

Maple, thyme and fresh lemon

### STEAK CROSTINI

Steak, aioli, onion and pepper

### RISOTTO BALLS

House made pomodoro sauce

### CHICKEN SATAY

Served with thai peanut sauce

### DEVILLED EGGS

Dill and paprika

### FIG AND GOAT CHEESE

In a tart shell with honey

### GREEK FETA CUCUMBER BITES

Stack of cucumber, feta, cherry tomato and a Kalamata olive, drizzled with lemony olive oil and a pinch of oregano

**THE SUPERIOR INN HOTEL AND CONFERENCE CENTRE 9**



## RECEPTIONS PACKAGES

### **PREMIUM \$36 per guest** (6 pieces per person)

*Served with coffee, decaffeinated coffee, and tea.*

*Choose 5 hors d'oeuvres*

Seasonal Vegetables with house dip | Cheese and crackers | Assorted pickles  
Sliced fresh fruit and berries

### **SOCIAL RECEPTION \$25 per guest**

*Served with coffee, decaffeinated coffee, and tea.*

Non-alcoholic punch | Fresh vegetable tray and dip | Assorted sandwiches  
and wraps | Assorted dainties | Fresh fruit platter

### **BEEF ON A BUN \$26 per guest**

*Served with coffee, decaffeinated coffee, and tea.*

Shaved beef au jus | Kaiser buns | Garden salad with Assorted Dressings  
Caesar salad | Garlic aioli | Mustard | Assorted dainties

## CHARCUTERIE

Prosciutto | Cured meat | Assorted Cheeses | Olives | Roasted peppers  
Pickled eggplant | Breadsticks | Crackers | Breads | Dried fruits | Assorted  
dips | Grapes | Berries (in season) | Jellies | Cream cheeses | Cherry  
Tomatoes

**CUP \$12 per guest** (individually served – for stations)

**PLATE \$12 per guest** (individually served)

**BOARD \$120** (serves 12)

**BUFFET \$22 per guest**

## FOOD STATIONS

### **FRYER BAR \$15 per guest**

Boneless chicken bites | Mozzarella sticks | Mini corn dogs | Deep fried Pickles  
Cauliflower Bites

### **PIZZA AND WINGS \$25 per guest**

Pepperoni | Meat Lovers | Vegetarian | Choice of 2 dry wing flavours and 2  
saucy flavours

### **POUTINE BAR \$12 per guest**

Golden French fries | Gravy | Bacon | Cheese Curds | Green Onion

### **MINI GRILLED CHEESE WITH TOMATO SOUP \$12 per guest**

Grilled cheese fingers and a shot of tomato soup



# GRAZING PLATTERS

## PARTY AND RUSTIC SANDWICHES \$85

*(serves 15 people)*

Crustless sandwich bread cut in triangles (4 triangles per person).

Ham salad | Roast beef and Swiss cheese | Turkey with Havarti cheese  
Calabrese with provolone cheese | Tuna Salad | Salmon and Cream  
Cheese | Egg Salad | Cucumber and Cream cheese

## PLATTERS

*(small serves 15 | medium serves 35 | large serves 75)*

### DELI TRAY

Assorted deli meats

Small – \$55 | Medium – \$125 | Large – \$225

### IMPORTED AND DOMESTIC CHEESE

Aged cheddar | Smoked gouda | Spicy Havarti | Swiss | Gorgonzola  
Parmesan | Grapes | Strawberries | Water crackers

Small – \$100 | Medium – \$200 | Large – \$350

### CRUDITES

Seasonal raw vegetables | Mixed olives | Hummus | Ranch dip

Small – \$55 | Medium – \$125 | Large – \$175

### FRUIT PLATTER

Selection of fresh sliced fruit including melons, citrus, grapes, mixed  
berries

Small – \$75 | Medium – \$125 | Large – \$175

All menus include coffee, decaf, tea and pitchers of water

Add \$5 for Gluten Free per person

Final # and dietary must be provided 5 days before the event

*All prices subject to applicable taxes and a 15% service gratuity*

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# SIGNATURE WINE LIST

## RED WINE

**PELEE ISLAND \$36**

VQA Merlot

**LINDEMAN'S CAWARRA \$40**

Shiraz

**SANTA RITA 120 \$45**

Cabernet

**FOLONARI \$50**

Valpolicella

## WHITE WINE

**PELEE ISLAND \$36**

Pinot Grigio

**LINDEMAN'S BIN 65 \$40**

Chardonnay

**SANTA RITA 120 \$45**

Sauvignon Blanc

**FOLONARI \$50**

Pinot Grigio



## BLUSH/SPARKLING

**BRIGHT'S PRESIDENT DRY \$40**

Sparkling

**FREIXENET \$48**

Cordon Negro Brut

# SERVICES

## THE BAR

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

Mandatory bartender fee of \$50 per hour, per bartender will apply to all bards under \$400. The Superior Inn schedules one bartender for every 100 guests. Minimum requirement is 4 hours per bartender.

### CASH BAR

BEER BY THE BOTTLE Cracked Canoe, Moosehead, Budweiser, Coors Light	\$8
PREMIUM BEER BY THE BOTTLE Heineken, Stella, Corona	\$9
HOUSE WINE BY THE GLASS	\$9
LIQUOR (10Z) Gordons, Captain Morgan, Smirnoff, Crown Royal, Ballantine's	\$8
LIQUEURS(10Z) Sambuca, Baileys, Amaretto, St. Remy Brandy	\$9
SOFT DRINKS	\$3
NON-ALCOHOLIC BEER	\$7

### HOST BAR

(Host Bar, plus 13% HST & 15% gratuity)

BEER BY THE BOTTLE Cracked Canoe, Moosehead, Budweiser, Coors Light	\$7
PREMIUM BEER BY THE BOTTLE Heineken, Stella, Corona	\$8
HOUSE WINE BY THE GLASS	\$8
LIQUOR (10Z) Gordons, Captain Morgan, Smirnoff, Crown Royal, Ballantine's	\$7
LIQUEURS(10Z) Sambuca, Baileys, Amaretto, St. Remy Brandy	\$8
SOFT DRINKS	N/A
NON-ALCOHOLIC BEER	\$6



# ADDITIONAL SERVICES

## TRADE SHOW PRICING

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

## The Superior Inn provides the following items at no additional cost:

Raised staging | Registration table with skirting | Podium | Ice water and glasses | Pens and paper | Extension cord and power bar

## AUDIO-VISUAL RENTALS

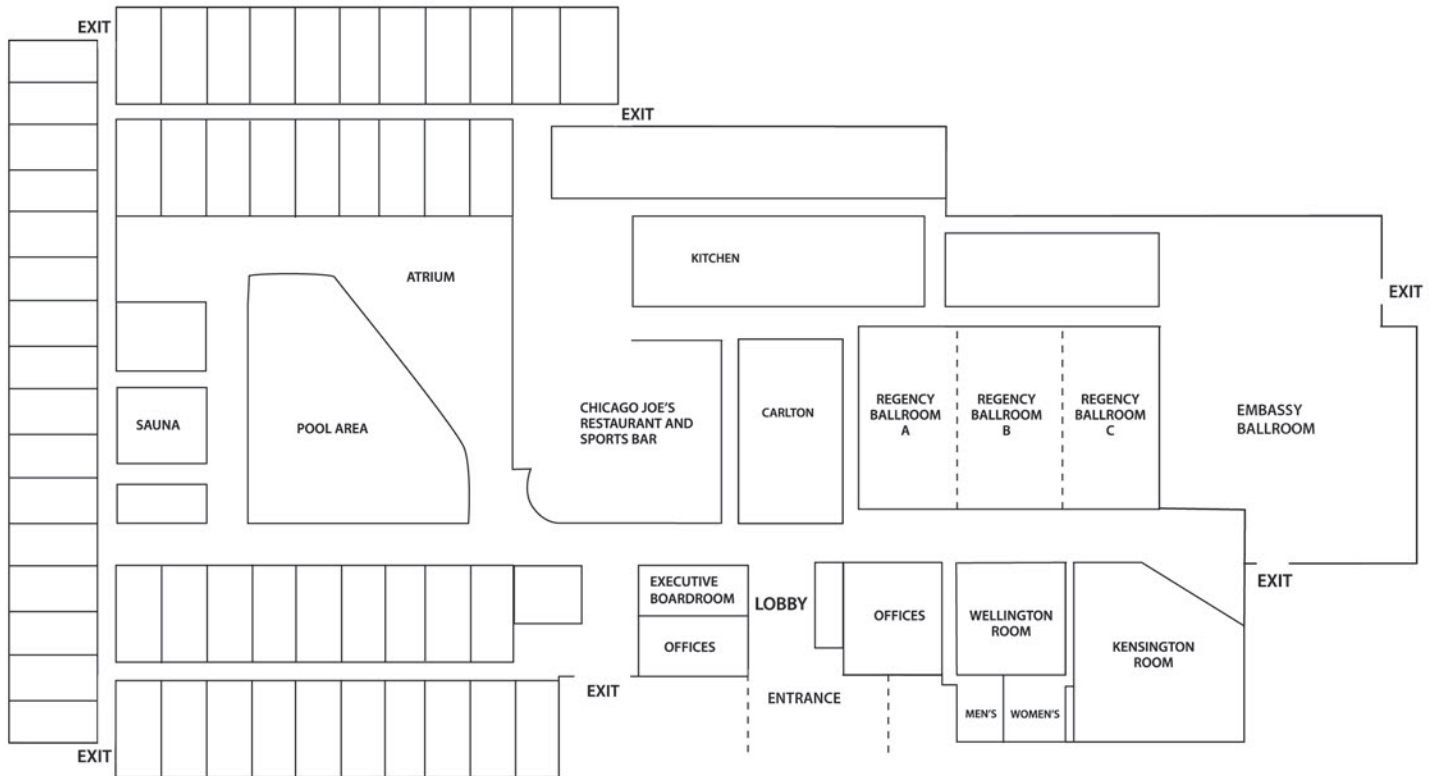
Projector and screen	<b>\$200</b>
Audio package <i>Podium, microphone and speakers</i>	<b>\$150</b>
Wireless microphones	<b>\$95</b>
Flip chart with markers	<b>\$20</b>

<b>RE: Sound And Socan Fees</b> <i>(subject to 13% HST)</i>		
<b>Capacity</b>	<b>Without Dance</b>	<b>With Dance</b>
1-100	<b>\$31<sup>30</sup></b>	<b>\$62<sup>64</sup></b>
101-300	<b>\$45<sup>02</sup></b>	<b>\$90<sup>12</sup></b>
301-500	<b>\$93<sup>95</sup></b>	<b>\$187<sup>91</sup></b>
Over 500	<b>\$133<sup>11</sup></b>	<b>\$266<sup>21</sup></b>

*Re: Sound and Socan fees can change at any time.*

Please note, The Superior Inn Hotel & Conference Centre does not have a trained audio-visual technician on site. Should you require this service please speak with your sales manager to direct you to our Audio-Visual Partners.

# THE SUPERIOR INN HOTEL AND CONFERENCE CENTRE

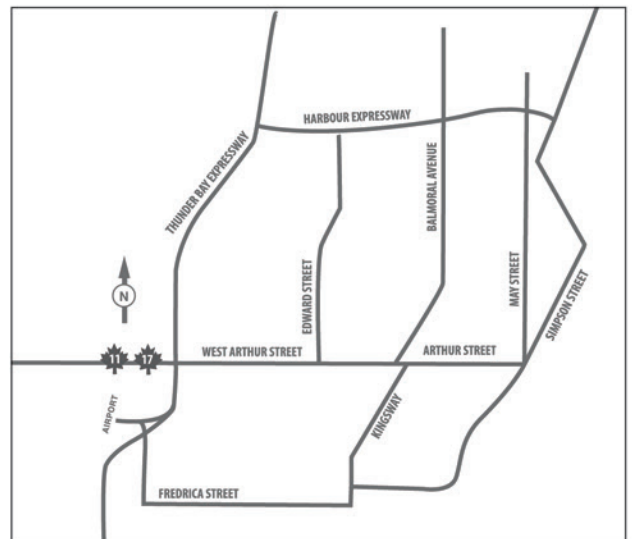


## THE SUPERIOR INN

HOTEL & CONFERENCE CENTRE

*Gichigami*

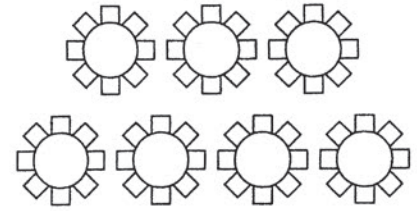
555 West Arthur Street, Thunder Bay, ON  
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[www.superiorinnhotel.com](http://www.superiorinnhotel.com)



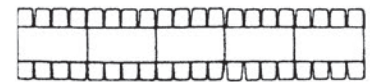
# ROOM RENTALS

Ballrooms and Conference Rooms	Daily Rate (7:00 am - 5:00 pm)
<b>GROUND FLOOR</b>	
Embassy Ballroom	\$1500
Regency Ballroom	\$1500
Regency Ballroom A	\$500
Regency Ballroom B	\$500
Regency Ballroom C	\$500
Regency Ballroom A & B	\$800
Regency Ballroom B & C	\$800
Kensington	\$500
Carlton	\$400
Wellington	\$250
Executive Boardroom	\$300
<b>SECOND FLOOR</b>	
Selkirk Room	\$250
Port Arthur Room	\$250
Ontario Room	\$400

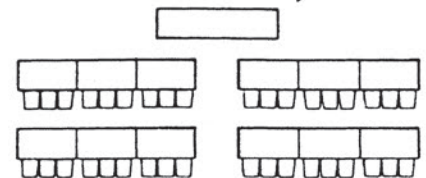
## Banquet Style



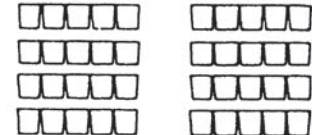
## Boardroom



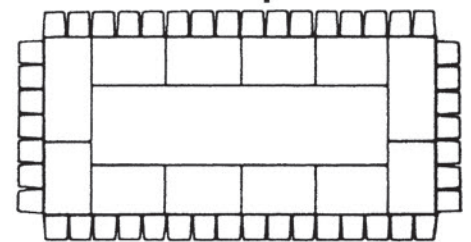
## Classroom Style



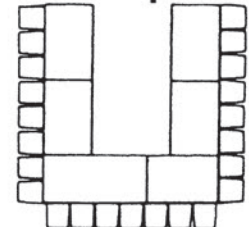
## Theatre Style



## Hollow Square



## U-Shaped



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	480	180	280	500	60	75
Regency Ballroom	51' x 90'	4590	500	192	250	500	60	50
Regency A	51' x 30'	1530	90	48	64	120	50	40
Regency B	51' x 30'	1530	100	48	64	120	50	40
Regency C	51' x 30'	1530	100	72	80	120	50	40
Regency A, B or B, C	51' x 60'	3060	200	120	140	300	100	80
Kensington	42' x 52'	2184	100	54	80	125	50	40
Carlton	21' x 53'	1113	100	36	56	120	30	30
Wellington	20' x 22'	440	20	12	16	20	16	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

# THE SUPERIOR INN HOTEL & CONFERENCE 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 Convener 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:

1. 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 other reason beyond its control in whole or in part.
2. The conduct of any person attending the function, The Convener 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.
3. Any activities occurring in the function that are of an illegal nature.
4. Additional labour hours will be charged for events held on a statutory holiday
5. If a Government Order prevents the event from occurring, all deposits will be refunded.
6. Clients must sign and initial each event order at least ten (10) days prior to the start of the event.

## Menu Selection Guarantees

Menu selections from this guide are limited to one entrée, (with the exception of special meal requirements). A \$5 per guest will apply for a second option. Please submit your menu selections to the catering office twenty one (21) days in advance, so items can be guaranteed. The Catering Office must be notified with a guaranteed number of people five (5) business days prior to the function. This number will constitute the guarantee, not subject to reduction. The Hotel will set 5% above the guarantee. All charges will be based upon the guarantee, or the actual number of guests served whichever is greater. The Superior Inn Hotel & Conference Centre will only guarantee pricing 90 days prior to the event start date; catering menus are subject to change without notice. All orders are placed five (5) business days prior to your event and subject to availability through the vendor. Advance notice five (5) business days prior to your event is required to accommodate special dietary requirements. Last minute request are subject to additional charges. For those guests with inhalation or contact allergies we cannot guarantee the event will be 100% allergen free. Be advised that additional charges maybe applied to accommodate certain special diets.

## Food and Beverage Constraints

### Food and Beverage Constraints:

**Due to liability insurance, all food and beverage items served must be proved by the hotel.** Clients must sign a food waiver if an exception is made.

**No outside food is permitted** in any banquet hall. Should outside food be brought in without approval **a \$1000 fee will be added to the final event order** once the event has concluded.

**The removal of any and all food and beverage from the hotel is prohibited.** In the case that outside containers are brought in to remove food a 10% fee of the final cost of food will be added to the final event order.

With a minimum consumption of less than \$400 net per bar, the charge per bartender will be \$50 per hour (minimum 4 hours) and \$60 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.

## Method of Payment

**Payments can be made via cash, credit card, EFT or certified cheque. If direct billing is required, a credit application must be filled out, and this must be approved by our finance department. Credit applications will need to be received a minimum of 1 month prior to the event for processing. All down payments and deposits will be applied to your final bill and these payments are non-refundable.**

- \$10 per estimated guest upon booking or full room rental charge is required to confirm booking
- 25% payment of estimated costs due 6 months prior to the event
- 50% of estimated costs due 3 months prior to the event
- 100% of estimated total is due 14 days prior to the event
- All remaining charges or credits will be invoiced 1 day after the event. Payment is due no longer than 3 days after the event date.
- A credit card number on file is required for all bookings.

## Cancellation and Attrition

The Superior Inn Hotel & Conference Centre has reserved facilities and services as outlined in the contract. In the event the client cancels their entire program between the confirmation of letter of agreement and your function dates, a loss of revenue charge will be billed to the client as per the schedule in your signed contract. (Please see initial payments section)

The Superior Inn Hotel & Conference 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 20%, the client / organization will be responsible for full food and beverage costs.

The performance of this agreement is contingent upon the ability of the management of The Superior Inn Hotel & Conference Centre to complete the same and is subject to acts of God, labor disputes or strikes, accidents, government restrictions, transportation of goods, beverage or suppliers and other causes whether enumerated herein or not beyond the control of the management of the Superior Inn Hotel & Conference Centre which may prevent or interfere with performance. In no circumstances shall The Superior Inn Hotel & Conference 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 and the function space for the event booked is only for times indicated on the contract and banquet event order. Set up and tear down times are not included and should be specified at time of booking. Should your final guarantee decrease or increase, we reserve the right to change rooms with notification to the organizer in writing. If changes are requested less than 48 business hours prior to your function, an additional labour charge of a minimum of \$300 will apply. 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 convener. Outside vendors are responsible for all trash removal associated with their areas / events. If trash removal is not complete, the client will be charged a cleaning fee of \$300. The Superior Inn Hotel & Conference Center will not be responsible for any missing or damaged belongings. Smoking is not permitted anywhere in the hotel and will result in a \$250 fee. A room rental charge is applied to all rooms used for meetings, exhibits and other purposes.

## A/V and Conference Materials

The Superior Inn Hotel & Conference Centre offers your basic audio and visual needs, such as projectors, microphone, and staging. For advanced audio visual equipment, our Sales team will be happy to provide contact information of our Audio Visual partners. Standard 110V power supply is available in all our banquet rooms. We recommend you check prior to installing any electrical equipment such as photocopier, computers, etc. to ensure adequate power is available.

A tariff is charged by law for events that include musical entertainment, live or recorded, and is paid to the Society of Composers, Authors, Music Publishers of Canada. (SOCAN) Re:Sound Music Licencing Company for your right to use music that is copywrite. These fees will be charged to your event order and paid on your behalf by the hotel.

The hotel will store conference materials with prior notification at no additional charge if received within 3 business days of your function. Boxes must be sent to the hotel and labeled with the name of the conference, name of the person in charge, and the date of function. We are not responsible for any items left at the hotel after the function. Items shipped prior to 3 business days will be refused and items left behind without completed, pre-paid shipping labels and instructions will be charged a storage fee to the facilitator of the event.

## Security

The hotel does not provide security in the meeting and function spaces. All personal property left in the meeting or functions space is at the sole risk of the owner. You agree to advise your attendees and guests that they are responsible for the safekeeping of their property. You are responsible for any damage to the hotel or hotel property caused by your attendees, vendors, contractors, or agents. The hotel reserves the right to refuse service to any persons or prohibit any activity that in the sole judgement of the hotel maybe harmful or cause an unreasonable disruption to the property, its guests, or its employees.

EVENT DATE:

NAME OF FUNCTION:

*I have read and agreed to the above terms and conditions*

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_