



# *Special Occasion Planner*



# INN ON THE LAKE

## PRIVATE DINING ALTERNATIVES



Banquet Room



Lakeview Room



Fletcher Room



Thomas Room

### **BANQUET ROOM**

This beautiful room conveniently located on our main floor directly off of our lobby is naturally lit and features a spacious balcony and built in hospitality window. Banquet room accommodates up to 50-60 people for a sit down dinner and up to 80 for a standing reception.

### **LAKEVIEW ROOM**

Lakeview has a wonderful view of Lake Thomas, featuring a picturesque balcony. Conveniently located on our main floor just off of our lobby, Lakeview can accommodate up to 32 people for a sit down dinner and up to 40 for a standing reception.

### **FLETCHER ROOM**

This charmingly private room located on our second floor off of our lobby. Features a quaint balcony providing natural light throughout the room. Perfect for gatherings of 24 or less.

### **THOMAS ROOM**

Thomas room features another beautiful balcony and view of Lake Thomas, privately located on our second floor off of our lobby. Great for small gatherings of 15 or less.

All function rooms have natural lighting and private balconies.

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## ACCOMMODATIONS

- ◆ 39 well appointed guest rooms and suites, many with whirlpool tubs, electric fireplaces and king beds
- ◆ Most guest rooms have private balconies or patios
- ◆ Wireless Network
- ◆ Mini Fridges
- ◆ Microwaves
- ◆ Voice Mail
- ◆ In-room coffee maker with complimentary coffee
- ◆ Free local, toll free and calling card calls
- ◆ Complimentary morning newspaper
- ◆ Complimentary parking on property
- ◆ Am/FM Clock Radio with Mp3 hook-up
- ◆ Cable Television
- ◆ Climate Control
- ◆ Iron/Ironing Board
- ◆ Hairdryer

## Shuttle service to and from the Halifax Stanfield International Airport

### GUEST ROOM BLOCKS

A deposit will be required should you wish to hold a number of guest rooms for your attendees. Shuttle service to and from the Halifax Stanfield International Airport available (Rate modification may apply).

Guest room blocks will be held until one month ahead of your event at which time they will be released back into inventory for resale. After this date we will continue to reserve rooms as requested as long as rooms are available.

If room charges are covered by the convener: - A rooming list must be submitted 30 days prior to arrival to guarantee your rooms - 50% of the anticipated guest room charges are due 30 days prior to the event.

If room charges are being paid for by the attendees: - Attendees must call the hotel directly to reserve their room and guarantee with a credit card - Individual room cancellation is required 72 hours ahead of arrival date.

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## **HORS D'OEUVRES**

(Cost per dozen, minimum 3 dozen)

**Prosciutto Wrapped Asparagus \$29**

**Buttermilk Chicken Bites \$21**

Dusted with Cajun seasoning and served with Bell Pepper Jelly

**Bacon Wrapped Digby Scallops \$42**

Served with Marie Rose and Cocktail Sauce

**Mini Scotch Salmon \$47**

Atlantic Salmon, wrapped in smoked salmon with a brown sugar and Scotch Whiskey finish

**Bruschetta \$20**

**Meat Balls \$20**

Served with a sweet and sour sauce

**Mini Bacon Wrapped Striploin \$38**

Served with a red wine demi

## **HORS D'OEUVRES**

(Cost per dozen, minimum 3 dozen)

**Chicken Lollipops \$28**

Served with a sweet & spicy Asian sauce

**BBQ Pulled Pork Tostada \$28**

Slow cooker bbq pork shoulder served on a crispy tortilla tostada

**Caprese Salad Skewers \$24**

Cherry tomatoes, fresh mozzarella and basil drizzled with a balsamic reduction

**Herb Infused Cream Cheese \$24**

Red pepper jelly, cucumber rounds

**Cajun Shrimp \$36**

Cajun spiced tiger shrimps served on a crispy tostada with guacamole and grapefruit segment

**Cantonese Pork Tenderloin \$26**

With the Inn's Pineapple and mango salsa

## **RECEPTION**

**Fresh Vegetable Platter \$9pp**

Assortment of fresh seasonal Vegetables with ranch dip

**Fresh Sliced Fruit Tray \$10pp**

Assortment of fresh sliced fruit & berries

**Nova Scotia Smoked Salmon \$195**

**(serves approx. 30pp)**

A full side of Nova Scotia Smoked Salmon with capers, cream cheese balls and fresh baguette and crackers

**Nacho Chips \$30 (serves 10)**

Served with salsa and sour cream. Add guacamole \$1.25pp

**Assorted Sandwiches \$10pp**

Freshly made Kaisers & wraps ( Chicken, Beef and Ham )

**Pastries \$8pp**

Assortment of danishes, croissant, turnovers (2pp)

**Sweet Squares \$4pp**

Assortment of squares (2pp)

**INN ON THE LAKE**

# Plated Dinners

Groups 20 or less: Select 2 appetizers, 2 entrees and 2 desserts

Groups 20-30: Select 1 appetizer, 2 entrees and 1 dessert

Groups of 30 or more: Select 1 from each course

## FIRST COURSE

### Seafood Chowder

A richly indulgent specialty of the Inn with Shrimp, Scallops, Haddock, Potatoes, Onions, White Wine, Cream

### Mixed Green Salad

Seasonal vegetables, mixed lettuce served with house dressing

## MAIN COURSE

All Entrees accompanied with Chef's potatoes and fresh seasonal vegetables

**Almond & Parsley Crusted Salmon**.....54.95

Finished with a Lemon & Leek cream sauce

**Chicken Ballentine** ..... 49.95

Supreme breast of chicken wrapped in bacon and stuffed with our mushroom bread dressing, served  
With bell pepper jelly and red wine jus

**New York Striploin** ..... 63.95

Slow Cooked to medium and seared enhanced with our in-house Demi

**Portobello Mushroom** ..... 54.95

Stuffed Portobello cap with Brie, onion, spinach, topped with smoked apple cheddar and broiled to perfection

## DESSERT

### Chocolate Decadence

This decadent chocolate cake is mixed with a healthy quantity of cocoa  
and finished with a heavenly chocolate glaze. (Gluten Free & Vegan)

### Housemade Cheesecake

Freshly made with Chef's choice sauce

### Maritime Apple Crisp

Warmed and drizzled with local maple syrup and finished with Fresh whipped cream

Coffee or Tea, Rolls and Butter included. *Prices subject to 18% Gratuity and 15% HST*

INN ON THE LAKE



## GENERAL INFORMATION

### GUARANTEES

**Space is held tentatively until a signed contract is returned;** contract return date will be indicated within your contract. In the event there is an inquiry for the same date, a representative from our Sales Department will notify you via phone or email and a final decision must be made within 24 hours.

Once the contract is signed and a non-refundable deposit is received, the space will be placed in a definite hold. This deposit will be applied to your final balance unless the event is cancelled.

### CANCELLATIONS

In the event of a cancellation

- ◆ Any cancellations less than 90 days will result in a cancellation fee equal to your deposit.
- ◆ If cancellation is notified 14 days or less to the event date, full prepayment will be incurred as a cancellation fee, to cover loss revenue as a result of the lost business, this also covers the cost of the food and beverage ordered for your event.

### DANCES, MUSIC AND ENTERTAINMENT

The Inn on the Lake is unable to accommodate dances, due to the size and location of our banquet space and also the safety of our staff and guests. Any and all entertainment (musical and non-musical) is to be approved by the Inn on the Lake Management. Please inform your Meeting and Banquet Coordinator in advance of your visions for entertainment at the time of booking in order to avoid disappointment.

**Please note:** there is a non-negotiable Entandem Music Licensing Company fee of \$31.31 + HST for all musical entertainment, including background music regardless of source, as part of the Performing Rights License. This fee applies on all music (background, taped or live).

### DECORATIONS

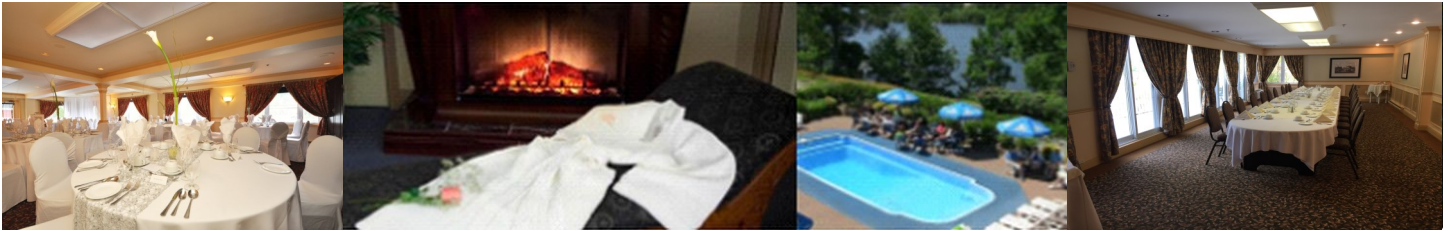
If you wish to decorate your function room you may do so, but please discuss your ideas with the Meeting and Banquet Coordinator during the planning stages. As tacks and most forms of adhesive are not permitted, the Inn does provide masking tape as an aid in decoration. Certain restrictions do apply and timing is important. Staff at the Inn can assist with your decorating needs for a nominal fee. 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.

No open flame candles will be permitted. All candles must be enclosed.

### DEPOSITS, PAYMENTS AND CREDITS

- ◆ A non-refundable deposit of **\$500** is required at time of booking.
- ◆ The balance is due **14 business days** prior to the event along with the menu selection.
- ◆ Final attendance guarantee due **7 days prior**
- ◆ Any estimated costs with possible overage is to be settled within **24 hours** of the event.

# INN ON THE LAKE



## GENERAL INFORMATION - SPECIAL OCCASIONS

### GUARANTEED ATTENDEES AND MENU

**Final number** of attendees is to be submitted to the Sales Department 7 days prior to the event date. This is the guaranteed number for which you will be invoiced. You may reduce numbers, however the invoice will reflect the number of attendees that were guaranteed. If additional attendees are served the invoice will reflect the higher number, number served or number guaranteed.

**For additions** please notify the Meeting and Banquet Coordinator as soon as possible.

**Menu selections** are to be submitted **14 days prior** to the event date. Late menu submissions or changes may incur adjustment fees.

Please inform the Meeting and Banquet Coordinator of any **allergies** no later than 14 days before arrival, this will allow us to provide you with alternatives.

### SET UP FEES AND MINIMUM GUARANTEES

Set up fees and minimum food and beverage orders for private function rooms are listed below. (Taxes and gratuity are extra). Set ups are preset. Should the room be changed, there will be an additional fee charged.

ROOM	ROOM RENTAL FEE	MINIMUM FOOD & BEVERAGE SPEND REQUIRED	SET UP PER ROOM	ADDITIONAL SET UP FEE TO CHANGE FROM PRE-SET	CAPACITY AT 1 TABLE	CAPACITY WITH ROUND TABLES
THOMAS	\$200	\$400	BOARDROOM	\$50 in addition	12	N/A
FLETCHER	\$250	\$600	BOARDROOM	\$75 in addition	20	24
LAKEVIEW	\$400	\$1,000	BOARDROOM	\$100 in addition	30	32-36
BANQUET ROOM	\$500	\$1,500	ROUNDS X 8	N/A	NA	50-65

*"It is our goal to assure you a successful event and an experience surpassing your expectations. We strive to offer the very finest in food, service and surroundings, while providing a comfortable and relaxing environment for your guests. You can be confident in our commitment to make an extraordinary effort to work with you in every way possible to ensure the success of your function and make it a most memorable one"*

Sincerely,

# INN ON THE LAKE



## GENERAL INFORMATION - SPECIAL OCCASIONS

### SECURITY, DAMAGES AND LIABILITIES

The Inn reserves the right to inspect and control all private functions. Neither the property, nor its operator, managers or employees will assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following any function. The convener agrees and undertakes to indemnify the hotel against any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from:

- A) The hotel being unable to perform the services set out in the contract as a result of any flood, fire or act of God.
- B) The conduct of any person or persons attending a function.
- C) The conduct of the convener or the management of the function by the convener.
- D) The convener agrees to reimburse the hotel for any damages done to any part of the hotel premises or equipment which is caused by any person attending the function.

### FOOD AND BEVERAGE REGULATIONS

In order to comply with City and Provincial Food Health and Safety Regulations and our liability insurance, the Inn must provide all food and beverage items (with the exception of wedding cakes). Therefore the removal of any and all food and beverage from the hotel premises is prohibited. No outside food or beverage is permitted.

### BEVERAGE SERVICES

The hotel does not permit the service of beverages supplied by an external source, including donations. All alcoholic and non-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.

### PARKING

Free parking is available on site to all guests attending a function or staying overnight. The Inn is not responsible for losses or damage to vehicles or contents.

### SMOKING

The Inn on the Lake is proud to provide a non-smoking facility to all our guests. Designated smoking areas are located away from the building.

### TAX AND GRATUITY

All food and beverage prices quoted are subject to applicable Federal and Provincial Taxes unless stated otherwise. To ensure the superior service of Inn on the Lake, 18% gratuity will be added to all food and beverage.

### DISCLAIMER

The information provided in this document is subject to change at the Hotel's discretion. Terms and conditions are subject to change for special dates, dates which may fall on a special date or statutory holiday may be subject to modified terms and pricing.

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