



403-331-6921 | INFO@PRIMECATERING.CA

Our Venue or Yours
Two Great Properties to Choose from



421 MAYOR MAGRATH DR.
LETHBRIDGE AB T1J 3L8



320 SCENIC DR. S
LETHBRIDGE, AB T1J 4B4

Coffee Breaks

Coffee All Day/Tea	\$3.00 per Guest	Assorted Individual Juices	\$3.00/bottle
Freshly Brewed Coffee and Tea (12 Cups)	\$24.00 per Carafe	Assorted Diet and Regular Soft Drinks	\$3.00/can
Coffee Urn (75 Cups)	\$99.00 per Urn	Bottled Water	\$3.00/each

Coffee Breaks a la Carte

Fresh Baked Croissants	\$2.50 each	Assorted Muffins	\$3.50 each
Assorted Danishes and Turnovers	\$2.50 each	Assorted Sliced Seasonal Fresh Fruit	\$3.50 each
Assorted Squares (Chocolate Brownies, Carrot Cake, Nanaimo Bars)	\$2.50 each	Seasonal Whole Fresh Fruit	\$1.50 per Piece
Freshly Baked Jumbo Cookies	\$2.50 each	Assorted Dry Cereals and Milk	\$4.00 each
Assorted Granola Bars	\$2.50 each	Cinnamon Buns (served warm)	\$24.00 per dozen
Individual Yogurts	\$2.50 each	Assorted Cookies	\$24.00 per dozen
Lemon Cranberry Bread	\$2.50 each	Signature Gourmet Desserts	\$24.00 per dozen
Assorted Bagels with Cream Cheese, Butter and Preserves	\$3.00 each	Banana Bread (12 slices)	\$24.00 per dozen
		Snack Mix	\$2.50 each

Ask your sales specialist for added value coffee breaks.

- Single day booking with breakfast add one morning coffee break for \$7.00.
- With single day lunch booking add one coffee break for \$8.00.
- With all day meeting add two coffee breaks for \$13.00.

Coffee Breaks

Morning Coffee Breaks

Good Morning

Chilled Fruit Juices

A Selection of Pastries and Baked Goods

Freshly Brewed Coffee and Tea

\$8.00 per Guest

Health Kick Break

Chilled Fruit Juices

A Selection of Pastries and Baked Goods

Seasonal Sliced Fresh Fruit

Freshly Brewed Coffee and Tea

\$9.00 per Guest

Continental

Chilled Fruit Juice

A Selection of Pastries and Baked Goods

Assorted Yogurt

Seasonal Sliced Fresh Fruit

Freshly Brewed Coffee and Tea

\$10.00 per Guest

Afternoon Coffee Breaks

Sweet and Salty

Assorted Cookies

Mini Cupcakes

House-made Chips with Tzatziki

Assorted Soft Drinks

Freshly Brewed Coffee and Tea

\$10.00 per Guest

Sweet Indulgence

Assorted Jumbo Cookies

Seasonal Sliced Fresh Fruit

Mini Cupcakes

Assorted Soft Drinks

Freshly Brewed Coffee and Tea

\$10.00 per Guest

Energy Break

Bruschetta with Naan and House-made Chips with Tzatziki with Dip

Assorted Soft Drinks

Freshly Brewed Coffee and Tea

\$10.00 per Guest

The Refresher

Chicken Wings with Assorted Flavours

Vegetable Tray with Dip

Selection of Domestic Bottled Beer (1 per Guest)

Assorted Soft Drinks

\$12.00 per Guest

Ask for any of the items a la carte. Ask your sales specialist for added value coffee breaks.

Buffet Breakfast

(Minimum 25 Guests)

Continental Breakfast

Chilled Fruit Juice
A Selection of Pastries and Baked Goods
Assorted Yogurt
Seasonal Sliced Fresh Fruit
Freshly Brewed
Coffee and Tea

\$10.00 per Guest

Healthy Choices

Chilled Fruit Juice
Multi-grain bagels and condiments
Bran Muffins
Assorted Yogurt
Assorted Cereals with Milk
Seasonal Sliced Fresh Fruit
Freshly Brewed Coffee and Tea

\$13.00 per Guest

Hot Morning Buffet

Chilled Fruit Juice
A Selection of Pastries and Baked Goods
Farm Fresh Scrambled Eggs
Bacon and Sausages
Breakfast Potatoes
Seasonal Sliced Fresh Fruit
Freshly Brewed Coffee and Tea

\$15.00 per Guest

Deluxe Breakfast Buffet

Chilled Fruit Juice
Eggs Benedict
Bacon and Sausages
French Toast
Strawberry Topping, Whipped Cream
Maple Syrup
Breakfast Potatoes
Seasonal Sliced Fresh Fruit
Freshly Brewed Coffee and Tea

\$16.00 per Guest

Add Eggs Benedict for \$3 per Guest

For Enhancements please ask your Specialist

Ask for any of the items a la carte. Ask your sales specialist for added value coffee breaks.

Lunch Buffets

(Minimum 20 Guests)

Classic Working Lunch

Chef's Soup of the Day

Traditional Caesar Salad
Assorted Sandwiches on White, Whole
Wheat and Assorted Wraps.

Chef Selection (4 of the following):
Ham, Turkey, Roast Beef, Tuna, Egg Salad,
Chicken Salad and Vegetarian

Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea

\$16.00 per Guest

Gourmet Luncheon Buffet

Chef's Soup of the Day

Traditional Caesar Salad
Or
Mixed Greens with a Variety of Dressings
Vegetable Tray with Dip

Assorted Sandwiches on White, Whole
Wheat and Assorted Wraps.

Chef Selection (4 of the following):
Ham, Turkey, Roast Beef, Tuna, Egg Salad,
Chicken Salad and Vegetarian

Seasonal Sliced Fresh Fruit

Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea

\$17.00 per Guest

Deluxe Deli Bar Working Lunch

Chef's Soup of the Day

Mixed Greens with a Variety of Dressings

Traditional Caesar Salad

Vegetable Tray with Dip

Build your own Sandwich with Artisan Breads Chef Selection (5 of the following):
Ham, Turkey, Roast Beef, Tuna, Egg Salad and Chicken Salad

Traditional Toppings of Cucumber, Tomato, Lettuce, Onions, Pickles,
Sliced Cheese, Red Peppers and Condiments

Seasonal Sliced Fresh Fruit

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$18.50 per Guest

Ask for any of the items a la carte. Ask your sales specialist for added value coffee breaks.

Themed Buffets - Lunch

(Minimum 20 Guests)



Eastern Buffet

Pho Noodle Salad

Asian Broccoli Slaw

Ginger Beef
or
Chicken Stir Fry

Jasmine Rice

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$18.00 per Guest

Home On the Range

Choice of either Soup or Mixed Green Salad
with House Dressing

Traditional Caesar Salad

Choice of: Pulled Pork,
Chicken or Beef
(Based on 1 Bun per Person)

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$18.00 per Guest

The Italian Table

Garlic Bread

Traditional Caesar Salad

Mixed Green Salad with Italian Dressing

Chicken Penne with Alfredo Sauce

or
Baked Lasagna (Vegetarian or Meat Sauce)

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$18.00 per Guest

Mediterranean Table

Mixed Green Salad with Greek Dressing

Greek Pasta Salad

Fresh Flat Bread and Tzatziki

Skewers of Grilled Chicken

or
Skewers of Grilled Pork

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$18.00 per Guest

Add \$3 per Guest for both Entrees

Ask for any of the items a la carte. Ask your sales specialist for added value coffee breaks.

All Lunch Buffets Served 10:30 am - 2 pm

403-331-6921 | INFO@PRIMECATERING.CA

Executive Luncheon Buffet

(Minimum 35 Guests)



Executive Luncheon Buffet

Freshly Baked Rolls and Butter

Starter (Choice of 2)

Classic Starch (Choice of 1)

Fresh Seasonal Vegetables

Main Entrée (Choice of 2)

Seasonal Sliced Fresh Fruit

Chef's Signature Selections of Desserts

Freshly Brewed Coffee and Tea

\$23.00 per Guest

Choose From:

Starter (Choice of Two)

Chef's Soup of the Day
Traditional Caesar Salad
Mixed Greens with Dressings
Greek Pasta Salad
Marinated Vegetable Salad

Country Potato Salad
Asian Broccoli Slaw
Tomato Feta Salad
Waldorf Salad
Quinoa Veggie Salad

Classic Starches (Choice of One)

Herb Roasted Potatoes
Jasmine Rice
Wild Rice Medley
Mashed Potatoes
Scalloped Potatoes
Quinoa

Main Entrées (Choice of Two)

Grilled Chicken Breast
(Lemon Herb, Homemade BBQ, Teriyaki or Fire
Roasted Tomato Citrus Sauce)

Maple Glazed Dijon Salmon or
Blackened Salmon

Roast Beef with Horseradish and Demi Glaze

Hunter-Style Chicken Cacciatore

Vegetarian Chili Stuffed Pepper
(1 per Guest)

Pasta Primavera

Bacon Wrapped Pork Loin
with Mushroom Sauce
or Bacon Jam

Baked Lasagna
(Choice of Vegetarian or Beef)

Country Cabbage Rolls

Honey Mustard Glazed Ham

Roasted Turkey, Stuffing, Gravy and Cranberry
Sauce

Add main entree \$4.99 per Guest

All Lunch Buffets Served 10:30 am - 2 pm

Plated Luncheons

(Minimum of 25 Guests)

All plated luncheons are served with your choice of either the soup of the day or mixed greens salad, your choice of potato, seasonal grilled vegetables, freshly baked rolls and butter, with a platter of Chef's signature desserts on each table and freshly brewed coffee and tea.

The Chef requests only one entrée selection for the entire group.

Baked Salmon

Fresh Salmon Fillet Baked with a Maple Dijon Glaze and Topped with Fresh Fruit Salsa

\$19.00 per Guest

Grilled Chicken Breast with Sauce

Chicken Breast Topped with Your Choice of BBQ, Teriyaki, Lemon Herb, or Fire Roasted Tomato Citrus Sauce

\$18.00 per Guest

Roasted Pork Loin

Freshly Sliced Roasted Pork served with a Mushroom Sauce or Bacon Jam

\$18.00 per Guest

Baked Ham with Honey Mustard Glaze

Succulent Honey Mustard Glazed Baked Ham served with Scalloped Potatoes

\$18.00 per Guest

Fire Steak Sandwich

Broiled Sirloin Steak served with Garlic Toast (One Preparation Only)

\$22.00 per Guest

Quick Served Plated Luncheons

Chicken Lemon Dill Pasta Salad	\$17.00
Grilled Chicken Spinach Salad with Garlic Toast	\$17.00
Baked Lasagna with Traditional Caesar Salad and Garlic Toast	\$18.00

Buffet Dinners

(Minimum 35 Guests)

Classic Dinner Buffet

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 2)

Seasonal Vegetable Medley

Classic Starch (Choice of 1)

Main Entrée (Choice of 1)

Seasonal Sliced Fresh Fruit

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$27.00 per Guest

Executive Dinner Buffet

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 6)

Vegetable Tray with Dip

Seasonal Vegetable Medley

Charcuterie Platter

Classic Starch (Choice of 2)

Main Entrée (Choice of 2)

Seasonal Sliced Fresh Fruit

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$34.00 per Guest

Deluxe Dinner Buffet

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 4)

Seasonal Vegetable Medley

Classic Starch (Choice of 1)

Main Entrée (Choice of 2)

Seasonal Sliced Fresh Fruit

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$30.00 per Guest

Presidential Dinner Buffet

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 8)

Vegetable Tray with Dip

Seasonal Vegetable Medley

Charcuterie Platter

Classic Starch (Choice of 2)

Main Entrée (Choice of 3)

Seasonal Sliced Fresh Fruit

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$37.00 per Guest

See the following page for choices

Choose from:

Gourmet Salads

Chef's Soup of the Day
Traditional Caesar Salad
Mixed Greens with Dressing
Greek Pasta Salad
Asian Broccoli Slaw
Tomato Feta Salad
Spinach Salad (Sweet or Savory)
Marinated Vegetable Salad
Waldorf Salad
Pho Salad
Quinoa Veggie Salad
Shrimp Salad

Classic Starches

Herb Roasted Potatoes
Jasmine Rice
Mashed Potatoes
Wild Rice Medley
Scalloped Potatoes
Baked Potatoes
Quinoa

Main Entrées

Grilled Chicken Breast
(Lemon Herb, Homemade BBQ, Teriyaki or Fire Roasted Tomato Citrus)
Baked Salmon with Fresh Fruit Salsa (Maple Glazed Dijon or Blackened)
Roast Beef with Horseradish and demi glaze
Bacon Wrapped Roasted Pork Loin, Mushroom Sauce or Bacon Jam
Country Cabbage Rolls
Perogies with Grilled Onions
Baked Lasagna (Choice of Vegetarian or Beef)
Honey Mustard Glazed Ham
Hunter-Style Chicken Cacciatore
Roasted Turkey, Stuffing, Gravy and Cranberry Sauce
Pasta Primavera
Vegetarian Chili Stuffed Pepper
Tofu Tetrazzini (Vegetarian Style Tetrazzini in a Mushroom Cream Sauce)

Additions – Add Main Entrée \$4.99

Add \$3.00 per Guest to upgrade from Roast Beef to Prime Rib

Themed Buffets - Dinner

(Minimum 20 Guests)

Eastern Buffet

Pho Noodle Salad
Asian Broccoli Slaw

Ginger Beef

Stir Fry Rice
(Chicken or Vegetarian)

Jasmine Rice

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$27.00 per guest

Home On the Range

Soup or Mixed Green Salad with House
Dressing

Traditional Caesar Salad

Choice of 2 selections Pulled Pork, Chicken or
Beef (Based on 1 1/2 Buns per Guest)

Oven Roasted Rosemary Potatoes

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$27.00 per guest

The Italian Table

Garlic Bread

Traditional Caesar Salad

Mixed Green Salad with Italian Dressing

Chicken Penne with Alfredo Sauce

Baked Lasagna (Vegetarian or Meat Sauce)

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$27.00 per guest

Mediterranean Table

Mixed Green Salad with Greek Dressing

Greek Pasta Salad

Fresh Flat Bread and Tzatziki

Skewers of Grilled Chicken

Skewers of Grilled Pork

Wild Rice Medley

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Tea

\$27.00 per guest

Plated Dinners

(Minimum 25 Guests)

All plated dinners are served with your choice of either Soup of the Day or one of our fresh salads, Potato of the Day, Seasonal Grilled Vegetables, Fresh Rolls and Butter, Our Signature Chef's Desserts. Freshly Brewed Coffee and Tea.

First Course (Choose from)

Chef's Soup of the Day
Traditional Caesar Salad
Mixed Greens with House-Made Dressing
Spinach Salad (Sweet or Savory)

Add both Soup and Salad \$3.99 Per Guest

Main Course (Choose from)

Baked Ham with Honey Mustard Glaze

Succulent Honey Mustard Glazed Baked Ham served with Scalloped Potatoes

\$27 per Guest

Roast Pork Loin

Served with Mushroom Sauce or Bacon Jam

\$27 per Guest

Grilled Chicken

Topped with your choice of Lemon and Herb, BBQ, Teriyaki or Fire Roasted Tomato Citrus

\$30 per Guest

Broiled AAA Sirloin

Broiled AAA Sirloin Served with Garlic Toast (One Preparation Only)

\$32 per Guest

Chicken Cordon Bleu

Breaded Breast of Chicken Stuffed with Ham and Havarti Cheese Served with Mushroom Sauce

\$32 per Guest

Duet of Medallion of Beef

with Chicken Cordon Bleu

Ask for other Duet Combos and Pricing
A Delightful Combination of Mouthwatering Beef Medallion and Chicken Cordon Bleu

\$39 per Guest

Vegetarian/Vegan Options

Vegetarian Baked Lasagna
Vegetarian Chili Stuffed Pepper

\$27 per Guest

Traditional Roasted Turkey

Roasted Turkey, Sliced and Served with Sage Dressing, Cranberry Sauce and Gravy

\$30 per Guest

Baked Salmon

Maple Glazed Dijon or Blackened.
Topped with Fresh Fruit Salsa

\$32 per Guest

Roasted Sirloin of Sterling Silver Alberta Beef

Cooked to Perfection and Prepared with a Mustard Peppercorn Rub

\$32 per Guest

Prime Rib of Alberta Beef

Enjoy a Sterling Silver Alberta Roasted Prime Rib au jus, Slow-Cooked to Perfection

\$39 per Guest

Alberta Beef Tenderloin

Cooked to Perfection and Prepared with a Mustard Peppercorn Rub

\$39 per Guest

Dessert Course (Choose from)

Cheesecake with Topping, Chocolate Truffle Cake, Crème Brulee, Sticky Toffee Pudding, Chocolate Mousse and Biscotti, Berry Cream Tart

Late Night Lunch

(Minimum 35 Guests)

Traditional

Assorted Cold Meat and Cheese Platters
Pickle Tray
Assorted Buns and Condiments
Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea
\$10.00 per Guest

Perogy or Baked Potato Bar

With Onion Tangles, Green Onions, Bacon,
Red Peppers, Jalapenos, Buffalo Sauce,
Sauerkraut, Ranch,
Sour Cream

Vegetable Tray with Dip
Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea
\$12.00 per Guest

Cheeseburger Bar with House-Made Chips

With Lettuce, Tomato, Onion, Pickles,
Sautéed Mushrooms, Onion Tangles,
Cheddar Cheese, Jalapenos, Pineapples,
Bacon, Mayo, Mustard, Relish, Ketchup,
Buffalo Sauce, Teriyaki sauce

Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea
\$12.00 per Guest

Pizza and Wings

Pizza with a Variety of Toppings (Ham and
Pineapple, Vegetarian, Pepperoni,
All Meat)
Chicken Wings with Assorted Flavours
Vegetable Tray with Dip
Freshly Brewed Coffee and Tea
\$12.00 per Guest

Nacho Bar

With Cheese Sauce, Bacon, Sour Cream, Green
Onions, Chili, Tomatoes, Jalapenos, Green and
Red Peppers,
Salsa, Ranch

Vegetable Tray with Dip
Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea
\$12.00 per Guest

Gourmet Hotdogs with House-Made Chips

With Lettuce, Tomato, Onion, Pickles, Sautéed
Mushrooms, Onion Tangles, Cheddar
Cheese, Jalapenos, Pineapples, Bacon,
Mayo, Mustard, Relish, Ketchup, Buffalo
Sauce, Teriyaki sauce

Chef's Signature Selection of Desserts
Freshly Brewed Coffee and Tea
\$12.00 per Guest

Late Night Lunch is available after 9pm only,
and is intended as a follow-up to a full Prime Catering dinner service

Reception (Cocktail) Menu

(Minimum 30 Guests)



Choose 2 cold, 2 Deluxe Hot and 2 Executive items | \$14.99 per Guest
(Based on 2-3 pieces per guest per item – 12 -15 items per Guest)

Classic Cold

Antojitos
Bruschetta Canape
Tuscan Canape
Prosciutto & Fig Canape
Smoke Salmon Canape
Mosaic Canape
Cucumber Canapés
Deviled Eggs
Caprese Skewer
Mediterranean Skewer
Assorted Desserts and Squares

Deluxe Hot

Dry Ribs
Chicken Wings
Artichoke and Spinach Dip
Buffalo Chicken Bites
Stuffed Mushroom Caps
Asian Pork Bites
BBQ Meatballs

Executive

Potstickers
Crab and Scallop Cakes
Maki
Prawn Cocktail
Oyster Bar (Seasonal)
Pork, Chicken or Beef Sliders
Tempura Shrimp
Wasabi Tuna Tartare

Our reception menu is designed as an appetizer it should not be served as a meal.
We can customize it for a dinner ranging in price from \$23 - \$32 per Guest based on selections. Please ask your specialist for details.

Add Extras by the Platter

Chef's Choice of Classic Cold Hor D'oeuvres (80 pieces per tray)	\$150.00 per Platter	Cheese and Cracker Tray (Serves 40)	\$125.00 per Platter
Vegetable Platter with Dip (Serves 40)	\$100.00 per Platter	Charcuterie Board (Serves 40)	\$150.00 per Platter
Deli Meat Platter (Serves 40)	\$135.00 per Platter	Seasonal Sliced Fresh Fruit (Serves 40)	\$110.00 per Platter
Deli Meat Platter with Buns and Condiments (Serves 40)	\$170.00 per Platter	Pickle Tray (Serves 40)	\$75.00 per Platter
Chef's Signature Selection of Desserts (Serves 40)	\$75.00 per Platter		

Catering Rules and Regulations

We thank you for choosing Prime Catering to host your upcoming function. In order to ensure a successful event, please allow us to provide you with the following catering information:

Food and Beverage

The menus in our package are suggested selections: Our Executive Chef would be pleased to customize menus to suit any taste and occasion (minimum of 50 guests). Prices do not include 15% service charge or applicable government taxes on all food and beverage.

Offsite events are subject to limited menu selections, a minimum number of guests, and transportation fees.

In compliance with health regulations, no food or beverage may be brought into or removed from the banquet area unless previously arranged with your catering specialist.

We are pleased to offer special dietary menus. Please discuss any requirements with your Catering Specialist. Please ensure that the Catering Specialist is aware of all allergies in your group a minimum of fourteen (14) days prior to your function.

A minimum of 25 guests are required for all plated meals. Multiple entrees may be selected (entrees ONLY) with a maximum of 2 choices; \$2.50 per person will apply. Orders must be received a minimum of fourteen (14) days prior to your function.

All catered food and beverage served in the hotel is to be provided by Prime Catering. Buffet products will be displayed for a maximum of one and a half hours at any function to ensure the quality and integrity of the product.

If you wish to serve your wedding cake as a plated dessert, one or more sheet cake versions must be supplied for plating purposes. The kitchen will include a garnish. A \$2.50 per plate service charge will apply. Should you wish to provide your wedding cake for self-service, our chefs will pre-cut your cake for a \$20 flat fee.

Function Guarantees

The catering department must be notified of the guaranteed number of guests attending the function(s) no later than fourteen (14) days prior to the event. We will accept 10% variance up to three (3) business days without penalty. Billing will reflect whichever number is greater. Prime Catering reserves the right to provide alternative function space suited to the group's requirements.

Start and Finish Times

The space is only booked for the time indicated on your function contract. Set-up and dismantling times are to be specified at the time of booking. Starting and end times cannot be altered unless authorized by Prime Catering in advance.

Liquor Service for all events ends at 12:00 am, consumption and vacating of premises by 1:00 am. Bands and DJ specific entertainment cannot commence until 9 pm and must be completed at 12:30 am unless otherwise previously arranged.(___)

Deposits and Method of Payment – Corporate Events

Full payment is due fourteen (14) days prior to event unless previous credit arrangements have been established. With credit arrangement payment must be made within 30 days of the event. The event must be guaranteed by pre-approved credit card or pre-approved Credit account set up through the Catering Specialist. Please allow two weeks to set up a credit account. A minimum \$500.00 deposit is required for all private functions without a credit account. Deposits are refundable on written cancellation of at least 6 months prior to the function.

Catering Rules and Regulations

Deposits and Method of Payment – Weddings

- A deposit of \$1000.00 is due to reserve your date, event may be cancelled six (6) months prior for a 50% refund.
- Additional payment is due 6 months from date to 25% off forecasted revenue.
- 50% of balance is due 30 days from your date.
- Balance is due fourteen (14) days prior to your event. Miscellaneous expenses must be cleared within 14 fourteen days of your event.

These are guidelines your event specialist will work with you on specific terms, all terms will be in a signed contract.

Cancellation

Cancellation of a confirmed booking less than 30 days from the event will incur a cancellation penalty; 15-29 days – full room rental; 7-14 days full room rental and 25% of anticipated food and beverage; 3-6 days full room rental and 50% of anticipated food and beverage; Less than 72 business hours full room rental and 100% of anticipated food and beverage sales. Inclusive packages will default to listed full day room rates.

Liability

- Prime Catering reserves the right to inspect and control all private functions, including the conduct and performance of guests, entertainers, and audible level of music played.
- Prime Catering does not permit any article to be fastened onto walls or electrical fixtures. The use of tacks, tape, nails, screws, bolts or any tools, which could mark the floors, walls or ceilings, is prohibited. Prime Catering will hold the organization and the organization's guests responsible for any and all damage to hotel property.
- Any signage used on the convention floor should be of professional quality. Requests to place promotional materials, signage etc., in the main lobby should be directed to your Catering Specialist.
- If you plan to include any live or recorded music during your function, a fee will be applied to your final bill. This fee will be submitted to SOCAN and RE: Sound in compliance with copyright law, which states that royalties must be paid to the original composers and authors of recorded music.

For functions with music and dance a S.O.C.A.N fee of \$59.17 plus GST and a Re:Sound fee of \$55.52 plus GST will be charged. For functions playing only music a S.O.C.A.N. fee of \$29.56 plus GST and a Re:Sound of \$27.76 plus GST will be charged. For more information visit www.socan.ca and www.resound.ca.

- Prime Catering is not responsible for any lost, left behind or stolen equipment or property left on the property. Conveners are recommended to take out their own insurance policy to cover equipment and display equipment.
- Client needs to provide Prime Catering with a liquor license and receipt of all liquor that was purchased and host liability insurance.

Shipping

It is very important to advise your Catering Specialist if you will be shipping any boxes to the hotel for your upcoming meeting. Any delivered materials can arrive no earlier than seventy two hours in advance of events. A storage charge will be applied for each box being stored on-site over seventy two hours. Also provide name of meeting room, date of event and name of person who is looking after your group. We will not be held responsible for any loss.

Room Names and Sizes

Sandman Hotel

Room Names	Classroom	Theatre	Reception	Dinner	Boardroom	Area (sq. ft.)	Dimensions
Lethbridge Room	90	150	150	150	50	4000	87×46
Albertan Ballroom	150	400	250	350	100	3570	84×42
Chinook	60	150	120	175	60	1974	47×42
Henderson	48	100	80	80	36	1500	38×42
Green Lakes	24	70	32	40	24	756	18×42
Harvest	24	70	32	40	24	840	20×42
Studio 1	18	30	24	25	20	432	24×18

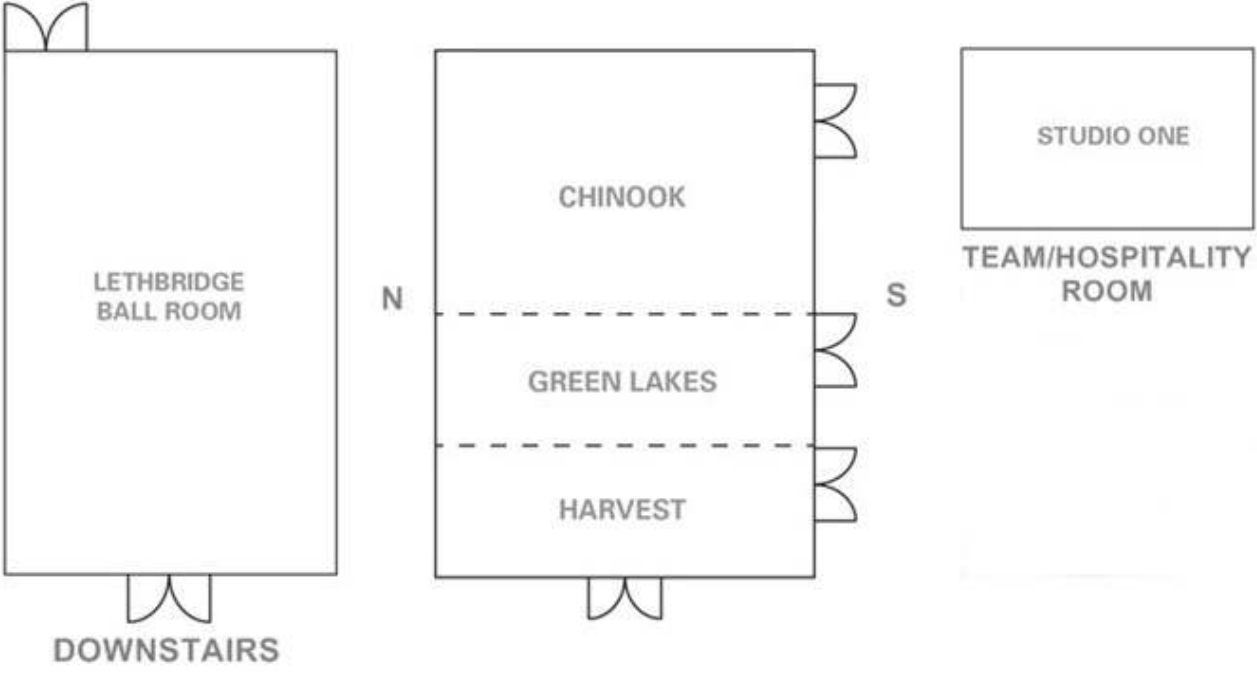
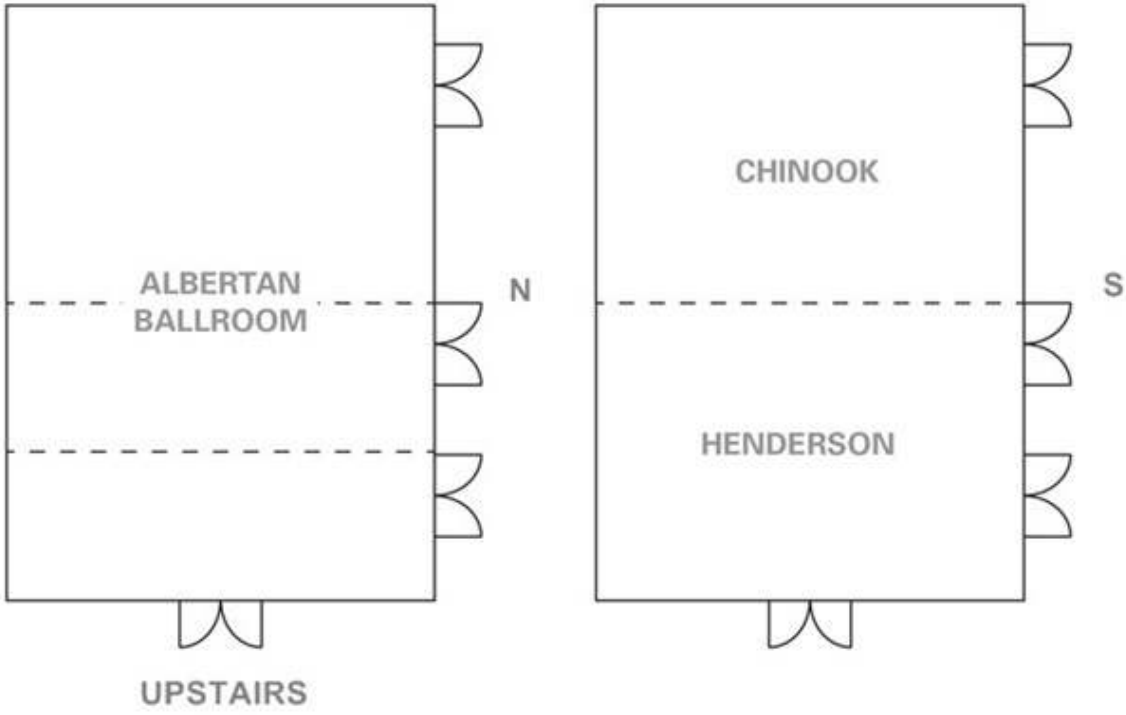
Lethbridge Lodge Hotel and Conference Centre

Room Names	Classroom	Theatre	Reception	Dinner	Boardroom	Area (sq. ft.)	Dimensions
Willow Room	—	15	10	15	10	228	19' x 12'
Poplar Rooms #1-4	18	40	40	40	25	600	20' x 30'
Anton Ballroom	90	150	150	120	40	2800	42' x 74'
Grand Ballroom Aspen Section	128	300	250	200	50	3190	58' x 55'
Grand Ballroom Birch Section	100	250	175	150	50	2610	58' x 45'
Grand Ballroom Cedar Section	100	250	175	150	50	2610	58' x 45'
Grand Ballroom	300	850	850	650	50	8400	58'x145'

- Room rates include standard set-up.
- Special set-ups may require additional charges.
- Day rate is 8 hours, additional charges may apply.
- Room rates are not published and can be discussed with your sales representative.

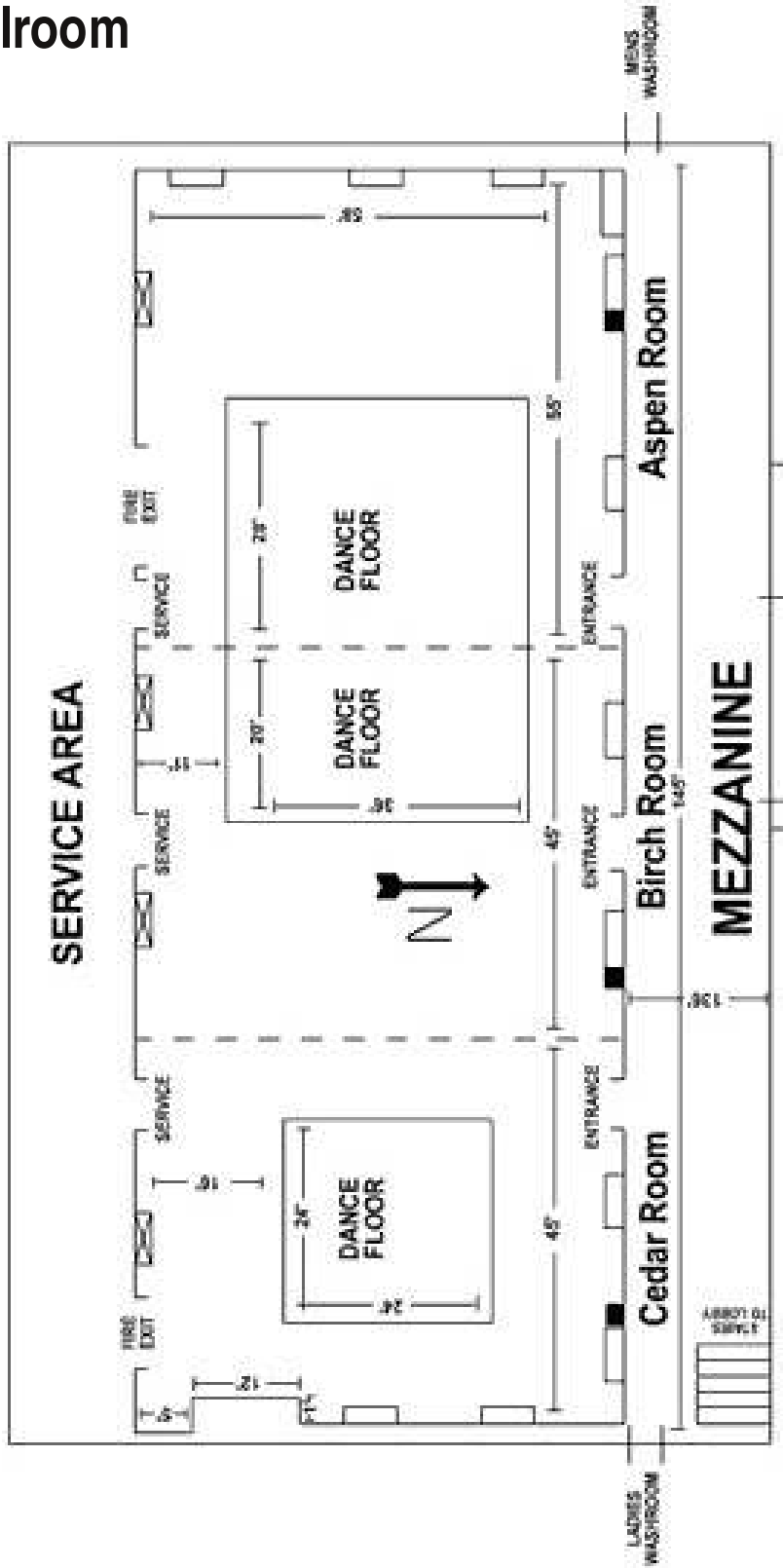
Room Diagrams

Sandman Hotel



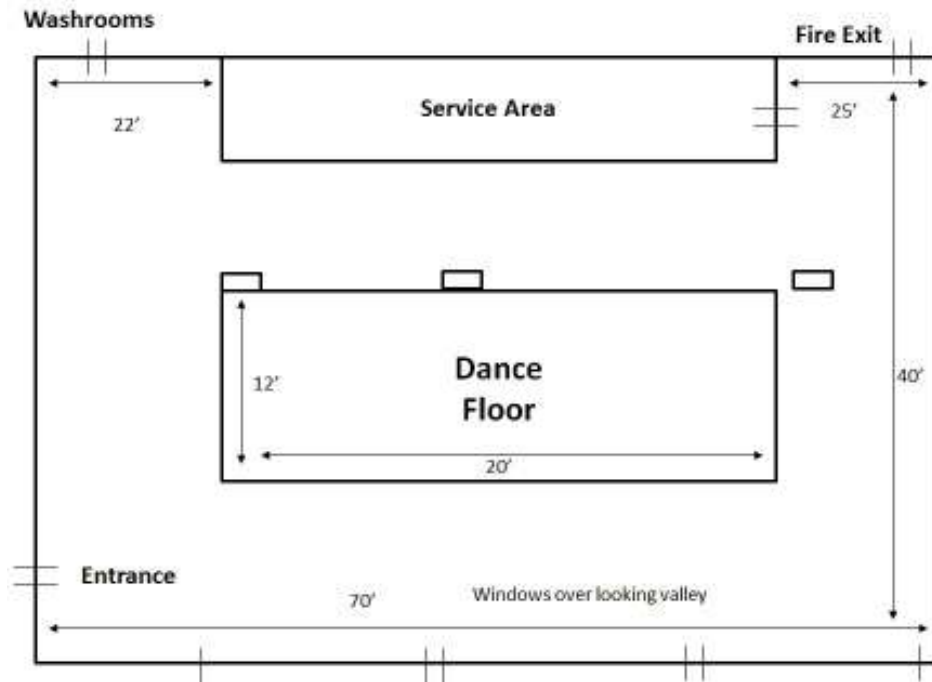
Lethbridge Lodge Hotel and Conference Centre

Grand Ballroom

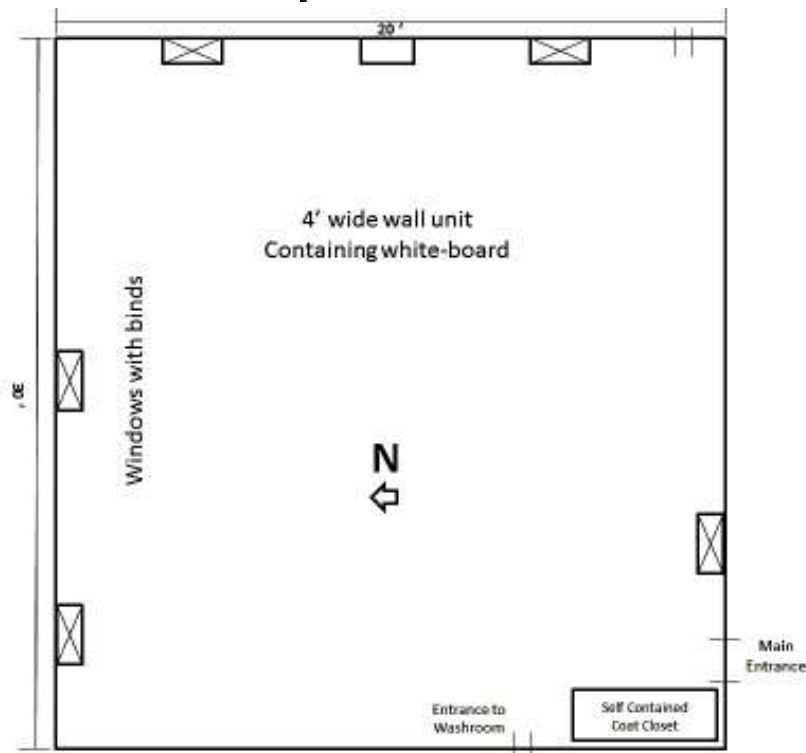


Lethbridge Lodge Hotel and Conference Centre

The Antons Ballroom



The Popular Rooms x 4



Audio & Visual Equipment Rentals

Costs per Day



Projection Equipment

LCD Data Projectors (XGA) 1500 ANSI Lumens	\$150.00
LCD Data Projectors (XGA) 2500 ANSI Lumens	\$300.00
6 ft. Fast Fold, Front or rear projector with dress kit	\$150.00
8 ft. Fast Fold, Front or rear projector with dress kit	\$175.00
Screen – 6 ft.	NC
Screen – 8 ft.	NC
Screen – 10 ft.	\$75

Sound System Equipment

Hand Held Microphones (C/W Cables)	NC
Wireless Lapel Microphone	\$55.00
Wireless Hand Held Microphone	\$55.00
Microphone Stands (Table Top, Boom, Straight Stands)	\$6.00
4 Channel Mixers	\$30.00
DI Box	\$15.00

Accessories

Flip Chart includes paper and markers	\$20.00
Whiteboard includes markers	\$20.00
Podium	NC
Extension Cord	NC
Power Bar	NC

Technical Personnel
Monday to Friday:

8:00 AM – 5:00 PM \$55.00/HR • 5:00 PM – Midnight \$65.00/HR • Midnight – 8:00 AM \$80.00/HR
Saturdays, Sundays and Holidays minimum 2 hours labor charged

Prices are guaranteed for 3 months and are subject to change. Prices listed do not include G.S.T.