



CONFERENCE PLANNER



Best
Western
PLUS

VALEMOUNT INN & SUITES



Welcome to Valemount

Best Western Plus Valemount is the only venue for all types of social and business events in the picturesque Robson Valley. We specialize in unique memorable experiences that can accommodate up to 140 guests., Modern guest rooms, true Mountain hospitality, homestyle dining, short service spa, and picturesque backdrops set the stage for any event. The team is waiting to impress your guests in a relaxing mountain setting.



Best Western Plus Valemount Inn & Suites Hotel and Conference Center

1950 Highway 5 South, Valemount BC V0E 2Z0

Telephone: 250-566-0086 Toll Free: 866-777-1120

gm@bestwesternvalemount.com | bestwesternvalemount.com

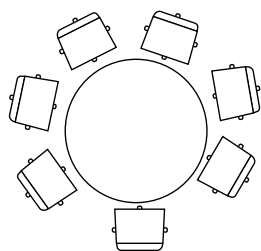
Our Facilities

	EAGLESVIEW	ROOM 280	SUMMIT GRILL	LOUNGE available 10am-3pm	PATIO available June-Sept
COST	Full Day \$500.00 Half Day \$350.00	\$250	Minimum \$500.00	Half Day \$350.00	Minimum \$400.00
ROUNDS OF 8	14 persons	N/A	N/A	N/A	N/A
DINNER DANCE	140 persons	N/A	60 persons	N/A	N/A
BOARD STYLE	24 persons	12 persons	20 persons	16 persons	N/A
U-SHAPE	34 persons	8 persons	16 persons	N/A	N/A
CLASSROOM	100 persons	12 persons	N/A	N/A	N/A
THEATRE	200 persons	16 persons	40 persons	32 persons	N/A
RECEPTION	140 persons	12 persons	77 persons	32 persons	40 persons

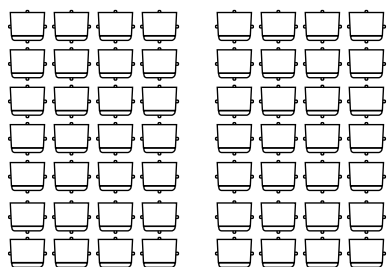
Prices include set-up, clean up, linens, cutlery, dishware, glassware & skirting. All rentals are subject to applicable taxes.

Room Styles

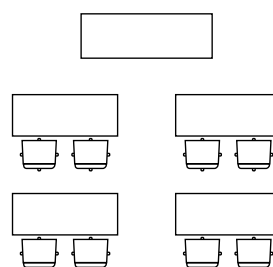
BANQUET



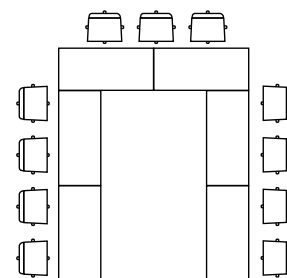
THEATRE



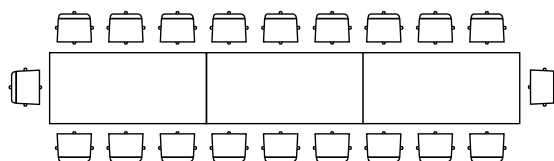
CLASSROOM



U-SHAPE



BOARDROOM





More rentals

NAPKIN	\$3.00 ea
BANQUET CHAIR	\$5.00 ea
CHAIR COVERS (white or black)	\$8.00 ea
TABLE RENTAL (8 feet)	\$10.00 ea
TABLE LINENS	\$7.00 ea
CHAFING DISH WITH STERNO FUEL	\$30.00 ea

OFF-SITE CATERING SERVICES

Available at a 20% surcharge (including staff for set up and clearing of tables, linens & skirting, chafing dishes & fuel, all condiments).

If you are interested in any other rentals please let us know and we can give you a price list of what you are looking for, or even send you to the right place!!

All rentals are subject to applicable taxes.

Technical Information

CLIMATE CONTROL

Year round – all rooms are individually monitored and controlled for heat and air conditioning

WHEELCHAIR ACCESSIBLE LIFT

Key operated lift to second floor. Room for luggage cart and passenger (1,000 lbs. capacity)

PHOTOGRAPHY SPACE

Mezzanine and Great Room with fireplace and lounging areas are available.

INTERNET ACCESS

Wireless High-Speed Internet Access is available and complimentary throughout the hotel using your own computer. Username & password is needed.

There are 2 computer terminals available on the Mezzanine at no charge.

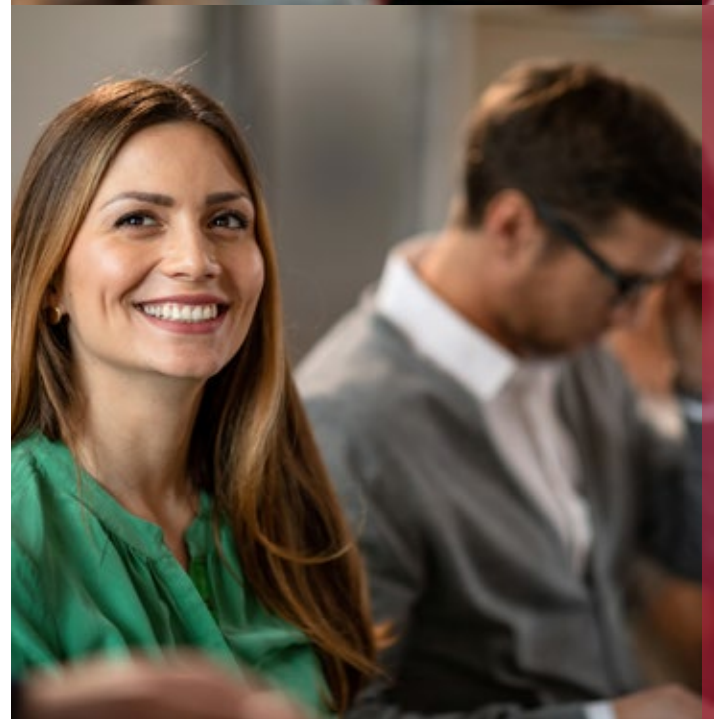
AUDIO/VISUAL EQUIPMENT

Whiteboard and Markers	\$25.00
Cordless Microphone	\$125.00
Screen	No Charge
Flip Chart (paper) and Markers	\$10.00 per day
Photo Copier/Printer	\$300 per day
Projector and Screen	\$250.00 per day
Sound System	\$500.00 <i>not for DJ use</i>
AV Tech (Jasper Alpine Music)	\$80.00 per hour <i>min 4 hour</i>

All rentals are subject to applicable taxes.



VALEMOUNT INN & SUITES – CONFERENCE PLANNER



Technical information cont.

SPECIFICATIONS

We require all special linens to be delivered to the Hotel a minimum of 24 hours before the start of the function. The Best Western is not responsible for any product left at the Hotel 24 hours after the function.

DECORATING

- Only masking tape & poster gum may be used for decorating
- Only non-drip candles with candle holders may be used
- Rice and confetti will be a charge of \$100.00 for use on property

CONVENER

The Convener will be held responsible for all action and conduct of all guests. Any damage to the Hotel and/or equipment will be assessed and added to the total charges.

BANQUET BOOKING

The 20% deposit must be received before food products for the banquet can be ordered.

TAXES & GRATUITY

There will be 5% GST added to all items AND a 18% gratuity is added to ALL FOOD & BEVERAGE ITEMS.

AV CONSULTANTS

Alpine Music, Jasper (780) 852-0321





Drink Prices

	CASH BAR	HOST BAR	TOONIE BAR
Beer - Domestic	\$6.50	5.60	6.10
Beer - Premium	\$7.10	6.10	6.60
Cocktails	\$7.60	6.60	7.10
Coolers	\$6.60	5.60	6.10
Highballs - Bar brand	\$6.60	5.60	6.10
Juice - 355ml	\$3.60	3.60	3.60
Liqueurs	\$6.60	5.60	6.10
Soft Drinks - 355ml	\$3.10	3.10	3.10
Wine - 6oz	\$8.60	7.60	8.10

ADDITIONAL SELECTIONS

Non-alcoholic Fruit Punch
\$49.99 (serves 35)

A Cash Bar is recommended when guests of the booked party pay for the drinks individually. A Host Bar is recommended when the Host provides the reception. If total sales are less than \$400.00, a bartender fee of \$21.00 per hour is charged for a minimum of four (4) hours.

Some liqueurs and premium brand liquors are available upon request at various prices. All prices listed do not include 10% PST and 5% GST. The host bar prices also include a 18% gratuity and 10% liquor tax. Please contact Catering Representative for more info.

Liquor service will end at 12:30am with consumption able to continue until 1:00am.



Refreshments

HOT BEVERAGES

freshly brewed regular coffee decaf coffee tea	
½ day (3 hours)	\$3.00 per person
full day	\$7.00 per person

COLD BEVERAGES

selection of soft drinks (591ml bottle)	\$3.75 each
bottled water (591ml bottle)	\$2.75 each

SNACKS

freshly baked pastries	\$27.00 dozen
cinnamon buns danish	
cookies nanaimo bars	
morning glory muffins (apple, carrot, raisin, nut and honey)	

Breaks

BREAKOUT MENUS/SNACKS

POPCORN MACHINE

with flavour options
\$3.00 per person

THE “COFFEE BREAK”

coffee/tea | muffins and cookies
\$8.00 per person

KETTLE CHIPS AND DIP

\$6.00 per person

FRESH FRUIT PARFAIT

granola | fruit yogurt | fresh fruit
\$6.00 per person

HONEY GLAZED/CHOCOLATE DOUGHNUTS

\$18.00 per dozen

Breakfast Selections

CONTINENTAL BUFFET

assorted cereals & milk
selection of yogurt
seasonal fruit
assorted bagels, muffins & pastries
assorted jams & preserves
chilled juices – apple & orange
freshly brewed coffee & teas

\$21.00 per person
Minimum order of 15

ALL CANADIAN BUFFET

scrambled eggs
hash browns
ham/sausage
seasonal fruit
assorted breakfast breads (white, brown, raisin)
assorted jams & preserves
chilled juices – apple & orange
freshly brewed coffee & teas

\$24.00 per person
Minimum order of 15

EUROPEAN

cold cut platter
cheese platter
assorted cereals & milk
selection of yogurt
seasonal fruit
hard boiled eggs
assorted breakfast breads (white, brown, raisin)
bagels, muffins & pastries
assorted jams & preserves
chilled juices – apple & orange
freshly brewed coffee & teas

\$22.00 per person
Minimum order of 15



VALEMOUNT INN & SUITES – CONFERENCE PLANNER



18% gratuity and applicable taxes will be added to all Food and Beverage items.

Receptions

servicing suggestion is 4-6 pieces per person for a pre dinner reception

Price per dozen

Minimum 2 dozen of each

crisp salami and scallops | maple glaze \$35.00

smoked rib "fingers" – forty creek bbq \$23.00

korean meatballs \$19

beef short rib crostini | white cheddar
fresh pickled horseradish \$32.00

fried chicken skewer | spicy apricot honey \$40.00

buttermilk fried chicken skewer | siracha ranch \$35.00

mini crab cakes | fried capers | gogung \$56.00

crispy beef bites | kimchi yogurt \$51.00

crab claws | sake soya \$36.00

vegetable spring rolls | mint | coconut \$22.00

smoked beef carpaccio | parmesan | egg | crisp \$22.00

shredded duck rolls | asian red sauce \$28.00

marinade mushroom | goats' cheese \$19.00

deviled eggs | tobiko | kale chip | caper \$21.00

tomato | bocconcini | fresh herbs | olive oil \$21.00

ARTISANAL CHEESE CRACKERS

baguette | fruit

small (serves 10) \$100.00

medium (serves 30) \$240.00

large (serves 60) \$350.00

CRISP SEASONAL VEGETABLE CRUDITÉS & CITRUS DIP

small (serves 15) \$65.00

medium (serves 30) \$130.00

large (serves 60) \$205.00

VEGETABLE ANTIPASTO PLATTER

grilled vegetables | marinated mini bocconcini
olives | pickles

(serves 20) \$140.00

CHARCUTERIE PLATTER

artisanal cured meats & cold cuts
pickled vegetables | olives | mustards

(serves 30) \$300.00 per platter

SEAFOOD TOWER

cocktail sauce | horseradish lemon | prawns crab
claws | crab legs | oysters | mussels

(50 pieces) \$350.00

BUILD YOUR OWN BARS:

SHORT RIB TACOS

flour tortillas | sour cream | guacamole
condiments | corn chips | salsa

\$14.00 per person

12 "PIZZA

hawaiian | grilled chicken & peppers
pepperoni & cheese | vegetarian

\$24.00 per pizza



Lunch Selections

Available
11am-3pm

PLATED OPTIONS:

MEATY LASAGNA

Caesar salad | garlic toast
chef's choice dessert | freshly brewed coffee & tea

\$18.95 per person

STEAK SANDWICH

grilled 7oz new york steak | garlic toast
crisp organic greens & dressings | chef's choice dessert
freshly brewed coffee & tea

\$26.00 per person

BUFFET OPTIONS:

PRE-BUILT SANDWICH WITH 2 SOUPS

assorted deli meats | assorted buns and wraps including
gluten free options | pickles and accompaniments
cheese slices | crisp organic greens & dressings
chef's choice dessert | freshly brewed coffee & tea

\$19.00 per person

BUILD YOUR OWN TACO

spicy ground beef | diced tomatoes | shredded lettuce
cheese | jalapeno peppers | guacamole
soft & hard taco shells | salsa | sour cream
chef's choice dessert | freshly brewed coffee & tea

\$18.50 per person

EAST COAST BUFFET

buns with butter | coleslaw | clam chowder | fried chicken
mashed potato | gravy | seasonal veggies | apple crisp

\$23.00 per person

PASTA BUFFET

grilled focaccia with balsamic | Caesar salad
antipasti with artichoke dip | meat lasagna
penne with seasonal mushrooms and parmesan pesto
chicken and eggplant napoli | tiramisu | snacks and bars

\$23.00 per person



CREATE YOUR OWN *Late night available*

POUTINE BAR

fries | fresh cheese curds | mixed cheese | gravy
enhancements:

butter chicken \$3.00 | pulled pork \$5.00
mushroom ragout \$3.00 | coleslaw \$3.00

base \$5.00 per person

BUILD YOUR OWN SANDWICH

assorted breads | wraps | black forest ham
smoked turkey | salami | cheeses | assorted
condiments

\$17.00 per person

BUILD YOUR OWN SLIDER

mini beef burger patties | fried chicken thighs
portobello mushroom | mini buns | sliced cheddar
condiments

\$17.00 per person



Dinner selections

GRAND DINNER BUFFET

Minimum 25 people

freshly baked breads and rolls
cheese and charcuterie
grilled vegetable antipasti
chickpea, kale, & apple salad
seasonal greens with accompaniments
roasted beet salad with fennel and dill

chefs seasonal vegetable
roasted new potatoes

ENTREES (per person)

1 choice	\$44.00
2 choices	\$51.00
3 choices	\$54.00

shaved roast beef | peppercorn jus
smoked pork loin | wild mushrooms
seared salmon | black cherry hollandaise
“beer can” chicken | lemon thyme butter
penne pasta | vegetable parmesan
braised short rib | cheese ravioli
game meat loaf | tarragon onion gravy
vegetarian lentil “shepherd’s pie”
grilled chicken breast | walnut pesto
baked cod au gratin

supplement chef carved prime rib – \$10.00 per person

assorted squares | sliced fruit and chefs delights

WESTERN BBQ BUFFET

Minimum 25 people

baked corn breads | butter milk biscuits | maple butter
corn, cilantro and black bean salad
shrimp, lime and avocado salad
roasted tomato, chipotle, basil salad

baked potato with all the fixings
black strap molasses baked beans
boiled corn
skewered farm veggies

ENTREES (per person)

2 choices	\$46.50
3 choices	\$51.00

cedar scented trout
game burgers on brioche
7oz flat iron
smoked beef brisket
sriracha marinated chicken skewers
mixed mushroom patties with focaccia
saki soya salmon sides
lemon herb roasted chicken

apple crisp with puffed cream
chefs sections of cookies and squares

Policies

FUNCTION PLANNING

All arrangements must be finalized 14 days prior to the date of the function. Please advise your Catering Representative of the "Guaranteed Number" of guests to be served 2 weeks prior to the function. The Hotel will charge for this number unless the number of the group increases. We will provide service and seating for 2% above the "Guaranteed Number."

FOOD & BEVERAGE

The hotel supplies ALL food and beverage items for functions. With a 72-hour notice, the Best Western Plus is pleased to offer special menus designed for guests with specific dietary or allergy-based needs

- The 10% deposit must be received before food products for the banquet can be ordered.
- All meals are served buffet style; minimum numbers of orders are listed with each meal. If the meal requirement is less than the minimum number of orders listed, an additional \$2.50 per person will be added to the meal price.
- For children up to the age of 12 years all buffet meals are at a cost of 50%.
- The amount of food on the buffet is based on the guaranteed number of orders plus 10%.
- Should the menu, date or times of the schedule change within 72 hours prior to arrival, a \$250.00 surcharge plus taxes will be charged.
- The hotel is responsible for the quality and freshness of the food served to our guests. Due to health regulations, food may not be brought in or removed from the premises with the exception of professionally made wedding or birthday cakes.
- By law, the Hotel Staff cannot and will not serve liquor to anyone under the age of 19.

FUNCTIONS WITH ENTERTAINMENT

For functions with entertainment, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) performing rights license must be purchased from the hotel. A fee of \$29.56 plus taxes will be charged for functions with music

For functions with recorded music to accompany live events a Re:Sound license must be purchased from the hotel. Re:Sound collects and distributes royalties for artists and record companies as payment for the public use of their music. A fee of \$59.60 plus taxes will be charged for functions with dancing. A fee of \$13.30 plus taxes will be charged for functions without dancing.

Music must end at 1:00am.

DEPOSIT

Space is not confirmed and is subject to further sale until a deposit of \$500.00 has been received. All social functions require full payment or valid credit card authorization 72 hours in advance of the function date.

PAYMENT

The total amount of the invoice is due upon conclusion of the function. The Best Western is pleased to offer three (3) acceptable methods of payment:

1. Arrangements can be made for billing privileges if a completed Best Western Credit Application is received 21 days prior to the function.
2. Advance payment for all known charges
3. A valid credit card for all known charges authorized three (3) days before the function.

Overdue accounts are charged 15% per month on any balance due after 30 days from the date of the function.

CANCELLATION

Cancellation must be made 90 days in advance of the function. Cancellations received 89 days or less will be charged for the full booking deposit of \$500.00

SPECIFICATIONS

We require all products to be delivered to the Hotel a minimum of 24 hours before the start of the function. The Best Western Plus is not responsible for any product left at the Hotel 24 hours after the function.

DECORATING

- Only masking tape & poster gum may be used in banquet rooms.
- Only non-drip candles with candle holders may be used.
- Rice and confetti may NOT be used on the hotel property or a \$250.00 cleaning charge will be applied.

NON-SMOKING POLICY

The hotel is completely non-smoking including guest and banquet rooms. Designated smoking areas are located 3 meters outside of each entrance/exit. Please use appropriate ashtrays for disposal of cigarettes, etc.



**Call now to book
your event with us**

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