



**Holiday Inn**  
& Suites

VANCOUVER DOWNTOWN

# Banquet Menu

Meeting Packages

Breakfast

Breaks

Lunch

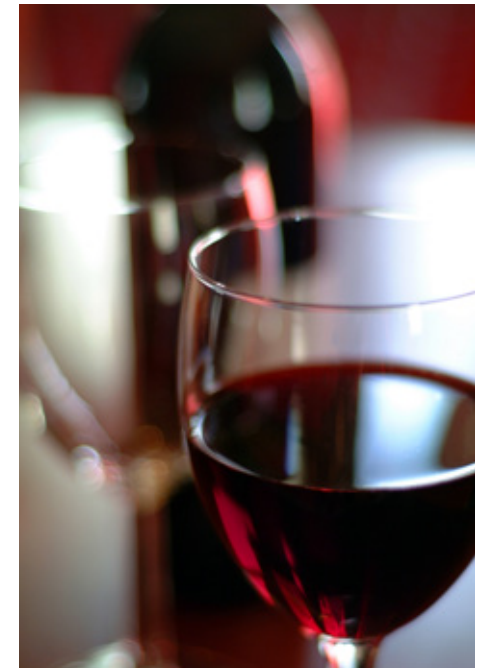
Reception

Dinner

Beverages

Audio-Visual

Policies & Procedures





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It is our pleasure to help you get down to business quickly, easily and in very good taste. Our all-inclusive meeting packages start from just \$35.95\* per person and include a meeting room, continental breakfast, choice of lunch menu, as well as morning and afternoon refreshments.

- Based on a minimum group of 20 people
- Add \$3.00 per person to any package to upgrade to a full hot breakfast buffet

## THE WRAP UP

\$35.95 per person

Morning: Continental Breakfast  
AM Break: Coffee and Assorted Teas  
Lunch: Choice of **The Wrap** or **The Working Lunch Buffet**  
PM Break: Coffee and Assorted Teas, Freshly Baked Cookies

## DOWN TO BUSINESS

\$39.95 per person

Morning: Continental Breakfast  
AM Break: Coffee and Assorted Teas  
Lunch: **Little Italy Buffet** (add \$2 per person for the **Punjabi Market** or **Chinatown Buffet**)  
PM Break: Coffee and Assorted Teas, Freshly Baked Cookies

## V.I.P.

\$45.95 per person

Morning: Continental Breakfast  
AM Break: Coffee and Assorted Teas  
Lunch: **Granville Island Market Buffet**  
PM Break: Coffee and Assorted Teas, Freshly Baked Cookies



Holiday Inn & Suites Vancouver Downtown  
1110 Howe Street  
Vancouver, BC V6Z 1R2  
Canada

Catering Telephone Number: 604.623.6856  
Catering Fax: 604.684.4735  
www.hivancouverdowntown.com

Taxes and service not included. These prices are subject to change without notice.



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**A delicious, healthy breakfast is sure to get your meeting off to a great start.**

• 20 person minimum

## CONTINENTAL BREAKFAST BUFFET

**\$12.95**

Chilled Orange, Apple and Grapefruit Juices  
Sliced Seasonal Fresh Fruit  
Basket of Croissants, Danishes and Muffins  
Butter, Preserves and Honey  
Coffee, Decaffeinated Coffee and Assorted Teas

## HEALTHY START BUFFET

**\$13.95**

Chilled Orange, Apple and Grapefruit Juices  
Sliced Seasonal Fresh Fruit  
Assorted Cold Cereals and Muesli with Skim Milk and Honey  
Assorted Low-Fat Yogurts  
Low-Fat Muffins and Becel Margarine  
Coffee, Decaffeinated Coffee and Assorted Teas

## EUROPEAN CONTINENTAL BUFFET

**\$15.95**

Chilled Orange, Apple and Grapefruit Juices  
Sliced French Baguette, Croissant and Rye Bread  
Butter, Preserves and Honey  
Hard-Boiled Eggs  
Selection of Sliced Black Forest Ham, Genoa Salami and Corned Beef  
Platter of Sliced Swiss and Cheddar Cheese  
Assorted Fruit Yogurts  
Coffee, Decaffeinated Coffee and Assorted Teas

## CANADIAN POWER BREAKFAST BUFFET

**\$17.95**

Chilled Orange, Apple and Grapefruit Juices  
Sliced Seasonal Fresh Fruit  
Basket of Croissants, Danishes and Muffins  
Butter, Preserves and Honey  
Scrambled Eggs  
Bacon and Pork Sausages  
Hash Brown Potatoes  
Coffee, Decaffeinated Coffee and Assorted Teas

## DELUXE BREAKFAST BUFFET

**\$19.95**

Chilled Orange, Apple and Grapefruit Juices  
Sliced Seasonal Fresh Fruit  
Basket of Croissants, Danishes and Muffins  
Butter, Preserves and Honey  
Banana Loaf, Cinnamon Buns  
Assorted Cold Cereals and Muesli with Milk  
Assorted Fruit Yogurts  
Scrambled Eggs  
Bacon and Pork Sausages  
Hash Brown Potatoes  
Coffee, Decaffeinated Coffee and Assorted Teas



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**Take a break from working hard and enjoy a selection that will keep everyone energized.**

### COFFEE BREAKS

**\$2.25 per person**

Freshly Brewed Coffee, Decaffeinated Coffee and a Selection of Orange Pekoe, Herbal and Spiced Teas

### BEVERAGES

- Bottles of Juice, Soft Drinks.....\$2.25 each
- Bottles of Mineral Water.....\$2.50 each
- Pitchers of Cold Lemonade .....\$18.00 each
- Pitchers of Iced Tea .....\$18.00 each

### SNACKS

- Freshly Baked Cookies .....\$1.50 each
- Assortment of Pastries.....\$2.50 each  
*(Freshly Baked Croissants, Danishes and Muffins)*
- Sliced Seasonal Fresh Fruit Platter..... \$6.95 Per Person
- Assorted Yogurts ..... \$1.95 Per Person
- Granola Bars and Energy Bars.....\$1.95 Per Bar
- Selection of Chocolate Bars .....\$1.95 Per Bar
- Freshly Baked Loaves..... \$18.00 Per Loaf  
*(Banana, Lemon, Cranberry Date Multigrain or Zucchini Chocolate Chip Multigrain)*
- Fresh Cut Vegetable and Dip Platter ..... \$2.95 Per Person
- Dessert Square Platter..... \$1.95 Per Person
- Potato Chips and Doritos .....\$1.95 Per Bag
- Frozen Fruit Bars .....\$2.95 each
- Nestle Ice Cream Bars.....\$2.95 each
- Häagen-Dazs Ice Cream Bars .....\$3.95 each



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**Our lunches provide a great opportunity to share a midday break and discuss ideas informally.**

• 20 person minimum

## THE WRAP UP

**\$18.95**

Tossed Baby Leaf Salad with Tomatoes, Shredded Carrots and Cucumber Slices  
Ranch & Sun-Dried Tomato Herb Dressing  
Red Skin Potato Salad  
Smoked Salmon and Cream Cheese in a Spinach Tortilla  
Roast Turkey With Pesto Mayo in a Tomato Tortilla  
Tomato Bocconcini With Balsamic Mayo in a Flour Tortilla  
~~~  
Assorted Sweet Square Platter  
Coffee, Decaffeinated Coffee and Assorted Teas

## THE WORKING LUNCH

**\$18.95**

Soup of the Day  
Tossed Baby Leaf Salad with Tomatoes, Shredded Carrots and Cucumber Slices  
Ranch and Sun-Dried Tomato Herb Dressing  
~~~  
*Select Three of the Following Options:*  
Black Forest Ham and Canadian Cheddar Cheese Slider  
Corned Beef with Dijon Mustard on Marble Rye  
Baby Shrimp Salad with English Cucumber on Croissant  
Roast Turkey with Pesto Mayonnaise on Focaccia  
Tomato, Cucumber, Lettuce and Mozzarella Served Open Faced on French Baguette  
~~~  
Assorted Sweet Square Platter  
Coffee, Decaffeinated Coffee and Assorted Teas

## LITTLE ITALY

**\$21.95**

Caesar Salad  
Tomato and Red Onion Salad with Balsamic Reduction  
Baked Meat Lasagna  
Penne with Mushrooms in an Alfredo Sauce  
~~~  
Tiramisu  
Coffee, Decaffeinated Coffee and Assorted Teas

## PUNJABI MARKET

**\$23.95**

Tossed Baby Leaf Salad with Tomatoes, Shredded Carrots and Cucumber Slices  
Ranch & Sun-Dried Tomato Herb Dressing  
Vegetable Samosa  
Choice of: Chicken Curry or Butter Chicken  
Basmati Rice  
Cumin Cauliflower  
Naan Bread  
~~~  
Sliced Fresh Fruit  
Coffee, Decaffeinated Coffee and Assorted Teas

## CHINATOWN

**\$23.95**

Wonton Soup  
Noodle Salad  
Pork and Shrimp Dumplings  
Black Bean Chicken and Bell Peppers  
Vegetable Spring Rolls  
Fried Rice with Egg and Onion  
~~~  
Mango Mousse Cake  
Coffee, Decaffeinated Coffee and Assorted Teas

Next ▶



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## GRANVILLE ISLAND

**\$26.95**

Baked Dinner Rolls and Butter

Market Fresh Seasonal Green Salad with Tomatoes, Shredded Carrots and Cucumber Slices

Ranch & Sun-Dried Tomato Herb Dressing

Red Skin Potato Salad – Mayonnaise, Dijon Mustard and Red Pepper

Mediterranean Salad – Tomato, Cucumber, Peppers, Onions, Kalamata Olives and Feta Cheese

Pasta Salad – Tri-Color Rotini, Bell Peppers, Onion and Italian Vinaigrette

~~~~

Baked Wild BC Salmon with Pacific Baby Shrimp in a Chardonnay Wine Sauce

Grilled Ginger Soy Chicken Breast with Sesame Seeds and Green Onions

Spinach and Cheese Cannelloni with Alfredo Sauce

Steamed Jasmine Rice

Seasonal Garden Vegetables

~~~~

Seasonal Fruit Salad

Assortment of Cakes

Coffee, Decaffeinated

Coffee and Assorted Teas

## PERSONALIZED TWO-COURSE SERVED LUNCH

• 50 person maximum

~~~~

*Select One of the following sandwiches:*

Black Forest Ham, Cheddar Cheese and Dijon Mayonnaise on a Croissant

Smoked Turkey Breast with Tomato, Lettuce, Pesto Mayonnaise on Focaccia

Corned Beef with Dijon Mustard on Marble Rye

Served with Seasonal Salad and House Dressing

Cheesecake with Blueberry Sauce

Coffee or Tea

**\$17.95**

~~~~

Grilled Salmon with Chipotle Mayonnaise served over a Fresh Seasonal Salad

Freshly Baked Dinner Rolls

Lemon Coconut Squares

Coffee or Tea

**\$19.95**

~~~~

Baked Meat Lasagna with Caesar Salad

Freshly Baked Garlic Bread

Tiramisu

Coffee or Tea

**\$20.95**

◀ Back



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|------------------|-----------|--------|-------|-----------|--------|-----------|--------------|-----------------------|

**When your group gathers for a reception, your menu choices will help you create just the right mood.**

## CANAPÉS & HORS D'ŒUVRES

*price per dozen*

### COLD CANAPÉS

|                                                             |         |
|-------------------------------------------------------------|---------|
| Tomato and Olive Bruschetta.....                            | \$18.95 |
| Smoked Salmon and Cream Cheese on Toasted Baguette.....     | \$24.95 |
| Tuna Niçoise and Wasabi Soy Mayo on Baguette .....          | \$24.95 |
| Roma Tomato and Bocconcini on Toasted Focaccia.....         | \$21.95 |
| Prosciutto and Melon on Toasted Baguette .....              | \$23.95 |
| Assorted Sushi Rolls.....                                   | \$18.95 |
| Smoked Turkey and Bell Pepper Roll in Tomato Tortilla ..... | \$19.95 |
| Genoa Salami and Stuffed Olive Cornet .....                 | \$18.95 |

### HOT CANAPÉS

|                                                    |         |
|----------------------------------------------------|---------|
| Chicken Saté with Spicy Peanut Sauce .....         | \$19.95 |
| Vegetable Spring Rolls with Sweet Chilli Dip ..... | \$17.95 |
| Spanakopita with Tzatziki Sauce .....              | \$18.95 |
| Vegetable Samosas with Mango Chutney.....          | \$19.95 |
| Thai Breaded Shrimp with Coconut Curry Dip.....    | \$21.95 |
| Chicken Wings with Hot or BBQ Sauce.....           | \$19.95 |
| Shrimp Curry in Mini Puff Pastry Shell.....        | \$22.95 |

|                                                       |         |
|-------------------------------------------------------|---------|
| Shrimp and Pork Wontons with Sesame Ginger Sauce..... | \$19.95 |
| Chicken or Vegetable Pot Stickers.....                | \$19.95 |

### ADDITIONAL RECEPTION ITEMS

|                                                                                                                             |                               |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Assortment of Sandwiches.....                                                                                               | \$6.95 per Person             |
| Sliced Seasonal Fresh Fruit Platter.....                                                                                    | \$6.95 per Person             |
| Sliced Cured Meat Platter (Serves 20).....                                                                                  | \$80.00                       |
| Platter of Garden Fresh Vegetables with Ranch Dip (Serves 20).....                                                          | \$59.00                       |
| Antipasto of Grilled Vegetables and Pearl Bocconcini with Balsamic Reduction (Serves 20).....                               | \$65.00                       |
| Tiger Shrimp with Horseradish Cocktail Sauce (100 Pieces) .....                                                             | \$180.00                      |
| BC Cheese and Cracker Platter (Serves 20) .....                                                                             | \$89.95                       |
| Side of Smoked Salmon with Caper Red Onion and Rye Bread.....                                                               | \$129.00                      |
| Roast New York Strip Loin of Beef with Dijon Mustard, Horseradish and Sliced French Baguette (Serves 35 to 40 People) ..... | \$335.00 or \$9.95 per Person |



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**At the end of the day, your dinner menu will set the tone for a relaxed or formal evening.**

## DINNER BUFFETS

### ENGLISH BAY

**\$34.95**

Freshly Baked Dinner Rolls and Butter

Market Fresh Seasonal Green Salad with Tomatoes, Shredded Carrots and Cucumber Slices

Ranch & Sun-Dried Tomato Herb Dressing  
Red Skin Potato Salad – Mayonnaise, Dijon Mustard and Red Pepper

Mediterranean Salad – Tomato, Cucumber, Peppers, Onions, Kalamata Olives and Feta Cheese

Pasta Salad – Tri-Color Rotini, Bell Peppers, Onion and Italian Vinaigrette

Oriental Noodle Salad – Bean Sprout, Onion, Sesame Soy Vinaigrette

European Sliced Meat Platter – Black Forest Ham, Genoa Salami, Corned Beef and Chorizo Sausage

~~~

Baked Wild BC Salmon with Pacific Baby Shrimp in a Chardonnay Wine Sauce,

Baked Chicken Breast with Rosemary and Mushrooms in a Red Wine Sauce

Spinach and Cheese Cannelloni with Alfredo Sauce

Herb Roasted Yukon Gold Potatoes

Seasonal Fresh Vegetables

~~~

Seasonal Fresh Fruit Salad

Assortment of Cakes and Tortes

Coffee or Tea

### STANLEY PARK

**\$39.95**

Market Fresh Seasonal Green Salad with Tomatoes, Shredded Carrots and Cucumber Slices

Ranch & Sun-Dried Tomato Herb Dressing

Red Skin Potato Salad – Mayonnaise, Dijon Mustard and Red Pepper

Mediterranean Salad – Tomato, Cucumber, Peppers, Onions, Kalamata Olives and Feta Cheese

Pasta Salad – Tri-Color Rotini, Bell Peppers, Onion and Italian Vinaigrette

Oriental Noodle Salad – Bean Sprouts, Onion, Sesame Soy Vinaigrette

European Sliced Meat Platter – Black Forest Ham, Genoa Salami, Corned Beef and Chorizo Sausage

Shrimp Cocktail with Horseradish Sauce

~~~

Seafood Medley in Saffron Cream Sauce – Halibut, Wild Salmon and Shrimp

Soy Ginger Marinated Chicken Breast  
Spinach and Cheese Cannelloni with Alfredo Sauce

Herb Roasted Yukon Gold Potatoes

Seasonal Fresh Vegetables

~~~

Sliced Fresh Fruit

Assortment of Cakes and Tortes

Assorted Cheese Platter

Coffee, Decaffeinated Coffee and Assorted Teas

~~~

Roast Rib-Eye Carved by an Attendant  
*add \$5.00 per person (40 person minimum)*

Next 



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## PERSONALIZED THREE-COURSE SERVED DINNER

~~~

Select One of the following starters:

Freshly Made Soup of the Day

Market Fresh Green Salad with Tomatoes, Shredded Carrots and Cucumber Slices in House Vinaigrette

Caesar Salad with Focaccia Croutons and Parmesan Cheese

Tomato and Bocconcini Salad with Balsamic Reduction

~~~

Select One of the following entrées:

**Baked North Coast Halibut Filet** and Pacific Baby Shrimp in Chardonnay Wine Sauce with Buttered Yukon Gold Potato and Seasonal Fresh Vegetables

**\$39.95**

~~~

**Ginger Soy Glazed Wild Salmon Filet** with Steamed Jasmine Rice and Seasonal Fresh Vegetables

**\$34.95**

~~~

**Herb Marinated Breast of Chicken** with Mushroom and Rosemary Sauce, Roasted Yukon Gold Potatoes and Seasonal Fresh Vegetables

**\$32.95**

~~~

**Baked Curry Chicken Breast** with Coconut Curry Sauce, Mango Chutney, Basmati Rice and Seasonal Fresh Vegetables

**\$32.95**

~~~

**Canada AAA 8 oz. Top Sirloin Steak** with Green Peppercorn Sauce  
Pan-Fried Potato with Onion and Seasonal Fresh Vegetables

**\$38.95**

~~~

**Roast Rib Eye with Red Wine Sauce**  
Oven Roasted Potatoes and Seasonal Fresh Vegetables

**\$44.95**

*25 People Minimum*

~~~

**Vegetarian Option** is Available upon Request

~~~

Select One of the following desserts:

New York Cheesecake with Blueberry Compote

Apple Tart with Brandy Caramel Sauce

White and Dark Chocolate Mousse Cake with Fruit Coulis

Raspberry Mousse Cake

Yogurt Panna Cotta

[Back](#)



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

*The Holiday Inn Downtown is pleased to offer the following prices:*

**Cash Bars are \$6.50 per drink**  
(inclusive of taxes)

**Host bars are \$7.00 per drink**  
(inclusive of taxes and gratuities)

The above prices apply to domestic beers, single-shot house brand highballs, and glasses of house wine.

A bartender will be provided free of charge if beverage consumption exceeds \$300.00.

Otherwise a \$25.00 per hour charge will apply (based on four-hour minimum).

## WHITE WINES (750 ML BOTTLE)

|                                                      |      |
|------------------------------------------------------|------|
| Barefoot, Pinot Grigio, California .....             | \$28 |
| Jackson Triggs, Sauvignon Blanc, Osoyoos.....        | \$38 |
| Calona Artists Series, Chardonnay, Kelowna .....     | \$28 |
| Dessert Hills, Chardonnay, Oliver .....              | \$46 |
| Red Rooster, Riesling, Naramata .....                | \$38 |
| R.M. Woodbridge, Zinfandel (Blush), California ..... | \$34 |

## RED WINES (750 ML BOTTLE)

|                                                                  |      |
|------------------------------------------------------------------|------|
| Inniskillin, Pinot Noir, Okanagan .....                          | \$46 |
| Calona Artist Series Reserve, Merlot, Kelowna.....               | \$28 |
| Jackson Trigg Proprietor's Ed., Cabernet Sauvignon, Osoyoos..... | \$37 |
| Wild Horse Canyon, Shiraz, WA/BC .....                           | \$36 |
| Funky Llama, Shiraz, Argentina.....                              | \$28 |

## SPARKLING WINES

|                                         |      |
|-----------------------------------------|------|
| Segura Vidas, Brut Reserva, Spain ..... | \$42 |
| Sumac Ridge, Stellers Jay Brut, BC..... | \$65 |

## OTHER

|                                                             |      |
|-------------------------------------------------------------|------|
| Alcoholic Fruit Punch ( <i>Serves 30 people</i> ) .....     | \$89 |
| Non-Alcoholic Fruit Punch ( <i>Serves 30 people</i> ) ..... | \$49 |

*Wine and liquor prices are subject to applicable taxes and gratuities*



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



Frischkorn Audio Visual can assist you with your multimedia needs.

## COMPUTER PROJECTION PACKAGE

**\$250.00**

Includes Projection Stand with Skirt, Tripod Screen, LCD Data/Video Projector, Set-up and Dismantle

## SOUND SYSTEM PACKAGE

**\$390.00**

Includes 2 JBL 15 Powered Speakers C/W Stands, Graphic Equalizer, 16 Channel Mixing Console and Multi-Disk CD Player

### VIDEO

|                                   |          |
|-----------------------------------|----------|
| 42" LCD Flat Screen Monitor ..... | \$300.00 |
| 21" LCD Flat Screen Monitor ..... | \$175.00 |
| VHS/DVD Combo Player .....        | \$60.00  |

### AUDIO

|                                                                 |          |
|-----------------------------------------------------------------|----------|
| UHF Wireless Microphone (Handheld or Lapel)* .....              | \$115.00 |
| Floor, Table or Lapel Microphone (wired)* .....                 | \$35.00  |
| <i>*Multiple microphones in one room require an audio mixer</i> |          |
| 4 Channel Audio Mixer .....                                     | \$35.00  |
| 6 Channel Audio Mixer .....                                     | \$65.00  |
| JBL E-10 Powered Speaker with Stand.....                        | \$65.00  |
| JBL E-15 Powered Speaker with Stand.....                        | \$65.00  |
| CD Player .....                                                 | \$50.00  |

### PROJECTION SCREENS

|                                 |          |
|---------------------------------|----------|
| Tripod Screen, 6' or 7' .....   | \$40.00  |
| 10' Post and Cradle Screen..... | \$125.00 |

### PROJECTION ACCESSORIES

|                              |          |
|------------------------------|----------|
| Laser Pointer .....          | \$20.00  |
| Easel Stand .....            | \$15.00  |
| Flipchart with Markers ..... | \$35.00  |
| Whiteboard.....              | \$35.00  |
| Speakerphone.....            | \$125.00 |

### COMPUTERS & ACCESSORIES

|                         |          |
|-------------------------|----------|
| IBM Laptop .....        | \$150.00 |
| Computer Speakers ..... | \$25.00  |
| Computer D.I. Box.....  | \$25.00  |
| Power Bar .....         | \$5.00   |



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## FUNCTION ROOM RENTAL

Rental charges include the set-up, use of space, normal clean-up and the following equipment as required:

- tables, linen and chairs
- glasses and water service
- pens and paper
- microphone and podium

**We regret that the hotel cannot be held responsible for items left at the hotel or in meeting rooms before, after or during the event.**

Rental rates are based on full days – 8 am – 5 pm and 6 pm – Midnight.

If 24-hour access is required please advise us at time of booking and the hotel will accommodate if possible and an additional charge will apply.

Any room set-up changes within 48 hours of a function are subject to labour charges of \$25 per hour per server.

The hotel reserves the right to require security for any event at the cost of the convenor.

## 30-DAY BOOKING POLICY

We can provisionally / tentatively hold space for you, but cannot guarantee before 30 days prior to the event without a room block of a minimum of 10 room nights. Once we are within 30 days of the event and the space is still available we can finalize details and any catering needs.

## FOOD & BEVERAGE POLICY

Only Food and Beverage provided by the Holiday Inn Vancouver Downtown may be consumed on the premises. Wedding and/or birthday cakes may be brought in with prior permission from the Catering Manager.

Menu selections should be submitted to our Catering department at least three weeks in advance. Our Catering department will be pleased to tailor a menu to suit your specific requirements.

A bartender will be provided free of charge if beverage consumption exceeds \$300.00, otherwise a \$25.00 per hour charge will apply (based on four-hour minimum).

Applicable taxes, 15% service charge and 12% HST will be added.

## GUARANTEED NUMBERS

The Hotel requires a 72-hour advance notice of guaranteed attendance.

If the convenor is unable to provide a guaranteed number, the last number received will be considered the guarantee, and payment for that guarantee will be required. The convenor is responsible to pay for guaranteed numbers.

If numbers are less than the guarantee no refund will be made. If the attendance of a function increases or decreases, the Hotel reserves the right to change or alter the function room with notification to the convenor.

## SOCAN

All convenors bringing bands or music into the Hotel will be charged a fee of \$59.17 plus HST in accordance with Federal legislation.

## DAMAGE

The Hotel does not permit nails, tacks, staples etc. to be used on the function room walls or ceilings. Masking tape is allowed with permission. Decorations are not to be attached to any fixtures without hotel management consent.

Convenors accept full responsibility for all persons attending and agree to be held liable for their actions.

## PRICING

Current pricing is guaranteed for all functions held within 90 days of booking with a signed contract. Our Catering department will be pleased to provide written quotations for future dates.

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Taxes and service not included. These prices are subject to change without notice.



# Banquet Menu

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## PAYMENT

An advance deposit of \$500.00 or completed credit card authorization is required upon receipt of a signed contract. Full payment is due when guaranteed numbers are submitted (72 hours prior to event). Applications for credit may be made through the hotel's accounting department and will be subject to approval of pending references. Credit must be arranged prior to the groups arrival and allow 14 days for processing. **Space cannot be held without a guaranteed method of payment.** We are happy to accept cash, debit card or credit card for payment and deposit of the event. If the convenor has established credit with the hotel our accounting office will bill at the completion of the event.

## CANCELLATION

All cancellations must be submitted in writing to the Catering Department. All cancellations within 30 days of a function will be charged 100% room rental as well as 100% of the expected food and beverage revenue. Cancellations within 45 days of the function date are subject to 50% of the expected food and beverage revenues and meeting room rental.

## MEETING PROMISE

If any individual requirement covered and agreed upon in the meeting contract is not fulfilled, the hotel will either correct it to your satisfaction or not charge for that item.

*"Our guarantee is that your meeting will be just the way you want it."*

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Holiday Inn & Suites Vancouver Downtown  
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Canada

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