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EDMONTON DOWNTOWN



# Wedding Menu



# The Classic Wedding Package

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VILLA BISTRO

*(Based on a minimum of 60 guests)*

**\$65.95 PP**

**BEFORE YOU SAY “I DO”**

- Enjoy an overnight stay for the bride & the groom in the hotel’s Spa Suite room, including breakfast for two (2) persons.
- Manage your group room blocks with your customized webpage & wedding link.
- Dedicated Wedding Coordinator
- A detailed wedding agenda and event order prior to your special day
- Personalized floor plan

**SETTING THE SCENE**

- Table numbers with stands
- Complimentary podium and microphone
- Complimentary Room Rental
- Setup of tables, chairs, and dance floor
- Complimentary use of our choice of color cotton table cloths and napkins
- Guest book table, gift table, cake table and a signing table and chair
- Complimentary risers/staging that can be used to highlight the head table

**ON YOUR SPECIAL DAY**

- One (1) round of our signature non-alcoholic beverage
- One (1) sparkling wine per guest during couples toast
- Candy Station for a minimum of 100 guests
- Complimentary cake cutting & service
- Fully staged and decorated buffet line
- The Exclusive Dinner Buffet



# The Fantasy Wedding Package

*(Based on a minimum of 60 guests)*

**\$79.95 PP**

**BEFORE YOU SAY “I DO”**

- Enjoy an overnight stay for the bride & the groom in the hotel’s Spa Suite room, including breakfast for two (2) persons.
- Manage your group room blocks with your customized webpage & wedding link.
- Dedicated Wedding Coordinator
- A detailed wedding agenda and event order prior to your special day
- Personalized floor plan

**SETTING THE SCENE**

- Table numbers with stands
- Complimentary podium and microphone
- Complimentary Room Rental
- Setup of tables, chairs, and dance floor
- Complimentary use of our choice of color cotton table cloths and napkins
- Guest book table, gift table, cake table and a signing table and chair
- Complimentary risers/staging that can used to highlight the head table

**ON YOUR SPECIAL DAY**

- Unlimited Round of our signature non-alcoholic beverage
- One (1) sparkling wine per guest during couples toast
- Candy Station for a minimum of 100 guests
- Fully staged and decorated buffet line
- The Exclusive Dinner Buffet
- Chef Selection of Late night snacks



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# The Lavish Dinner Buffet

*(Minimum 30 person / fewer than 30 guests add a \$3.00 surcharge per person)*

Freshly Baked Dinner Rolls & Butter  
Fresh Garden Green Salad  
Pasta Salad or Greek Salad  
Potato Salad or Caesar Salad  
Domestic & Imported Cheese Tray with Crackers  
Assorted Pickle & Olive Tray

*Selection of Entrées:*

Slow Roasted AAA Beef  
Glazed Honey Ham with Mustard Sauce  
Baked Salmon Served in Creamy Dill Sauce  
Roasted Chicken Breast with Garlic Mushroom Sauce  
Meatballs in Wild Mushroom Gravy or Homemade Tomato and Basil Sauce  
Braised Beef Short Rib

*Vegetarian Main Course Option Available*

**SIDES:**

Garlic Mashed Potatoes  
Medley of Fresh Steamed Vegetables  
Oven Roasted Crispy Brussels Sprout  
Potato & Cheddar Cheese Perogies with Sautéed Onions  
Cabbage Rolls in Zesty Tomato Broth  
Herb Roasted Potatoes  
White & Wild Rice Pilaf

Selection of Cakes, Tortes, Squares & Pastries  
Fresh Seasonal Fruit with Honey Yogurt Dip  
Regular Coffee/Assorted Herbal Tea

**PRICE**

<b>Deluxe Dinner Buffet</b> 1 Hot Item & Choice of Three Sides	\$47.95 pp
<b>Premium Dinner Buffet</b> 2 Hot Item & Choice of Three Sides	\$52.95 pp
<b>Platinum Dinner Buffet</b> 3 Hot Item & Choice of Three Sides	\$57.95 pp



# The Exclusive Dinner Buffet

*(Minimum 30 person / fewer than 30 guests add a \$3.00 surcharge per person)*

**\$41.95 PP**

Freshly Baked Dinner Rolls & Butter

**ENTRÉES**

- Butter Chicken
- Chicken Breast with Lemon and Herb Seasoning
- Chicken Breast with White Wine Mushroom Cream Sauce
- Meatballs in Wild Mushroom Gravy or Homemade Tomato and Basil Sauce
- Braised Beef Short Rib
- Baked and Poached Garlic Lemon Butter Salmon

**STARCH ACCOMPANIMENTS**

- Garlic Mash Potatoes
- Roasted Herb Potatoes
- Fried, Steamed or Tomato Garlic Rice
- Sweet Potato Puree
- Tomato Linguini or Fettuccini

**VEGETABLE ACCOMPANIMENTS**

- Corn on the Cob
- Mediterranean Vegetables *(Roasted Zucchini, Onions and Peppers Sautéed in Garlic Butter)*
- Fresh Green Beans, Brown Butter and Almonds
- Fresh Glazed Carrots and Dill
- Oven Roasted Crispy Brussels Sprout

**SALADS**

- Spinach Salad *(Poppy Seed Dressing, Almonds, Pomegranate, Avocado)*
- Caesar Salad *(Romaine Lettuce, Oven Baked Croutons, Bacon Bits, Freshly Grated Parm Cheese)*
- House Salad *(Crisp Greens & Tomato in Orange Vinaigrette, Carrots, Radish, Pumpkin Seeds, Cranberries)*

Assorted Squares

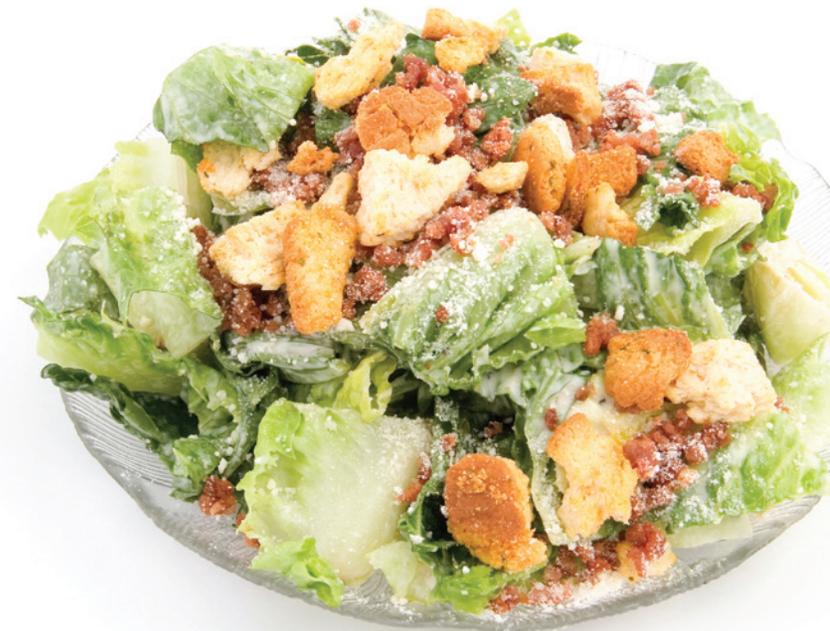
Fresh Seasonal Fruit with Honey Yogurt Dip

Freshly Brewed Coffee & Assortment of Herbal Teas

**Selection A** - 2 Entrées, 2 Starch, 1 Salad, 1 Vegetable

**Selection B** - 2 Entrées, 2 Starch, 2 Salads

**Selection C** - 2 Entrées 2 Starch, 2 Vegetables



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# Make it a Fancy Affair with our Live Station

*Make it a Fancy Affair with our Live Stations*  
Station Price are for 2 hours / Labor Charge - \$50.00 Chef per 2 hours

**AAA BEEF CARVING STATION** / \$25.00 pp  
Served with Horseradish & Au Jus on the Side

**SAGE ROASTED TURKEY CARVING STATION** / \$23.00 pp  
Served with Cranberry Sauce & Gravy on the Side

**WOK STATION** / \$20.00 pp  
Marinated Slices of Chicken & Beef Asian Style

**PASTA STATION** / \$18.00 pp  
Penne, Fettuccine or Fusilli with Tomato  
or Alfredo Sauce with Chicken

**PRAWN FLAMBÉ STATION** / \$25.00 pp  
(Based on Three pieces per person, Prawns Sautéed with Garlic  
Butter & White Wine, Served with Cocktail Sauce on the Side)

**ROMANTIC CANDY BAR BUFFET** / \$350.00 (serves 50-100 guests)  
Selection of Assorted Candies, Jelly Beans, Chocolates, Cake Pops



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# Express Reception

## RECEPTION TRAY

*(Serves Approximately 12 people)*

Deluxe Meat Tray Served with Baguette	\$80.00
Assorted Deluxe Tea Sandwiches	\$140.00
Vegetable Crudit� Served with Creamy Ranch Dressing	\$72.00
Spinach & Artichoke Dip with Nacho Chip	\$70.00
Assorted Cheese Platter Served with Crackers	\$74.00

## RECEPTION ENHANCEMENT

Beef or Chicken Satay Served with Peanut Sauce on the Side	\$ 45.95/per dozen
Chicken Wings Served with Creamy Ranch Dressing <i>(Buffalo, BBQ, Honey Garlic or Salt &amp; Pepper)</i>	\$20.00/per dozen
Vegetarian Spring Rolls Served with Sweet Chili Sauce	\$25.95/per dozen
Breaded Coconut Shrimp	\$40.00/per dozen
Dry Garlic Ribs Served with Sweet Plum Sauce	\$23.95/per dozen
Chicken or Vegetable Samosa	\$32.95/per dozen
Baby Roma Tomato & Bononcini Skewers Smothered with Basil & Olive Oil	\$20.95/per dozen
Bacon Wrapped Scallops	\$37.95/per dozen
Traditional Tomato Bruschetta	\$18.95/per dozen
Selection of 16" Pizza	\$32.95/each



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## **BEEF TACO STATION** / \$13.00 pp

Beef Taco, Shredded Lettuce, Chopped Tomato, Shredded Cheddar, Jalapenos, Soft Taco Shells, Sour Cream & Salsa

## **BUILD YOUR OWN LATE PUB NIGHT** / \$18.00 pp

*(Select 2 of the following)*

- Assorted Pizza Squares
- Chicken Wings Served with Creamy Ranch Dressing
- Dry Garlic Ribs Served with Sweet Plum Sauce
- Assorted Deluxe Tea Sandwiches
- Chicken or Vegetable Samosa

## **SANDWICH BAR** / \$20.00 pp

Selection of Cold Cuts  
Swiss & Cheddar Cheese  
Assorted Buns with Condiments  
Creamy Coleslaw

## **PULLED PORK OR BEEF ON A BUN** / \$20.00 pp

Selection of Pulled Beef or Pork  
Swiss & Cheddar Cheese  
Assorted Buns with Condiments  
Creamy Coleslaw



# Express Bar Service

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**HOST BAR:**

Hotel charges the client the total bill based on consumption.

**CASH BAR:**

Hotel charges attendees for individual beverage purchases.

**CORKAGE BAR:**

Hotel charges client \$15.00 per person plus 5% GST and 16% gratuity. Client must provide Liquor License. May only be used as host bar, no sale of liquor permitted with corkage bar.

**CORKAGE WINE:**

Hotel charges the client \$7.50 pp

*\*AGLC states that homemade wine is not permitted.*

A bartender fee of \$20 per hour for a minimum of 4 hours applies to all bar services. One bartender is present for every 75 people, or to the discretion of event management.

		<b>HOST BAR</b>	<b>CASH BAR</b>
Liquor (oz)	Premium	\$6.50	\$7.00
	Deluxe	\$7.50	\$8.00
Beer	Canadian	\$6.50	\$7.00
	Imported	\$7.50	\$8.00
Coolers		\$7.00	\$8.00
House Wine		\$7.00	\$8.00
Liqueurs (oz)		\$7.50	\$8.00
Soft Drinks & Juice		\$3.00	\$3.50
Mineral Water		\$3.00	\$3.50



*Exactly what your group needs to quench thirsts and delight taste buds.*



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# Wine List

*These are suggestions only, special order by request, priced per bottle*

## WHITE WINE

Wine O'Clock Pinot Grigio (Canada)	\$33.00
Yellow Tail Riesling (USA)	\$35.00
Kiwi Walk Sauvignon Blanc (New Zealand)	\$36.00
Mirassou Chardonnay (USA)	\$36.00
Dal Cero Ramoto Pinot Grigio (Italy)	\$40.00

## RED WINE

Wine O'Clock Pinot Noir (Canada)	\$33.00
Jacob's Creek Shiraz (Australia)	\$35.00
Michael Torino Malbec (Argentina)	\$36.00
Yellow Tail Merlot (USA)	\$36.00
Carnivor Cabernet Sauvignon (USA)	\$40.00

## ROSE

Joya Rose (Portugal)	\$36.00
La Vielle Ferme (France)	\$36.00

## SPARKLING WINE

Asti Spumante Martini Rossi (Italy)	\$38.00
la Marca Prosecco	\$ 45.00

## NON-ALCOHOLIC SPARKLING WINE

Martinelli's Sparkling Apple Juice (USA)	\$12.95
Bel Normande Sparkling Raspberry Grape (France)	\$12.95



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# Technology

## AUDIO ACCESSORIES

Powered Speaker	\$150.00
UHF Wireless Lavalier or Hand Held Microphone	\$100.00
6 – 24 Analog Channel Mixer	\$55.00-\$160.00

## PROJECTION & COMPUTER ACCESSORIES

LCD Projector	\$250.00
8 foot screen	\$50.00
Conference Speaker Phone	\$95.00
Wireless Presented Mouse	\$30.00
Stand Up Podium	\$25.00
Flip Chart with Markers	\$40.00
Whiteboard with Markers	\$30.00

*This is a partial listing of AV products and services available. Please inquire for additional products and services.*

*When it's show time, we can help make sure you have the right equipment for a dynamic presentation.*



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**FOOD & BEVERAGE:**

All food and beverage items must be provided by the Holiday Inn Express Edmonton Downtown. All outside food and beverages are prohibited in the banquet spaces with the exception of wedding cakes or corkage bars. Please be advised that all quoted banquet prices are subject to change without notice. Prices for food and beverage will be guaranteed no earlier than three months prior to your event.

**MENU SELECTIONS:**

Your menu selections shall be submitted to the Catering Office at least 14 days prior to the function to ensure availability of selections, proper staffing and coordination of your function. Our enclosed menus offer a wide variety of appetizers, entrees and desserts. They have been designed to offer flexibility in your event planning. Our menus are suggestions only. The hotel does not allow take out containers or unconsumed food to be taken from the venue due to Provincial Health Regulations.

**CHOICE OF MENU:**

When selecting your menu choices, please be advised that for each meal function, the menu must be identical for all guests attending. Special dietary needs or allergies are available but must be arranged seven days in advance of the function. Please feel free to discuss any special dishes not appearing in our menus with our catering team and we will do our utmost to offer them to you.

**GUARANTEED NUMBER:**

For all meal functions, the guaranteed number must be communicated to the catering office no later than seven days prior to the function. If the guaranteed number is not received, the hotel will charge the expected number or the actual number of guests, whichever is greater. Should the number of guests for which a function was originally booked (as set out in the function contract) decrease by 20% or more, the convener is responsible for 80% of the expected amount or guaranteed amount, whichever is greater. Should your final guaranteed number decrease below the minimum accepted numbers for your function room, the hotel reserves the right to move your function to an alternate room without recourse or prior approval. Room rental may be adjusted accordingly.

**SETUP:**

The Hotel will set-up for 10% over the guaranteed number space permitting. Please note the prices quoted are determined based on our understanding of your function requirements. We will accept floor plans of your desired setup. Should function requirements change the day of the event, a labour charge of \$50.00 per hour will apply.

**TAXES & GRATUITIES:**

All prices quoted are subject to applicable GST of 5% unless proof of GST exemption. An 18% gratuity is applied to all food, audio visual and beverage charges.

**CLIENT ACCESS:**

The client will be given access to the function space for the purpose of decorating the evening preceding the function date (if available).

**TIMING:**

All functions not booked for 24 hours are to be strictly adhered to. The space is only booked for the time indicated. Setup and dismantle times are to be specified at the time of confirmation.

**AUDIO VISUAL NEEDS:**

High Speed wired or wireless internet access is complimentary in all hotel areas. Extension cords and power bars are also available. All rental rates are subject to change without notice. Rental of Audio Visual equipment must be ordered within seven days of the function or may not be available. Some items require mandatory installation by our Audio Visual supplier (charged by the hour). Transportation charges may apply for individual or specific items subject to availability. The client is responsible to safeguard the equipment at all times.

**DEPOSITS:**

Deposits, if required, are due at the time of booking to confirm the space. If no deposit is provided, the room will not be held and will be available to be sold. The balance of the event is due within four days prior to the function by certified cheque, money order or credit card. Personal cheques will be accepted at a minimum of thirty days prior to the event. The deposit, should one be required, is NON-Refundable unless we are notified in writing six months before the event.

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**CANCELLATION:**

All cancellation charges, guaranteed numbers and damage to the hotel property shall be credited against the deposit. All refunds or amounts owing shall be settled within thirty days after the function. If the entire function cancels within four weeks of the event date a cancellation charge of 50% of the estimated function revenue (without food & beverage costs) may be charged. If cancellation of the entire event occurs within three days of the event, 100% of the estimated function revenue (without food & beverage costs) will be charged.

**PARKING:**

Parking is available adjacent to the hotel, through Imperial Parking Ltd., we have arranged a discounted parking rate for our guests at \$12.00 per day for standard passenger vehicles, light trucks and vans. Bus parking is available at a rate of \$45.00 per day at another nearby parking lot, within easy walking distance. Parking is based on a first come first serve basis.

**METHOD OF PAYMENT:**

Payment may be made via credit card, debit, certified cheque or Direct Billing Account. Personal cheques will be accepted only thirty days or more before the function date.

**LIABILITY:**

Holiday Inn Express Edmonton Downtown reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and audible level (85 decibels or less) of the music played. If the music level surpasses this level, Holiday Inn Express Edmonton Downtown reserves the right to shut the music off. Liability for all damages to the premises will be charged to the representative in charge of arrangements with Holiday Inn Express Edmonton Downtown.

**SOCAN AND RESOUND TARIFFS:**

All functions at which music is played are subject to royalty tariffs established by the Copyright Board of Canada.

	WITHOUT DANCING	WITH DANCING
Resound	\$13.30	\$26.64
SOCAN	\$29.56	\$59.17

**MUSIC:**

All functions at which music is provided have a deadline of 12am. A non-compliance noise fee of \$250.00 or more will be charged.

**DECORATIONS & SIGNAGE:**

All candles must be in enclosed containers and must be dripless. The Hotel does not permit the use of abrasive or obtrusive items on walls or ceilings. All items must be removed directly after your event unless arrangements have been made through our Catering Department. Should the Hotel staff need to tear down, a labor fee will apply. To avoid damages to the wall coverings, we do not allow the use of strong tape, tacks or any other attachments for any posters, flyers or written materials to walls or doors without prior consent from the Catering department. Decoration and other signs must be approved by the Hotel. The Hotel does not allow confetti to be used on the premises. A cleaning charge of \$150.00 will be applied to the final bill should confetti be used in the hotel.

**SPECIAL SERVICES:**

In order to assist you in the planning of your special event, we are happy to refer a variety of companies to you to assist in Décor, DJ, Bakeries, Florists, Limousines, Photographers and more. We will work with you in developing your audio visual rental requirements, reserved seating, floor plans and registration tables.

**DISPLAYS & EXHIBITS:**

These items are to be delivered to the front desk and received by the catering department no more than 24 hours prior to the function unless arrangements have been made with the catering office. Such displays, exhibits and products are the responsibility of the exhibitor and Holiday Inn Express Edmonton Downtown accepts no liability whatsoever for loss or damage thereto whether caused by negligence of Holiday Inn Express Edmonton Downtown, it's employees and agents or otherwise. Such displays, exhibits or products must be removed from the function at the end of each day unless the room is reserved on a 24 hour basis. In such cases, Holiday Inn Express Edmonton Downtown, at the exhibitor's request will arrange to have the function room secured. Holiday Inn Express Edmonton Downtown will not be responsible for the exhibits, displays and products secured in the function room. Excess materials may be subject to additional storage fees. Please make arrangements with the Catering department on all deliveries.

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## HOLIDAY INN EXPRESS EDMONTON DOWNTOWN

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[www.hiexdowntown.com](http://www.hiexdowntown.com)



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