



Conference Planner's Package



2008



Nottawasaga Inn Resort
6015 Highway 89, Alliston, ON L9R 1A4

Alliston Area: (705) 435-5501 Toronto Direct: (416) 364-5068 Toll Free: 1-800-669-5501

American Plan Package



Your Conference Planner's Package is for groups of 80 persons or less and includes the following:

Accommodation
Country Buffet Breakfast
Delicious Lunch Buffet
Gourmet Table d'hôte Dinner
Gratuities

Call us today for pricing



Comfortable Accommodations

Resort guestrooms with two double beds.
All guestrooms are non-smoking.
Upgrade to deluxe resort rooms and Jacuzzi suites are available.



Delicious Meals

All meals are served as a group in the Riverview Room as outlined in the Sample American Plan Dining Menus.
Coffee and tea are included with all meals. Any other beverages will be an additional charge to the master account.
Any modifications to the American Plan Package as served in the Riverview Dining Room will result in additional charges.
Private banquets are available and priced accordingly.

Gratuities

Gratuities are INCLUDED in this package.



Special Note

All areas of the hotel, including all guestrooms, meeting/banquet rooms, Restaurants, lounges, halls and lobbies, are designated non-smoking.

January 1 through April 30, and November 1 through December 29, if you book a minimum of 5 guestrooms on a master account Conference Planner's Package your main meeting room and 2 coffee/tea breaks per day are free!



Sample American Plan Menus



Country Buffet Breakfast

7:00 am to 9:30 am Monday to Sunday

Assorted chilled juices
Fresh fruit slices
Choice of cold cereals
Farm fresh scrambled eggs
Canadian bacon and country sausages
Chef's choice of:
Buttermilk pancakes, waffles or French toast
Selection of freshly baked pastries with
jams, jellies and creamery butter
Coffee and tea

Lunch Buffet

*11:30 am to 1:30 pm**

Tossed field greens and market salad selections
Carved roast of the day
Three hot entrées including:
Fresh pasta and a custom grilled specialty
Seasonal country vegetable and potato
Bakery fresh rolls and creamery butter
Assorted dessert display
Fresh fruit assortment
Coffee and tea

Dinner - Table d'hôte

Mon to Thurs 6:00 pm to 9:00 pm
*Fri & Sat 5:00 pm or 8:00 pm to 10:00 pm**
*Sun 5:00 pm to 9:00 pm***

California baby greens with sliced black olives,
feta cheese and a basil vinaigrette
Roast prime rib of beef with a Merlot wine jus,
Yorkshire pudding and garlic layered potatoes
Pan-seared tilapia with a citrus and
chive beurre blanc and jasmine rice
Chicken and shrimp with
lemon grass stir-fry sauce and oriental rice
Basil fettuccine with Mediterranean vegetables and
goat cheese in a sun-dried tomato cream sauce
Warm baked apple blossom served
with a warm butterscotch sauce
Coffee and tea

*On Sundays, Lunch is replaced with Buffet Brunch
10:30 am - 1:30 pm. An upgrade cost of \$6.00 pp applies.

**On Friday and Saturday, maximum group size is 40 guests.
Larger groups can be accommodated as a private banquet.

***A la carte menu may be substituted
with a buffet during certain holiday periods.
Alternate dining venue may occur.

All meals served in the Riverview Dining Room

We suggest groups allocate a minimum of 1½ - 2 hours for Dinner Service

Private banquets are available for breakfast, lunch and dinner.
We would be pleased to arrange custom menus to your specifications.

Table d'hôte selections change daily in our Riverview Dining Room.
It is recommended that groups of over 40 people pre-select a set dinner menu in advance.

Special Arrangements

The Mahogany Room provides a gourmet selection
of food and wine in a more intimate and elegant atmosphere.
Within, La Tavola del Padrone can be reserved exclusively for exquisite dinner
parties of up to 18 people specializing in custom tasting sensations.

Please ask your co-ordinator for specific details.



*Prices and specifications are subject to change without notice,
gratuities and taxes are extra where applicable.*

Bar Services



Host Bar

50 people or less

Host bar set-up of \$50.00 applies.
Bartender for up to 3 hours is included.
After 3 hours, an hourly rate will be charged.
Host bars require a minimum consumption of \$300.00 net per bar or a bartending fee of \$100.00 will apply.

Cash Bar

Cash bar set-up of \$80.00 per bar station applies.
Bartender for up to 3 hours is included.
After 3 hours, an hourly rate will be charged.
Cash bars require a minimum consumption of \$375.00 net per bar or a bartending fee of \$175.00 will apply.

Hospitality Suite Bar Set-up

Ice, glasses and suite set-up:
75.00

A surcharge of \$5.00 per person per day applies for groups bringing in their own alcoholic beverages to a Hospitality Suite. Bartenders are not provided. Proof of a Special Occasion Permit and signed Rental Agreement for Hospitality Suites is required. The Hospitality suite must be vacated no later than 2:00 am. Prices and specifications are subject to change without notice, gratuities and taxes are extra where applicable.

Hospitality Suite Snacks

Fresh vegetables crudities display with an assortment of dips - \$2.95 per person
Potato chips - \$9.00 per bowl
Pretzels - \$9.00 per bowl
Popcorn - \$9.00 per bowl
Peanuts - \$12.00 per bowl
Nachos with salsa - \$3.25 per person
Tequila poppers (5 poppers per person) - \$5.95 per person
Buffalo style chicken wings (1 dozen) - \$7.95 per person
Pizza (choice of pepperoni and cheese, deluxe or vegetarian) - \$12.95 per pizza (6 slice pizza)



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Coffee Breaks

(minimum 10 people)

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The set-up for coffee breaks is based on the number of people attending. Please specify if you will require more than the amount normally provided.

<p>Take-a-Break</p> <p>Coffee/tea/herbal Juice 3.25</p>	<p>Classic Break</p> <p>Coffee/tea/herbal Juice Muffin and Danish assortment 4.95</p>	<p>Cappuccino & Biscotti</p> <p>Cappuccino and espresso Biscotti ***minimum 50 people 5.75</p>	
<p>"Notty" Break</p> <p>Coffee/tea/herbal Hot chocolate Brownie Chocolate chip cookies 5.95</p>	<p>Cool Down</p> <p>Soft drink Premium ice cream bar 5.95</p>	<p>Candy Bar Break</p> <p>Jars of M&M's Jellybeans and Skittles Bottled water 5.95</p>	<p>Time-Out</p> <p>Soft drink Chips and pretzels Tortillas and salsa 6.50</p>
<p>"Inn" Shape**</p> <p>Coffee/tea/herbal Juice Fruit kabobs with an orange chocolate dip Yogurt and Nutrigrain bar 8.95</p>	<p>Baker's Mix</p> <p>Coffee/tea/herbal Juice Scone Banana bread and nut loaf Assorted jams 8.95</p>	<p>Executive Break</p> <p>Coffee/tea/herbal Domestic cheese and crackers Chocolate dipped strawberries Perrier or bottled water 12.95</p>	

**An invigorating fitness break with a certified instructor can be scheduled - ask for details

"Notty" Additions

(add to any coffee break served from 11:00 am onwards)

Add Bailey's - upgrade of \$4.50

Add one choice of beer or cooler per person - upgrade of \$5.50 each

Add one glass of champagne per person (Freixenet) – upgrade of \$5.00

Additional Suggestions / Add-On's (prices are per person)

**Items charged based on consumption*

Hot apple cider - \$1.95	Vault Energy Drink - \$2.50*	Powerade - \$2.50*
Assorted canned juice - \$1.75*	Hot chocolate - \$1.95	Jug of juice (\$12.00 per jug)
Bottled water - \$2.25*	Assorted soft drinks - \$1.75*	Jug of milk (\$12.00 per jug)
Nestea Iced Tea - \$2.00*	Bottled Perrier - \$2.50*	
Assorted gourmet cookies - \$1.50 <i>(included peanut butter, chocolate chip, oatmeal raisin, white chocolate macadamia nut and oatmeal cranberry walnut)</i>	Sliced fruit - \$2.50	Assorted bagels - \$2.25
Assorted muffins - \$1.75	Whole fruit - \$1.00	Bagel with cream cheese - \$3.50
Assorted squares - \$1.50	Fresh sliced fruit tray with	Assorted yogurt - \$2.00
	Low fat honey yogurt - \$3.50	Premium ice cream bars - \$4.50
	Croissant - \$2.25	Assorted chocolate bars - \$1.50
	Assorted Danishes - \$1.50	Assorted donuts - \$1.25
	Granola bars - \$1.50	
	Tortillas and salsa - \$3.25	

***Espresso / Cappuccino Machine

Espresso / Cappuccino - \$2.95 per person minimum 50 people
(under 50 people, service charge applies of \$175.00 + 5% GST)

Prices are quoted per person.

Sample Working Lunches



A private meal upgrade service charge is extra and priced accordingly for any meal service in a private function room. Please ask for details.

Buffet-Style Deli Luncheon

Tossed seasonal greens
with assorted home-made dressings
Creamy carrot coleslaw salad
Relish and crudités tray with dip
Assorted Scandinavian open-face sandwiches
on a mixed bakery selection:
Sliced roast beef with horseradish mayonnaise
*Black Forest ham with Gruyère cheese
and cranberry relish*
Breast of turkey with tomato and cucumber
Smoked salmon with cream cheese and capers
*Montreal smoked meat with Dijon
mustard and Emmenthal cheese*
Assorted brownies and squares
Coffee and tea
2 sandwiches per person – 10 person minimum

Assorted Sandwich Wraps

Market field greens
with assorted home-made dressings
Creamy potato salad with gherkins
7 bean salad with Bermuda onions and
cider vinaigrette
Assorted sandwich wraps on soft flour tortillas
with grilled chicken and seasoned beef
with grilled vegetables
Nachos and salsa
Assorted brownies and squares
Coffee and Tea
1 wrap per person – 10 person minimum

Hot & Cold Lunch Buffet

Tossed field greens and market salad selections
Chef's Choice of three hot entrées including:
fresh pasta and grilled selection
seasonal country vegetable and potato
Bakery fresh rolls and creamery butter
Assorted dessert display
Fresh fruit assortment
Coffee and tea
80 person minimum

Served Luncheon

Choice of Salad

Select market greens with honey sesame dressing
Medley of field greens
with Italian balsamic vinaigrette
Classic Caesar salad with herbed croutons

Choice of Entrée

Pan-seared 6 oz. boneless chicken breast
with a creamy mushroom sauce on a bed of rice
and seasonal vegetables

Oriental stir-fry
with beef or chicken on a bed of rice

Seared Atlantic salmon
with citrus coriander cream

Penne pasta with smoked chicken and snow peas
in a sun-dried tomato chardonnay cream sauce

Rigatoni pasta with blackened chicken
and tri-coloured peppers in a zesty tomato sauce

Cannelloni filled with
chicken, spinach and ricotta cheese
topped with mozzarella and
fresh tarragon cream sauce

Bakery fresh grain rolls
and creamery butter

Choice of Dessert

Swiss apple pie
Tiramisu
Mango mousse cake
Chocolate mousse cake
Cherry cheesecake
Lemon meringue pie

Coffee and Tea



*Prices and specifications are subject to change without notice,
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Classic Buffet Barbeques

(60 person minimum)

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Served hot off the grill from the Gazebo Patio and held in a private banquet room.
Prices noted below are the upgrade price per person from the Standard AP Package.

Gourmet Hamburger Barbeque

Fresh market greens
Creamy coleslaw with raisins and shredded carrots
Asian noodle salad with peppers and scallions
Gourmet hamburger
Assortment of delectable squares and brownies
available for Lunch only
2.50

Chicken & Rib Barbeque

Medley of country greens
Roast new potato salad with a dill and mustard dressing
Roma tomato and cucumber salad with artichokes in a basil vinaigrette
Chicken & Ribs (quarter chicken and barbequed ribs)
Oven roast potato
7.50

Salmon Barbeque

Market picked field greens
Asian-style cucumber salad with sesame marinade and pickled ginger
Tri-colour rotini with shaved broccoli and Bermuda onions in a creamy tarragon vinaigrette
Grilled Atlantic salmon
Oriental rice
6.50

Steak Barbeque

Traditional Caesar salad
Home-style potato salad with a roasted garlic and pepper dressing topped with parmesan
Pepper and onion salad with chick peas in a mustard and red wine vinaigrette
8 oz. New York sirloin steak
Baked potato
7.50

Barbeques Include

Seasonal country vegetable*
Bakery fresh assorted rolls and creamery butter*
Select dessert assortment*
Coffee and tea
(*not included with gourmet hamburger barbeque)

Custom menus are available upon request.
Banquet room rental and barbeque service charge are extra and priced accordingly.
Barbeques are also available for groups with less than 60 people as a served meal only.
Please inquire for further details.

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Prices and specifications are subject to change without notice, gratuities and taxes are extra where applicable.

Function Rooms



ROOM	SIZE	SQ FT	CEILING	CLASS-ROOM	U-SHAPE	THEATRE	BOARD-ROOM	BANQUET	PRICE
Fiesta Room (1,2 & 3)	45x80	3600	8'9"	144	--	275	--	200	\$525*
Section 1 or 3	38x20	760	8'9"	30	36	80	32	50	150
Section 2	45x40	1800	8'9"	78	52	160	40	100	225
4, 5, 6	41x30	1230	7'9"-8'10"	52	36	80	36	60	200
7, 8, 9	24x18	432	7'11"-9'1"	18	20	30	20	24	150
10	40x44	1760	9'8"	76	48	150	36	100	250
10A	30x53	1590	8'10"-10'11"	60	33	100	52	80	250
10B	30x19	570	8'6"	--	--	--	18	--	250
11	38x32	1216	8'4"	40	44	80	32	60	200
Crystal Ballroom (12 & 14)	76x74	5624	10'3"-15'1"	244	--	600	--	400	1500*
Section 12 or 14	76x37	2812	10'3"-15'1"	122	80	300	68	200	600*
Champagne Ballroom (15)	60x50	3000	10'-14'10"	130	64	300	52	225	750*
Bordeaux Ballroom (16)	60x50	3000	10'-14'10"	130	64	300	52	225	750*
18, 19	40x24	960	11'3"	40	48	80	36	60	200
20	26x16	416	11'10"	12	20	20	20	--	150
21, 22, 23	25x24	600	11'10"	24	28	60	20	40	175
Bellmont Room (40)	48x37	1776	11'3"	76	52	160	44	120	600
Belvista Room (41)	48x37	1776	24'	76	52	160	44	120	600
42	30x23	690	11'3"	30	24	36	22	50	200
43	29x15	435	11'3"	--	--	--	14	--	250
309, 409	34x17	578	7'10"-9'	--	--	--	28	--	175
353	40x31	1240	8'-9'1"	52	48	--	36	--	275
355	27x18	486	7'8"-8'7"	20	18	--	24	--	175
Trade Centre	120x180	21600	36'	--	--	1000	--	1000	Call
Amphitheatre 1 & 2	40x20	800	15'7"	56	--	56	--	--	250

Initial set-up is included in the above price. Extra charges are applicable for each additional set-up.
The hotel reserves the right to charge a service charge for special set-ups of function rooms and for on-site changes.

*A price increase will apply for tradeshow set ups

Audio Visual Equipment

Included in Room Price

Projection Screen

One Flip Chart

P/A Sound System (in selected rooms)

Equipment for Rental: Cost based on per item, per day

VHS-VCR player - \$40.

DVD player - \$45.

26 "Television monitor - \$50.

53" Television - \$250.

High-speed internet access:

call for pricing

Additional projection screen - \$95.

Overhead projector - \$40.

Wireless lapel microphone - \$85.

Flip chart - \$20.

Laser pointer - \$25.

Speaker telephone - \$20.

Cassette/CD player - \$20.

Whiteboard (36" X 48") - \$30.

Extension cord - \$15.

All equipment must be booked in advance to ensure availability (limited quantities available).

If you require any additional Audio Visual equipment,
we will be happy to recommend a preferred rental supplier.



Prices and specifications are subject to change without notice, gratuities and taxes are extra where applicable.

Hotel Policies



Confirmation

Upon booking, we require one copy of the signed letter of agreement, along with the deposit requested and credit application by the requested date, to confirm arrangements. Tentative bookings cannot be guaranteed. If another organization is prepared to make a definite commitment any time during your tentative booking, we reserve the right to contact you and require the signed letter of agreement received within 24 hours.

American Plan

The Group Co-ordinator is responsible for informing all delegates of the following arrangements: The American Plan is an accommodation and meal package with all group meals served in the Riverview Room. Nottawasaga Inn reserves the right to provide a pre-selected served private banquet for larger groups. Whether you have booked on a Master Bill or on an Individual payment basis, these rooms and meals are guaranteed by your company, whether they are used or not. You will be charged the full American Plan amount for any "no-shows". Any discrepancies in this respect, between Nottawasaga Inn and the individual(s), will be charged to the Master Bill.

Check-in

Check-in is anytime after 4:00 pm. Each delegate must check-in at the Front Desk, provide a credit card imprint for incidental charges, and complete the required registration form.

Check-out

Check-out time is 12:00 pm. We require each delegate to check-out individually at the Front Desk. An express check-out feature is available, see instructions in guest room for more details. If you wish, the accounting department will assist in reviewing your Master Account; Monday to Friday during business hours.

Payment Procedures

Payment is due upon check-out unless other arrangements have been made. Any billing not paid, within 30 days of the expiration of each confirmed reservation, will be charged interest at the rate of 1½% per month or 18% per annum.

Individual Invitee Accounts

An account will be set up for each invitee on a confirmed reservation and will record all personal expenses incurred by such invitee during such stay at the Nottawasaga Inn, including without limitation, telephone calls and additional services. In the event that such accounts are not settled upon check-out for whatever reason, such amounts shall be added to the Master Account.

Conduct of Invitees

Nottawasaga Inn reserves the right to inspect and control all private functions. Invitees are required to comply with all hotel rules and regulations. Your company is responsible for all acts of damage caused by your invitees and the group convenor(s) are accountable for all members of your group. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

Group Baggage Handling

All luggage handled by the hotel for your group arrival and/or departure must be pre-arranged and will be charged to the Master Account.

Hotel Policies

Attendance Guarantee

A guaranteed number of guests attending your event is required 14 working days prior to the date of the function. If the hotel does not receive this guaranteed number, the food, beverages and staffing will be based on the latest expected attendance the hotel has on file. Within 48 hours of the function, billing will be based on guaranteed numbers or attendance, whichever is greater and scheduled food and beverage may not be changed or cancelled.

Food, Beverage and Entertainment

Any food and beverage consumed within the Nottawasaga Inn, outside of the bedroom allocated to the invitee, must be purchased from the Nottawasaga Inn. No alcohol may be consumed in hotel lobbies and public areas not licensed for alcohol consumption. A minimum service charge may be applicable to all Host or Cash bar functions.

Applicable license fees are paid to SOCAN with respect to any live entertainment or disc jockey retained for your function and are charged based on the number of guests. The appropriate fee will be included in your cost estimate and will appear on the final bill.

Hospitality Suites must be vacated no later than 2:00 am. Proof of a Special Occasion Permit and signed Rental Agreement for Hospitality Suites are required.

Wines

Your selection should be made one month prior to the event to establish availability. Wines that are not on our list may be purchased for you on a guaranteed consumption basis whereby any unopened wine remaining at the end of the function is considered to be purchased by the host.

The hotel permits the service of alcoholic beverages from 11:00 am to 1:00 am daily. All entertainment must finish by 1:00 am in order for the function room to be vacant by 1:30 am.

Linen, Decor and Entertainment

We would be happy to provide assistance and recommendations in arranging specialty linen, decorations, flowers or entertainment. Confetti and similar items are not permitted on the premises. If any damage or unnecessary cleanup is required, we reserve the right to apply a compensating fee to your bill.

Signage

All signage displayed in public areas of the hotel must be of a professional and tasteful nature. It is the host's responsibility to provide any additional signage throughout the hotel other than the lobby postings. Nothing is to be attached, in any manner, to the walls of the meeting rooms or in the hallways.

Receiving Meeting Materials

The Nottawasaga Inn does not maintain storage space. Storage of goods shipped prior to the event are subject to prior arrangements and space availability. The Nottawasaga Inn does not accept liability for any loss or damage to goods stored before, during or after the conference. Please discuss your needs with your catering and conventions co-ordinator. Delivery of materials will only be accepted 24 hours prior to the function (storage space dependent on availability). All deliveries must be clearly labelled. On the outside of each box, the group/company name, meeting date, meeting room number (if available), group contact's name who is to receive the item(s) and Nottawasaga Inn - Shipping and Receiving Department must be clearly labelled. For information or regulations governing shipments into Canada, please contact Canada Customs and then make all the necessary arrangements with your customs broker.

Hotel Policies

Loading and Unloading of Equipment

Any loading or unloading of equipment for banquet rooms taking place at the rear of the hotel is permitted 15 minutes in this area as this is a fire route. After this time, vehicles will be removed at the owner's expense.

Security

Special security arrangements are available upon request at an additional cost dependent upon your requirements.

Electrical Power

Additional power requirements, beyond normal use, can be supplied at an established cost and the hotel must be consulted prior to the hook-up of any electrical equipment to ensure the availability of correct voltage and amperage.

Taxes and Gratuities

Food and Beverage: 8% Provincial Sales Tax, 15% gratuity, 5% Goods & Services Tax

Alcoholic Beverages: 10% Provincial Sales Tax, 15% gratuity, 5% Goods & Services Tax

Meeting Rooms: 5% Goods & Services Tax

Non-Smoking

All public areas of the hotel, including all guestrooms, meeting/banquet rooms, restaurants and lounge, are non-smoking.

The hotel reserves the right to re-allocate alternative function space based on final guarantee of attendance and business levels. A service charge may be applicable for the set-up of function rooms with extraordinary requirements. All policies, outlined above, act in conjunction with the "Letter of Agreement".

