



Catering Information

THE *Fairmont*
HOTEL MACDONALD
EDMONTON

GENERAL INFORMATION

In order to hold space on a definite basis a signed contract and deposit payment is required. Space for the event is booked only for the times indicated. Should set up and dismantle times be required, please specify at time of booking as additional charges may apply. The Hotel reserves the right to provide an alternative function room best suited for the group should the number of guests attending the function or room set up differ from the original contract.

To ensure that all catering requirements stipulated are confirmed by both parties, we require that the client sign a copy of all Banquet Event Order(s) and return copies to the Conference Services and Catering Department prior to the event.

The Smoking Bylaw of the City of Edmonton prohibits smoking in any public spaces or function rooms within The Fairmont Hotel Macdonald, including the Empire Ballroom and Wedgwood Room Terraces.

FOOD & BEVERAGE

All Food and Beverage served in the Hotel is to be provided by The Fairmont Hotel Macdonald, the only exception being wedding and special occasion cakes. In accordance to Health and Safety Regulations, the hotel prohibits guests from removing any food and beverage products after a function, with the exception of wedding and special occasion cakes.

To offer your guests a choice of entrée (up to three choices), an additional charge of \$10.00 per person will apply. The hotel will prepare a customized menu for your event and the server will take your guests' selection prior to meal service.

If you wish to arrange for a choice of entrée (up to three choices) to be made in advance, the surcharge is \$5.00 per person. A final breakdown of the choices must be provided to your Catering Manager 72 hours in advance. Should this final breakdown be deviated from at the time of the event, additional entrees required will automatically be charged to the master account at \$55.00 per entrée. The client is required to prepare place cards indicating each guest's selection.

It is our pleasure to offer you custom menus, featuring local, organic and sustainable ingredients or healthy options from our **Fairmont Lifestyle Cuisine** and **Fairmont Lifestyle Cuisine Plus+** program. Our Catering Managers would be pleased to arrange a meeting with a member of our Culinary Leadership Team to create the perfect menu.



Menus featuring the green leaf logo denotes **Fairmont Lifestyle Cuisine** dishes, created using fresh, nutritious, nourishing, and wholesome ingredients.



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FOOD & BEVERAGE, CONTINUED

A final guaranteed number of guests for each event is required by 12:00 noon, two working days prior to the function. Should we not receive your guaranteed numbers by this date, we will invoice you for the original estimated number or the total number of guests attending – whichever is greater.

The Fairmont Hotel Macdonald is responsible for all beverage sales and service in accordance with the Alberta Gaming and Liquor Commission. The Fairmont Hotel Macdonald will supply all alcoholic beverages served in a licensed public area. No liquor service is permitted after 1:00 am.

All menu prices and room rental charges are subject to change without notice to reflect current market conditions. Prices do not include 17% service charge or 5% GST.

LABOUR CHARGES

A labour charge of \$30.00 per hour, per bartender (minimum 3 hours) will be applied if beverage sales are below \$300.00 per bar. A cashier charge of \$30.00 per hour, per cashier (minimum 3 hours) applies to all cash bars.

Additional labour will also be assessed on Canadian statutory holidays at \$5.00 per person.

AUDIO VISUAL

Microphones, sound equipment, videotape units, and a full range of other audio visual equipment are available on order. PSAV (Presentation Services Audio Visual), as the official supplier to the Hotel, maintains a fully staffed office in the Hotel. They provide a complete audio visual planning service, skilled technicians, state of the art equipment, and service which are responsive to your every need. Arrangements can be made through the Conference Services and Catering Department, or directly with PSAV at 780-668-1214. Please note that all AV prices are subject to a 17% Service Charge. All charges are subject to the 5% Goods and Services Tax, including the Service Charge.

Should you choose an alternate third-party AV supplier, the following patch fees will apply per day:

Empire Ballroom	\$550.00
Wedgwood Room	\$300.00
Drawing, Jasper, or Edmonton Rooms	\$150.00

CONNECTIVITY

All meeting rooms are equipped with standard power. A power drop can service additional electrical requirements; a \$200.00 fee applies. Additional costs will be assessed for electrical requirements above and beyond the standard usage.

Wireless and High Speed Internet Access is available in all meeting rooms at a charge of \$300.00 per day. Clients may supply their own computers or your Catering Manager can arrange for rentals.

Direct dial in phone lines are available in each meeting room at a cost of \$100.00 per day. A speakerphone is available at a cost of \$125.00 per day.



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EQUIPMENT AND DECOR

Due to the historical designation of the property, The Fairmont Hotel Macdonald does not permit any article to be fastened onto the walls or electrical fixtures. The use of tacks, tape, nails, screws, bolts or any tools, which could mark the floors, walls or ceiling, is prohibited. The Hotel will hold the organization and/or the exhibitor responsible for any and all damage to the Property.

Personal effects, décor items, and other equipment must be removed from the function room at the end of the function, unless the room is reserved on a 24 hours basis. The hotel will apply a labour charge of \$100.00 per hour if these items are not removed past agreed take down time. The hotel will not be held responsible or liable for any missing items.

The Fairmont Hotel Macdonald is pleased to receive and assist in the handling of boxes and packages. Due to the limited storage space, we are unable to accept shipments earlier than 2 days prior to the event. Please coordinate the pickup of items immediately following your event as the Hotel is not responsible for damage to, or loss of, any articles left on the premises after an event.

The Hotel offers two types of oil lamps that meet our fire safety code (see your Catering Manager regarding style and rental fee). Candles with open flame (e.g. tapers or candelabras) are not permitted. Candles in an enclosed container (e.g. votives), where the tip of the flame is at least one inch below the lip of the container, are acceptable. We request that no confetti (or similar) be used on hotel premises. A clean-up charge of \$300.00 minimum will apply if confetti is used.

Requests to place promotional materials and signage in the hotel should be directed to your Catering Manager. Signage is not permitted in the main lobby. All signage should be of professional quality and are subject to hotel management approval.

If you have any questions or concerns about Equipment and/or Décor, please contact your Catering Manager.

SOCAN MUSIC TARIFF FEE

All live or taped entertainment/music is subject to the SOCAN (Society of Composers, Authors and Music Publishers of Canada) music tariff fee and charged at: \$29.56 + 5% GST (without dancing) and \$59.17 + 5% GST (with dancing) for the Wedgwood or Empire Ballroom. Music tariff fee and charged at: \$20.56 + 5% GST (without dancing) and \$41.13 + 5% GST (with dancing) for the Jasper, Drawing or Edmonton Rooms. This charge will be applied to your bill. Questions regarding SOCAN fees can be directed to 1-800-51-SOCAN (16886).



Wine

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Red Wine

Wolf Blass Yellow Label Cabernet Sauvignon (Australia)	\$45.00
Rodney Strong Cabernet Sauvignon (California)	\$59.00
Benziger Cabernet Sauvignon, <i>Biodynamic</i> (California)	\$63.00
Casa Lapostolle Cuvee Alexandra Cabernet Sauvignon (Chile)	\$82.00
Francis Ford Coppola Diamond Series Claret Cabernet Sauvignon (California)	\$82.00
Antares Carmenere (Chile) <i>Preferred House Pour</i>	\$41.00
Louis Latour Pinot Noir (France)	\$44.00
Rosemount Pinot Noir (Australia)	\$46.00
Cedar Creek Estate Select Pinot Noir, VQA (Canada)	\$57.00
Penfolds Koonunga Shiraz/Cabernet (Australia)	\$42.00
Ram's Leap Shiraz, <i>Organic</i> (Australia)	\$48.00
Langemeil "Three Gardens" GSM (Australia)	\$56.00
Folanari Valpolicella (Italy)	\$35.00
Jaboulet Parallele 45 , Cotes Du Rhone (France)	\$42.00
Wayne Gretzky Estates Cabernet Merlot (Canada)	\$43.00
Catena Bodegas Esmeralda , Malbec (Argentina)	\$45.00
Ravenswood Vintner's Blend Zinfandel, (California)	\$50.00
Chapoutier Rasteau , Cotes Du Rhone, (France)	\$48.00



Wine

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White Wine

Antinori Orvieto Classico , Unoaked Chardonnay (Italy)	\$35.00
Henry of Pelham , Unoaked Chardonnay (Canada)	\$41.00
Wayne Gretzky Estates Unoaked Chardonnay (Canada)	\$42.00
Rosemount , Unoaked Chardonnay (Australia)	\$43.00
Rodney Strong , Oaked Chardonnay (California)	\$53.00
Liberty School Paso Robles , Oaked Chardonnay (California)	\$71.00
Antares Sauvignon Blanc (Chile) <i>Preferred House Pour</i>	\$41.00
Mondavi Woodbridge Sauvignon Blanc (California)	\$38.00
Henry of Pelham Sauvignon Blanc (Ontario)	\$45.00
Benziger North Coast Sauvignon Blanc, <i>Organic</i> (California)	\$54.00
Kim Crawford Sauvignon Blanc (New Zealand)	\$64.00
Craggy Range “te Muna Block II” (New Zealand)	\$69.00
Dienhard Piesporter Goldtropfen, (Germany)	\$43.00
Rosemount Traminer Riesling (Australia)	\$44.00
Quail’s Gate Rieseling (Canada)	\$44.00
Sumac Ridge “Okanagan Blush”, VQA (Canada)	\$37.00
Ram’s Leap Semillon / Sauvignon Blanc, <i>Organic</i> (Australia)	\$44.00
Bollini Pinot Grigio, (Italy)	\$46.00
Mission Hill Pinot Gris, (Canada)	\$46.00

Sparkling and Celebration Wine

Moet Chandon Champagne (France)	\$139.00
G.H. Mumm’s Cordon Rouge Champagne (France)	\$139.00
Veuve Cliquot Champagne (France)	\$149.00
Sumac Ridge Stellers Jay VQA (Canada)	\$ 75.00
Canella Prosecco (Italy)	\$ 49.00
Banrock Station Sparkling Chardonnay (Australia)	\$ 37.00
Asti Spumante (Italy)	\$ 34.00




Other Beverages

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Dessert and Ice Wines

Henry of Pelham Late Harvest Riesling (375 ml)	\$ 60.00
Inniskillin Ice Wine (375 ml)	\$ 136.00

Non-Alcoholic Beverages


Non Alcoholic Punch <i>(CranRaspberry, White Grape Juice or Fruit Punch)</i>	\$ 50.00 per Gallon
Punch with Alcohol	\$110.00 per Gallon
Fruit Daiquiris - Non Alcoholic (Strawberry, Banana)	\$ 80.00 per Gallon
Pina Colada - Non Alcoholic (Pineapple Juice, Coconut Syrup, Milk) <i>One Gallon serves approximately 20-25 glasses.</i>	\$ 80.00 per Gallon
Ice Tea with Lemon Slices	\$ 25.00 per Pitcher
Freshly Brewed Regular or Decaffeinated Coffee	\$ 4.00 per Person
Specialty Blended Fairmont Tea 	\$ 4.00 per Person
Fairmont Wellness Tea	\$ 4.00 per Person
“Coca-Cola” Soft Drinks (Cans)	\$ 3.25 Each
Individual Fruit Juices (Bottle)	\$ 3.50 Each

Bottled and Canned beverages are available for self-serve bars and are billed on consumption.

Signature Beverages

Please ask your Catering Manager for options and suggestions for customizing a signature cocktail to fit your event. We are pleased to make suggestions for a specific theme, colour, or company name.

“Beverage Luge” Ice Carvings can also be arranged with your company logo or any design to match your event. Please inquire for more details and pricing.

 Created using fresh and nutritionally balanced ingredients, Fairmont Lifestyle Cuisine dishes contribute to optimal health and wellness. Additionally we are pleased to offer you Lifestyle Cuisine *Plus*, nutritious meals designed around select dietary needs and diet-dependent requirements.



Bar Service

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	HOST	CASH
Premium Brands (1 oz.)	\$ 7.00	\$ 7.50
Deluxe Brands (1 oz.)	\$ 8.00	\$ 8.50
Domestic Beer	\$ 6.75	\$ 7.25
Imported Beer	\$ 8.00	\$ 8.50
Non Alcoholic Beer	\$ 5.75	\$ 6.00
Wine by the Glass (5 oz.)	\$ 8.00	\$ 8.50
Imported Liqueur (1 oz.)	\$ 9.00	\$ 9.50
Cognac (1 oz.)	\$ 9.00	\$ 9.50
Perrier Mineral Water	\$ 4.00	\$ 4.50
Soft Drinks	\$ 3.00	\$ 3.25
Juices	\$ 3.00	\$ 3.25

Host Bar prices are subject to 5% GST and 17% Service Charge.
Cash Bar prices are inclusive of 5% GST.

Prices include Soft Drinks and Juices when used as Mixes.

Premium Brands

Finlandia, Canadian Club, Bacardi, Plymouth, Johnnie Walker Red, Noilly Prat Red Vermouth, Noilly Prat White Vermouth

Deluxe Brands

Grey Goose, Crown Royal, Appleton Jamaican, Bombay Sapphire, Johnnie Walker Black

Bar Labour Charges

Should the minimum consumption on a *Cash* or *Host* bar be **less than \$300.00** net revenue, a labour charge will apply as follows: *\$30.00 per hour per bartender with a minimum of three (3) hours each.* A cashier charge of \$30.00 per hour, per cashier (minimum 3 hours) applies to all cash bars.

Prices are effective from January 1, 2012 and are subject to change without notice.



Bar Compliments

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Liqueurs & Cognacs (1 oz.)

Enjoy an after dinner drink with your coffee

	Host Bar	Cash Bar
Liqueurs (Baileys, Kahlua, Grand Marnier, Frangelico, Drambuie, Brandy)	\$ 9.00	\$ 9.50
Harvey's Bristol Cream Sherry	\$ 9.00	\$ 9.50
Hennessey V.S.	\$ 9.50	\$ 10.50
Hennessey V.S.O.P.	\$10.50	\$11.00
Grand Marnier Louis Alexandre	\$11.00	\$11.50

Scotches – Deluxe Blended (1 oz.)

Johnnie Walker Black Label	\$ 8.00	\$ 8.50
Chivas Regal	\$ 9.00	\$ 9.50
Dewar's	\$ 9.00	\$ 9.50
Johnnie Walker Blue Label	\$24.00	\$26.00

Scotches Single Malts (1 oz.)

Glenmorangie 10	\$ 10.00	\$ 10.50
Talisker 10	\$ 10.00	\$ 10.50
Glenlivet 12	\$ 9.00	\$ 9.50
Oban 14	\$13.00	\$14.00

Bourbon (1 oz)

Jack Daniels	\$ 8.50	\$ 9.00
Woodford Reserve	\$10.00	\$10.50

Port (3 oz.)

Taylor LBV	\$14.00	\$15.00
Taylor Tawny – 10 year old	\$16.00	\$17.50
Taylor Tawny – 20 year old	\$21.00	\$22.50
Taylor Tawny – 40 year old	\$39.00	\$42.00

Martini Station

1 ounce Martini	\$ 8.00	\$ 8.50
2 ounce Martini	\$13.00	\$14.00

Additional Features

Captain Morgan Spiced Rum	\$ 8.00	\$ 8.50
Malibu Rum	\$ 8.00	\$ 8.50
Finlandia Flavoured Vodkas	\$ 8.00	\$ 8.50
Sauza Tequila	\$ 8.00	\$ 8.50
Sambuca (White)	\$ 8.00	\$ 8.50

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