



Banquet Planner

Coordinator

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Sainte-Foy, Québec

G2G 1B6

*Dear Madame,
Dear Sir,*

At the Hotel QUEBEC INN our first concern is your satisfaction and comfort during your receptions or banquets. That is why we have chosen a range of menus that will satisfy both you and your budget.

The content of these new menus are more elaborate to give you a larger choice at very attractive prices.

Althought the menus are very complete, you might not find the one that quite fits your needs, be assured that the Admistration and personnel are at your entire service and that we will do everything to compose the perfect menu for you and your guests.

We hope to have the pleasure of serving you in the near future.

Sincerely

Odile Cloutier

Sales coordinator

RELATIVE INFORMATION FOR YOUR EVENT

- 1. The hotel reserves the right to assign the meeting room or banquet hall of our choice in accordance with the number of people reserved.*
- 2. All food & beverages must be supplied by the hotel QUEBEC Inn. In the case that you provide your own food, 50% of the potential revenue will be added to your bill. We will also add the 15% service which is taxable. (7% and 7,5%)*
- 3. A minimum of 50% of the room capacity is required for the banquet hall to be free of charge.*
- 4. A deposit of 25% of the estimated bill is required upon signing the contract. A second deposit will be required 30 days before the event. The estimated amount of the final bill is required 2 weeks prior to the event and should be paid by credit card, debit card, cash or certified check.*
- 5. In the event of a first time reservation at our hotel you will be required to pay the bill in full before leaving the hotel. For future visits should you wish to bill your event to your company a direct billing application must be filled out and accepted by our credit director.*
- 6. The client must confirm the number of guests or the number of meals to be served at least 48 hours prior the reception. The entire number of meals will be charged and under no circumstances will this amount be revised for less. Any extra meals will be charged to your bill.*
- 7. An extra 50.00\$ will be charged if confetti is thrown in the banquet hall.*
- 8. S.O.C.A.N charges will be billed for royalties:*

<i>Capacity of meeting rooms</i>	<i>Whitout dancing</i>	<i>With dancing</i>
<i>1 to 100 people</i>	<i>\$20,56</i>	<i>\$41,13</i>
<i>101 to 300 people</i>	<i>\$29,56</i>	<i>\$59,17</i>
<i>301 to 500 people</i>	<i>\$61,69</i>	<i>\$123,38</i>
<i>501 people and +</i>	<i>\$87,40</i>	<i>\$174,79</i>

9. *Deposits will not be refunded except in the case of a death or serious accident.*

A - To cancel a meeting room:

- Free of charge if the cancellation is made 7 days prior*
- If the cancellation is made within 7 days of the event the total amount of the invoice will be charged.*

B - To cancel a banquet hall:

- No refund of the deposit is possible.*
- 50% of the deposit will be refunded if the banquet halls is rented again for a larger or equal banquet as your own.*

C - To cancel a block of rooms

- Within 30 days of the event, all non resealed rooms will be charged.*

10. *Disc Jockeys, musicians or other groups must install their equipment 2 hours prior the start time.*

11. *All music must end at 1 a.m with the exception of the following banquet rooms: Jacques-Cartier, Roy, Reine and Dauphin where music is tolerated until 2 a.m.*

12. *Taxes (15%), service & administration fees (5% 7,5%) will be added on the total amount of the invoice and all new government taxes will be automatically added.*

13. *During an event without food service, an hourly fee of \$20,00 will be charged for bar service with a 3-hour minimum.*
14. *In the case of major damage, fire, etc.. The administration reserves the right to substitute any reserved banquet halls for equal and appropriate banquet halls in one of our other hotels.*
15. *The persons signed a contract agree that the hotel is under no circumstances responsible for any damages incurred by any individual, society or corporation and agree to indemnify the Hotel against any claims and expenses submitted by a person, society or corporation while utilizing the premises for a meeting or convention and accept full responsibility for such claims or losses and damages by members of their party during the event.*
16. *The parties to the present contract have requested that it be drafted in the English language, Les parties au présent contrat ont requis sa rédaction en la langue anglaise. The present contract will be interpreted by the laws of the province of Quebec and Canada and, in the case of litigation, the courts of the judicial district of Quebec, province of Quebec will be the only competent courts, the parties electing domicile in the said district for the purposes of the present contract*

AV

Screen

<i>Projection screen (6pi)</i>	<i>\$15,00</i>
<i>Projection screen (8pi)</i>	<i>\$35,00</i>

Audio-visual

<i>Overhead projector</i>	<i>\$35,00</i>
<i>Flip chart</i>	<i>\$15,00</i>
<i>Podium</i>	<i>\$15,00</i>
<i>Easel</i>	<i>\$15,00</i>
<i>White board</i>	<i>\$25,00</i>

Audio

<i>Audio mixer 4 channel</i>	<i>\$35,00</i>
<i>Audio mixer 6 channel</i>	<i>\$50,00</i>
<i>Audio mixer 12 channel</i>	<i>\$65,00</i>
<i>Audio mixer 16 channel</i>	<i>\$75,00</i>
<i>Hand microphone</i>	<i>\$20,00</i>
<i>Wireless microphone (hand, lavalier, lapel)</i>	<i>\$100,00</i>
<i>Amplifier - 100pers.</i>	<i>\$60,00</i>
<i>Amplifier +100 pers.</i>	<i>\$90,00</i>

Digital projection

<i>Digital projector 1800lumens</i>	<i>\$250,00</i>
<i>Digital projector 2400 lumens</i>	<i>\$275,00</i>
<i>Laptop Toshiba Pentium 4</i>	<i>\$135,00</i>

Tv/Video

<i>TV 27 inches</i>	<i>\$90,00</i>
<i>TV 27 inches Combo with DVD & VHS</i>	<i>\$160,00</i>
<i>TV 52 inches</i>	<i>\$265,00</i>
<i>VSH</i>	<i>\$50,00</i>
<i>DVD player</i>	<i>\$50,00</i>
<i>Combo DVD & VHS</i>	<i>\$75,00</i>

Available upon reservation

Taxes and service not included

Breakfast

Served from 7 am to 10 :30 am

HEALTHY

*Orange juice
Fresh sliced fruit
Cottage cheese and yoghurt
Croissants, muffins
Coffee, tea*

\$7.95/pers.

CONTINENTAL

*Orange juice
Croissants, muffins, danishes
Coffee, tea*

\$7,50/pers.

AMERICAIN

*Orange juice
Two (2) scrambled eggs
Bacon, ham or sausages
Fried potatoes
Toast
Butter, jam
Coffee, tea*

Or

*Orange juice
½ plate of fresh sliced fruit
One (1) poached egg
Toast
Coffee, tea*

\$8.95/pers.

BUFFET

*Orange juice
Fresh fruit and cottage
cheese
Fruit yoghurt
Creton
Baked beans
Scrambled eggs
Bacon, ham, sausages
Fried potatoes
French toast
Croissants, muffins, danishes
Butter, jam
Coffee, tea*

More than 50 people:

\$14,95/pers.

Between 25 to 50 people:

\$17.95/pers.

Taxes and service not included

Coffee Break

Beverages

<i>Coffee, tea</i>	<i>\$2,25/each</i>
<i>Fruit juice (10 people)</i>	<i>\$16,00/pitcher</i>
<i>Milk</i>	<i>\$1,75/each</i>
<i>Soft drink</i>	<i>\$2,25/each</i>
<i>Perrier</i>	<i>\$2,00/each</i>
<i>Bottled water</i>	<i>\$2,00/each</i>

Breakfast pastries

<i>Croissants, muffins, danishes</i>	<i>\$2,75/each</i>
<i>Pastries</i>	<i>\$2,50/each</i>
<i>Assortment of cookies (dz)</i>	<i>\$8,00/dz</i>

Cheeses and fruits

<i>Cheddar cheese & fruit</i>	<i>\$2,80/pers.</i>
<i>Fine cheese platter</i>	<i>\$4,50/pers.</i>
<i>Fresh fruit platter (whole fruit)</i>	<i>\$2,00/pers.</i>
<i>Fresh sliced fruit platter</i>	<i>\$2,75/pers.</i>

Divers

<i>Vegetable & dip platter</i>	<i>\$14,00/10 pers.</i>
<i>Pâtés</i>	<i>\$55,00/plate</i>
<i>Platter of cold cuts</i>	<i>\$25,00/plate</i>
<i>Platter of deli-cuts</i>	<i>\$25,00/plate</i>
<i>Stuffed rolls with eggs or chicken</i>	<i>\$25,00/plate</i>
<i>Assorted sandwiches</i>	<i>\$25,00/plate</i>
<i>Chips/Pretzels/Peanuts</i>	<i>\$6,00/basket</i>
<i>Nachos with salsa</i>	<i>\$7,95/basket</i>

Salads

<i>Coleslaw</i>	<i>\$15,00/10 pers.</i>
<i>Potato</i>	<i>\$25,00/20 pers.</i>
<i>Pasta</i>	<i>\$45,00/30 pers.</i>

Taxes et service not included

Meeting lunch

Available between 11h00 et 14h00

Soup of the day

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## Main Courses

- |                                                |         |
|------------------------------------------------|---------|
| 1. Manicotti with pesto                        | \$18,95 |
| 2. Pickerel with sundried tomatoes             | \$18,95 |
| 3. Chicken Breast with mushroom sauce          | \$19,95 |
| 4. Salmon with honey                           | \$20,95 |
| 5. Pork medallion with a maple & ginger sauce  | \$20,95 |
| 6. Roast beef in it's juice                    | \$21,95 |
| 7. Leg of Duck with a citrus sauce             | \$21,95 |
| 8. Chicken kebab with a vanilla & cider sauce  | \$22,95 |
| 9. Beef séchuannaïse                           | \$22,95 |
| 10. Grilled rib steak with a green onion sauce | \$23,95 |

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Assortment of vegetables

Potatoes

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## Choice of desert

Truffle cake

Mini sugar pie

Mini chocolate pie

Crème brûlée

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Coffee & tea

Taxes and service not included

Working lunch

BUFFET #1

Minimum 15 people

Vegetable & dip platter

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Choice of stuffed breads (1/pers.)

Choice of sandwiches (1/pers.)

One (1) choice of salad (coleslaw, pasta or potato)

Mixed green salad & vinaigrette

Cheddar cheese and fruit

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Fruit salad

Assortment of Pastries

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Coffee, tea

\$16,75/person

BUFFET #2

Minimum 25 people

Vegetable & dip platter

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Choice of stuffed croissants (1/pers.)

Variety of stuffed breads(1/pers.)

Cold cuts & deli-cuts

Variety of pâtés, bread, butter and melba toast

Variety of salads (4)

Fine cheese and grapes

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Pastries

Fruit salad

~ ~ ~ ~ ~

Coffee, tea

\$19.95/person

Taxes and service not included

Evening Table d'hote

Vegetables & dip platter



Appetizers

Smoked Salmon roll

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Chicken liver mousse

~

Duck pâté & mixed green salad

~

Smoked salmon & trout

~

Snails in pastry with a green pepper & chartreuse sauce

\$1,50/pers.

~

Leg of duck in a raspberry vinager and currant jelly

\$1,50/pers.

~

Three (3) cheeses fondue \$1,50/pers.

~

Calf sweetbreads in a flaky pasty with honey \$1,50/pers.

~

Giant Shrimp on rice with asian sauce \$2,00/pers



Soup of the day



Main courses

1 - Atlantic Salmon fillet in lobster sauce	\$ 32,00
2 - Grilled pork & tropical salsa	\$ 32,00
3 - Pork fillet, maple and ginger sauce	\$ 32,00
4 - Beef on capellini with mushroom sauce	\$ 33,00
5 - Chicken breast served with a red pepper sauce & goat cheese	\$ 33,00
6 - Veal fillet with sundried tomatoes and pesto	\$ 34,00
7 - Grilled ribsteak(12oz) with green onion sauce	\$ 35,00
8 - Prime rib in it's juice 12 oz	\$ 35,00
9 - Grilled Filet mignon 6 oz pepper sauce	\$ 40,00
10 - Grilled Veal ribs in it's glaze	\$ 40,00
11 - Deer tournedo in blackberry vinager	\$ 40,00
12 - Beef wellington	\$ 45,00
13 - Lamb with rosemary sauce	\$ 45,00
14- Surf & Turf (shrimp, scallop, scampies)	\$45,00

Served with :

Assortment of Vegetables
Potatoes or rice

Deserts

Sugar pie

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Chocolate pie

~

N.Y Cheese cake and it's raspberry sauce

~

Chocolate cake & Bailey's sauce

~

Carrot Cake

~

Chocolate surprise of our Chief

Coffee, tea

Taxes and service not included

Canapés

Cold:



Smoked Atlantic Salmon
Giant shrimp & tangerine
Smoked duck
Lobster mousse
Liver pâté
Pear & stilton cheese



Warm:



Mini lobster quiche
Mini sausage with bacon
Mini snails quiche
Cajun shrimp
Séchauannaïse chicken wings
Mini pizza
Mini tomato & pesto pie
Mini asian beef kebab
Mini chicken & litchis kebab

\$20,95 / douzaine

*** Choice'chef*

**** Taxes and service not included*

Working dinner

Served from 17h00 to 19h00

BBQ Chicken served with fries

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Roast beef in it's juice served with baked potato

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Spaghetti with meat sauce

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All dressed Pizza (9 inches)

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Smoked meat served with fries

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Desert of the day

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Coffee, tea

\$20,95/pers.

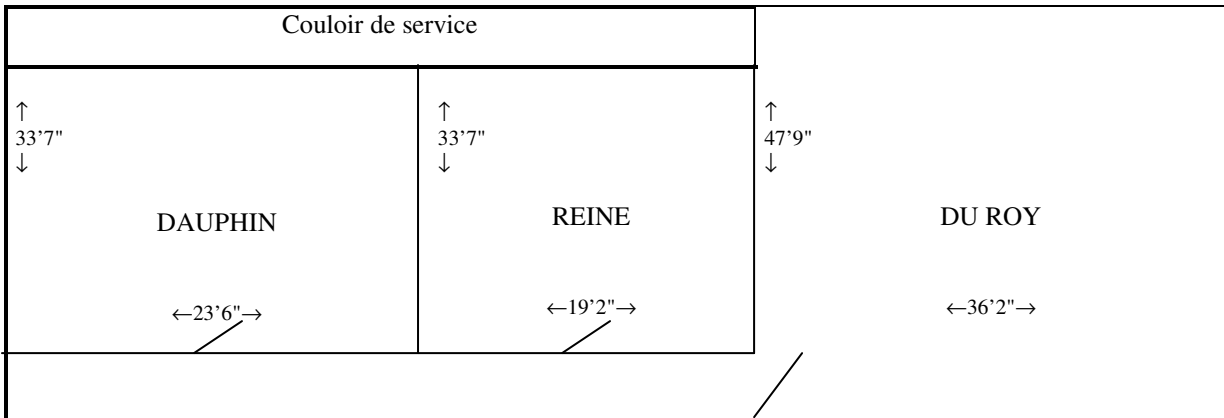
Soup : extra \$4,00/person

Soft drink : extra \$2,25/person

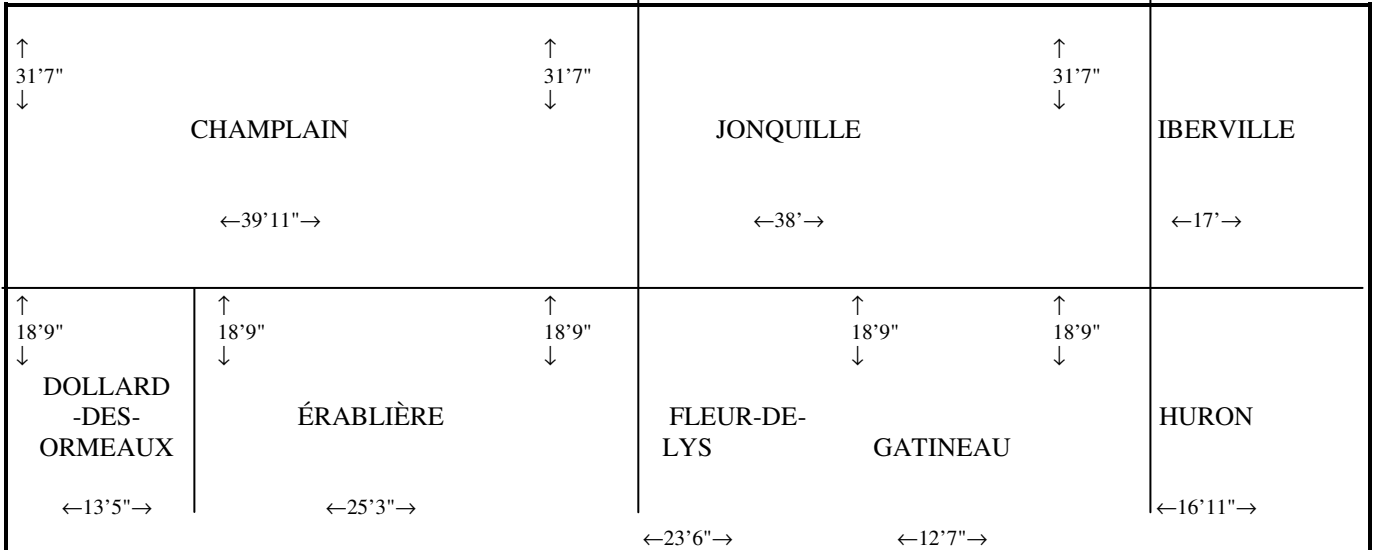
Taxes and service not included

PLEASE NOTE THAT ALL THE RATES INCLUDED IN THIS DOCUMENT CAN CHANGE WITHOUT NOTICE.

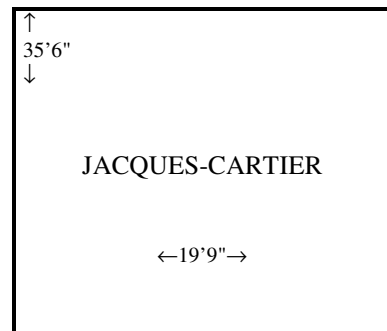
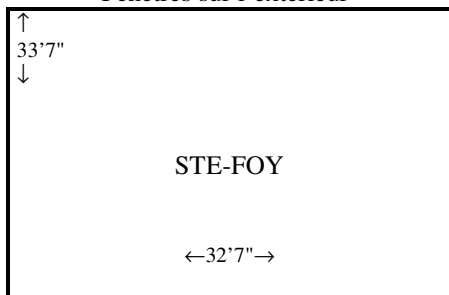
Meeting rooms



← ← ← SALLES VITRÉES DONNANT VUE SUR L'ATRIUM → → →



Fenêtres sur l'extérieur



Meeting rooms and banquet information

	Room	"U"	Theatre	Banquet	Square	School EXTRA \$25.00	Pi ²	Ceiling
1	Champlain	35	90	60	40	50	1240	7'10"
2	Jonquille	35	90	60	40	50	1205	7'10"
3	Iberville	15	40	30	24	20	540	7'10"
4	Dollard-des-Ormeaux	6	12	n/d	8	n/d	255	7'10"
5	Érablière	12	40	n/d	20	20	478	7'10"
6	Fleur-de-Lys	12	40	n/d	20	20	478	7'10"
7	Gatineau	n/d	10	n/d	8	n/d	240	7'10"
8	Huron	8	12	n/d	12	10	305	7'10"
9	Dauphin	24	70	50	30	40	795	12'
10	De La Reine	20	50	40	24	32	647	12'
11	Du Roy	42	160	100	50	80	1734	12'
12	Ste-Foy	17	70	50	*	35	1102	7'10"
13	Jacques-Cartier	25	60	40	30	35	708	8'10"
Reine / Du Roy		45	220	120	50	100	2381	12'
Reine / Dauphin		36	120	80	40	60	1442	12'
Dauphin / Reine / Roy		*	350	200	*	180	3176	12'
Champlain / Dollard / Érablière		n/d	140	100	n/d	70	1973	7'10"
Jonquille / Fleur / Gatineau / Huron / Iberville		n/d	140	150	n/d	70	2768	7'10"
Champlain / Jonquille / Iberville		*	200	*	*	130	2985	7'10"
Salles 1-2-3-4-5-6-7-8		n/d	n/d	300	n/d	n/d	4741	7'10"

* Information on request