

BANQUET MENU



THE SUPERIOR INN

HOTEL & CONFERENCE CENTRE

Gichigami

2025

Thunder Bay, Ontario

| superiorinnhotel.com

| 1.807.577.8481

BANQUET MENU

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BREAKFAST BUFFETS

Served with coffee, decaffeinated coffee and tea.

SUPERIOR BREAKFAST BUFFET \$24

Chilled 100% apple and orange juice

Fresh baked Danish pastries, fruit filled strudel, muffins, croissants, Bannock, 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 \$18

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

Bagels – cream cheese, seasonal jam, honey butter

Fresh Fruit Platter – assorted seasonal fruit

BREAKFAST SANDWICHES \$21

Chilled 100% apple and orange juice

Served with hashbrowns, and fresh fruit platter

Choice of:

BLT – egg, bacon, tomato, lettuce, on English muffin

E&C – egg, tomato, lettuce, cheese, on English muffin

AVOCADO TOAST BAR \$22

Chilled 100% apple and orange juice

Served with fresh fruit platter

Bagels, toast, assorted cheese slices. Tomato, avocado, hard boiled eggs

BOXED KICK START \$16

Chilled 100% apple or orange juice

Laughing cow cheese, grapes, strawberries, hard boiled eggs, yogurt, crackers



ENHANCE YOUR BREAKFAST

Price per guest

Pancakes **\$5**

French Toast **\$5**

Fried Bologna **\$2**

Individual Oatmeal Packets - assorted flavors **\$3**



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, vegetable sticks, pita chips

HEALTHY

Cheese cubes, pepperoni sticks, crackers, grapes

CHIPS AND DIP

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

BREAD BAR

Croissants, Danish, cinnamon buns, loaf of the day

BREAKTIME TREATS *Price per guest*

Fresh Fruit Tray **\$8**

Cheese and Crackers **\$8**

Cheese and Grapes **\$9**

Vegetables and Dip **\$6**

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

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

Assorted Muffins and Danish **\$5**

Assorted Dainties and Pastries **\$32 (per dozen)**

HOT BEVERAGES

Coffee and Tea

\$4 per person

\$8 per person all day service

Hot Chocolate / Apple Cider

\$4 per person

COLD BEVERAGES

Based on consumption - \$3.50 per beverage

Pop – pepsi, diet pepsi, 7-up, gingerale, brisk iced tea

Juice – apple, orange, cranberry

Water – bottles 500mL

Sparkling water – bubly assorted flavors

White or chocolate milk

Diabetic juice jug - **\$15**

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.

3 Sandwiches | 2 Salads | 2 Desserts & Fruit Platter

Egg Salad (egg, Dijon, celery, mayo, lettuce, brioche bun)

Tuna Salad Wrap (tuna, mayo, celery, scallions, lettuce, whole wheat wrap)

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, whole wheat wrap)

Ultimate Vegan Sandwich (Grilled seasonal vegetables, hummus, arugula on a ciabatta bun)



BOXED LUNCH \$20

Based on 1 sandwich per person.

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

Egg Salad (egg, Dijon, celery, mayo, lettuce, brioche bun)

Tuna Salad Wrap (tuna, mayo, celery, scallions, lettuce, whole wheat wrap)

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, whole wheat wrap)

Ultimate Vegan Sandwich (Grilled seasonal vegetables, hummus, arugula on a ciabatta bun)

WARM SANDWICH BUFFET \$26

Served with coffee, decaffeinated coffee and tea.

2 Sandwiches | 2 Salads | 2 Desserts & Fruit Platter

Steak Sandwich – 5 oz striploin, roasted red peppers, grainy Dijon, horseradish aioli, arugula and balsamic reduction

Warm Caprese Chicken Sandwich – grilled chicken breast, mozzarella, basil pesto, tomato, arugula and balsamic reduction

The Spicy Italian – Prosciutto, turkey, genoa, provolone, Bomba, arugula, grainy Dijon, on an Italian panini

Curried Chickpea Wrap – curried chickpea, hummus, red onion, spinach, arugula, whole wheat wrap

HOT BUFFET LUNCHES

Served with coffee, decaffeinated coffee and tea.

Add soup to any lunch for \$5

All buffets come with 2 salads | 2 desserts | fruit platter

BUILD YOUR OWN FAJITA \$26

1 Protein | 2 Salads | 2 Desserts | 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

PASTA BAR \$26

2 Salads | 2 Desserts & Fruit Platter

Penne and meat balls, herb and garlic roast chicken

CLASSIC BUSINESS \$26

2 Salads | 2 Desserts & Fruit Platter

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

OPA! \$26

2 Salads | 2 Desserts & Fruit Platter

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

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

2 Salads | 2 Desserts & 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

2 Hot Items | 2 Salads | 2 Desserts & Fruit Platter

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

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

Carrot cake with cream cheese frosting, brownies, butter tart square, lemon square, profiteroles

HOUSE MADE COOKIES

Chocolate chip, double chocolate, oatmeal raisin

CHEESECAKE

Assorted toppings: strawberry, caramel, blueberry, chocolate

SLAB CAKE

Strawberry shortcake, tiramisu, lemon cream

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 | MP L G

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

SIRLOIN STEAK | MP L G

10 oz served with red wine demi-glace

ROASTED PRIME RIB | MP L G

8 oz served with au jus

BRAISED SHORT RIB | MP

12 oz braised in red wine and herbs

CHICKEN

TUSCANY | \$45 G

Stuffed with gouda, asparagus, and prosciutto with roasted chicken 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

DIJON CRUSTED PORK LOIN | \$43

Dijon crusted and served with herb jus

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

ZUCCHINI WRAPPED RISOTTO | \$43

Vegetable risotto stuffed zucchini served with a light red sauce

CHILDREN'S MENU

(Children 12 and under)

Served with choice salad and dessert

CHICKEN STRIPS AND FRIES \$20

BUTTER NOODLES \$20

KID'S BUFFET PRICING \$25

DINNER COMPLEMENTS

STARCH *(choice of one)*

Scalloped potato au gratin | Mashed potatoes | Roasted baby red potatoes | Wild rice pilaf | Spinach and tomato orzo

VEGETABLE *(choice of one)*

Maple roasted root vegetables | Grilled vegetable medley | Carrots with dill butter | Roasted asparagus & whole roasted baby carrots | Roasted Beets | 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

ROASTED BEET SALAD

Arugula, toasted almonds and a maple mustard 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)*

INDIVIDUAL APPLE OR BERRY CRUMBLE

Served warm

LEMON TIRIMISU

Light and refreshing

TRADITIONAL NEW YORK CHEESECAKE

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

CHOCOLATE VOLCANO CAKE

Warm dark chocolate cake filled with chocolate truffle

CREME BRULÉ

Original or Apple Whiskey. A traditional soft baked custard with a crisp candied crust

CARAMEL CUSTARD WITH BERRIES

Served warm and sprinkled with icing sugar





THE EMBASSY BUFFET

Minimum of 75 Guests - Signature bread basket, coffee, decaffeinated coffee and tea.

CHOICE OF CARVERY

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

PRIME RIB | \$66

COLD SELECTION

Caprese salad | Caesar salad | Spinach Salad | Grilled asparagus with lemon, and olive oil | Gourmet antipasto with grilled and marinated vegetables

STARCH *(Choice of Two)*

Scalloped au gratin | Mashed potatoes | Oven roasted potatoes | Penne pasta pomodoro | Wild Rice Pilaf
Tomato and Spinach Orzo

VEGETABLE *(Choice of One)*

Garlic and Herb Green Bean | Carrots with dill butter | Vegetable medley | Maple Roasted Root
Roasted Asparagus & Baby Carrots | Roasted Beets

HOT ENTRÉES *(Choice of Two)*

Meatballs | Vegetarian lasagna | Chicken parmesan | Dijon Crusted Pork loin | Sugar & spiced salmon
Chicken wellington | Perogies | Fried chicken

DESSERT

Cheesecake with blueberry and strawberry compote | Assorted Cakes | Assorted dainties | Variety of Mousses
Seasonal sliced fruits and berries

KENSINGTON BUFFET

Minimum of 75 Guests - Signature bread basket, coffee, decaffeinated coffee and tea.

\$48 PER GUEST

COLD SELECTION

Tossed green salad with assorted dressings
Classic Caesar salad | Broccoli salad
Pickle selection | Seasonal vegetables and dip

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

Seasonal sliced fruits and berries | Assorted Cakes
Assorted dainties | Variety of Mousses
Cheesecake with blueberry and strawberry compote

ADD A CARVERY

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

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 CRANBERRY

Breaded Brie and cranberry compote with herbs

SPRING ROLLS

Sweet chili Thai

BACON WRAPPED SCALLOPS

Maple, thyme and fresh lemon

TRADITIONAL FEAST

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

\$48 PER GUEST

Pickle Tray | Seasonal Vegetables and Dip

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



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 TARTS

With honey



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 | Rolled sandwiches

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 | Melon | Cured meat | Cheeses | Olives | Roasted peppers

Pickled eggplant bread sticks | Dried fruits | Dips | Melon | Grapes

Fried radicchio | Assorted breads and crackers

PLATE \$12 per guest (individually served)

BOARD \$120 (serves 12)

BUFFET \$22 per guest

LATE NIGHT SNACKS

FRYER BAR \$12 per guest

Boneless chicken bites | Mozzarella sticks | Mini corn dogs | Deep fried

Pickles | Cauliflower Bites

SHEET PIZZAS \$12 per guest

Pepperoni | Cheese | Veggie | Hawaiian

POUTINE BAR \$12 per guest

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

GRILLED CHEESE BAR \$12 per guest

Cheddar | Bacon and cheddar | Tomato, basil, and mozzarella | Brie and

pear | Pickle spears | Ketchup and mustard



GRAZING PLATTERS

PARTY SANDWICHES \$85

(serves 15 people)

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

Tuna Salad, Salmon and Cream Cheese, Roast Beef, Turkey and Swiss, Egg Salad, Cucumber and Cream cheese

RUSTIC SANDWICH PLATTER \$85

(serves 15 people)

Roast beef with swiss cheese, roasted turkey and havarti, calabrese with provolone

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 – \$300

CRUDITES

Seasonal raw vegetables, mixed olives, hummus, ranch dip

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

FRUIT PLATTER

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

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

CHIPS AND DIP

Corn chips, guacamole, salsa, Mexican street corn salad, bell peppers

Small – \$30 | Medium – \$50 | Large – \$75

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

HOST BAR

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

BEER BY THE BOTTLE	\$7
Cracked Canoe, Moosehead, Budweiser, Coors Light	
PREMIUM BEER BY THE BOTTLE	\$8
Heineken, Stella, Corona	
SLEEPING GIANT	\$8
Northern Lager, Mr Canoe Head	
HOUSE WINE BY THE GLASS	\$8
LIQUOR (10Z)	\$7
Gordons, Captain Morgan, Smirnoff, Crown Royal, Ballantine's	
LIQUEURS(10Z)	\$8
Sambuca, Baileys, Tequila Rose, Amaretto, St. Remy Brandy	
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

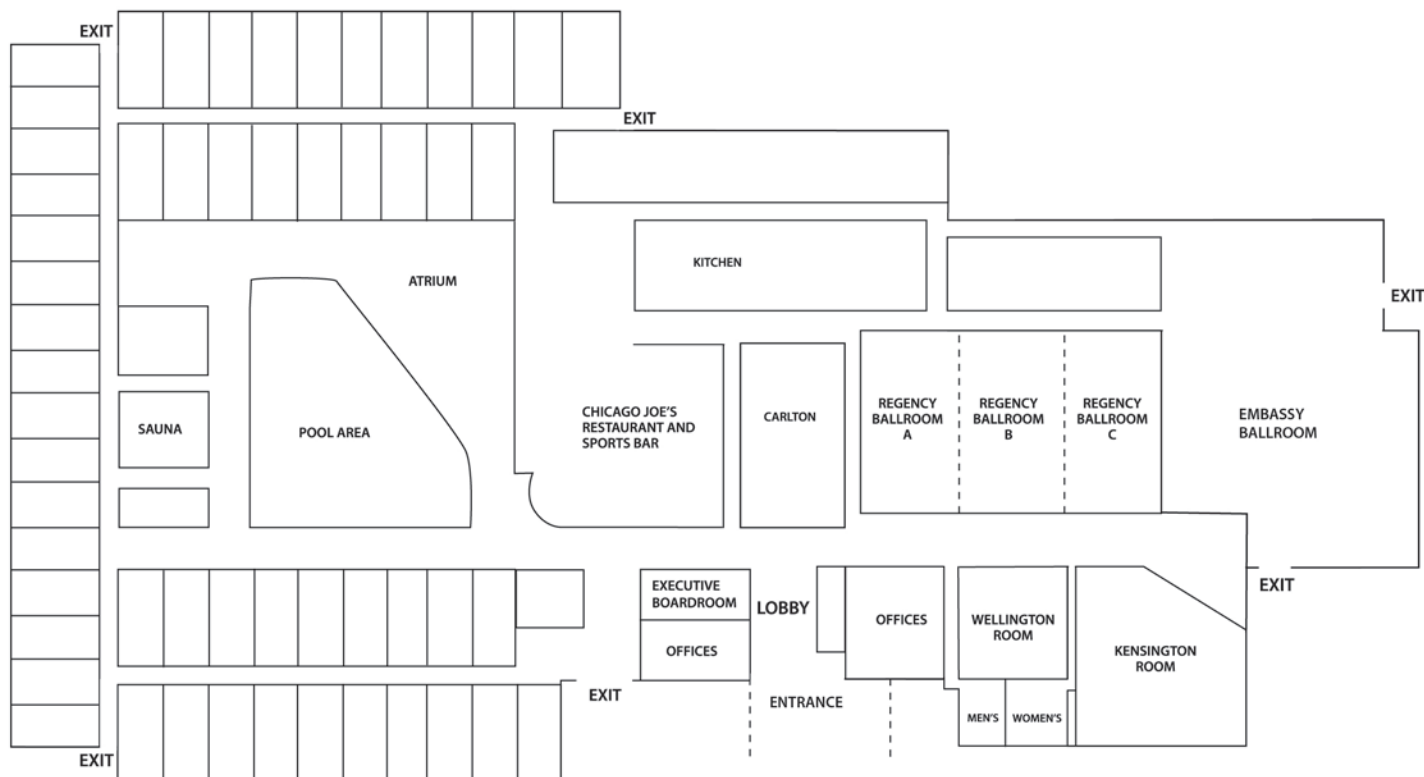
Projector and screen	\$200
Audio package <i>Podium, microphone and speakers</i>	\$150
Wireless microphones	\$95
Flip chart with markers	\$20

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

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

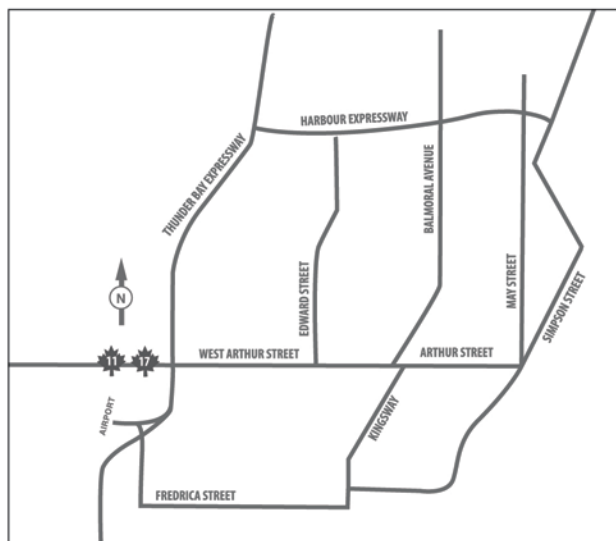


THE SUPERIOR INN

HOTEL & CONFERENCE CENTRE

Gichigami

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www.superiorinnhotel.com



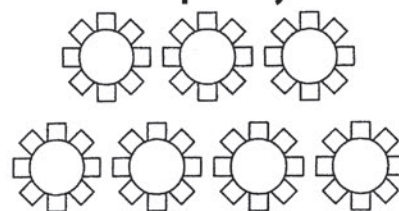
ROOM RENTALS

Ballrooms and Conference Rooms	Daily Rate (7:00 am - 5:00 pm)
GROUND FLOOR	
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
SECOND FLOOR	
Selkirk Room	\$250
Port Arthur Room	\$250
Ontario Room	\$400

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

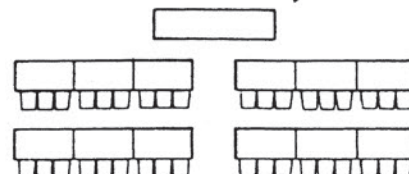
Banquet Style



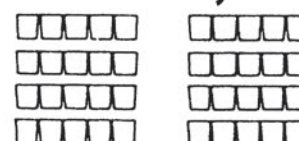
Boardroom



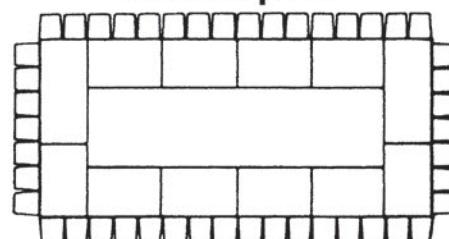
Classroom Style



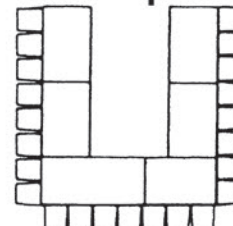
Theatre Style



Hollow Square



U-Shaped



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: _____