

CONGRATULATIONS ON YOUR ENGAGEMENT!

Welcome to the Best Western Chocolate Lake Hotel Halifax!
Thank you for taking the time to consider our venue for your special event!

WEDDING PACKAGE 2009/2010

We are proud to have built our reputation as one of the finest banquet facilities in the city. Just 10-minutes from Halifax Downtown, the Best Western Chocolate Lake Hotel offers more than just a location, we offer personality!

Share with us your vision and let us turn that into your real life fairytale! Our beautifully decorated ballroom, comfortable guestrooms, deliciously prepared cuisine and exceptional service await you! A professional catering and banquet team will guide you all the way from beginning to your perfect forever-after!

Turning moments into forever memories for our guests!

At Your Service:

General Manager	Phyllis Stephenson
Guest Services Manager	Tammy White
Sales Manager	Peter McNeil
Banquets Manager	Deanna Doucett
Executive Chef	Kevin Lace
Housekeeping Manager	May-Lee Roberts
Sales & Catering Coordinator	Melanie Jane Holmden
Official Greeter	Cocoa, our resident Chocolate Lab

ALL CHOCOLATE LAKE WEDDING PACKAGES INCLUDE THE FOLLOWING:

- ∞ Complimentary function room with minimum catering purchased
- ∞ Complimentary overnight guestroom for the wedding couple on the night of the reception including a bottle of champagne and signature chocolate turndown
- ∞ Complimentary bar tender with the minimum bar sales of \$300.00
- ∞ Complimentary cake cutting
- ∞ Complimentary parking for guests
- ∞ Guestrooms at a preferred wedding rate (based on a minimum guestroom block)
- ∞ Best wishes announcement displayed in the Hotel main lobby
- ∞ A special menu with options for plated or buffet, with flexibility for special diets and children's' options
- ∞ White floor-length linen tablecloths and white napkins
- ∞ Head table, Guestbook table, gift table, cake table and DJ table with white skirting and white lighting
- ∞ Podium (non-microphone)
- ∞ Dance floor (hardwood 15ftx15ft)
- ∞ Trees with mini-lights

See terms and conditions for full offer details



20 St. Margaret's Bay Road
Halifax | Nova Scotia | B3N 1J4
Phone | 902-477-5611
Fax | 902-404-3376
Web | www.chocolatelakehotel.com



TERMS & CONDITIONS

High Season – May 1 to October 31, 2010

Friday Nights | Sunday Nights

- ∞ Complimentary ballroom with the minimum food and beverage revenue of **\$3000.00** (excluding taxes, gratuities, bar sales, audio-visual and guestroom charges). This minimum is also required to reserve the ballroom. In the event a minimum is not met a function room rental charge will be applied for the difference
- ∞ One complimentary guestroom for the wedding party
- ∞ Minimum of 13 guestrooms must be consumed on the evening of the event consisting of Standard Rooms with 1 or 2 queen beds, excluding the complimentary guestroom

Saturday Nights

- ∞ Complimentary ballroom with the minimum food and beverage revenue of **\$3500.00** (excluding taxes, gratuities, bar sales, audio-visual and guestroom charges). This minimum is also required to reserve the ballroom. In the event a minimum is not met a function room rental charge will be applied for the difference
- ∞ One complimentary guestroom for the wedding party
- ∞ Minimum of 13 guestrooms must be consumed on the evening of the event consisting of Standard Rooms with 1 or 2 queen beds, excluding the complimentary guestroom

Low Season – November 1 to April 30, 2010

Friday Nights | Sunday Nights

- ∞ Complimentary ballroom with the minimum food and beverage revenue of **\$2500.00** (excluding taxes, gratuities, bar sales, audio-visual and guestroom charges). This minimum is also required to reserve the ballroom. In the event a minimum is not met a function room rental charge will be applied for the difference
- ∞ One complimentary guestroom for the wedding party
- ∞ Minimum of 13 guestrooms must be consumed on the evening of the event consisting of Standard Rooms with 1 or 2 queen beds, excluding the complimentary guestroom

Saturday Nights

- ∞ Complimentary ballroom with the minimum food and beverage revenue of **\$3000.00** (excluding taxes, gratuities, bar sales, audio-visual and guestroom charges). This minimum is also required to reserve the ballroom. In the event a minimum is not met a function room rental charge will be applied for the difference
- ∞ One complimentary guestroom for the wedding party
- ∞ Minimum of 13 guestrooms must be consumed on the evening of the event consisting of Standard Rooms with 1 or 2 queen beds, excluding the complimentary guestroom

Deposits, Payments and Cancellation Policy for Private Functions

A valid credit card is required to hold the Lakeview Ballroom.

Upon execution of this agreement, a non-refundable deposit of **\$500.00** must be presented. An additional payment of 50% of the **estimated** charges will be due 60-days prior to the event. The remaining **estimated** charges including HST are due 72 hours prior to event by certified cheque, cash, or credit card.

Any function cancellations not received (60) sixty days prior to the scheduled function will be subject to a cancellation fee of 50% of all **anticipated** charges. Cancellations not received fourteen (30) days prior to the scheduled function will be subject to a cancellation fee of 100% of all **anticipated** charges.

All cancellations must be sent in writing



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WEDDING CEREMONIES

Wedding Ceremonies for up to 150 people are available on-site either lakeside or in one of our beautiful indoor function spaces. The cost associated with ceremonies is a \$2.00 per person set-up fee above any room rentals paid. The isle runner, audio-visual and any other item needed over and above chair and table set-up is the responsibility of the wedding party.

Should the ceremony be followed by a reception on-property a mandatory pre-reception will be required varying from 1 – 2 hours depending on weather and set-up arrangements.

A pre-reception consists of a stand-up style function with a wine and beer bar and catering (optional).

Contact Hotel for further details.

GENERAL TERMS & CONDITIONS

Food Service

Due to provincial health regulations, the Hotel must provide all food served on our premises. It is the Hotel's responsibility to ensure remaining food items are not removed from the Hotel property at the completion of your event.

Beverage Service

The Hotel's Beverage Service License does not permit the service of beverages supplied by an external source, including donations. All alcoholic beverages served in our function rooms must be supplied by the Hotel. The Hotel reserves the right to terminate service and/or refuse service to any person or group that may cause the Hotel to be in conflict with the Liquor Laws.

Honour Bar

The bar is set up according to your specifications and charged on consumption.

No Bartender

(Subject to 15% gratuity and 13% HST)

Host Bar

All liquor is paid for by the Host and charged directly to the master account.

Host Bar services that do not achieve revenues of \$300 per bar are subject to a set-up fee of \$75.00

For parties of 180 or more the bar will be closed during the meal should the meal be a buffet

(Subject to 15% gratuity and 13% HST)

Cash Bar

Individual guests pay for drinks.

Cash Bar services that do not achieve revenues of \$300 per bar are subject to a set-up fee of \$75.00

For parties of 180 or more the bar will be closed during the meal should the meal be a buffet

Wine Service

There are two options for your event's wine service; both depend on your budget:

1. Bottles of wine on the tables – Varying depending on your brand, this is a casual way to ensure your guests have both a red and a white to enjoy if and when needed.



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2. Poured service – Your banquet staff will ensure your guests receive wine according to your arrangement of 1-glass per person, free-poured, or limited bottles at your discretion.

Offering Wine as a Guest Favour

Permitting an announcement from your emcee that states guests cannot open the wine in any public area of the Hotel, you are able to offer wine as your guest favour.

Guaranteed Numbers

The number of guests attending any function or reception must be confirmed and guaranteed 72 hours prior to the function. The client is responsible for any difference between actual and guaranteed attendance costs. The Hotel reserves the right to adjust function space in direct proportion to any change in the number of attendees.

Service Charges

- ☞ A 15% service charge (gratuity) will be added to all food and beverage invoices
- ☞ All food and beverage consumed in the banquet facilities must be supplied by the Hotel
- ☞ Cash Bar and/or Host Bar services that do not achieve revenues of \$300.00 per bar are subject to a set-up fee of \$75.00
- ☞ A \$50 fee will apply to hospitality suite set ups for ice and glassware
- ☞ The Hotel provides one (1) server per 20 guests (one per 25 guests for breakfast and lunch)
- ☞ If you require additional servers for your function a service charge of \$12 per server, per hour (minimum 4 hours) will apply
- ☞ All charges are subject to a 15% service charge and taxes

Changes, Additions, Stipulations or Deletions

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or (Client) will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

Entertainment and Music Fees

SOCAN, the Society of Composers, Authors and Music Publishers of Canada, levies a fee for all events in which music or entertainment is employed. These fees are ruled by the Copy Right Approval Board of Canada and will automatically be applied to your Hotel invoice as follows:

Room Capacity	Music Without Dancing	Music with Dancing
1 - 100	\$20.56 + HST = \$23.23	\$41.13 + HST = \$46.48
101 – 300	\$29.56 + HST = \$33.40	\$59.17 + HST = \$66.86

*** Subject to change without notice

Audio-Visual

The Hotel does not offer a built-in sound system. All microphones, speakers, music, mixers are the responsibility of the wedding party to arrange. This is typically arranged through your DJ or Band. Should the need for an outside rental source occur the Hotel is proud to partner with Basil Audio-Visual for all of your needs!

Decorations and Personal Items

The Hotel prohibits the use of nails, screws, tacks and staples which may result in damage to the walls, ceilings or floors of function rooms. Costs incurred to repair damages are the responsibility of the convener. If you are supplying overlays, table runners, or chair covers, we request them delivered to the Hotel a minimum of 2-days prior to your event as we will place them out for you during the set-up process and need to ensure they are on tables before the tables are set. Access to the function space of the event for decorating purposes is based on the room's availability and will be confirmed 72 hours prior to the event if the room is available.



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The Hotel is pleased to provide you with white table linen, white napkins, banquet tables, banquet chairs and all standard place settings. Any other décor items are at the discretion of the event planners. Please contact the Sales & Catering Department for information on acceptable mounting tools.

NO OPEN FLAME CANDLES WILL BE PERMITTED. All candles must be enclosed.

Function or Event Times

Your function or event must adhere to the contracted start and end times. The convener must receive permission from the Hotel to arrive prior or remain after the contracted times.

Your function space is scheduled to be available to you from 1:00pm the afternoon of the event until the close of our ballroom at 1:00am that evening.

Should the ballroom not be rented the day prior to your event, flexibilities will be given to your set-up times.

Supervision, Damages and Liability

The Hotel reserves the right to inspect and control all private functions. The Hotel assumes no responsibility for personal property or equipment brought to the premises. Charges for damage to Hotel property, caused by function participants, are the responsibility of the event convener.

Smoking Policy

All public areas, including restaurants and function rooms are designated non-smoking in accordance with Provincial By-Laws.

Force Majeure

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, threat of war, government regulation or advisory, acts or threats of terrorism, acts of foreign enemies, disaster, strikes, fire, earthquakes, civil disorder, curtailment of transportation services or facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. Either party may cancel the Agreement without liability for any one or more of such reasons upon written notice to the other.

Litigation Expenses

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

Coat Room

Unattended coat racks will be provided for your guests in the hallways outside the banquet rooms. The Best Western Chocolate Lake Hotel and its staff & management are not responsible for any loss or damaged items left in the public areas. Coat room attendant is available upon request. Consult our event planner for charges of this service.

Parking

Free parking is available on a first-come, first serve basis. For large events the Hotel suggests arranging carpooling and or taxis for as many of your guests as possible as parking priority is given to Hotel guests. The Chocolate Lake Hotel is not responsible for losses or damage to vehicles or contents.

Damage & Special Cleaning Fees

The client of the event assumes full responsibility for any property damages incurred by their guests, and will be charged for any extra professional cleaning service for above and beyond the norm.



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CATERING OPTIONS

Subject to change within 90-days notice
Prices subject to gratuities of 15% and applicable taxes

CULINARY STATIONS

Minimum of 40 People

Taste of the Maritimes Bar \$14.00pp
Fresh Nova Scotia smoked salmon beautifully displayed with capers and light cream cheese
Garlic and wine splashed shrimp (2pp)
Bacon wrapped scallops (2pp)
Solomon Gundy
Fresh mussels steamed with white wine
Sliced herb baguettes and our own hot pepper jelly

Beef Carvery Manned Station \$13.00pp
We slow roast our beef and serve it with mini Yorkshire pudding, horseradish, and red wine au-jus, onion Kaisers and condiments

Flambé Shrimp Manned Station \$175.00 per Display (5 lbs, approximately 200 Shrimp)
Jumbo shrimp sautéed with garlic and a hint of brandy then tossed with a sweet chili sauce

Maplewood Smoked Ham Manned Station \$9.00pp
Our own recipe of Maplewood smoked ham, Chef-carved and served with honey mustard, maple glazed onions and small Kaisers

Mexican Bar \$11.00pp
Nacho chips with guacamole, mixed peppers and salsa dip
Quesadillas filled with roasted chicken, jalapeno havarti, roasted onions and garlic jam
Refried bean dip with tortilla crisp and corn bread

Dessert Bar \$8.00pp (1.5 pieces pp)
A selection of sweets including tarts, cakes, cheesecakes and more
Served with warm sauces including chocolate, raspberry and blueberry



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HORS d'OEUVRES

Minimum 3 dozen per item

COLD

Smoked salmon pizza, topped with capers and Swiss cheese	\$17.00 per doz
Spicy jumbo shrimp, served with avocado cream	\$18.00 per doz
Vegetable roulades, with herbed cream cheese	\$15.00 per doz
Seafood salad served on sour dough rounds with dill cream	\$18.00 per doz
Traditional shrimp cocktail with a horseradish sauce	\$18.00 per doz
Curried chicken in phyllo pastry boats, mango chutney	\$17.00 per doz
Smoked salmon and asparagus wrapped in tortilla	\$17.00 per doz
Beef crostini with maple glazed onion and sweet mustard	\$18.00 per doz
Open faced tuna melts, bite sizes, smoked apple wood cheese	\$16.00 per doz
Grilled chicken medallions topped with fresh melon salsa	\$17.00 per doz
Chicken bruschetta topped with parmesan shavings	\$17.00 per doz

HOT

Bacon wrapped scallops, with curry dipping aioli	\$19.00 per doz
Mini Greek gyros with tzatziki sauce and mint	\$19.00 per doz
Marinated pork lollipops with sweet chili dipping sauce	\$18.00 per doz
Penko crusted shrimp, creamy dill dipping sauce	\$18.00 per doz
Crispy chicken wings with assorted sauces	\$16.00 per doz
Sweet and sour meat balls	\$15.00 per doz
Spicy samosa with a mango and curry chutney	\$17.00 per doz
Brie cheese and cranberry phyllo wraps with a raspberry dip	\$18.00 per doz
Home made chicken tenders with sweet curry mayo	\$18.00 per doz
Vegetable spring rolls with plum sauce	\$16.00 per doz
Mini beef wellingtons with horseradish dip	\$19.00 per doz



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TRAYS AND PLATTERS

Vegetables Crudités \$3.00pp/ \$120.00 for 50 People
Served with a cream cheese based garden dip

Imported Cheese & Crackers \$6.00pp/ \$200.00 for 50 People
A selection of local and international cheeses served with fresh fruit garnish and crackers

Domestic Cheese & Crackers \$4.00pp/ \$160.00 for 50 People
A selection of domestic cheese's including cheddar, mozzarella, Swiss, marble and brie.
Served with fresh fruit garnish and crackers

Fresh Fruit Medley \$4.00pp/ \$160.00 for 50 People
An assortment of juicy pineapple, honeydew melon, watermelon, cantaloupe, grapes, oranges, strawberries, kiwi, and seasonal berries

Antipasto Tray \$5.00pp/ \$200.00 for 50 People
A selection of cheeses, marinated artichoke hearts, kalamato olives, antipasto, and Italian style of meats such as Prosciutto and melon, genioa salami, grilled marinated asparagus and grilled peppers (minimum 25 people)

Nova Scotia Smoked Salmon \$110.00 per Tray (Approximately 30 People)
A complete side of smoked salmon, fresh lemon, capers, red onions and garden cream cheese served with crackers and toast points.

Iced Shrimp \$150.00 per Display (Approximately 200 Shrimp)
Chilled jumbo shrimp served on ice garnished with lemon and dill served with a spicy seafood sauce

The Mid-East \$90.00 per Display (Approximately 30 People)
An assortment of dips such as Hummus, tzatiki and spinach and baba ganoush
Served with cumin scented flat bread and pita points

Nova Scotia Seafood Tray \$200.00 per Tray (Approximately 30 People)
Atlantic cold smoked salmon, hot smoked salmon, seafood salad, smoked mackerel, shrimp salad, Cajun shrimp, Solomon Gundy, marinated mussels and crab dip. Served with crackers and breads



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PLATED DINNER

Choice of One Appetizer (Soup or Salad)

Soups

- ☞ Cream of Wild Mushroom Soup with a Hint of White Truffle Oil
- ☞ Carrot and Ginger
- ☞ Honey Squash Bisque with a Hint of Cinnamon
- ☞ Cream of Broccoli and Apple Wood Cheddar
- ☞ Harvest Bisque
- ☞ Egg Drop and Shrimp with Asian Noodles
- ☞ Seafood Chowder (add \$2.00pp)
- ☞ Lobster Bisque (Add \$3.00pp)

Salads

- ☞ Traditional Caesar Salad with Tangy Garlic Dressing
- ☞ Spinach Salad with Shaved Red Onion, Cherry Tomato and Mandarins with Poppy Seed Dressing
- ☞ Mesclun Salad with Dried Cranberries, Sundried Tomatoes, Carrots and Almonds with Raspberry Vinaigrette
- ☞ Roasted Tomato, Basil and Goat Cheese Stack with Balsamic Reduction
- ☞ Greek Style Salad with Kalamata Olives and Feta Cheese
- ☞ Roasted Vegetables and Radicchio Salad with Sweet Garlic Dressing

Additional appetizer \$5.00pp

Choice of One Main Course

- | | |
|--|-----------|
| ☞ Grilled Breast of Chicken Served with a Red Current and Wild Mushroom Sauce | \$26.00pp |
| ☞ Panko crusted Haddock with caper butter sauce | \$25.00pp |
| ☞ Pepper Crusted Pork Loin with Apple chutney and Calvados Glaze | \$25.00pp |
| ☞ Chicken cordon blue with prosciutto, smoked mozzarella cheese and crispy breading | \$27.00pp |
| ☞ Roast turkey with apple dressing and cranberry relish, pan gravy with a hint of brandy | \$27.00pp |
| ☞ Slow Roasted Strip Loin of Beef with a Green peppercorn and Dijon Sauce | \$27.00pp |
| ☞ Braised Filet of Salmon in a Lemon Dill Drizzle | \$29.00pp |
| ☞ Prime rib of beef, served with Yorkshire pudding and baked potato | \$29.00pp |

For parties over 75 attendees 1-main course only will be arranged.

For parties under 75 attendees, contact Catering Coordinator for information on providing your event with multiple choices.

All Served with Chef's Choice of Potato or rice and Seasonal Vegetables

Choice of One Dessert

- ☞ New York Style Cheesecake Topped with Wild Berry Compote
- ☞ Chocolate Lake Tower; White and Milk Chocolate Mousse Topped with Rich Ganache
- ☞ Lemon Mousse Cake with Layers of Lemon and Cream
- ☞ Chocolate Fantasy; Rich Chocolate Torte Topped with White Chocolate Curls and Berries
- ☞ Milk Chocolate Crème Brulée with Burnt Sugar and Berries
- ☞ Strawberry Shortcake with Fresh Berries and Whip Cream

Coffee and Tea



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BUFFET DINNERS

Three Salads

- ☞ Traditional Caesar Salad with Tangy Garlic Dressing
- ☞ Tossed Salad with an Assortment of Dressings
- ☞ Pasta Salad with Sundried Tomato, Olives and Parmesan Cheese

Vegetable Crudités

An Assortment of Fresh Vegetables and Assorted Dips

Cheese and Crackers

A selection of local and international cheeses served with fruit and crackers

Fresh Breads and Rolls

Choice of Two Main Course

- ☞ **Nova Scotia Maple Ham** Served with Maple Raisin Glaze and Sweet Mustard
- ☞ **Grilled Chicken Breasts** Marinated in Sundried Tomatoes, Rosemary, and Fresh Garlic Topped with a Wild Mushroom Reduction
- ☞ **Braised Haddock** with Glazed Peppers and Red Onions in a White Wine Sauce
- ☞ **Traditional Turkey** Served with Cranberry Sauce, Apple Stuffing, and Creamy Pan Gravy
- ☞ **Nova Scotia Atlantic Salmon** Marinated in Nova Scotia Maple Syrup and Dijon Mustard, Panko Crusted and Broiled. Drizzled with a Dill Cream
- ☞ **Balsamic Glazed Roast Pork Loin** Slow Roasted to Perfection, Basted with a Sweet Balsamic Glaze, Topped with Spiced, Sautéed Apples
- ☞ **Triple "A" Roast Beef** Slow Roasted. Served with a Caramelized Onion Jus, Horseradish and Condiments (Carved to order, add \$2.00pp)
- ☞ **Triple "A" Prime Rib** Carved to Order by our Chefs and Served with Homemade Yorkshire Puddings and Red Wine Demi-Glaze (Add \$7.00pp for this item)

Served with Chef's choice of Starch and our Seasonal Vegetable Medley

Divine Desserts

Cheesecakes with Assorted Toppings, Pies, Mini-Pastries, Fresh Watermelon and Tequila, Chocolate Mousse Cake, Rich Double Cake Chocolate Cups Filled with Dark Chocolate Mousse and Chocolate Brownies

Coffee and Tea

Minimum 50 People

\$32.00 per person based on 100 or more guests

\$36.00 per person based on 100 or less guests



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Chocolate Lake Hotel

SPACE REQUEST

Weddings

Date Submitted:

Full Names:

Bride

Groom

Contact Information:

Phone - Day time

Phone - Evening

Bride - E-mail

Groom - E-mail

Address

City, Prov., Postal Code

Date Requested:

1st Choice

2nd Choice

3rd Choice

Expected Attendance:

Number of Guestrooms Required:

Arrival:

Departure:

Estimated Food & Beverage Budget:

Are you looking for a ceremony location:



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Halifax, NS

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