

General Information

Shipping Receiving and Storage

Minimal amounts of material or supplies may be delivered to the Hotel 1 business day prior to your event. Boxes must be marked and addressed properly.

Display Materials

To avoid damage to the walls we do not allow use of tape, tacks, etc., on walls or doors. Meeting rooms are equipped with cork boards for this purpose.

Function Room Assignment

Should your attendance and/or set up requirements change, a more suitable function room may be assigned and room rental will change accordingly.

Menu Selection

Required three weeks prior to the function to ensure the availability of menu selection, proper staffing and co-ordination of your function. Menus are to be identical for all guests attending. Special dietary concerns (in limited quantities) should be arranged in advance to ensure the proper replacement meals. The guests who are to receive the special meals are to be identified prior to the service commencing.

Food

The Quality Inn West Harvest prohibits any food or beverage to be brought in or removed from the Hotel due to the City and Provincial health regulations.

Beverages

Quality Inn West Harvest is responsible for all beverage sales and service in accordance with the Alberta Liquor Control Board. All alcohol served in a licensed public area will be supplied by the Hotel. *The corridors, lobby or courtyard are not licensed and alcohol is not permitted in these areas. Alcoholic beverages must be consumed & kept inside the banquet rooms at all times.

Space

Space for the event is booked only for the times indicated. If you require additional set up or take

down time, please specify at the time of booking. Beverage and music service must be closed at 1 a.m.

Taxes and Gratuities

17% Gratuity is added to all food and beverage prices plus all food and beverages are subject to a 5% Goods and Services Tax.

Prices

Prices are subject to change. All prices quoted are guaranteed for a minimum of 60 days.

Deposits

A non refundable deposit is required at the time of booking.

Cancellation Policy

If an event is cancelled within 3 business days of the event occurring, a full day rental fee, plus a 17% service charge will be charged when minimal catering is required. If your function calls for extensive catering, we require a minimum 1 week's notice and the entire deposit fee is retained.

Guarantee

For all events with food involved, a guaranteed number of guests must be communicated to the catering office no later than 2 business days in advance. If no guarantee has been provided, the billing will reflect the original number of people at the time of the initial booking or the actual number of guests, whichever is greater. If attendance falls below the confirmed number, the host is responsible for paying for the guaranteed number.

Damages

Quality Inn West Harvest reserves the right to inspect & control all private functions. Liability of damages will be charged accordingly. The conveners for any function are held responsible for the other members of their group. The Hotel cannot assume responsibility for personal property and equipment brought into the function area. Personal effects and equipment must be removed from the function room at the end of each day unless the room is booked on a 24 hour basis.