

# Comfort Inn & Suites

## Conference Centre

3020 Blanshard St. Victoria BC V8T 5C7 ♦ 250-382-4400  
1-866-754-4040 ♦ meetings@comfortvictoria.ca

### *Meeting Rooms:*

- **Blanshard Ballroom** – is our biggest conference room with 3025 square footage, and it could be divided into 3 separate meeting rooms namely: Douglas, Blanshard, & Quadra room. This space is ideal for both small to large meetings, trade shows and other corporate meetings.
- **Topaz room** – The surrounding windows in this room offer natural lighting which give a warm atmosphere. The pillar accents the room's versatility in accommodating elegant receptions and corporate meetings.
- **Spruce room** – Located on the 2<sup>nd</sup> floor in the Executive tower, this boardroom has big windows to provide natural light in the room.
- **Birch room** – This triangular in shape room is the smallest room with 288 square feet. It is located on the 3<sup>rd</sup> floor of the main building and ideal for small meetings.



Our team of professionals offer catering services for corporate events, weddings, and other social and special events. Our success is a direct result of consistently delivering responsive, quality catering services to our clients.

Each menu had been designed by our chef to combine flavours and colours to please the eye and satisfy the most delicate palate. We have designed our menus to enable us to tailor to your individual needs. We are so flexible that, if you have any special requirements or wish to add more to your meal, we will be happy to work with you to design your ideal menu.

No matter what size of conference or event you're planning, we have a variety of fully equipped meeting rooms for groups from 10 to 250 people. Most of our meeting spaces are naturally lit, and all are equipped for audio & video conferencing with wired and wireless Internet. Our hotel has free parking and has been recognized for its central location and exceptional service.

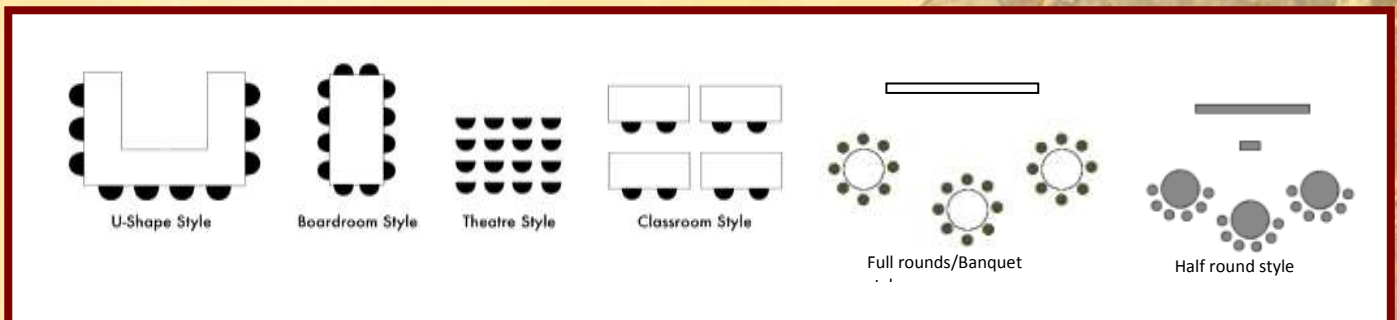


*For more information please contact:*

*Kelsea Julseth-White @ 250-940-1272 or Greg Shew @ 250-940-1271*

## Meeting Rooms

Set Up Style	Blanshard Ballroom	Douglas Room	Blanshard Room	Quadra Room	Topaz Room	Spruce Room 2 <sup>nd</sup> Floor	Birch Room 3 <sup>rd</sup> Floor
Room Rental	\$750	\$250	\$250	\$250	\$450	\$125	\$95
Theatre	250 people	70 people	70 people	70 people	175 people	---	20 people
Classroom or Half Round	120 people	35 people	35 people	35 people	55 people	---	---
Boardroom	---	30 people	30 people	30 people	30 people	14 people	12 people
U-Shape or Hollow Square	---	30 people	30 people	30 people	30 people	---	---
Round Table or Banquet	150 people	40 people	40 people	40 people	80 people	---	---
Reception	300 people	60 people	60 people	60 people	200 people	---	---
Dimensions	42' x 72'	42' x 23'	38' x 25'	42' x 23'	49' x 49'	30' x 12'	24' x 12'
Square Footage	3025	965	950	965	2400	440	288
Ceiling	8' 4"	8' 4"	8' 4"	8' 4"	8' 4"	8' 4"	8' 4"
Doors	7'	7'	7'	7'	7'	7'	7'



*For more information please contact:*

*Kelsea Julseth-White @ 250-940-1272 or Greg Shew @ 250-940-1271*

## Coffee & Nutritional Breaks

### Beverages

Freshly Brewed Coffee – 12C thermos ~ \$25

Freshly Brewed Decaf – 10C thermos ~ \$21

Orange Pekoe Tea – 10C thermos ~ \$21

Herbal & Specialty Bags {each} ~ \$2.75

Fruit Juice, per can ~ \$2.95

Pop, per can ~ \$2.95

Bottled Water ~ \$2.95

### Snacks

Assorted Flavoured Yogurts ~ \$3

Tortilla Chips & Salsa - serves 10 ~ \$17.50

## From the Bake Shoppe

Assorted Muffins {each} ~ \$2.75

Danish Pastries {each} ~ \$2.75

Supreme Cinnamon Rolls {each} ~ \$3.10

Croissant {each} ~ \$2.75

Sweets & Squares {dozen} ~ \$22.95

◆ Carrot Cake, Nanaimo Bars & Brownies

Assorted Cookies {dozen} ~ \$20.95

Banana or Zucchini Loaf {15 slices} ~ \$19.50

Lemon Pound Cake ~ \$19.95



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## **Breakfast Buffets**

*Minimum 20 people*

### **Victoria Breakfast Buffet**

**\$18.95**

*Assorted Fruit Juices  
Muffins, Danishes,  
Croissants  
Served with Butter and  
Jams  
Scrambled Eggs, Sausages,  
Bacon, Home-Fried  
Potatoes  
Fresh Fruit  
Coffee & Tea*

### **Traditional Breakfast Buffet**

**\$16.95**

*Assorted Fruit Juices  
Scrambled Eggs, Sausages,  
Bacon, Toast,  
and Home-Fried Potatoes  
Freshly Brewed Coffee & Tea*

### **Healthy Breakfast Buffet**

**\$17.95**

*Assorted Fruit Juices  
Scrambled Eggs with Sautéed  
Tomatoes & Mushrooms  
Served with Whole Wheat Toast  
and Fresh Fruits, Oatmeal, &  
Assorted Yogurts  
Freshly Brewed Coffee & Tea*

### **Mini Continental Breakfast**

**Buffet**

**\$12.95**

*Assorted Fruit Juices,  
Muffins, Danishes, Croissants  
Served with Butter and Jams  
Freshly Brewed Coffee & Tea*

### **Additions**

Assorted Flavoured Yogurt ~ \$3.50

Fresh Fruit ~ 3.50

Toast ~ \$2.50

Pancakes ~ \$3.00

Ham/Bacon/Sausage ~ \$4.25

*15% Service Charge and 5% GST are Additional. All prices are per person and subject to change.*

## **Sandwich Buffets**

*Freshly Brewed Coffee and Tea*

*\*Upgrade with Sweets &  
Squares \$2.95*

### **Tortilla Wrap Buffet**

\$19.50

- ◆ *Choice of Soup, Green salad, Cucumber salad, Pasta Salad, or a Veggie Tray*
- ◆ *Grilled chicken Caesar wrap*
- ◆ *Grilled vegetable and brie wrap*
  - ◆ *Greek chicken wrap*
  - ◆ *Asian salmon wrap*
- ◆ *Roasted vegetable and fresh mozzarella wrap*

### **Build Your Own Sandwich/Salad Buffet**

\$19.50

*Assorted Deli Meats, Breads, Domestic Cheese, Egg Salad, Lettuce, tomatoes, Cucumbers, Onions, Pickles and Condiments, Fresh Fruits*

*Choice of Soup of the Day, Potato Salad, Green Salad or Veggie Tray, Freshly Brewed Coffee & Tea*

### **Gourmet Sandwich Buffet**

\$18.95

- ◆ *Roast Beef, cheddar cheese and caramelized onions with a horseradish mayo sauce*
- ◆ *Black forest ham, Swiss cheese & tomatoes with a mustard mayo sauce*
- ◆ *Montréal style corn beef with spicy honey Dijon mustard*
- ◆ *Smoked salmon mascarpone spread with fennel & fresh arugula*
- ◆ *Grilled chicken breast with a basil pesto mayo, topped with lettuce & tomato*
- ◆ *Smoked turkey with brie, pears, whole cranberry sauce topped with fresh lettuce*
- ◆ *Tuna salad with black olive tapenade on a spread of mayo topped with fresh lettuce*
- ◆ *Egg salad with light curry, green onions, and fresh lettuce*
- ◆ *Roasted vegetables in a cream cheese spread topped with fresh lettuce*

*Choice of Soup of the Day, Green Salad or Fresh Vegetable Tray with Spinach Dip, Choice of 5 Sandwiches*

#### **Additions {Per Person}**

- Soup of the Day ~ \$3.00
- Sweets & Squares ~ 2.95
- Fresh Fruit ~ \$3.95
- Green or Potato Salad ~ \$4.25
- Fresh Veggie Tray ~ \$4.25
- Cheese Tray ~ \$5.50

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## Soup & Salads

### Soups

- ◆ **Roast Squash** - with nutmeg and cinnamon in a cream broth
- ◆ **Cream of Roasted Tomato** – fresh roasted tomatoes with a cream broth
- ◆ **Roasted Corn Chowder** – corn of the cob that has been roasted and finished with a creamy chicken broth
- ◆ **Cream of Cauliflower** – chunks of cauliflower, celery, onion in a cream broth
- ◆ **Cream of Mushroom** – a variety of mushrooms and leeks in a cream broth
- ◆ **Minestrone** - chick pea beans, noodles, vegetables and crushed tomatoes in a chicken broth
- ◆ **Chicken Vegetable** – fresh cooked chicken with a variety of vegetables in a chicken broth
- ◆ **Beef Barley** – fresh stewed beef with barley oats and diced vegetables in a beef broth
- ◆ **Vegetable** – fresh vegetables in a vegetarian broth



### Salads

- ◆ **Caesar Salad** - with our own dressing topped with homemade croutons and parmesan cheese
- ◆ **Tomatoes and mozzarella cheese** drizzled with sun-dried tomato vinaigrette
- ◆ **Fresh mixed greens with blue cheese, toasted walnuts, and roasted beets**
- ◆ **Fresh arugula with pears and toasted walnuts and goat cheese**
- ◆ **Greek salad** - with feta cheese, red onion, tomatoes, and black olives in an herb style dressing



For more information please contact:

Kelsea Julseth-White @ 250-940-1272 or Greg Shew @ 250-940-1271

## Lunch Buffet

### **Topaz Buffet**

\$24.95

*Includes:*

*Multigrain Dinner Rolls  
Hot Seasonal Vegetables  
Assorted Sweets & Squares  
Freshly Brewed Coffee & Tea*

*Choice of 2 Salads:*

*Green Salad ♦ Pasta Salad ♦ Caesar  
Salad ♦ Potato  
Salad ♦ Cucumber Salad ♦ Coleslaw  
Salad*

*Choice of 1: Entrée:*

*Beef Stroganoff  
Chicken Cannelloni with Tomato Asiago  
Sauce  
German Meatballs  
Ginger Chicken Stir-Fry  
Lemon Herb Chicken  
Meat Lasagna  
Vegetarian Lasagna  
Portabella Chicken  
Roasted Chicken in Creamy Tomato Sauce  
Stuffed Pork Loin*

*Choice of 1 Carb/Starch:*

*Chef's Choice Pasta ♦ Rice Pilaf ♦ Roast  
Potatoes ♦ Steamed Noodles*

### **Cyprus Buffet**

\$22.95

*Includes:*

*Pita Bread, Hummus & Tzatziki  
Rice Pilaf  
Spanakopita  
Fresh Fruit Platter  
Freshly Brewed Coffee & Tea*

*Choice of 1 Salad and 1 Meat:*

*Greek Salad ♦ Green Salad  
Chicken Skewers ♦ Beef Skewers*

*Additional:*

*Chicken Skewers \$4.00  
Beef Skewers \$4.00  
Sweets & Squares \$2.95*



### **Additions:**

*Entrée ~ \$5.95*

*Starch ~ \$3.75*

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## **Build Your Own Burger**

\$21.95

*Includes:*

*Kaiser Buns, Tomatoes, Red Onion, Lettuce,  
Dill Pickles, and Condiments  
French Fries  
Cheddar, Swiss, and Monterey Cheese  
Sweets & Squares  
Freshly Brewed Coffee & Tea*

*Choice of:*

*Potato Salad ♦ Mixed Green Salad*

*Choice of:*

*Angus Beef ♦ Vegetarian Patties*

*Additional:*

*Chicken \$5.00*

## **Pizza Buffet**

\$22.95

*Includes:*

*Green Salad  
Assorted Sweets & Squares  
Freshly Brewed Coffee & Tea*

*Choice of 2 12" Freshly made  
Pizzas from  
Scratch:*

*3 Cheese Pizza – Blend of  
Mozzarella, Cheddar,  
and Parmesan Cheese  
Meat Lovers Pizza – Pepperoni,  
Ground Beef,  
and Chorizo Sausage  
Tuscan Style – Roasted Chicken,  
Artichoke, and  
Sun-Dried Tomatoes  
Greek Pizza – Feta Cheese, Vine  
Ripe Tomatoes,  
Red & Green Peppers with  
Roasted Garlic*

*Additional:*

*Fresh Fruit \$3.95  
Soup of the Day \$3.00  
Pizza \$5.95*



*For more information please contact:*

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## **Pasta Buffet**

\$20.95

*Includes:*

*Focaccia Bread*

*Penne Pasta*

*Linguini Pasta*

*Alfredo Sauce*

*Tomato Basil Sauce*

*Assorted Sweets & Squares*

*Freshly Brewed Coffee & Tea*

*Choice of 1 Protein:*

*Chicken ♦ Meatballs ♦ Prawns*

*Choice of 1 Salad:*

*Caesar Salad ♦ Green Salad*

*Additional:*

*Substitute Pasta with:*

*Tortellini or Cannelloni \$3.00*

*Meatballs or Prawns \$3.50*

*Chicken \$4.25*

*Fresh Fruit \$3.95*

*Soup of the Day \$3.00*

*For more information please contact:*

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## Casual Fare

*Please select one item, and a vegetarian item if necessary for your group*

### **Blue Beef Burger ... \$17.95**

*Beef Burger Presented on a Sesame Kaiser with Blue Cheese, Sautéed Onion, Dijon, Roasted Garlic, Mayo, Lettuce, and Tomato; served with Fries or Salad*

### **Fish & Chips ... \$22.95**

*Two Pieces of Icelandic Cod in a Pale Ales Beer Batter served with Fries & Coleslaw*

### **Black & Blue Salad ... \$17.95**

*6 oz. Sterling Silver Steak on top of Spring Greens with Candied Walnuts, Julienne Vegetables, and Blue Cheese; Tossed in Raspberry Vinaigrette*

### **Chicken, Beef, or Prawn Szechwan Stir-Fry ... \$17.95**

*Sautéed Spring Vegetables Tossed in a Light Szechwan Paste  
Presented on a Bed of Rice or Steamed Oriental Noodles*

### **Strip Loin Steak Sandwich ... \$19.95**

*Presented with Garlic Toast and Sautéed Mushrooms & Onions  
With Fries or Salad*

### **Philly Cheese Steak ... \$16.95**

*Roast Beef or Grilled Chicken in a Hoagie Bun Stuffed with Onions, Jalapenos, Mushrooms, Cajun Mayo, Topped with a layer of Cheese & Au Jus  
With Fries or Salad*

### **Cajun Chicken Fettuccini ... \$17.95**

*Sautéed Onion, Garlic, Mushrooms, Smoked Bacon with Chicken  
Served on Fettuccini in a White Wine Cream Sauce*

*For more information please contact:*

*Kelsea Julseth-White @ 250-940-1272 or Greg Shew @ 250-940-1271*





## LUNCH PLATE SERVICE

*Maximum 60 guests for plate service lunch.*

*All include Soup of the Day or Mixed Greens with Sundried Tomato*

### **Alaskan Halibut with Asiago Herb Crust ... \$26.95**

Served in a Sweet Lime Sauce with Rice and Vegetables

### **Rib Eye Steak with a Portobello Gorgonzola Demi-Glace ... \$28.95**

Served with Vegetables and Roast Potatoes or Garlic Mashed Potatoes

### **Roast Chicken Stuffed with Gouda ... \$24.95**

Served in a red pepper dill sauce with rice and seasonal vegetables

### **6 oz. New York Steak topped with Caramelized Onions ... \$24.95**

Served with Seasonal Vegetables, Roast Potatoes or Garlic Mashed Potatoes

### **Grilled Bourbon Salmon ... \$23.95**

Served with Rice and Hot Seasonal Vegetables

### **Pork Tenderloin Marsala ... \$23.95**

Served with Garlic Mashed Potatoes

### **Chicken Parmesan ... \$22.95**

Chicken in Asiago Herb Crust with Tomato Sauce and Baked Mozzarella Cheese Served with Rice and Vegetables

### **Tortellini ... \$20.95**

Tortellini with Chicken, Smoked Bacon, and Mushrooms in Garlic Cream Sauce

#### **Additions**

**Soup & Salad ~ \$3.00**

**Desserts ~ \$4.00**

- ◆ New York Cheesecake with Strawberries
- ◆ Chocolate Mousse
- ◆ Fresh Fruit Flan

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## BASIC DINNER BUFFET

\$36.95

*Minimum 30 People*

### *Includes:*

*Dinner Rolls  
Fresh Fruit & Cheese Tray  
Hot Seasonal Vegetables  
Sweets & Squares  
Freshly Brewed Coffee & Tea*



### *Choice of 2 Salads:*

*Green Salad ♦ Pasta Salad ♦ Greek Salad ♦ Potato Salad ♦  
Tomato &  
Bocconcini ♦ Coleslaw ♦ Spinach Salad ♦ Tomato Onion Salad ♦  
Caesar Salad ♦ Cucumber Salad*

### *Choice of 2 Starches:*

*Golden roast Potatoes ♦ Rice Pilaf ♦ Penne Pasta in Marinara  
Sauce ♦ Linguini in a Creamy Oyster Mushroom Tarragon Sauce  
♦ Scalloped Potatoes*

### *Choice of 1 Entrée:*

*Roast Beef with Au Jus ♦ Honey glazed Ham ♦ Roast Turkey with  
stuffing ♦ Lemon Herb Chicken ♦ Stuffed Pork Loin ♦ Bourbon  
Salmon ♦ Cheese Tortellini in a Cream Pesto or Garlic Tomato  
Sauce ♦ Roast Chicken Tarragon Gorgonzola ♦ Cajun Snapper*

### **Additions:**

*Entrée ~ \$5.50*

*Starch ~ \$3.75*

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## MAIN DINNER BUFFET

\$39.95

*Minimum 50 People*

### *Includes:*

*Dinner Rolls ♦ Fresh Fruit & Cheese Tray ♦ Hot Seasonal Vegetables ♦ Sweets & Squares ♦ Freshly Brewed Coffee & Tea*

### *Choice of 2 Salads:*

*Green Salad ♦ Pasta Salad ♦ Greek Salad ♦ Potato Salad ♦ Tomato & Bocconcini ♦ Coleslaw ♦ Spinach Salad ♦ Tomato Onion Salad ♦ Caesar Salad ♦ Cucumber Salad ♦ Veggie Tray*

### *Choice of 1 Starches:*

*Golden roast Potatoes ♦ Rice Pilaf ♦ Scalloped Potatoes*

### *Choice of 1 Vegetarian Dish:*

*Penne in Creamy Tomato Sauce ♦ Linguini in Tomato Primavera Sauce ♦ Fettuccini in Alfredo Sauce*

### *Choice of 1 Carved Meat:*

*Roast Beef with Au Jus ♦ Honey glazed Ham ♦ Roast Turkey with stuffing ♦ Stuffed Pork Loin*

### *Choice of 1 Entrée:*

*Lemon Herb Chicken ♦ Bourbon Salmon ♦ Lemon Herb Chicken ♦ Cheese Tortellini in a Creamy Pesto or Garlic Tomato Sauce ♦ Roast Chicken Tarragon Gorgonzola ♦ Cajun Snapper with a Roasted Pepper Sauce ♦ Beef Pappardelle ♦ Moroccan Chicken*

### *Choice of 1 Dessert:*

*Traditional Trifle ♦ Warm Apple Crumble with Whipping Cream*

### **Additions**

Meat ~ \$5.95

Entrée ~ \$5.50

Starch ~ \$3.75

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# GALA DINNER BUFFET

\$44.95

*Minimum 50 People*

## *Includes:*

*Dinner Rolls ♦ Antipasto Platter ♦ Fresh Fruit & Cheese Tray ♦ Hot Seasonal Vegetables ♦  
Sweets & Squares ♦ Freshly Brewed Coffee & Tea*

## *Choice of 2 Salads:*

*Green Salad ♦ Pasta Salad ♦ Greek Salad ♦ Potato Salad ♦ Tomato & Bocconcini ♦  
Coleslaw ♦ Spinach Salad ♦ Tomato Onion Salad ♦ Caesar Salad ♦ Cucumber Salad ♦  
Veggie Tray*

## *Choice of 2 Starches:*

*Golden roast Potatoes ♦ Rice Pilaf ♦ Scalloped Potatoes ♦ Garlic Mashed Potatoes*

## *Choice of 1 Vegetarian Dish:*

*Penne in Creamy Tomato Sauce ♦ Linguini in Tomato Primavera Sauce ♦  
Fettuccini in Alfredo Sauce*

## *Choice of 1 Carved Meat:*

*Roast Beef with Au Jus ♦ Honey glazed Ham ♦ Roast Turkey with stuffing ♦  
Stuffed Pork Loin*

## *Choice of 1 Entrée:*

*Lemon Herb Chicken ♦ Bourbon Salmon ♦ Lemon Herb Chicken ♦ Cheese Tortellini in a  
Creamy Pesto or Garlic Tomato Sauce ♦ Roast Chicken Tarragon Gorgonzola ♦  
Cajun Snapper with a Roasted Pepper Sauce ♦ Beef Pappardelle ♦ Moroccan Chicken*

## *Choice of 1 Dessert:*

*Traditional Trifle ♦ Warm Apple Crumble with Whipping Cream*

## **Additions**

*Carved Meat ~ \$5.95*

*Entrée ~ \$5.50*

*Starch ~ \$3.75*

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## RECEPTION

*Full tray selection serves approximately 25 people*

### Platters

### Half

### Full

◆ Assorted Tea Sandwiches – per dozen	\$40.00	\$70.00
◆ Fresh Fruit Tray	\$85.00	\$150.00
◆ Assortment of Imported & Domestic Cheese & Cracker Tray	\$100.00	\$160.00
◆ Assorted Meat & Cheese Tray	\$100.00	\$160.00
◆ Veggie Tray with Spinach Artichoke Dip	\$45.00	\$75.00
◆ Pita Platter	\$45.00	\$75.00
◆ Antipasto Platter with grilled vegetables, Olives. and artichoke hearts	\$120.00	\$180.00

### Canapés

\$28.50

*Price per dozen, minimum 2 dozen per selection*

- Deville Eggs ◆ Shrimp Cucumber Rounds ◆
- Cherry Tomatoes with Cream Cheese & Dill
- Artichoke Stuffed with Salmon Mousse ◆
- Smoked Salmon & Cream Cheese ◆ Bocconcini
- Tomato Tower

### Sushi

*Price per dozen, minimum 2 dozen per selection*

- California Roll ... \$21.95
- Dynamite Roll ... \$23.95
- BBQ Salmon Skin Roll ... \$23.95
- Tekka Maki (Tuna) ... \$23.95
- Tuna or Salmon Roll ... \$23.95
- Kappa Maki (Cucumber)... \$23.95



*For more information please contact:*

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## Hot Hors D'oeuvres

Price per dozen, minimum 2 dozen per selection

### House Selection:

\$23.50

Marinated Meatballs  
Chicken Vegetable Dumplings  
Sausage Rolls  
Miniature Quiche  
Cajun Popcorn Shrimp  
Pork Pot Stickers



### Chef's Selection:

\$25.00

Goat Cheese & Roasted Vegetables in Puff Pastry  
Stuffed Mushroom Caps  
Breaded Prawns  
Mini Spring Rolls:  
Chicken ♦ Vegetable  
Marinated Chicken Wings:  
Szechwan ♦ BBQ ♦ Honey Garlic



### Premium Selection:

\$32.95

Thai Peanut Chicken Skewers  
Sweet Chilli Lime Prawns  
Marinate Beef Skewers  
Scallops wrapped in Bacon



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## FROM THE BAR

*Service Charge for Host Bars Additional  
\$60 Bartender's Fee waived based on a minimum \$250 Bar Revenue*

### Spirits

*Local Beer ~ \$5.25  
Imported Beer ~ \$6.25  
Cider ~ \$5.50  
Mike's Hard Lemonade ~ \$6.50  
Smirnoff Ice ~ \$6.50  
House Spirits ~ \$5.25  
Premium Spirits ~ \$6.00  
Bar Tequila ~ \$6.00  
Jose Quervo Gold ~ \$6.75  
Liqueurs ~ \$5.75  
Premium Liqueurs ~ \$8.00*

### Punch

*Fruit Punch, 60 glasses \$65.00  
Add:  
La Scala Spumante \$20.00  
Add 40 oz. of:  
Rum & Gin or Vodka \$80.00*

### House Wine

*Peller Estates Pinot Grigio BC 750ml. ~ \$25.00  
Peller Estates Chardonnay BC 750ml. ~ \$25.00  
Peller Estates Cabernet Merlot BC 750ml. ~ \$25.00  
Peller Estates Cabernet Sauvignon BC 750 ml. ~ \$25.00*

### Sparkling Wine

*Baby Canadian 750ml. ~ \$24.00  
La Scala Spumante BC 750ml. ~ \$25.00*

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# Comfort Inn & Suites

## Conference Centre

### Terms & Conditions

*The convener agrees to reimburse the Comfort Hotel & Conference Centre for all damages done to any part of the hotel premise or equipment, which is caused by any person attending the function.*

*Use of the hotel name or logo in advertising is prohibited without prior approval of the hotel.*

*A late cancellation fee equal to the room rental will be charged if at least 2 weeks written notice of cancellation is not given.*

*Last minute setting changes are subject to a \$40.00 labour charge. All meeting rooms are 100% non-smoking in compliance with CRD by-laws. These laws will be strictly enforced. Smoking is permitted only in designated smoking areas.*

*Contracts must be signed and returned to the Conference & Banquet Department within two weeks of booking date, or by the date specified on the contract.*

*Only food and beverages provided by the Comfort Hotel & Conference Centre may be consumed on the premises. Food left over from functions including buffet service must be returned to the kitchen, as we feature more food than is necessary in order to present a plentiful selection and to ensure ample portions.*

*The guaranteed number of guests attending a function must be given to the catering office 3 business days in advance. The Comfort Hotel & Conference Centre will provide for 5% over the guaranteed number. If no guarantee is received at the appropriate time, the planned guests will be used as the guarantee.*

*A 15% service charge applies to all food and beverage. All current taxes (5% GST) apply to food, beverage, rentals, and miscellaneous charges. Functions held on a Statutory Holiday are subject to a labour surcharge. A bartender charge of \$60.00 per bar applies if consumption is less than \$250.00.*

*For more information please contact:*

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## Conference Centre

### Terms & Conditions

*If direct billing is required a credit application must be submitted a minimum of 10 days in advance to our credit department. Upon approval, payment is required 30 days from billing date. Interest of 2% per month will accrue on overdue accounts. Otherwise, we require a credit card to guarantee and payment upon completion at the front desk. For parties and weddings we require a \$100.00 deposit and payment is due in advance by cash, certified cheque, credit card or debit card.*

*Decorating is left to the discretion of our clients. Pins are not permitted in the walls and confetti is not permitted in the banquet rooms. There will be a \$150.00 clean up charge for confetti, holes in the wall, and excessive littering resulting in reparation charges.*

*The hotel reserves the right to move groups to a comparable meeting room.*

*The hotel will not be responsible for personal property or equipment brought into our facilities.*

*For further information, please do not hesitate to contact our Conference & Banquet Department.*



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