

THE
PLAZA
HOTEL

Weddings



The Plaza Hotel offers a variety of wedding services to create your perfect day. With indoor space to accommodate up to 200 guests and our premiere rooftop patio for up to 80 guests we have the unique space to accommodate a variety of styles.

Trust our professional team to take care of all the details so you don't have to. We are proud to offer customized services and gourmet culinary creations. We work with you to create the most memorable day of your life that fits within your budget and is nothing short of spectacular.

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Venues



The Plaza Hotel offers elegant spaces for wedding ceremonies & receptions.

We have the perfect space for all wedding styles.

- ♥ An intimate dinner for a small group of loved ones
- ♥ An exciting dinner and dance for up to 160 people
- ♥ A picturesque rooftop cocktail party for up to 80 people

Our space is versatile and can be transformed to exactly what you have imagined.

The rooftop at The Plaza is Kamloops' premier wedding venue, ideal for ceremonies or cocktail receptions. The rooftop can host up to 80 people. Rustic beams and Spanish archways frame the beauty of the heart of the city.

The Blackwell Ballroom can accommodate up to 160 people. This multi-level space is neutral in colour with beautiful slate tiles and a hardwood dance floor. The Blackwell Ballroom can be enhanced with simple décor or can be transformed into a wedding wonderland.



Rooftop Wedding

Ceremony \$750.00

Includes:

- ♥ Roof rental
- ♥ Chairs and aisle setup
- ♥ Signing table
- ♥ Guestbook table
- ♥ Garnished water

Cocktail Reception

To follow ceremony
Starting at \$25.75 per person

Includes:

- ♥ Glass of Champagne for each guest
- ♥ Bar service
- ♥ Choice of 3 of the following platters:
 - Gourmet cheese platter
 - Charcuterie platter
 - Smoked salmon platter
 - Mediterranean platter

Dinner Package #1

Starting at \$60.00 per person

Includes:

- ♥ Discounted ceremony arrangements
- ♥ Plaza wedding dinner buffet (see page 7)
- ♥ Cocktail Reception, choice of 3 appetizers
- ♥ Bar service

Dinner Package #2

Starting at \$75.00 per person

Includes:

- ♥ Discounted ceremony arrangements
- ♥ Plaza wedding dinner buffet (see page 7)
- ♥ Cocktail Reception, choice of 3 appetizers
- ♥ Glass of champagne for each guest
- ♥ Table Wine
- ♥ Bar service

* Minimum of 50 people

Additional setup fees may apply | Packages are customizable | SOCAN & Re:Sound fees apply for all events with music



Ballroom Wedding

Package #1..... \$50.00 per person

- ♥ Room rental
- ♥ Table & chair setup
- ♥ White or black linens
- ♥ Guestbook table
- ♥ Gift table
- ♥ Head table (risers if requested)
- ♥ DJ table
- ♥ Cake table
- ♥ Coffee & tea station
- ♥ Buffet dinner
- ♥ Bar service

Package #2..... \$65.00 per person

- ♥ Room rental
- ♥ Table & chair setup
- ♥ White or black linens
- ♥ Guestbook table
- ♥ Gift table
- ♥ Head table (risers if requested)
- ♥ DJ table
- ♥ Cake table
- ♥ Coffee & tea station
- ♥ Buffet dinner
- ♥ Table wine
- ♥ 1 drink ticket per guest

Ceremony \$300

A dinner reception is required to book a ceremony in the ballroom

Includes:

- | | | |
|-------------------|-----------------------|-----------------------------------|
| ♥ Room rental | ♥ Chair & aisle setup | ♥ Signing table |
| ♥ Guestbook table | ♥ Garnished water | ♥ House sound system & microphone |

The Blackwell Ballroom must be vacated for a min. of 4 hours between the ceremony and reception.

Additional setup fees may apply | Packages are customizable | SOCAN & Re:Sound fees apply for all events with music



Embellishments

Rooftop Ceremony

- ♥ Non-alcoholic punch for guest arrival
 - \$3.00 per person
- ♥ Champagne toast
 - \$6.00 per person
- ♥ Paper fans for each guest
 - \$2.00 per person
- ♥ Additional washroom
 - \$95.00

Dinner Reception

Applicable for rooftop or ballroom

- ♥ Cake cutting
 - \$2.00 per person
- ♥ Table wine
 - \$7.50 per person
- ♥ Drink tickets
 - \$6.00 per person
- ♥ House sound system (Blackwell only)
 - \$150.00

Bridal Dressing Room

- ♥ \$200.00



Complimentary Inclusions

At the Plaza Hotel, we want to make sure your big day is a night to remember. The following are complimentary inclusions for all our happy couples.

- ♥ Day of event room rental (for the Blackwell Ballroom only)
- ♥ Full wedding setup with white or black linens
- ♥ Servers and bartenders
- ♥ A night in one of our romantic Junior Suites for the married couple
- ♥ Parking for one vehicle on your wedding night
- ♥ Breakfast for 2 in the Fireside Steakhouse & Bar

*Some restrictions may apply
Minimums may be required*

Wedding Plated Dinner Menu

Reception

Select 3 of the following passed appetizers or platters

- Fig, goat cheese and pistachio crostini
- Cheese crisp with poached pear and chevre mousse
- Smoked trout pate with red onion marmalade and fried capers
- Mini Greek salad
- Italian white bean smoked tomato tart
- NY steak bites with caramelized onion
- Smoked hoisin duck crepes
- Asparagus mousse tart with white truffle
- Tamarind prawn with gomaе salad on a wonton crisp
- Seasonal fresh fruit platter
- Seasonal crudité & dip
- Charcuterie platter
- Smoked salmon platter
- Mediterranean platter – marinated vegetables, cheese, falafels & olives
- Italian platter – cured meats, cheese & grilled vegetables

Dinner

All plated meals include the following

- Fresh dinner rolls and compound butter
- Your choice of one salad for all entrees:
 - Caesar salad
 - House salad
 - Caprese salad
- Seasonal vegetables

Select two of the following entrees plus a vegetarian option for your guests to choose from

- NY striploin with mushroom demi-glace
 - Served with Yukon gold mashed potatoes
 - 51.00
- Coffee rubbed beef tenderloin with cream sauce
 - Served with garlic and herb roasted potatoes
 - 61.00
- Mediterranean stuffed chicken breast with roasted tomato sauce
 - Served with herb couscous
 - 53.00
- Pan seared halibut
 - Served with dauphinoise potatoes
 - 61.00
- Maple glazed salmon
 - Served with Yukon gold mashed potatoes
 - 51.00
- Pork tenderloin in a white truffle mushroom sauce
 - Served with barley risotto
 - 51.00
- Marinated portabella stuffed with grilled vegetables and blue cheese crumble
 - Served with herb couscous and fried leeks
 - 38.00



Select one of the following desserts for all entrees

- Crème brulee
- Chocolate ganache cake
- NY Cheesecake

Coffee & tea served with all dinner menus
Minimum order of 10 per entrée selected for all plated meals
Pre-orders required
Prices subject to change without notice

Wedding Dinner Buffet Menu

\$50.00 per person

Reception

Select 3 of the following passed appetizers or platters

- Fig, goat cheese and pistachio crostini
- Cheese crisp with poached pear and chevre mousse
- Smoked trout pate with red onion marmalade and fried capers
- Mini Greek salad
- Italian white bean smoked tomato tart
- NY steak bites with caramelized onion
- Smoked hoisin duck crepes
- Asparagus mousse tart with white truffle
- Tamarind prawn with gomaе salad on a wonton crisp
- Seasonal fresh fruit platter
- Seasonal crudité & dip
- Charcuterie platter
- Smoked salmon platter
- Mediterranean platter – marinated vegetables, cheese, falafels & olives
- Italian platter – cured meats, cheese & grilled vegetables

Buffet

All buffets include the following

- Fresh dinner rolls with compound butter
- House salad
- Caesar salad
- Your choice of:
 - Yukon gold mashed potatoes
 - Herb and olive oil roasted new potatoes
- Your choice of:
 - Roasted vegetable medley
 - Steamed garden vegetables with herb butter
- Your choice of:
 - Prairie grain vegetable pilaf
 - Baked vegetable rigatoni



Select one of the following entrees

- Pan seared roast chicken with forest mushroom cream sauce
- Roast beef carvery
- Pork loin with apricot bourbon glaze
- Seared wild sockeye salmon with roast garlic maple reduction
- Lemon pepper baked trout roulade

Add a second entrée for 8.00/person

Select one of the following desserts

- Triple chocolate fudge cake
- French vanilla caramel swirl cake
- Wild berry shortcake
- Apple berry cobbler

Coffee & tea served with all dinner menus
20 person minimum on dinner buffets – add \$5.00/person if minimum not met
Prices subject to change without notice

Bar Prices

❖ Domestic Beer	\$6.00
➤ Budweiser	
➤ Coors Light	
➤ Canadian	
➤ Sleeman's Honey Brown	
➤ Alexander Keith's	
❖ Import & Premium Beer	\$6.00
➤ Stella Artois	
➤ Corona	
➤ Heineken	
➤ MGD	
➤ Guinness	\$8.00
❖ Coolers/Ciders	\$6.00
➤ Growers – Peach, Extra Dry Apple, Pear	
➤ Palm Bay – Key Lime Cherry, Pineapple Mandarin, Ruby Grapefruit Sunrise	
❖ House Wine by the Glass	\$6.00
➤ Gehringer Desert Sun	
➤ Gehringer Summer Night	
❖ Highballs (1 oz.)	\$6.00
❖ Highballs (2 oz.)	\$9.00
➤ Eristoff Vodka, Bacardi White, Beefeater Gin, Canadian Club Rye, Cazadores Tequila	
❖ Premium Highballs (1 oz.)	\$7.00
❖ Premium Highballs (2 oz.)	\$10.00
➤ Bacardi gold, Bacardi Black, Bacardi Oakheart Spiced Rum, Grey Goose Vodka, Bombay Sapphire Gin, Crown Royal, Jack Daniels, Glenlivet 12 year old Scotch, Bailey's, Jagermeister, Fireball	

Non-Alcoholic Beverages

❖ Bottled fruit juices and pop	\$3.00
❖ Bottled water	\$2.50
❖ Red Bull	\$4.00

Wine by the Bottle

❖ White	❖ Red
➤ Gehringer Brothers Desert Sun \$30.00	➤ Gehringer Brothers Summer Night \$30.00
➤ Mt. Boucherie Chardonnay \$40.00	➤ Mt. Boucherie Merlot \$40.00
➤ Gehringer Brothers Reisling \$38.00	➤ Peller Estates Shiraz \$25.00
➤ Peller Estates Pinot Grigio \$25.00	➤ Finca Los Primos Malbec \$34.00
➤ Jackson Triggs Sauvignon Blanc \$38.00	➤ Inniskillin Cabernet Sauvignon \$40.00

CONTRACT

Meeting space is reserved only for the times indicated in the Banquet Event Order (BEO). Additional set-up/tear-down time, if needed, must be specified at the time of booking. Early ballroom access for weddings will be confirmed 48 hours prior to the event date. Should you anticipate any program revisions, please advise us as soon as possible so that we may reserve the appropriate space. Any new function space requirements, subsequent to the program outlined above, shall be subject to space availability and room rental charges at the time of the request. The Plaza Hotel reserves the right to re-assign function space.

SIGNAGE

Any requests for special set-up (i.e. table displays, information booths, posters, banners, etc.) in the contracted meeting space and foyer areas must be approved by The Plaza Hotel prior to set-up. There will be absolutely no use of thumbtacks, tape or any other adhesive in the meeting space. The hotel does not permit signage in the lobby area or other public areas. If the client requests art work to be removed, the hotel staff will remove it. The client will be responsible for any damages incurred if artwork is removed by anyone other than hotel staff.

TAXES & SERVICE CHARGES

Government Sales Tax (GST)

GST is applicable on all purchases at a rate of 5% on guestrooms, food, audio-visual equipment, flowers, etc. and 15% on alcoholic beverages (Liquor tax plus GST).

City Tax

City Tax is charged at 2% on all guestroom stays only.

An 18% service charge applies to all events at The Plaza Hotel.

ACCOUNT SETTLEMENT

The Plaza Hotel will issue an invoice of all the guestroom and food & beverage charges and the full amount minus the booking deposit, should be settled before departure. We accept all major credit cards.

A non-refundable deposit of \$1,000.00 is required to secure a wedding reception. No event will be considered booked until The Plaza Hotel has received a signed contract and secured a deposit.

CANCELLATION

Cancellations should be made in writing and received by The Plaza hotel a no later than 30 days prior the event. If notice of cancellation is not received 30 days prior to the event, the full event charges will apply.

Notice of any cancellation must be received in writing and the cancellation fee is payable no later than 30 days after cancellation has occurred. Any deposits made may be retained and applied toward the payment of the cancellation fee.

GUEST ROOM BLOCK

This agreement is based in part, The Plaza Hotel will block _____ guestrooms for (DATE) at a rate of \$ _____ a night plus tax (for deluxe rooms), based on double occupancy. Additional guests will be \$25 per person. Rooms will include complimentary breakfast for 2 people, complimentary global calling, complimentary use of the YMCA and Yoga Loft fitness facilities, discounted services at Aina Organic Spa and complimentary in room bottle water. Parking is NOT included and is \$8.00 plus tax per day. The hotel rooms will be held up to 60 days prior to the event. Rooms not secured by (DATE) will be released by The Plaza Hotel.

TERMS, CONDITIONS & POLICIES

FOOD & BEVERAGE POLICY

The Plaza Hotel will be the sole supplier of all food and beverage items onsite. The only exception will be wedding and special event cakes when full catering is provided by the hotel. _____(client initial)

Any remaining food from functions is not permitted to be taken off the premises unless requested at the time of final menu selection.

Food and beverage selections must be confirmed a minimum of 10 business days prior to the event. _____(client initial)

A guaranteed minimum number of guests is required at the time of booking the event. If a guaranteed number of guests is not received, the client will be charged for the original number of guests. On the day of the event, if there are any reductions to the guaranteed number of persons attending the Food and Beverage functions outlined in the agreement, the client will be charged the agreed guaranteed number prior to the event. _____(client initial)

All service charges will be based on the actual number of guests served if more than the guaranteed guests are served.

Prices can change without notice, but will be guaranteed 30 days prior to the function.

All food and beverage charges are subject to 18% gratuity and 5% GST. All service charges and gratuities are subject to 5% GST. _____(client initial)

MUSICIANS & ENTERTAINMENT

In accordance with the SOCAN (Society of Composers, Authors and Music Publishers of Canada Tariff) the Plaza Hotel is required to charge the amounts listed below to any function or event where music is played, with or without dancing. SOCAN is subject to GST.

Room Capacity	Without Dancing	With Dancing
1-100	\$20.56 + GST	\$41.13 + GST
101-300	\$29.56 + GST	\$59.17 + GST
301-500	\$61.69 + GST	\$123.28 + GST

In accordance with the Re:Sound (the Canadian not for profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights) the Plaza Hotel is required to charge the amounts listed below to any function or event where music is played, with or without dancing. Re:Sound is subject to GST.

Room Capacity	Without Dancing	With Dancing
1-100	\$9.25 + GST	\$18.51 + GST
101-300	\$13.30 + GST	\$26.63 + GST
301-500	\$27.76 + GST	\$55.52 + GST

MINIMUMS & LABOUR CHARGES

Breakfast and Lunch collections are designed and priced for a minimum of 15 persons.

Dinner collections are designed and priced for a minimum of 20 persons.

Plate service dinner menus are designed and priced for a minimum of 20 persons.

There will be a charge of \$25 per hour, for a minimum of 4 hours, for the bartender if total bar sales are less than \$500.00. If total bar sales exceed \$500.00, there will be no bartender fee. _____(client initial)

BAR SERVICE

Under the terms of the BC Liquor Act, The Plaza Hotel is prohibited from allowing any individual or group to provide their own alcohol at catered events. If any outside alcohol is found during an event, it will be confiscated and if excess amounts are found The Plaza Hotel reserves the right to shut down the event due to a breach of contract and the jeopardy of our liquor licenses. _____(client initial)

Last call will be at 12:45am and all bar service stops at 1:00am, no exceptions. Events must be over by 1:30am. _____(client initial)

Host bar deposit of 75%, based on 3 drinks per guest, required 10 days prior to event. An 18% service charge will apply to final bar sales. _____(client initial)

Ticket bar deposit of 75% of ticket order required 10 days prior to the event. Drink tickets are subject to an 18% service charge. _____(client initial)

PRICING, INVOICING & PAYMENT POLICIES

For all groups, a non-refundable deposit and a major credit card number is required at the time of booking. If final invoice is to be billed, a credit application must be completed by the client.

50% of catering value is required 10 business days prior to the event.

FACILITY POLICIES

No confetti is to be used on the premises. A \$200 cleanup fee will be applied if confetti is used. AV Equipment can be arranged through our catering department or clients are permitted to arrange their own. There will be no use of sparklers and/or fireworks within our meeting room spaces. The use of open flames such as candles will be at the risk of the clients. _____(client initial)

All events must be completed by 1:30am and the facility must be vacated no later than 2:00am.

In the case of unforeseen circumstances, we reserve the right to substitute a comparable function room.

We reserve the right to inspect and regulate all private parties, meetings and receptions.

Liability or damage to the premises is the responsibility of the person(s) booking the event. A minimum damage fee of \$250.00 will apply. After an assessment, any further damages will be charged accordingly. _____(client initial)

Space for the event is booked only for the times indicated. Setup and tear down times, if required, are not included and should be specified at the time of booking.

If displays, exhibits or products are used, arrangements for their arrival, unloading, storage and departure must be made through the catering office. The Plaza Hotel assumes no liability whatsoever for the loss or damage of client provided materials. The Plaza Hotel is not responsible for damages to or loss of any articles left prior to, during or following any function by the customer or their guests.

We reserve the right to require security should situations warrant for either or both parties contracting said functions.

Additional costs will be assessed for electrical requirements above and beyond the normal usage.

Depending on room setup requirements and catering, room setup costs and fees may apply.

Rooftop Policies

Below are the safety and maintenance policies and procedures that must be followed for all rooftop events.

If any of the below policies are breached at any time during your event, The Plaza Hotel reserves the right to immediately shut down your event and all attendees must immediately vacate the premises. If the below policies are breached a minimum fine of \$500.00 will be charged.

Policies and Procedures	Client Initial
Set up and tear down times and requirements must be confirmed at the time of booking. Roof access must be outlined in the BEO. Any changes to the program cannot be guaranteed.	
All set up and tear down of décor must be done day of . There will be no rooftop access permitted outside of confirmed set up times outline in the BEO.	
Please be aware that the rooftop is not wheelchair accessible.	
Please be aware that there are no washrooms on the rooftop. There will be one guestroom on the 5 th floor assigned as the washroom. A second room can be booked for \$95.00. There are more washrooms on the 2 nd floor.	
The rooftop will be available rain or shine. It is the responsibility of the client to have the appropriate coverage for excessive heat or rain. The Plaza Hotel will not guarantee availability of an inside venue if weather is not ideal. If you would like to guarantee an indoor alternative, full rental fees may apply.	
Children must be supervised at all times.	
Nothing is to be thrown off the roof or held over the railing at any time for any reason. Breach of this policy will result in immediate shut down of the event and may result in legal action.	
Please note, The Plaza Hotel only has one elevator with the capacity of 4 people at a time. This elevator services hotel guests, staff and event attendees. There may be delays to use the elevator. Please keep this in mind when planning the timeline for your event.	

Payment Schedule for Events

Item	Deadline	Date Received	Manager Initial
Booking Date: - Nature of the event confirmed - Space and setup/teardown requirements confirmed - Contract signed - Deposit paid - Minimum # of guests confirmed			
Cancellation: - Minimum of 30 days prior to the event of full event charges will apply.	30 days prior to event Date:		
Pricing: - Food and beverage pricing is subject to change. Final pricing will be confirmed 30 days prior to the event.	30 days prior to event Date:		
Food & Beverage Selection: - Final menu selection and final guest count required 10 days prior to the event. Any changes after this deadline cannot be guaranteed. - If left over food is to be packaged for take home, it must be requested at this time.	10 days prior to event Date:		
Food & Beverage Deposit: - 50% of catering value is required 10 days prior to the event	10 days prior to event Date:		
Host Bar Deposit: - 75% based on 3 drinks per guest required 10 days prior to the event - Estimated cost \$_____	10 days prior to event Date:		
Ticket Bar Deposit: - 75% of the ticket order is required 10 days prior to the event	10 days prior to event Date:		
Final Payment: - Final payment is due the day of the event	Day of event Date:		