

**Hawthorn Hotel and Suites**  
**Calgary**  
**Catering Policies**

1. *The enclosed Catering Package contains menu suggestions. Our Chef and Catering Staff will also be pleased to tailor a menu to suit your requirements and your budget.*
2. *The Hawthorn Hotel and Suites will be the sole supplier of all food and beverage items, the only exception being wedding cakes and accessories. Please note that health regulations prohibit the removal of any food products from the Hotel. There is a two-hour buffet time limit for food at any function to ensure the quality and the integrity of the product.*
3. *A guarantee number of guests attending the function(s) must be advised to the Catering Office three (3) business days in advance of the function. Billing will be based on the guaranteed number of guests, or the actual attendance, whichever is greater. Should no guarantee be received the Hotel will prepare and charge for the original number booked.*
4. *The Hotel reserves the right to substitute a comparable or a more suitable function room without notice to our client.*
5. *Function guests are expected to arrive and depart at the times stated on the Banquet Contract, unless otherwise discussed with the Catering Department.*
6. *Pricing is subject to change and can only be guaranteed 30 days prior to function date, unless otherwise discussed with the Catering Department.*
7. *All bookings are considered to be tentative until deposit and signed contract are received from the client.*
8. *Clients without a credit account with the Hotel are required to submit 100% of the estimated cost prior to the function. Corporate credit accounts may be set up with our Accounting Department. Credit information must be provided a minimum of two weeks in advance of the function.*
9. *All food and beverage services are subject to a 15% Service Charge. GST will be charged on all items as applicable.*
10. *Events cancelled without appropriate notice will be subject to a cancellation fee.*
11. *Banquet room rental rates include normal set up and breakdown. Extensive room set up may be subject to additional labour charges.*
12. *Please discuss your decorating or signage requirements with our Catering Office. Damages to the walls and furnishings will be charged to the client. Local fire and safety regulations prohibit open candles in the function rooms.*
13. *All live entertainment is subject to S.O.C.A.N. (Society of Composers, Authors and Music Publishers of Canada) charges.*