

# CATERING POLICIES

## GUARANTEE OF ATTENDANCE

All meal selections must be confirmed **10 business days prior to the event**. The guarantee for the number of guests attending is due **4 business days** prior to the event. You will be charged according to the guaranteed number, or the number of guests served, whichever is greater. If the guaranteed number has not been advised, the original guest expectation number will be used.

## FUNCTION SIZE

Inn at the Forks reserves the right to provide alternate meeting space suitable to the Group's meeting requirements represented in the final guaranteed numbers. If additional space is required, additional rental charges will apply.

## TIMING OF EVENTS

Our culinary team relies heavily on timing. It is imperative that events are served as close to the agreed upon time of service to ensure the highest quality product is provided to you and your guests.

## SUSTAINABILITY

Inn at the Forks works diligently to ensure our property is as eco-friendly as possible. We believe in sourcing local ingredients wherever possible. As an alternative to plastic bottles of water, we are pleased to provide filtered water service throughout the Hotel.

## DAMAGES OR LOSS OF PERSONAL PROPERTY

Inn at the Forks will not be responsible for damages or loss of any articles at the Hotel prior to, during or following any event by the client or their guests.

## INSPECTION

Inn at the Forks reserves the right to inspect and control all functions held on the premises. All provincial and local laws governing the purchase and consumption of food and beverage will be strictly adhered to.

## FOOD & BEVERAGE

The Hotel reserves the right to be the sole provider of all food and beverages served within the Hotel, except for wedding cakes. Wedding cakes must come from a licensed bakery and a Forkage Fee of **\$3 per person** will apply.

## FOOD & BEVERAGE PRICING

Prices are subject to change due to market conditions. Prices are guaranteed 60 days prior to the event. All charges are subject to PST and GST, as well as **18% service fees**. Taxes are subject to change.

## LEFTOVER FOOD & TAKEOUTS

For health and insurance reasons, Inn at the Forks policy does not allow the removal of food from the Hotel premises.

## ADDITIONAL GOODS & SERVICES

Should you have "Drop in Guests" at your function, or request to add more food, extend bar hours or add any goods or services during your event, Inn at the Forks will make every effort to accommodate you and proceed with the verbal approval of the function convener, and authorization of the additional charges not previously signed for on the Banquet Event Order.

## MENU MODIFICATIONS / SUBSTITUTIONS DUE TO DIETARY CONCERNS

Limited dietary substitutions may be made in advance by the convener. Those ordering substitutions must be identified by a special ticket or place card provided by the client.

*Please note with dietary requests that all precautions are taken. However, because Inn at the Forks is NOT a nut free, gluten free or fish/seafood free kitchen, we are unable to guarantee that cross contamination will not occur.*

## ADVERTISING

Any advertising prepared by the client using the name of Inn at the Forks must be approved by Hotel management prior to the presentation or display of materials.

## SOCAN + RESOUND

The Government of Canada mandates that Inn at the Forks collects a SOCAN fee (Society of Composers, Authors and Music Publishers of Canada) and RESOUND fee (this represents the rights of artists and record companies – the people who create sound recordings) for all function bookings with live or recorded music.

## PARKING

All parking surrounding the Hotel is the property of The Forks and managed by The Forks North Portage Corporation.

*Please read all posted signs carefully. Inn at the Forks is not responsible for any parking tickets or towing fees that may be incurred.*

## DISPLAY MATERIALS DELIVERED TO THE HOTEL

Inn at the Forks has very limited storage space. Please arrange for delivery to be made *no sooner than 1 working day prior to your start date. All display materials must be taken with you at the end of your event, or picked up the next business day at the latest.* The Hotel will apply a handling and storage fee of \$100 per day for goods that must be received and handled outside of these times.

## DISPLAY MATERIALS SET UP / TEAR DOWN

All setups and displays are subject to approval from the Winnipeg Fire Department. Doorways must not be blocked in any way at any time. Banners and wall hangings are subject to approval by Inn at the Forks before they are hung.

## BANQUET & CATERING SERVICES

Prices are subject to PST, GST, and 18% service fees and are only guaranteed 60 days prior to a function.

Our culinary team will always do their best to accommodate dietary needs.

Please note additional charges may apply.