

Thank you for choosing the Travelodge to host your special function. Please be assured we will endeavor to perform the services requested to your complete satisfaction. May we take this opportunity to advise you of the Hotel's catering policies. Should you have any questions concerning these policies, please contact our Catering Manager who will be glad to assist you.

1. Manitoba Liquor Control Commission laws govern all events; these rules and regulations must be observed at all times. Occasional permits must accompany all liquor brought into our banquet facilities. Should the client elect to obtain an "occasional permit" the permit holder is legally responsible for any and all guests. The permit holder must ensure their safety and can be liable in case of any accidents or injuries.
2. All food and non-alcoholic beverages served in our banquet facilities must be provided by our Catering Department (unless other arrangements have been made with the Catering Manager).
3. As we prepare more food than is required for presentation purposes, excess food may not be removed from our facilities.
4. Food & Beverage prices are guaranteed for 90 days and are subject to change thereafter.
5. Food & Beverage prices are subject to provincial and federal taxes and gratuity charges.
6. Meeting room rentals are subject to federal taxes and gratuity charges.
7. A deposit is required upon booking of the function. This deposit confirms the booking and is non-refundable.
8. Payment in full by credit card or certified cheque is due three days prior to the event, unless other arrangements have been made prior with the Catering Manager.
9. Menu selections must be received three weeks prior to the function, where food service is required.
10. The guaranteed number of guests attending the function must be confirmed by 12:00 noon, seven days prior to the function. Charges will be applied to the guaranteed number of guests or the numbers served; whichever is greater.
11. Any major changes to the original room setup as requested and stated on the contract will be applicable to additional labour charges. Room setup changes of any sort will also be subject to additional labour charges.
12. The Hotel will prepare and set for 5% above the guaranteed number. Should the Hotel not receive a guarantee, then the original number expected will be charged.
13. Should you have to delay the time of your food service, we will make every effort to maintain our high standards of quality and preparation. However, last minute delays may affect the quality of your meal.
14. All live and recorded entertainment is subject to SOCAN (Society of Composers, Authors and Music Publishers of Canada) fees.