



403.331.6921
INFO@PRIMECATERING.CA

OUR VENUE OR YOURS.
TWO GREAT PROPERTIES TO CHOOSE FROM:



320 Scenic Dr S
Lethbridge, AB T1J 4B4



421 Mayor Magrath Dr S
Lethbridge, AB T1J 3L8



BREAKS

- Coffee Breaks À La Carte
- Morning Coffee Breaks
- Afternoon Coffee Breaks

BREAKFAST BUFFETS

LUNCH

- Lunch Buffets
- Themed Lunch Buffets
- Executive Lunch Buffet
- Plated Lunches

DINNER

- Dinner Buffets
- Themed Dinner Buffets
- Plated Dinners

RECEPTION

- Late Night Munch
- Cocktail Reception

RULES & REGULATIONS

FACILITIES

- Room Capacity Charts
- Room Diagrams

AUDIO & VISUAL
EQUIPMENT RENTALS

COFFEE BREAKS À LA CARTE

Beverages

All Day Coffee / Assorted Teas	\$3.00 per person
Freshly Brewed Coffee and Assorted Teas (12 cups).....	\$24.00 per carafe
Coffee Urn (75 cups)	\$99.00 per urn
Assorted Bottled Juices	\$3.00 per bottle
Assorted Canned Soft Drinks	\$3.00 per can
Bottled Water.....	\$3.00 per bottle

À La Carte

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

Ask your Catering Specialist for added value coffee breaks.

- Single-day booking with breakfast, add one (1) morning coffee break for \$7.00.
- With single-day lunch booking, add one (1) coffee break for \$8.00.
- With all-day meeting, add two (2) coffee breaks for \$13.00.

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AUDIO & VISUAL
EQUIPMENT RENTALS

MORNING COFFEE BREAKS

Good Morning

Selection of Pastries and Baked Goods
Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$8.50 per person

Health Kick Break

Selection of Pastries and Baked Goods
Seasonal Fresh Fruit
Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$9.50 per person

Continental

Selection of Pastries and Baked Goods
Assorted Yogurts
Seasonal Fresh Fruit
Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$10.50 per person

Ask your Catering Specialist for any of the
à la carte items and added value coffee breaks.

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AFTERNOON COFFEE BREAKS

Sweet and Salty

- Assorted Jumbo Cookies
- Mini Cupcakes
- House-Made Chips with Tzatziki

- Assorted Soft Drinks
- Freshly Brewed Coffee and Assorted Teas
- \$10.50 per person

Sweet Indulgence

- Assorted Jumbo Cookies
- Seasonal Fresh Fruit
- Mini Cupcakes

- Assorted Soft Drinks
- Freshly Brewed Coffee and Assorted Teas
- \$10.50 per person

Refuel

- Bruschetta, Naan, House-Made Chips with Tzatziki

- Assorted Soft Drinks
- Freshly Brewed Coffee and Assorted Teas
- \$10.50 per person

Parlour

- Chicken Wings with Assorted Flavours
- Vegetable Tray with Dip

- Assorted Soft Drinks
- Selection of Bottled Domestic Beer (1 per person)
- \$12.50 per person

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AUDIO & VISUAL
EQUIPMENT RENTALS

BREAKFAST BUFFETS

Minimum 25 people

Continental Breakfast

Selection of Pastries and Baked Goods
Assorted Yogurts
Seasonal Fresh Fruit

Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$10.50 per person

Healthy Choices

Multigrain Bagels with Cream Cheese, Butter, Preserves
Bran Muffins
Assorted Yogurts
Assorted Breakfast Cereals with Milk
Seasonal Fresh Fruit

Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$13.50 per person

Hot Morning Buffet

Selection of Pastries and Baked Goods
Farm Fresh Scrambled Eggs
Bacon and Sausage
Breakfast Potatoes
Seasonal Fresh Fruit

Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$15.75 per person

Deluxe Breakfast Buffet

Eggs Benedict
Bacon and Sausage
French Toast with Strawberry Topping, Whipped Cream, Maple Syrup
Breakfast Potatoes
Seasonal Fresh Fruit

Assorted Chilled Fruit Juices
Freshly Brewed Coffee and Assorted Teas
\$16.75 per person

Add additional Hot Breakfast Items for \$3.00.

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AUDIO & VISUAL
EQUIPMENT RENTALS

LUNCH BUFFETS

Minimum 25 people
Served 10:30am – 2:00pm

Classic Working Lunch

- Chef’s Soup of the Day
- Traditional Caesar Salad
- Assorted Sandwiches on a selection of Breads and Wraps
- Assorted Wraps
- Choice of four (4)
 - Ham
 - Turkey
 - Roast Beef
 - Tuna
 - Egg Salad
 - Chicken Salad
 - Vegetarian
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$17.00 per person

Gourmet Luncheon Buffet

- Chef’s Soup of the Day
- Choice of one (1)
 - Traditional Caesar Salad
 - Mixed Greens with a Variety of Dressings
- Vegetable Tray with Dip
- Assorted Sandwiches on a selection of Breads
- Assorted Wraps
- Choice of four (4)
 - Ham
 - Turkey
 - Roast Beef
 - Tuna
 - Egg Salad
 - Chicken Salad
 - Vegetarian
- Seasonal Fresh Fruit
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$18.00 per person

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AUDIO & VISUAL
EQUIPMENT RENTALS

Deluxe Deli Bar Working Lunch

- Chef’s Soup of the Day
- Traditional Caesar Salad
- Mixed Greens with a Selection of Dressings
- Vegetable Tray with Dip
- Build Your Own Sandwich with Artisan Breads
- Choice of five (5)
 - Ham
 - Turkey
 - Roast Beef
 - Tuna
 - Egg Salad
 - Chicken Salad
- Toppings: Cucumbers, Tomatoes, Lettuce, Onions, Pickles, Sliced Cheese, Red Peppers, Condiments
- Seasonal Fresh Fruit
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$19.00 per person

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AUDIO & VISUAL
EQUIPMENT RENTALS

THEMED LUNCH BUFFETS

Minimum 20 people
Served 10:30am – 2:00pm

Eastern Buffet

Pho Noodle Salad
Asian Broccoli Slaw

Choice of one (1)
Ginger Beef
Chicken Stir Fry

Jasmine Rice

Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$19.50 per person

Home On The Range

Choice of one (1)
Chef’s Soup of the Day
Mixed Greens with House Dressing
Traditional Caesar Salad

Choice of one (1) – approximately one (1) bun per person
Pulled Pork
Chicken
Beef

Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$19.50 per person

The Italian Table

Garlic Bread
Traditional Caesar Salad
Mixed Greens with Italian Dressing

Choice of one (1)
Chicken Penne with Alfredo Sauce
Baked Lasagna (Vegetarian or Meat Sauce)

Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$19.50 per person

Add \$3.00 per person for both Entrées

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AUDIO & VISUAL
EQUIPMENT RENTALS

Mediterranean Table

Fresh Flat Bread with Tzatziki
Greek Pasta Salad
Mixed Greens with Greek Dressing

Choice of one (1)

Skewers of Grilled Chicken
Skewers of Grilled Pork

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$19.50 per person

Add \$3.00 per person for both Entrées

**Ask your Catering Specialist for any of the
à la carte items and added value coffee breaks.**

BREAKS

- Coffee Breaks À La Carte
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BREAKFAST BUFFETS

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- Lunch Buffets
- Themed Lunch Buffets
- **Executive Lunch Buffet**
- Plated Lunches

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AUDIO & VISUAL
EQUIPMENT RENTALS

EXECUTIVE LUNCH BUFFET

Minimum 35 people
Served 10:30am – 2:00pm

Freshly Baked Rolls and Butter

Choice of two (2) starters
Chef’s Soup of the Day
Traditional Caesar Salad
Mixed Greens with Dressing
Greek Pasta Salad
Marinated Vegetable Salad
Country Potato Salad
Asian Broccoli Slaw
Tomato Feta Salad
Waldorf Salad
Quinoa Veggie Salad

Choice of one (1) starch
Herb Roasted Potatoes
Jasmine Rice
Wild Rice Medley
Mashed Potatoes
Scalloped Potatoes
Quinoa

Fresh Seasonal Vegetables

Choice of one (1) entrée
Grilled Chicken Breast (Lemon Herb, Home-Made BBQ, Teriyaki, or Fire Roasted Tomato Citrus Sauce)
Maple Glazed Dijon or Blackened Salmon
Roast Beef with Horseradish and Demi-Glaze
Hunter-Style Chicken Cacciatore
Vegetarian Chili Stuffed Pepper (1 per person)
Pasta Primavera
Bacon Wrapped Pork Loin with Mushroom Sauce or Bacon Jam
Baked Lasagna (Vegetarian or Beef)
Country Cabbage Rolls
Honey Mustard Glazed Ham
Roasted Turkey, Stuffing, Gravy, Cranberry Sauce

Seasonal Fresh Fruit
Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$23.75 per person

Add \$3.00 per person for additional Main Entrée

BREAKS

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BREAKFAST BUFFETS

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AUDIO & VISUAL
EQUIPMENT RENTALS

PLATED LUNCHES

Minimum 25 people

Served 10:30am – 2:00pm

All Plated Lunches are served with your choice of Soup of the Day or Mixed Greens, Chef's choice of Potato, Seasonal Grilled Vegetables, and Freshly Baked Rolls and Butter.

Includes a platter of Chef's Signature Desserts, Freshly Brewed Coffee, and Assorted Teas.

Only one (1) entrée selection for the entire group.

Grilled Chicken Breast

Choice of Lemon Herb, Home-Made BBQ, Teriyaki, or Fire Roasted Tomato Citrus Sauce

\$19.50 per person

Roasted Pork Loin

Choice of Mushroom Sauce or Bacon Jam

\$19.50 per person

Baked Ham with Honey Mustard Glaze

Scalloped Potatoes

\$19.50 per person

Baked Salmon

Maple Dijon Glaze Topped with Fresh Fruit Salsa

\$20.50 per person

Fire Steak Sandwich (One Steak Temperature Only)

Garlic Toast

\$23.50 per person

Quick Serve

(All items in the Quick Serve Lunches are served at the same time.)

Chicken Lemon Dill Pasta Salad..... \$17.00 per person

Grilled Chicken Spinach Salad, Garlic Toast..... \$17.00 per person

Baked Lasagna, Traditional Caesar Salad, Garlic Toast.....\$20.00 per person

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AUDIO & VISUAL
EQUIPMENT RENTALS

DINNER BUFFETS

Classic Dinner Buffet (minimum 35 people)

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 2)

Seasonal Vegetable Medley

Classic Starch (Choice of 1)

Main Entrée (Choice of 1)

Seasonal Fresh Fruit

Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas

\$28.50 per person

Deluxe Dinner Buffet (minimum 50 people)

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 4)

Seasonal Vegetable Medley

Classic Starch (Choice of 1)

Main Entrée (Choice of 2)

Seasonal Fresh Fruit

Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas

\$31.50 per person

Executive Dinner Buffet (minimum 50 people)

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 Fresh Fruit

Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas

\$36.00 per person

PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE.
TAXES AND ADDITIONAL CHARGES INCLUDING 15% SERVICE CHARGE AND 5% GST ARE NOT INCLUDED.
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AUDIO & VISUAL
EQUIPMENT RENTALS

Presidential Dinner Buffet (minimum 75 people)

Freshly Baked Rolls and Butter

Gourmet Salad (Choice of 8)
Vegetable Tray with Dip
Seasonal Vegetable Medley
Charcuterie Board

Classic Starch (Choice of 2)
Main Entrée (Choice of 3)

Sliced Seasonal Fresh Fruit
Chef’s Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$39.00 per person

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 Savoury)
Marinated Vegetable Salad
Waldorf Salad
Pho Noodle Salad
Quinoa Veggie Salad
Shrimp Salad

Classic Starches

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

Main Entrées

Grilled Chicken Breast (Lemon Herb, Home-Made 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 with Mushroom Sauce or Bacon Jam
Country Cabbage Rolls
Perogies with Grilled Onions
Baked Lasagna (Vegetarian or Beef)
Honey Mustard Glazed Ham
Hunter-Style Chicken Cacciatore
Roasted Turkey, Stuffing, Gravy, Cranberry Sauce
Pasta Primavera
Vegetarian Chili Stuffed Pepper
Tofu Tetrizzini (Vegetarian Style Tetrizzini in a Mushroom Cream Sauce)

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

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THEMED DINNER BUFFETS

Minimum 20 people

Eastern Buffet

- Pho Noodle Salad
- Asian Broccoli Slaw
- Ginger Beef
- Stir Fry (Chicken or Vegetarian)
- Jasmine Rice
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$28.50 per person

Home On The Range

- Choice of two (2)
- Chef’s Soup of the Day
- Mixed Greens with House Dressing
- Traditional Caesar Salad
- Choice of two (2) – approximately 1 ½ buns per person
- Pulled Pork
- Chicken
- Beef
- Oven Roasted Rosemary Potatoes
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$28.50 per person

The Italian Table

- Garlic Bread
- Traditional Caesar Salad
- Mixed Greens with Italian Dressing
- Chicken Penne with Alfredo Sauce
- Baked Lasagna (Vegetarian or Meat Sauce)
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$28.50 per person

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AUDIO & VISUAL
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Mediterranean Table

- Fresh Flat Bread with Tzatziki
- Greek Pasta Salad
- Mixed Greens with Greek Dressing
- Skewers of Grilled Chicken
- Skewers of Grilled Pork
- Wild Rice Medley
- Chef’s Signature Selection of Desserts
- Freshly Brewed Coffee and Assorted Teas
- \$28.50 per person**

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PLATED DINNERS

Minimum 25 people

All plated dinners are served with your choice of Soup of the Day or Salad, Chef's choice of Potato, Seasonal Grilled Vegetables, and Freshly Baked Rolls and Butter. Includes a choice of one (1) of our Chef's Signature Desserts, Freshly Brewed Coffee, and Assorted Teas.

First Course

Choice of one (1)
Chef's Soup of the Day
Mixed Greens with House Dressing
Traditional Caesar Salad
Spinach Salad (Sweet or Savoury)

Add \$4.00 per person for both Soup and Salad

Main Course

Choice of one (1)
Baked Ham with Honey Mustard Glaze
Scalloped Potatoes
\$28.50 per person

Roasted Pork Loin
Choice of Mushroom Sauce or Bacon Jam
\$29.75 per person

Grilled Chicken Breast
Choice of Lemon Herb, Home-Made BBQ, Teriyaki, or Fire Roasted Tomato Citrus Sauce
\$31.00 per person

Traditional Roasted Turkey
Sage Dressing, Cranberry Sauce, Gravy
\$31.00 per person

Baked Salmon
Maple Dijon Glaze or Blackened
Fresh Fruit Salsa
\$33.00 per person

Broiled AAA Sirloin
Garlic Toast (One Steak Temperature Only)
\$34.00 per person

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AUDIO & VISUAL
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Roasted Inside Round of Canadian Beef

Mustard Peppercorn Rub

\$34.00 per person

Chicken Cordon Bleu

Breaded Chicken Breast Stuffed with Ham and Havarti Cheese

Mushroom Sauce

\$33.00 per person

Roasted Prime Rib of Sterling Silver AAA Alberta Beef

Au Jus

\$41.00 per person

Alberta Beef Tenderloin

Mustard Peppercorn Rub

\$42.00 per person

Duet of Beef Medallion and Chicken Cordon Bleu

\$39.00 per person

Ask for other Duet Combinations and Pricing

Ask your Catering Specialist for vegetarian options.

Dessert

Choice of one (1)

Cheesecake with Topping

Chocolate Truffle Cake

Crème Brûlée

Sticky Toffee Pudding

Chocolate Mousse and Biscotti

Berry Cream Tart

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LATE NIGHT MUNCH

Minimum 35 people

Available after 9:00pm only and is intended as a follow-up to a full Prime Catering dinner service.

Traditional

Assorted Cold Meat and Cheese Platters
Assorted Pickle Tray
Assorted Buns and Condiments

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$11.00 per person

Pizza

Pizza Toppings: Ham and Pineapple, Vegetarian, Pepperoni, or All Meat
Vegetable Tray with Dip

Freshly Brewed Coffee and Assorted Teas
\$13.00 per person

Perogies or Baked Potatoes

Onion Tangles, Green Onions, Bacon, Red Peppers, Jalapeños,
Buffalo Sauce, Sauerkraut, Ranch Dressing, Sour Cream
Vegetable Tray with Dip

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$13.00 per person

Nacho Bar

Cheese Sauce, Bacon, Sour Cream, Green Onions, Chili, Tomatoes,
Jalapeños, Green and Red Peppers, Salsa, Ranch Dressing
Vegetable Tray with Dip

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$13.00 per person

Cheeseburger Bar with House-Made Chips

Lettuce, Tomatoes, Onions, Pickles, Sautéed Mushrooms, Onion Tangles,
Cheddar Cheese, Jalapeños, Pineapples, Bacon
Mayonnaise, Mustard, Relish, Ketchup, Buffalo Sauce, Teriyaki Sauce

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$14.00 per person

Gourmet Hot Dogs with House-Made Chips

Lettuce, Tomatoes, Onions, Pickles, Sautéed Mushrooms, Onion Tangles,
Cheddar Cheese, Jalapeños, Pineapples, Bacon
Mayonnaise, Mustard, Relish, Ketchup, Buffalo Sauce, Teriyaki sauce

Chef's Signature Selection of Desserts

Freshly Brewed Coffee and Assorted Teas
\$14.00 per person

PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE.
TAXES AND ADDITIONAL CHARGES INCLUDING 15% SERVICE CHARGE AND 5% GST ARE NOT INCLUDED.
TEL: 403.331.6921 | EMAIL: INFO@PRIMECATERING.CA

BREAKS

- Coffee Breaks À La Carte
- Morning Coffee Breaks
- Afternoon Coffee Breaks

BREAKFAST BUFFETS

LUNCH

- Lunch Buffets
- Themed Lunch Buffets
- Executive Lunch Buffet
- Plated Lunches

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RECEPTION

- Late Night Munch
- Cocktail Reception

RULES & REGULATIONS

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AUDIO & VISUAL
EQUIPMENT RENTALS

COCKTAIL RECEPTION

Minimum 30 people

Choose two (2) Classic Cold, two (2) Deluxe Hot, and two (2) Executive items. 12 – 15 items per person.

\$17.00 per person

Classic Cold

- Antojitos
- Bruschetta Canapé
- Tuscan Canapé
- Prosciutto and Fig Canapé
- Smoked Salmon Canapé
- Mosaic Canapé
- Cucumber Canapé
- Devilled Eggs
- Caprese Skewers
- Mediterranean Skewers
- 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 dinner, ranging in price from \$25.00 – \$34.00 per person based on selections. Please ask your Catering Specialist for details.

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Add Extras by the Platter

Deli Meat with Buns and Condiments.....	\$170.00 per platter (serves 40)
Chef's Choice of Classic Cold Hors d'Oeuvres	\$150.00 per platter (80 pieces)
Charcuterie Board.....	\$150.00 per platter (serves 40)
Deli Meat	\$135.00 per platter (serves 40)
Cheese and Crackers.....	\$125.00 per platter (serves 40)
Sliced Seasonal Fresh Fruit.....	\$110.00 per platter (serves 40)
Vegetables with Dip	\$100.00 per platter (serves 40)
Assorted Pickle Platter	\$75.00 per platter (serves 40)
Chef's Signature Selection of Desserts.....	\$75.00 per platter (serves 40)

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*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 this 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.

Off-site events are subject to limited menu selections, a minimum number of 50 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 requirements with your Catering Specialist. Please ensure the Catering Specialist is aware of all allergies in your group a minimum of 14 days prior to your function. Severe allergies must be identified as soon as possible.

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

All catered food and beverages served in the hotel are 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 \$20.00 flat fee.

Function Guarantees

The catering department must be notified of the guaranteed number of guests attending the function(s) no later than 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. Start and end times cannot be altered unless authorized by Prime Catering in advance.

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

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**AUDIO & VISUAL
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Deposits and Method Payment – Corporate Events

Full payment is due 14 days prior to event unless previous credit arrangements have been established. 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 (2) 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 six (6) months prior to the function.

Deposits and Method Payment – Weddings

- A deposit of \$1,000.00 is due to reserve your date. Event may be cancelled six (6) months prior for a 50% refund.
- Additional payment is due six (6) months from date to 25% of forecasted revenue.
- 50% of balance is due 30 days from your event date.
- Balance is due 14 days prior to your event. Miscellaneous expenses must be cleared within 14 days of your event.

These are guidelines; your Catering 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.

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For functions with music and dance, a SOCAN fee of \$63.49 plus GST and a Re:Sound fee of \$55.52 plus GST will be charged. For functions playing only music a SOCAN fee of \$31.72 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, stolen equipment, or property left on premises. 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, receipt of all liquor purchased, and host liability insurance.

Shipping

It is very important to advise your Catering Specialist if you will be shipping boxes to the hotel for your upcoming meeting. Delivered materials can arrive no earlier than 72 hours in advance of events. A storage charge will be applied for each box being stored on-site over 72 hours. You must 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.

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**AUDIO & VISUAL
EQUIPMENT RENTALS**

ROOM CAPACITY CHARTS

Sandman Signature Lethbridge Lodge

			Capacity* (number of people)				
Room	 Square Feet	 Dimensions	 Theatre	 Classroom	 Dinner	 Boardroom	 Reception
Willow Room	228	19' x 12'	15	–	10	10	20
Poplar Rooms #2 – 4	600	20' x 30'	40	18	40	25	50
Anton's Ballroom	2800	42' x 74'	150	90	120	40	150
Aspen Section (Grand Ballroom)	3190	58' x 55'	300	128	200	50	300
Birch Section (Grand Ballroom)	2610	58' x 45'	250	100	150	50	200
Cedar Section (Grand Ballroom)	2610	58' x 45'	250	100	150	50	200
Grand Ballroom	8400	58' x 145'	850	300	650	50	850
Essies Ballroom	4500	70' x 70'	300	150	200	50	300

Sandman Hotel Lethbridge

			Capacity* (number of people)				
Room	 Square Feet	 Dimensions	 Theatre	 Classroom	 Dinner	 Boardroom	 Reception
Lethbridge Ballroom	4000	87' x 46'	150	90	150	50	200
Albertan Ballroom	3570	84' x 42'	400	150	250	100	350
Chinook	1974	47' x 42'	150	60	120	60	175
Henderson	1500	38' x 42'	100	48	80	36	100
Green Lakes	756	18' x 42'	70	24	32	24	50
Harvest	840	20' x 42'	70	24	32	24	50

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

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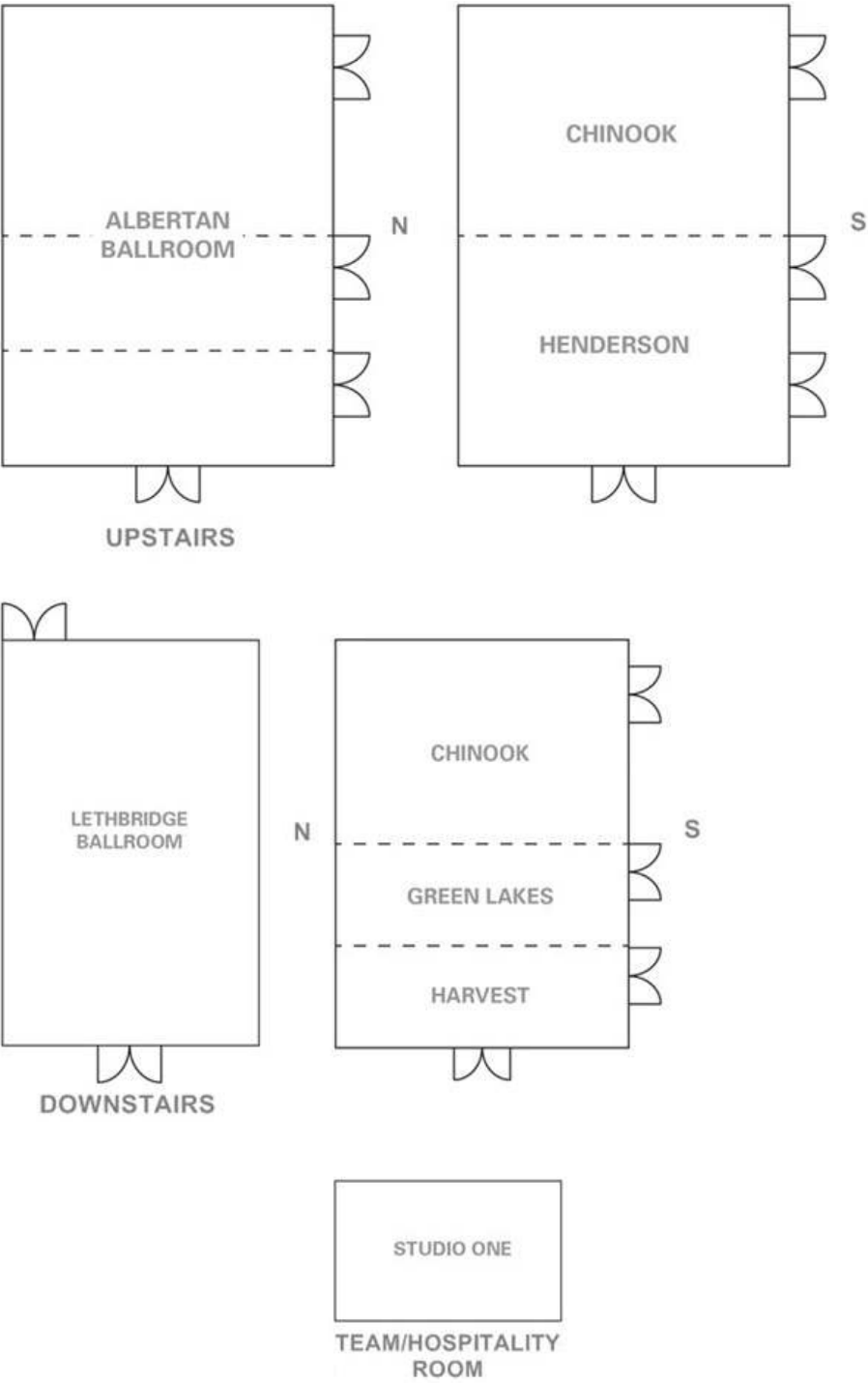
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ROOM DIAGRAMS

Sandman Hotel Lethbridge



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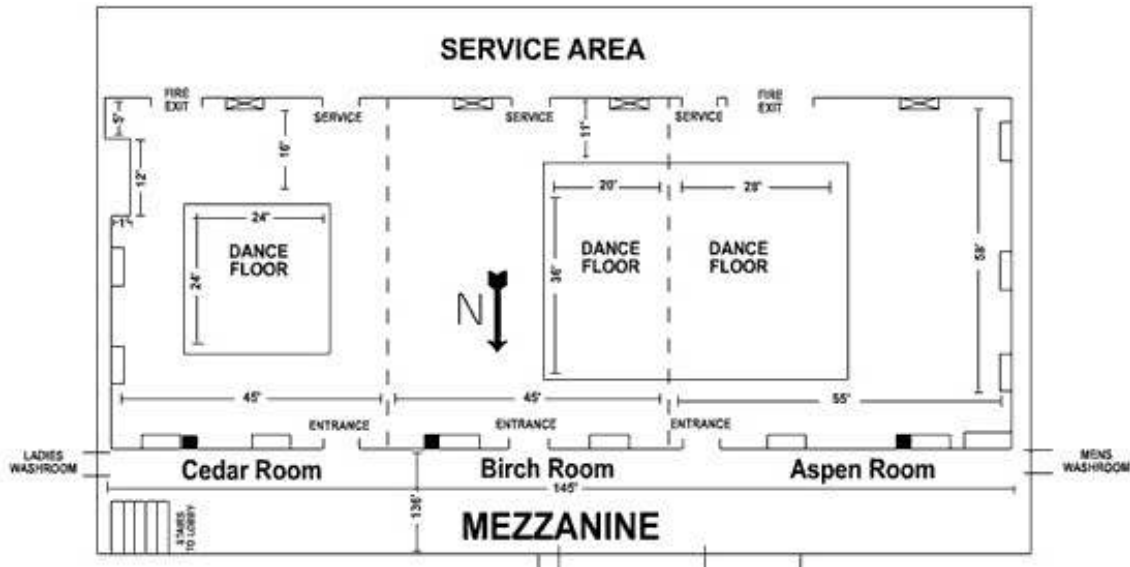
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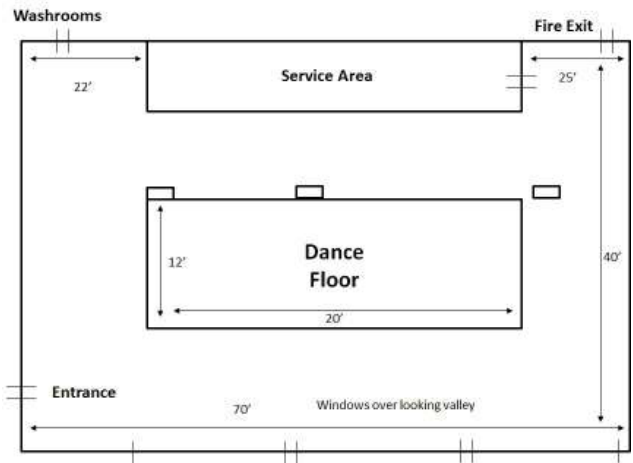
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Sandman Signature Lethbridge Lodge

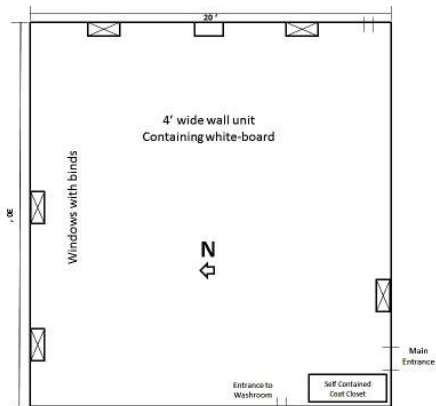
Grand Ballroom



Anton's Ballroom



Poplar Rooms x3



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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.....	\$75.00

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
DJ Box	\$15.00

Accessories

Flip Chart with Paper & Markers.....	\$20.00
Whiteboard with Markers.....	\$20.00
Podium	NC
Extension Cord.....	NC
Power Bar	NC

Technical Personnel

Monday to Friday:

- 8:00am – 5:00pm, \$55.00/hr
- 5:00pm – 12:00am, \$65.00/hr
- 12:00am – 8:00am, \$80.00/hr

Saturdays, Sundays & Holidays:

Minimum two (2) hours labour charged.

Prices are guaranteed for three (3) months and are subject to change.
Prices listed do not include GST.