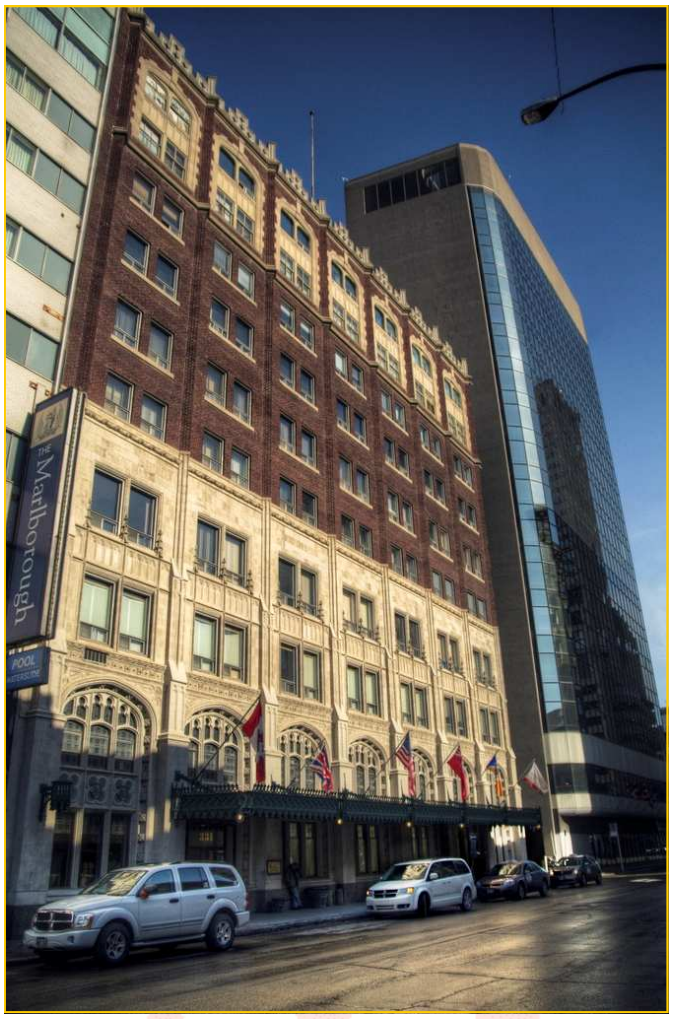
THE Marlborough HOTEL



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Celebrating 100 YEARS in the heart of Winnipeg
1914 - 2014

The Marlborough Hotel

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Revised November 2012

All prices are per person (unless otherwise indicated) and subject to 15% Gratuity, 8% P.S.T & 5% G.S.T

Breakfast Selections

All breakfast selections include Coffee & Tea Service

The Continental

Chilled Juices, Assorted mini-Danish, Muffins & Croissants
Served with Butter and Preserves

$7.95
$9.95 with Seasonal Fresh Fruit

Served Breakfasts

A plated selection of Seasonal Fresh Fruits served with Yogurt or Cottage Cheese.
$10.95

Eggs Benedict with Smoked Ham or Spinach topped with Hollandaise Sauce,
Served with Pan Fried Potatoes, Seasonal Fresh Fruit Garnish
$13.95

Cinnamon dusted French toast served with warm syrup and Seasonal Fresh Fruit.
$12.95

Sunrise Buffet

Chilled Juices, Assorted mini-Danish, Muffins & Croissants served with Butter & Preserves.
Seasonal Fresh Fruit tray, Scrambled Eggs, Bacon, Sausages, Pan Fried Potatoes
30 persons minimum (under 30, add $1.00 per person)
$12.95

Chef's Omelet Bar

Chilled Juices, assorted mini-Danish, Muffins & Croissants served with Butter & Preserves,
Seasonal Fresh Fruit tray, Pan Fried Potatoes, and Omelettes made-to-order with fresh cut Tomato,
Shredded Cheese & choice of three of the following:
Mushrooms, Spring Onions, Smoked Ham, Sweet Bell Peppers, Spinach, Bacon.
40 persons maximum
$14.95

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Break Selections

Assorted Croissants, Danishes, Muffins	$22.95/ dozen
Assorted Hand Made French Pastries	$39.95/ dozen
Warm Cinnamon Buns	$25.95/ dozen
Assorted Cookies	$13.95/ dozen
Assorted Donuts	$19.95/ dozen
Bagels & Cream Cheese	$19.95/dozen
Seasonal Fresh Fruit Platter	$4.50/ person
Fresh Vegetables with Dip	$3.50/ person
Domestic Cheese Tray with Crackers	$4.50/ person
Banana Bread (2 Slices person)	$2.95/ person
Assorted Yogurts (250 ml)	$2.95/ each
Granola Bars	$1.95/ each
Protein Bars	$1.95/ each
Whole Fruit	$1.05/ each

Beverages

Assorted Chilled Juices (64 oz pitcher)	$10.00	Dasani Bottled Water (596 ml)	$2.25
Milk (64 oz pitcher)	$10.00	Coffee/Tea per person	$1.95
Iced Tea (64 oz pitcher)	$10.00	Canned Soft Drinks & Juices (355ml)	$2.25
Rum Fruit Punch (1 Gallon)	$35.00	Coffee/Tea (10 cup silex)	$18.50
Fruit Punch (1 Gallon)	$25.00	Coffee/Tea (25 cup urn)	$47.50

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Cold Luncheon Plates

All lunch selections include Coffee & Tea Service

Cashew Chicken Salad & Fresh Fruit

Creamy Chicken Salad served on a bed of Lettuce in a crisp Tortilla Bowl Tomato wedge, sliced Cucumber, sprinkled with toasted Cashews. Served with your choice of dressing and garnished with Seasonal Fresh Fruit. Includes Warm Multigrain, White and Rye Rolls with plain and flavored whipped butter

$11.95

Chicken Caesar Salad

Grilled Breast of Chicken served on crisp Romaine Lettuce, Garlic croutons,
Asiago cheese and Creamy Caesar Dressing.
Served with Garlic Toast

$11.95

Poached Salmon Plate

Chilled poached fillet of Atlantic Salmon served on a bed of Wild Greens with Balsamic Vinaigrette.
Garnished with sliced Red Onion, Tomato wedges sliced Cucumber and fresh Lemon.
Served with warm Multigrain, White and Rye Rolls with plain and flavored whipped butter

$15.95

Fresh Fruit Plate

Assortment of Seasonal Fresh Fruit decoratively arranged and served with your choice of
Yogurt or Cottage Cheese. Served with fresh Croissants. Coffee Tea service

$11.95

Hot Luncheon Entrees

Baked Lasagna

Lean Ground Beef layered with Lasagna Noodles baked in Tomato Sauce with Mozzarella Cheese
Served with Caesar Salad & Herb Garlic Toast
(Also available: Vegetable Lasagna)

$14.95

Quiche Florentine

Baked Egg Tartlet with Mushrooms, Spinach, Sweet Bell Peppers, Swiss and Asiago Cheese.
Served with Tossed Salad & Croissant

$13.95

Strip loin Steak

New York Strip loin Steak Charbroiled and topped with Sautéed mushrooms & Demi Glaze Sauce
Served with Caesar Salad and Garlic Toast

$16.95

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Hot Luncheon Entrees

All lunch selections include Coffee & Tea Service

Entrees Include Multigrain, White and Rye Rolls plain and flavored whipped butter, Chef's choice of soup or salad, Chef's choice of vegetables and starch.

Chicken Parmigiana

5 oz. Tender breast of Chicken
Baked with Tomato Sauce and a Three Cheese blend
$16.95

Veal Scallopini

6 oz. Grain fed Veal dusted in Seasoned Flour
Pan fried and served with a Lemon Oregano Sauce
$17.95

Lemon Chicken

5 oz Tender Grilled Chicken breast
Dusted with Salt and Pepper and simmered in Lemon Sauce and Fresh Dill
$15.95

Chicken Vol Au Vent

Diced Chicken breast
Served with Mushrooms, Sun-dried Tomatoes, Sautéed Onions, and Roasted Red Peppers Presented in a Puff Pastry shell with a Light Garlic Cream Sauce
$13.95

Herb Dusted Salmon

Baked fillet of Atlantic Salmon
Dusted with Herbs and topped with a Lemon Cream Sauce.
$16.95

Add Dessert to any Luncheon Entrée for $2.00

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Luncheon Buffets

A minimum of 35 people is required for Luncheon Buffets (excluding Duke of Earl)
Under 35 people, add $2.00 per person. All buffets include Coffee &Tea service

The Marlborough

Warm assortment of Multigrain, White and Rye Rolls with regular and flavored Whipped Butter,
Tossed Salad with assorted Dressings, Coleslaw and Italian Pasta Salad
Chef's choice of Starch, Chef's choice of Fresh Vegetables
Roasted Paprika Chicken, Carved Baron of Beef
Assorted Sweets, Seasonal Fresh Fruit
$18.95

The Eton

Warm assortment of Multigrain, White and Rye Rolls with regular and flavored Whipped Butter,
Tossed Salad with assorted Dressings, Potato Salad and Italian Pasta Salad
Chef's choice of Starch, Chef's choice of Fresh Vegetables
Chicken Parmesan, Carved Baron of Beef, Baked Salmon with Lemon Hollandaise Sauce
Assorted Sweets, Seasonal Fresh Fruit
$19.95

Duke of Earl

Assorted Sandwiches on a variety of Fresh Breads with fillings including:
Shaved Ham, Shaved Turkey, Corned Beef, Tuna Salad and Egg Salad
Served with Chef's Choice Soup
(Substitutions below excluded)
$10.95
Add Tossed Salad, and Assorted Sweets
$16.95

Buffet Enhancements/Substitutions

(Platters excluded from Substitutions)

Salads	Hot Entrées	Platters
$2.00/per item per person	$3.00/per item per person	$2.00/per item per person
Tossed Salad	Baked Salmon with Lemon Hollandaise	Fruit Platter
Greek Salad	Pollock Florentine	Vegetable Platter
Chick Pea Salad	Chicken Parmesan	Condiment Platter
Broccoli & Cheese Salad	Oriental Breaded Pork	Cold Cut Platter
Pickled Beets	Swedish Meatballs	Devilled Eggs
Traditional Potato Salad	Baked Penne Pasta with Three Cheeses	Cheese Platter
	Citrus Chicken	

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Receptions Hors D'Oeuvres

Cold

Per dozen

Shrimp Phyllo Purses	$28.95
Jumbo Tiger Prawns on Ice	$24.95
Prosciutto Mellone	$18.95
Smoked Salmon & Capers on Cocktail Bread	$18.95
Shrimp Canape on Crostini with Dill Cream Cheese	$18.95
Smoked Oysters Canape	$18.95
Bruschetta	$16.95

Hot

Per dozen

Breaded Jumbo Shrimp	$24.95
Spanakopita	$18.95
Beef Satays with Teriyaki Glaze	$18.95
Chicken Satays with Peanut Sauce	$18.95
Baked Almond Crusted Camembert	$18.95
Puff Pastry Stuffed with Mushroom and Escargot	$18.95
Vegetable Spring Rolls	$16.95
Chicken Fingers	$18.95
Chicken Wings	$18.95

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Reception Platters

Fresh Vegetable
An assortment of Fresh Seasonal Vegetables decoratively arranged.
Served with Dips
$3.50 per person

Cheese and Cracker
A Selection of Domestic Cheeses. Accompanied by Assorted Crackers
$4.50 per person

Relish Tray
Pickles, Kalamata Olives, Cocktail Onions and Sliced Pickled Beets
$2.95 person

Fresh Fruit
A selection of Fresh Seasonal Fruits
$4.50 per person

Assorted Sandwich
On a variety of Fresh Breads
Shaved Ham, Shaved Turkey, Corned Beef, Tuna Salad and Egg Salad
$6.95 per person

Sweets
Finger Sized Cakes including Nanaimo Bars, Fudge Brownies, Carrot Cake and Butter Squares
$4.50 per person

Cold Cut Snack
Deli Meats, Cheese, Pickles, Breads and Condiments
$9.95 per person

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Home Made Soups

Cream of Asparagus

Caldo Verde

Minestrone

Cream of Carrot & Dill

Vegetable Borscht

Tomato & Basil Bisque

Cream of Mushroom

Cream of Leek & Red Pepper

Cream of Broccoli & Asiago Cheese

Chicken Consommé
with Julienne Vegetables & Cheese Tortellini

Fresh Salads

Caesar
Crisp Romaine Lettuce, Garlic Croutons, Shredded Asiago Cheese
Tossed in our Creamy Caesar Dressing

Tossed
Iceberg lettuce, Romaine Lettuce and Purple Cabbage,
Garnished withTomato Wedges and Sliced Cucumbers.
Served with your choice of Dressing

California
Romaine lettuce with Mandarin Orange Segment & Fresh Strawberries
Served with your choice of Yogurt-Poppy Seed or Raspberry Vinaigrette

Greek
Romaine lettuce, Sweet Bell Peppers, Feta Cheese and Ripe Black Olives
Tossed in a light Vinaigrette with Fresh Tomatoes and English Cucumbers

Classic Spinach
Fresh Spinach, Sweet Red Onion, Feta Cheese, Bacon
Drizzled with Lime dressing

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Dinner Entrees

All entrees are accompanied by:
Warm Multigrain, White and Rye Rolls with plain and flavored whipped butter,
Choice of Soup or Salad, Choice of Vegetables and Starch, Dessert. Includes Coffee & Tea service.
($2 for additional course of Soup or Salad)

Chicken Marlborough
Chicken Breast stuffed with Mozzarella Cheese, Asparagus and Roasted Red Pepper
Served with a Peppercorn Cream Sauce.
$29.95

Chicken Florentine
Chicken Breast stuffed with Sweet Onions, Feta, and Spinach.
Masked with a Creamy White Wine Chablis Sauce
$27.95

Chicken Cordon Bleu
Tender Chicken Breast stuffed with Swiss and Smoked Black Forest Ham
Finished with a White Wine Peppercorn Mélange Sauce.
$27.95

Chicken Kiev
Tender Chicken Breast stuffed with Garlic-Herb Butter
Served with a Cream Mushroom Sauce
$27.95

Grilled Lemon Chicken
Tender Grilled Chicken Breast dusted with Salt and Pepper
Simmered in Lemon Sauce and Fresh Dill
8 oz $27.95

Roasted Half Chicken
Roasted to Perfection
Served with Rosemary Sauce
$26.95

Pork Loin
Pan-fried Medallions of Pork Loin
Served with Grainy Mustard Sauce
6 oz $26.95

Rack of Lamb
Roasted New Zealand Lamb
Served with a Garlic Lemon Demi Glaze
$36.95

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Dinner Entrees

All entrees are accompanied by:
Warm Multigrain, White and Rye Rolls with plain and flavored whipped butter,
Choice of Soup or Salad, Choice of Vegetables and Starch, Dessert. Includes Coffee & Tea service.
($2 for additional course of Soup or Salad)

Roast Prime Rib Canada "AA"
Herb Roasted Prime Rib of Beef Au Jus
Served with Yorkshire Pudding and Horseradish
8 oz $30.95 10 oz $32.95

Beef Tenderloin
Crusted with Dijon Mustard and Herbs
Served with Mustard Cream Sauce
6 oz $35.95

Strip loin Steak
New York Striploin Steak Charbroiled topped with French Fried Onions
Served with a Demi Glaze
6 oz $28.95

Veal Loin Medallions
Medallions of Milk Fed Veal, Lightly Floured and Pan-fried with Seasonings
Topped with Mushrooms and Marsala sauce
6 oz $32.95

Baked Halibut
Coated with Fresh Herbs and Baked
Served with Lemon Sauce
$25.95

Fillet of Atlantic Salmon
Herb-Crusted and Baked
Served with a Lemon Hollandaise Sauce
$27.95

Pickerel
Steamed Pickerel, stuffed with Spinach served with a Garlic Cream Sauce
Seasonal Price

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Vegetarian Entrees

Grilled Vegetable Plate
A variety of Seasonal Grilled Vegetables
$22.95

Vegetable Primavera
Assorted Spring Vegetables on a bed of Creamy Penne Pasta
$22.95

Cheese Stuffed Manicotti
Manicotti pasta stuffed with Ricotta Cheese served with Basil Tomato Sauce
$22.95

Children's Entrees
10 and under Includes Dessert and Beverage

Chicken Strips and Golden Fries
Crispy Chicken Strips served with choice of Barbecue or Honey Dill Sauce.
Accompanied by Golden French fries.
$9.95

Cheesy Macaroni
Macaroni tossed in a Cheddar Cheese Sauce
$9.95

Pizza
Individual sized Pizza with Pepperoni and melted Three Cheese
$9.95

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Vegetables Accompaniments

Choice of 2 of the following:

Cauliflower Gratinee

Honey-Dill Baby Carrots

Green Beans & Julienne Red Peppers

Broccoli Gratinee

Sweet Buttered Corn & Red Pepper

Fresh Asparagus (Seasonal)

or

Choice of 1of the following:

Seasonal Jardinière
(Assortment of fresh Seasonal Vegetables)

Vegetable Medley
(Green & Yellow Beans with Baby Carrots)

Caramelized Carrots and Rutabagas

Starch Accompaniments

Chateau Potato

Lemon Herb-Roasted Red Potato

Stuffed Baked Potato

Duchess Potato

Rustic Parsley Garlic Wedges

Garlic & Cheddar Mashed

Baked Russet with
Sour Cream & Spring Onions

White & Wild Rice
with Mushrooms and Onions

Oriental Fried Rice

Classic Pilaf

Basmati Rice

Saffron & Red Pepper Rice

Pomme William
$1.25 per person (150 person maximum)

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Dinner Entrée Enhancements

Antipasto
Proscuitto Ham, Genoa Salami, Cappicolo Ham, Provolone Cheese, Marinated Green Olives, Black Olives, Artichoke Hearts and Sweet Roasted Red Peppers

$7.95 per person

Swedish Meatballs
Fresh Seasoned Ground Beef baked in a Creamy Mushroom Sauce
Family Style

$3.50 per person

Cabbage Rolls (Vegetarian)
Stuffed with Fluffy Long Grain Rice and baked in an Herb Tomato Sauce
Family Style

$3.50 per person

Perogies
Cheese and Potato stuffed and served with Sour Cream and Sautéed Onions
Family Style

$3.50 per person

Shrimp Skewer
Three succulent Shrimp glazed with Garlic Butter

$5.95/skewer

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Desserts

Raspberry & Chocolate Pedestal
Layers of Raspberry & Rich Chocolate Mousse presented on a base of Chocolate Gateaux.

Triple Chocolate Mousse
White, Dark and Milk Chocolate layers finished with a Rich Chocolate Glaze.

Chocolate Truffle
Creamy Truffle Ganache topped with Dark Chocolate Mousse

Berry Cheesecake Terrine
Vanilla Cake Genoise topped with Cheesecake and a Berry Coulis

Baked Alaska
Vanilla, Chocolate, and Strawberry ice cream layered on sponge cake covered with a baked meringue
Presented with Sparklers and individually portioned

Strawberries Romanoff
Fresh Whipped Cream tossed with Fresh Strawberries and Cracked Black Pepper
With a drizzle of Cointreau

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Dinner Buffets

A guaranteed minimum of 45 people is required for Dinner Buffets

The Prince of Wales

Warm Multigrain, White and Rye Rolls with plain and flavored Whipped Butter,
Assorted Lettuce and Greens, Marinated Vegetables, Mediterranean Pasta Salad, Potato Salad
Carved Baron of Beef, Citrus Glaze Chicken, Italian Meatballs, Crusted Sole with Red Pepper Aioli
Chef's Choice of Fresh Vegetables, Roasted Potatoes,
Sliced Seasonal Fresh Fruit, Assorted Cheeses and Crackers
Assorted Sweets including New York Cheesecake with Fruit Topping
Coffee & Tea service.
$28.95

Duke of Marlborough

Warm Multigrain, White and Rye Rolls with plain and flavored whipped butter,
Assorted Lettuce and Greens, Shredded Carrot Salad, Italian Pasta Salad, Coleslaw
Carved baron of Beef, Roasted Paprika Chicken
Chef's Choice of Fresh Vegetables, Oven Roasted Potatoes,
Sliced Seasonal Fresh Fruit, Assorted Cheeses and Crackers
Assorted Sweets including Coffee & Tea service.
$26.95

Buffet Enhancements/Substitutions

(Platters excluded from Substitutions)

Salads

$2.50/per item per person
Tossed Salad
Greek Salad
Chick Pea Salad
Broccoli & Cheese Salad
Pickled Beets
Traditional Potato Salad

Hot Entrées

$3.50/per item per person
Baked Salmon with Lemon Hollandaise Sauce
Pollock Florentine
Chicken Parmesan
Oriental Breaded Pork
Swedish Meatballs
Baked Penne Pasta with Three Cheeses
Roasted sliced Leg of Lamb with Dijon Cream Sauce

Platters

$2.50/per item per person
Vegetable Platter
Condiment Platter
Cold Cut Platter
Devilled Eggs
Cheese Platter

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Bar Policies

Corkage Bar

The Hotel allows the client to bring in their own liquor, wine, beer & liqueurs, provided the proper occasional permit has been issued by the Manitoba Liquor Control Commission. All Commission regulations must be followed. The hotel reserves the right to refuse liquor service if any of the Commission regulations are not adhered to. All alcohol must be removed from the premises at the end of the function or made arrangements for storage.

Full Liquor Corkage Bar $ 10.95 per person

The Hotel will supply Glasses, Soft drinks, Clamato, Orange, Cranberry & Lime Juices,
Ice, Fruit Garnish, Napkins, Swizzle Sticks, Straws and Bartenders.
Included is uncorking and placement of client's wine bottles on guest tables.
Formal Wine Service: Add $ 3.75/per Bottle

Deluxe Liquor Corkage Bar $ 15.95 per person

Includes all of above as well as Martini & Liqueur Service

Wine and Beer Corkage Bar $ 5.95 per person

Wine Corkage Bar $ 4.95 per person

Soft Drink Corkage $ 3.50 per person

Regulations Pertaining to Corkage Bars

1. An occasional permit is required from M.L.C.C. for the number of guests attending the function
2. The permit holder must be in attendance from the opening to the closing of the bars. The permit must be given with the delivery of the product, and must be with the liquor before any service can begin.
3. No person under the age of eighteen is allowed to consume alcohol during the function (even when accompanied by parents, guardian or spouse) in accordance with the Manitoba Liquor Act.
4. If client intends to operate cash sales with their liquor, a resale permit must be obtained indicating the liquor sale price.
5. The permit holder is legally responsible for any and all guests. The permit holder must ensure their safety and can be held liable in case of any accidents or injuries.
6. The bars will be open according to the time specified on the permit.
7. Only the alcohol stated on the permit may be consumed in the location stated on the permit.
8. The Manitoba Liquor Control Commission does not permit a combination of hotel sales and corkage.

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Host Bar

The hotel provides complete set-up arrangements including stocking and running your function. The host sponsors the reception and is charged based on beverages consumed:
A bartender charge of $17.00/hour for three-hour minimum will apply if net bar revenue is under $350.00.

House wine by the bottle (750 ml)	$25.00
Imported Beer /Deluxe Liquor (1oz)	$5.25
Domestic Bottled Beer / Liquor (1 oz)	$4.75
House wine by the glass (5 oz)	$4.75
Fountain Pop	$1.75

Above prices are subject to 5% GST, 8% PST and 15 % Gratuity

Cash Bar

The hotel sells beverages directly to your guests. We will provide complete set-up arrangements at no charge.
A bartender charge of $17.00/hour for three-hour minimum will apply if net bar revenue is under $350.00

House wine by the bottle (750 ml)	$26.50
Imported Beer /Deluxe Liquor (1oz)	$5.75
Domestic Bottled Beer / Liquor (1 oz)	$5.25
House wine by the glass (5 oz)	$5.25
Fountain Pop	$2.00

Above prices include 5% GST & 8% PST

The Hotel will supply the Glasses, Soft drinks, Clamato, Orange, Cranberry & Lime Juices, Ice, Fruit Garnish, Napkins, Swizzle Sticks, Straws and Bartenders.

The Hotel does not permit clients to serve their own beverages at banquets or parties
All bars must be closed by 1am – Room vacated by 1:30am
*Unless previously arranged

Testimonials

Thank you again for all of your help with the planning, organizing and set up of our wedding. It really was perfect.... and our guests continue to tell us how amazing the hall looked and how smoothly everything went. Michele, you and I were in constant correspondence over one thing or another and we very much appreciate your time, energy and patience! These events cannot be easy to pull together for such large groups. As little "snags" in the evening came up, Abdullah was onto the issue before I even realized there was one. Even my dismantling of the ceiling swags was taken care of within minutes! He truly was an angel during set up, the event itself, and even clean up. His attention to detail and focus on ensuring everything was going as it should was very obvious. He maintained utmost professionalism and was a pleasure to deal with for the entire day. I was able to sit back, relax, and enjoy knowing he was in charge!

He truly was a godsend!
Maggie & Brian

Thank you so much for all of your efforts in making our wedding reception everything we had imagined. You were tremendously helpful and are excellent at your job. We will definitely be recommending The Marlborough to our friends! We had an amazing wedding day and everything went just as we had planned. Thank you!

Stacey & Jayson

We just wanted to express our sincere thanks for the amazing evening we had for the 50th wedding anniversary. The staff ensured everything ran smoothly and that guests were well looked after. We had nothing but compliments all night long on how wonderful everything was and how amazing the food was! Huge thank you to the chef and team, the food was fantastic! As well, huge thank you to all the banquet managers that was on hand the day before helping set up the ballroom from folding napkins and placing favors to the evening of with cutting of the cake and taking care of special liquor requests. They made sure everything we needed was well taken care of for us. And last but not least, a very special thank you to Grace Rents who helped us plan the entire evening. Grace was very helpful and was available whenever we had a question, she had an answer! She answered all of our questions quickly and easily and we are very grateful for all of her help in the months leading up to the party. Thank you again Grace for everything!

The Settanni Family

Thank you for your fine service hosting our beautiful wedding reception. Everything went without a hitch and we could not be happier. You have our gratitude and we will be sure to recommend your fine hotel for events to friends and family.

Mark & Serena

Hotel Policies

FOOD AND BEVERAGE: Menus prices are subject to 8% PST, 5% GST and 15% Gratuity. Prices are based per person unless otherwise stated. Prices agreed on a signed function agreement are binding. All menu prices will be guaranteed three (3) months prior to your event. All food and beverage products served at The Marlborough Hotel will be prepared and served by our Catering Department unless other wise approved by hotel management. Under no circumstances are food or beverage items to be removed from hotel. Upon completion of this signed contract, The Marlborough Hotel is removed from any and all liabilities pertaining to external food brought in by any outside entities.

MENU SELECTIONS: In order to be assured of your menu choice, it is necessary that the catering office receive menu selections and final details of the event no later than thirty (30) days prior to the function. The hotel will make every effort to have dietary substitutions available if requested three (3) working days prior to the event.

WEDDING CAKES: The hotel is NOT responsible for wedding cakes or any damages resulting from the handling of wedding cakes under any circumstances. Without limiting the generality of the foregoing, this exemption from liability includes, but is not limited to, any damages that might result from the handling and storage of the wedding cake by hotel staff. The hotel will supply the host with space in a refrigerator but it is the responsibility of the host or designated individual to take care of moving the cake to and from the function location.

ATTENDANCE: A guaranteed attendance must be provided to the sales office three (3) calendar days prior to the event. If no guaranteed number is provided, the number of guests indicated on the function agreement will be the final confirmation number. The charges will be based on either the guaranteed number or the number of guests attended, whichever is greater. The hotel will prepare 5% above the guarantee numbers.

Should your final guaranteed numbers fall below the minimum accepted capacity for your function room, the hotel reserves the right to provide an alternate function room best suited for the group size.
The anticipated attendance may be reduced by 20% if sales office is notified within 30 days prior to the event. If the attendance reduces by more than 20%, a surcharge of 30% will be applied to cover the potential revenue loss incurred by the hotel.

BAR POLICIES: Banquet bars with net revenue of less than $350.00 will be subject to a bartender fee and cashier fee of $17.00 each per hour worked, subject to a 3-hour minimum. All prices are subject to change without notice but will be guaranteed to confirmed (deposit received) functions up to ninety (90) days in advance. All hosted beverage and all food prices are subject to a fifteen percent (15%) service gratuity. All host prices quoted do not include applicable taxes. The hotel reserves the right to refuse or terminate the service of alcoholic beverages at any time if the service would not be in accordance with the regulations of the Manitoba Liquor Control Commission. Manitoba Liquor Control Commission regulations apply to all functions where liquor is served.

PAYMENT: A deposit is required to confirm the booking and is non-refundable in the event of cancellation. A payment of 80% of the total anticipated bill including taxes and gratuity is payable by certified check, cash, debit or credit card Thirty (30)calendar days prior to the function. Full payment for the anticipated total cost based on the guaranteed attendance is due and payable three (3) calendar days (72 hours) prior to the function. Following the function, the hotel will prepare the final bill and all outstanding charges are due immediately. The hotel will refund any excess payments including the deposit. Allow twenty one (21) working days for check refunds. Direct billing arrangements will require an approved credit application sixty (60) days prior to the event and can be arranged through our Accounting Department. Any outstanding balance must be paid in full within thirty (30) days following the function. Interest charges will apply to delinquent accounts. After thirty (30) days the balance will be subject to 1.5% interest per month to a maximum of 18% per annum.

CANCELLATION CHARGE: The deposit and cancellation policies are subject to change at the hotel's absolute discretion. In the case of a discrepancy between this cancellation clause and an attrition clause contained in a completed and signed hotel Booking Agreement associated with this function, the attrition clause in the Booking Agreement shall apply.

Catering & Meetings

- 90 days prior to event 50% of room rental and 15% of food and beverage expenses will be charged
- 60 days prior to event 50% of room rental and 25% of food and beverage expenses will be charged
- 30 days prior to event 75% of room rental and 50% of food and beverage expenses will be charged
- 72 hours prior to event total room rental and total food and beverage expenses will be charged

Guestroom Accommodations

- 90 days prior to check in 25 % of guestroom expenses will be charged
- 60 days prior to check in 50 % of guestroom expenses will be charged
- 30 days prior to check in 75 % of guestroom expenses will be charged
- 72 hours prior to check in the total of guestroom expenses will be charged

LIABILITY: The Marlborough Hotel reserves the right to inspect and control all private functions, including the conduct of all attendees, the conduct and performance of entertainers and the volume level of music played. Liability for all damages to the premises will be charged to the client organization and/or to the client's representative in charge of arrangements with The Marlborough Hotel. A damage charge may apply at the discretion of the hotel to cover the cost of repairs.

SECURITY: Special security arrangements are available at an additional cost through the hotel's security contract. At our sole discretion you may be required to provide paid professional security using the hotel's contracted professional security company and a damage deposit may be required.

START & END TIMES: The contracted start and end times of functions are to be strictly respected. The space is only booked for the time indicated, set-up and take-down times are to be specified at the time of booking by the sales and catering departments.

DISPLAYS, EXHIBITS OR PRODUCTS: Where displays, exhibits or products are to be used, they are to be delivered to our receiving entrance no more than 24 hours prior to the function unless alternate arrangements have been made with our Catering Department. Such displays, exhibits and products are the responsibility of the exhibitors and The Marlborough Hotel accepts no liability whatsoever for loss or damage thereto whether caused by the negligence of The Marlborough Hotel, its employees and agents or otherwise. Such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24-hour basis. Deliveries will not be allowed between the hours of 11:30am - 1:00pm and after 5:00pm, unless prior arrangements have been made with sales office and/or management.

SOCAN & RESOUND FEES: As required by law, all musical entertainment is subject to SOCAN (Society of Composer, Authors and Music Publishers of Canada) and resound charges.
Use of the Marlborough Hotel name, logo or symbol for any purpose whatsoever is prohibited without the prior written approval of the Hotel.

The above policies have been reviewed and agreed by the parties.

_____	_____
Authorized Customer Signature	Hotel Representative Signature
_____	_____
Date	Date

Revised November 2012