

# Events & Meetings Catering Guide



From meetings, conventions, and conferences to private parties our professional catering department is here to help you create a welcoming and memorable experience for your guests. Our package caters to your every event need and can accommodate a wide range of budgets.

Our selection of menus offers a variety of taste experiences and the ability to accommodate the full range of your guests' dietary requirements. We are happy to assist you in choosing the most suitable selection or we will work with you to create a unique, custom menu for your special event. We have experience with all event formats and can help to bring your layout and decorating vision to life. With modern, high speed internet capabilities, our ballrooms and boardrooms can host any number of audio-visual configurations.



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### Beverages

Fresh brewed coffee	4
Fresh brewed decaf coffee	4
Traditional and herbal teas	4
Chilled fruit juices (per 60 oz pitcher)	21
Chilled iced tea or lemonade with lemon wedges (per 60 oz pitcher)	21
Bottled fruit juices (per 300 ml bottle)	3.5*
Canned regular and diet soft drinks (per 355 ml can)	3.5*
Bottled water (per 500 ml bottle)	3*

\*Total charges are based on consumption

### Favourites

Fresh baked pastries with butter and jams (per dozen)	42
Bagels with cream cheese (per dozen)	55
Fresh cinnamon buns with icing (per dozen)	55
Assorted gourmet cookies (per dozen)	25
Assorted dessert squares (per dozen)	50
Assorted prepared scones (per dozen)	55
Assorted individual yogurts (100 g)	3.5
Seasonal whole fresh fruit (per piece)	3
Sliced seasonal fresh fruit tray	6.5
Fresh diced fruit with yogurt dip	6.5
Vegetable crudité	5

### Chips and Dips

Tortilla chips, guacamole, and salsa	14
Potato chips and spinach dip	
Vegetable crudité with dip	

### Ramada Break

Sliced seasonal fresh fruit platter	14
Chilled fruit juice (60 oz pitchers)	
Assorted baked pastries	

### Chocolate Break

Gourmet chocolate chip cookies	19
Chocolate fudge brownies	
Assorted fruits with chocolate fondue	

### Movie Break

Freshly popped buttered popcorn	22
Warm pretzels with assorted mustards and marinara sauce	
Mini boxed candies and chocolate bars	
Assorted soft drinks	

Prices are per person unless otherwise specified. All prices are subject to a service charge and applicable taxes. All Breaks include fresh brewed coffee and tea.



<p><b>The Early Riser</b> (Minimum 8 guests)</p> <p>Chilled fruit juices (60 oz pitchers)                  Toast station with assorted breads, butter and jams                  Sliced seasonal fruit platter                  Parfait station (vanilla yogurt, berry compote, diced fruit, granola)</p>	<p>20</p>
<p><b>The Tree Line</b> (minimum 15 guests)</p> <p>Chilled fruit juices (60 oz pitchers)                  Fresh baked pastries with butter and jams                  Sliced seasonal fresh fruit platter                  Canadian farm fresh scrambled eggs                  Maple smoked bacon and sausage links                  Breakfast potatoes                  Buttermilk pancakes or cinnamon French toast with maple syrup</p>	<p>26</p>
<p><b>The Nechako</b> (minimum 20 guests)</p> <p>Chilled fruit juices (60 oz pitchers)                  Fresh baked pastries with butter and jams                  Sliced seasonal fresh fruit platter                  Eggs Benedict with back bacon, spinach, and hollandaise sauce                  Maple smoked bacon and sausage links                  Breakfast potatoes</p>	<p>28</p>
<p><b>The Two Rivers</b> (minimum 20 guests)</p> <p>Chilled fruit juices (60 oz pitchers)                  Fresh baked pastries with butter and jams                  Low fat yogurt and granola                  Sliced seasonal fresh fruit platter                  Vegetarian or meat frittata or scrambled eggs                  Maple smoked bacon, sausage links, and ham                  Breakfast potatoes                  Buttermilk pancakes and cinnamon French toast with maple syrup and berry compote</p>	<p>29.5</p>

Prices are per person. All prices are subject to a service charge and applicable taxes.  
 All Breakfast Buffets include fresh brewed coffee and tea.  
 Add \$3 per person where guest count is fewer than the minimum required.



## Additions and upgrades

**Add any of the following to our buffets; cannot be ordered on its own**

Assorted individual cereals with milk	5
Granola and fresh fruit salad	5
Assorted individual yogurts (100 g)	3.5
Oatmeal with raisins and cinnamon	4
Grapefruit halves	3.5
Turkey bacon or sausage	2.5
Toast station with assorted breads, butter, and jams	3
Buttermilk pancakes with maple syrup and berry compote	6
Cinnamon French toast with maple syrup and berry compote	6
Eggs Benedict with Canadian back bacon and hollandaise sauce	7.5
Eggs Benedict with wild Pacific smoked salmon	8.5
Breakfast sandwich or wrap	7.5
Omelette station: Chef attended (minimum 40 guests)	9.5
Crepe station: Chef attended flambé station (minimum 40 guests)	9

Prices are per person. All prices are subject to a service charge and applicable taxes.



**The Classic** (minimum 15 guests) 22.5  
 Chef's soup kettle of the day  
 Mixed greens with assorted dressing  
 Vegetable crudité's with ranch dip  
 Assortment of wraps and sandwiches  
 Sliced seasonal fresh fruit platter  
 Dessert squares

**Build Your Own Sandwich Bar** (minimum 15 guests) 26  
 Chef's soup kettle of the day  
 Mixed greens with assorted dressing  
 Red skin nugget potato salad  
 Roasted assortment of vegetables  
 Assorted breads and buns  
 Roast beef, smoked turkey, black forest ham, egg salad, and tuna with leaf lettuce, sliced tomato, onion, and cheddar cheese  
 Butter, mayo, and mustard  
 Fresh baked cookies

**Italian Buffet** (minimum 20 guests) 28  
 Chef's soup kettle of the day  
 Garlic toast  
 Mixed greens with assorted dressings  
 Roma tomato and bocconcini salad  
 Roasted vegetable platter with marinated olives  
 Tiramisu

**Choice of one entrée:**  
 Spaghetti and meatballs  
 Wild mushroom tortellini  
 Vegetarian or meat lasagna  
 Caprese chicken  
 Seafood or vegetarian ravioli  
 Add grilled chicken breast 5

Prices are per person. All prices are subject to a service charge and applicable taxes.  
 All Lunch Buffets include fresh brewed coffee and tea.  
 Add \$3 per person where guest count is fewer than the minimum required.  
 Add \$3.5 for assorted canned soft drinks (per consumption).  
 All themed buffets available for dinner with a surcharge.



**Greek Buffet** (minimum 30 guests) 29  
 Hummus with pita bread  
 Chicken and rice soup  
 Tomato and onion salad with lemon vinaigrette  
 Greek salad  
 Rice pilaf or Greek lemon potatoes  
 Roasted vegetables  
 Marinated chicken and beef souvlaki  
 Lemon burst squares  
 Sliced seasonal fresh fruit platter

**BBQ Burger Bar** (minimum 30 guests) 29  
 Spring greens with raspberry vinaigrette  
 Country style coleslaw  
 Potato salad  
 Grilled chicken breasts and beef burgers  
 Assortment of buns (Gluten free available upon request)  
 Lettuce, tomato, onion, and pickles  
 Cheddar and mozzarella cheese slices  
 BBQ sauce, mayonnaise, and condiments  
 Sliced seasonal fresh fruit platter  
 Apple and cherry pie

**Southern Country Buffet** (minimum 30 guests) 28.5  
 Buttermilk biscuits and cornbread  
 Spinach greens and fried mushrooms  
 Creamy coleslaw  
 Vegetable crudité with ranch dip  
 Southern buttermilk fried chicken  
 Corn on the cob  
 Sweet potato mash with chicken gravy  
 Apple pie with ice cream

**Taco Buffet** (minimum 20 guests) 30  
 Taco salad with baja ranch dressing and crispy tortilla strips  
 Black bean and roasted corn salad  
 Warm hard and soft shells  
 Ground beef, pulled chicken, pulled pork (choice of two proteins)  
 Spanish rice  
 Shredded lettuce, diced onion, and shredded cheese  
 Sour cream, salsa, and guacamole  
 Tres leches cake

Prices are per person. All prices are subject to a service charge and applicable taxes.  
 All Lunch Buffets include fresh brewed coffee and tea.  
 Add \$3 per person where guest count is fewer than the minimum required.  
 Add \$3.5 for assorted canned soft drinks (per consumption).  
 All themed buffets available for dinner with a surcharge.



**Tabor Buffet** (minimum 30 guests) 39.5  
 Chefs basket of buns and flavoured butters  
 Vegetable crudités with dip  
**Choice of two salads**  
 Chefs sautéed seasonal vegetables  
**Choice of one starch**  
**Choice of one entrée**  
 Cheesecake with assorted coulis  
 Assortment of squares  
 Sliced seasonal fruit platter

**Cluculz Buffet** (minimum 40 guests) 49  
 Chefs basket of buns and flavoured butters  
 Vegetable crudités with dip  
 Assorted cheese tray  
**Choice of two salads**  
 Chefs sautéed seasonal vegetables  
**Choice of one starch**  
 Roasted herbed chicken with sauvignon blanc sauce  
**Choice of second entrée**  
 Cheesecake with assorted coulis  
 Fresh baked pies  
 Sliced seasonal fruit tray  
**Choice of premium dessert**

**Ramada Buffet** (minimum 40 guests) 62.5  
 Chefs basket of buns and flavoured butters  
 Charcuterie tray with assorted meats and cheeses  
 Roasted vegetable tray with pickled items and olives  
**Choice of three salads**  
**Choice of one starch**  
 Slow roasted AAA prime rib with red wine jus and Yorkshire pudding  
**Choice of second entrée**  
 Cheesecake with assorted coulis  
 Fresh baked pies  
 Diced fruit with chocolate fountain  
**Choice of one premium dessert**

Prices are per person. All prices are subject to a service charge and applicable taxes.  
 Add \$5 per person where guest count is fewer than the minimum required.  
 Menu prices are subject to change.



### Salad Selections

- Mixed greens with assorted dressings
- Traditional Caesar salad with croutons, bacon, and house made dressing
- Greek salad with feta cheese and kalamata olives
- Spinach leaves with red wine poached pears and candied nuts
- Creamy pasta with primavera vegetables
- Tomato and bocconcini

### Starch Selections

- Roasted garlic mashed potatoes
- Sour cream and chive mashed potatoes
- Rosemary roasted nugget potatoes
- Roasted sweet potatoes
- Rice Pilaf

### Entrée Selections

- Chef carved baron of beef with red wine jus and Yorkshire pudding
- Steak strips in wild mushroom sauce on buttered egg noodles
- Classic meat or vegetable lasagna
- Roasted herb chicken with sauvignon blanc sauce
- Vegetarian pasta primavera with cream sauce OR tomato sauce OR rosé
- Apple stuffed pork loin

### Premium Desserts

- Chefs choice berry/fruit crumble (warm)
- Chefs choice berry/fruit cobbler (warm)
- Black forest cake
- Fresh fruit cubes with chocolate fondue

### Buffet Additions

**Add any of the following to enhance the buffet; cannot be ordered on its own**

Salad selection	2
Starch selection	2.5
Entrée selection	6
Premium dessert selection	2.5
Chef carved slow roasted AAA prime rib with red wine jus and Yorkshire pudding	21
Honey soy glazed salmon	11
Prawn platter with cocktail sauce	12

Prices are per person. All prices are subject to a service charge and applicable taxes.  
 Add \$5 per person where guest count is fewer than the minimum required.  
 Menu prices are subject to change.



	Host Bar	Cash Bar
Standard liquor (per oz)	5.85	6.50
Premium liquor (per oz)	6.30	7.00
Premium liqueurs and Cognacs (per oz)	7.20	8.00
Domestic beer (per bottle)	5.85	6.50
Imported beer (per bottle)	6.75	7.50
Coolers and ciders (per bottle)	6.75	7.50
House wine (per glass)	6.30	7.00
Soft drinks (per glass)	2.70	3.00

## Host Bar

Recommended when the host is paying for all drinks. The Ramada Plaza Prince George charges only for the amount of beverages consumed. A bartender charge of \$25 per hour (minimum 4 hours) will apply. All prices are subject to taxes and gratuities.

## Cash Bar

Recommended when the guests are to pay for their own beverages. A bartender charge of \$25 an hour (minimum 4 hours) will apply. All prices include taxes.

## Punch Suggestions (Cost per bowl)

Fresh fruit punch	140
Sangria punch	250
Champagne punch	280

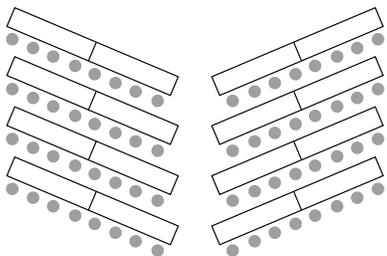
Each bowl serves approximately 50 guests.

Prices subject to change without notice. All prices are subject to a service charge and applicable taxes.



### Set-up Styles

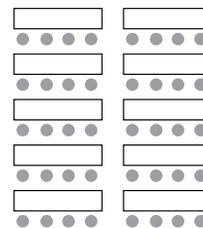
Round tables: 5ft in diameter  
 Rectangular tables: 6ft or 8ft in length



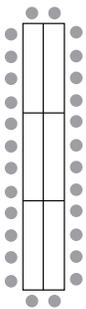
Chevron Classroom



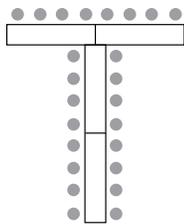
Theatre



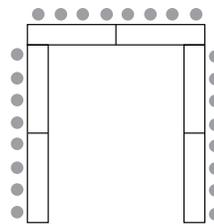
Classroom



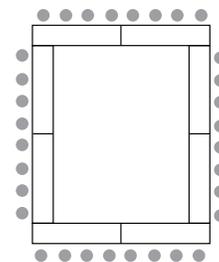
Boardroom



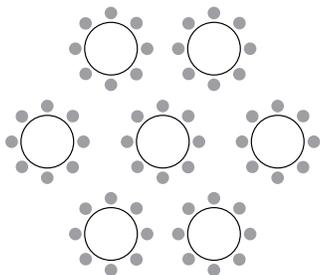
T-shape



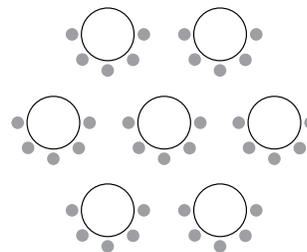
U-shape



Hollow square



Full rounds (8 individuals per table)



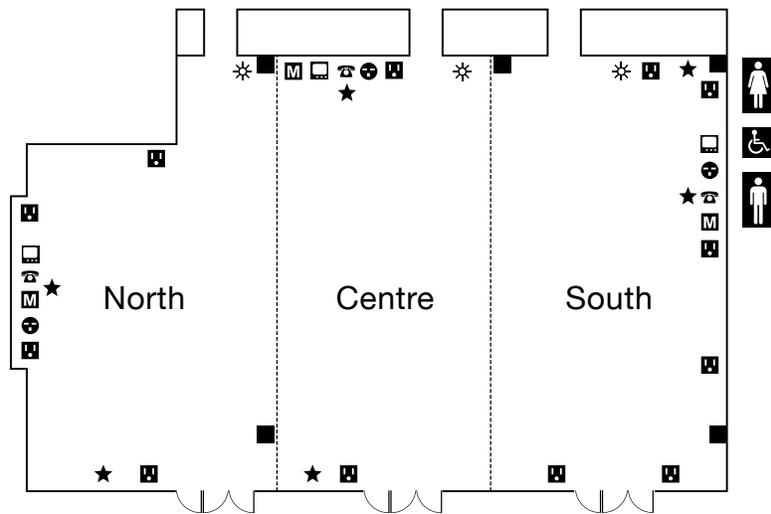
Half rounds (5 individuals per table)



Legend

-  Lighting Control
-  110V Outlet
-  220V Outlet
-  Microphone
-  Cable Jack
-  Telephone Jack
-  Handicap Restroom
-  Men's Restroom
-  Women's Restroom
-  Data Port

Cranbrook Ballroom (main floor)



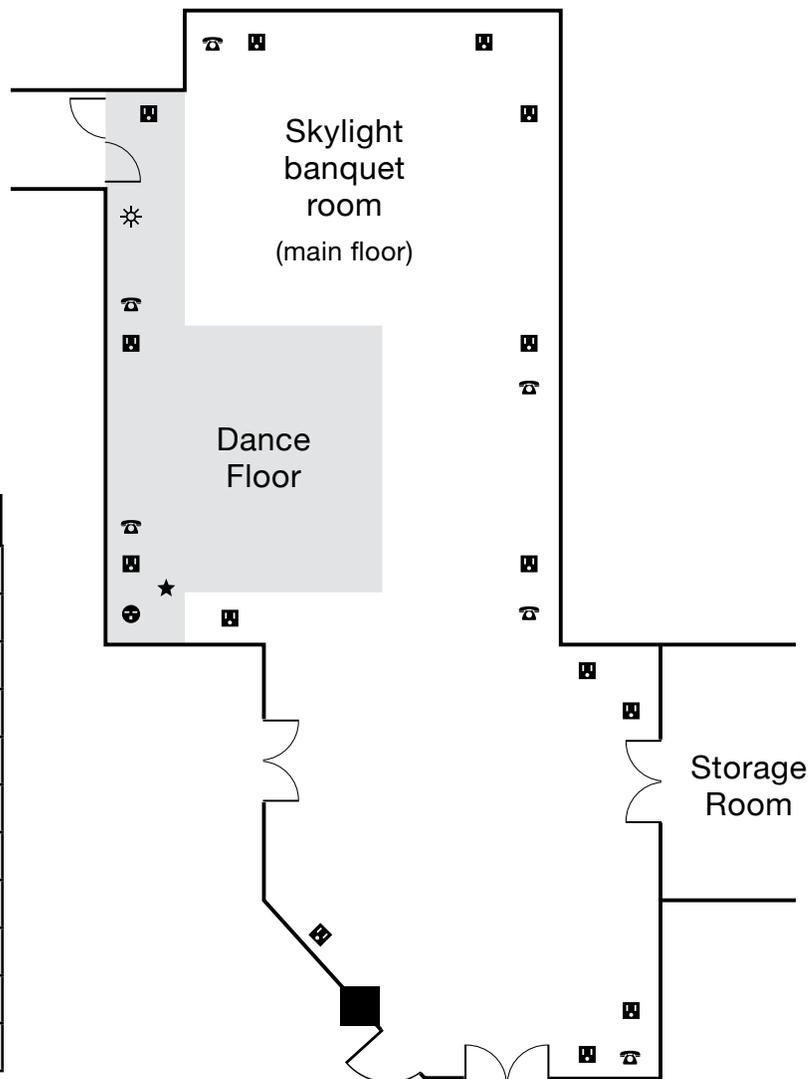
	Cranbrook Ballroom	Cranbrook North	Cranbrook Centre	Cranbrook South
Floor	Main Floor	Main Floor	Main Floor	Main Floor
Length	82'	27'	25'	27'
Width	55'	55'	55'	55'
Height	13'	13'	13'	13'
Square footage	4510	1485	1375	1485
Reception capacity	500	132	114	125
Banquet capacity	250	70	80	100
Dinner/Dance capacity	200	60	60	70
Theatre capacity	500	100	120	120
Classroom capacity	170	50	50	70
Hollow Square capacity	N/A	40	56	60



Legend

- ☼ Lighting Control
- ⏏ 110V Outlet
- ⏚ 220V Outlet
- M Microphone
- 📺 Cable Jack
- ☎ Telephone Jack
- ★ Data Port

Skylight Ballroom



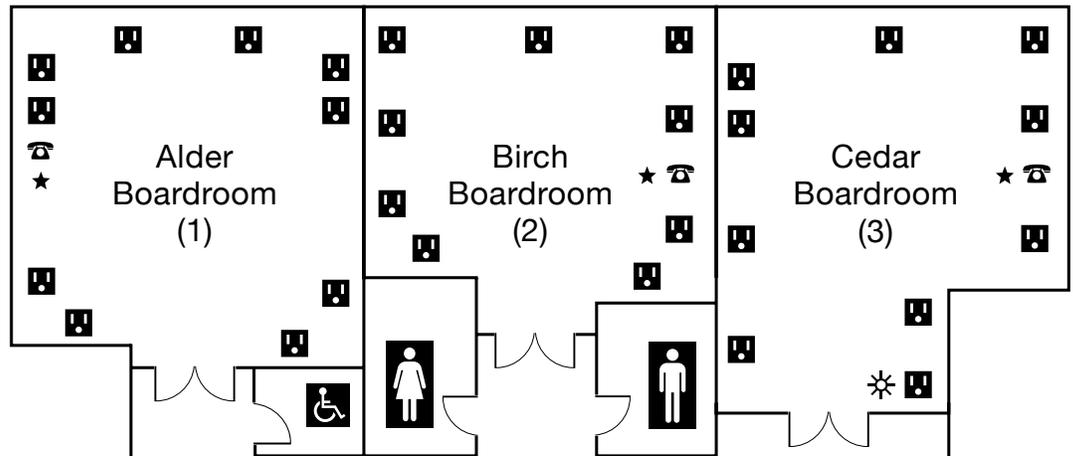
Skylight Ballroom	
Floor	Main Floor
Length	69'
Width	28'
Height	14'
Square footage	2232
Reception capacity	150
Banquet capacity	100
Dinner/Dance capacity	75
Theatre capacity	100
Classroom capacity	75
Hollow Square capacity	50



Legend

Boardrooms (second floor)

- ☀ Lighting Control
- ⚡ 110V Outlet
- ⚡ 220V Outlet
- M Microphone
- 📺 Cable Jack
- ☎ Telephone Jack
- ♿ Handicap Restroom
- ♂ Men's Restroom
- ♀ Women's Restroom
- ★ Data Port



	Alder Boardroom (1)	Birch Boardroom (2)	Cedar Boardroom (3)
Floor	2nd Floor	2nd Floor	2nd Floor
Length	25'	20'	25'
Width	26'	26'	26'
Height	8'	8'	8'
Square footage	650	520	650
Boardroom capacity	30	20	30
Theatre capacity	45	40	45
Classroom capacity	24	22	24
Hollow Square capacity	24	22	24
U-Shape capacity	22	20	22

A True Plaza Experience! As Prince George's largest hotel, we offer a wide array of in-house amenities and services.

## Business Center

Open 24 hours a day, our secure and private Business Center is equipped with a PC and MAC, as well as a printer/copier.

## Fitness Center

Our Fitness Centre offers a clean, comfortable modern space with a variety of cardiovascular and strength equipment. Open 6:00am to 11:00pm daily.

## Indoor Pool

Whether you wish to swim laps or soothe your muscles, our indoor pool and jetted whirlpool are located next to our Fitness Centre. Open 6:00am to 11:00pm daily.

## Wyndham Rewards

Planners can earn Wyndham Rewards points for all qualifying revenue regardless of whether payment is made via a master account or by individuals. In addition, Wyndham Rewards members attending the qualifying event can earn 10 points per dollar spent when they pay for a qualified stay. Ask your sales agent for more details when booking.

## Starbucks Coffee

Popular with guests as a home-away-from-home comfort, our Starbucks is conveniently located in the hotel lobby.

## Attractions

- Enjoy local farmer and artisan goods at a couple different local markets. Wilson Square Market, only one block away May through October. Prince George Farmers Market on 3rd avenue operates year-round and moves indoors for the cooler months.
- The best of our city's locally owned businesses are just steps away. Visit [www.lovedowntownpg.com](http://www.lovedowntownpg.com) for a line up and locations of our award-winning downtown shops and restaurants!
- The Two Rivers Art Gallery and Canfor Leisure Pool are within walking distance.
- Attend a world-class play at Theatre North West, enjoy the Prince George Symphony Orchestra or take in one of our downtown festivals like the Summerfest street festival or the Coldsnap Music Festival.
- Many of Prince George's beautiful parks and hiking trails such as Cottonwood Island, Connaught Hill and Lheidli T'enneh Memorial Parks are located nearby.

For more information and ideas, you may inquire at our Front Desk or visit [www.tourismpg.com](http://www.tourismpg.com)

## Contract

The Banquet Event Order is your guarantee of hotel services and prices. The Hotel must receive a signed copy of the contract and billing information before the booking is considered definite.

An initial deposit is due upon contract signing, to guarantee your function. This deposit will be credited towards your final bill.

Weddings must submit a \$500.00 deposit with a signed contract. Six months prior to wedding, 50% of the total is due. Three months before the wedding, 75% of the total is due. Two weeks before the wedding 100% of the total is due.

All functions must submit final guarantee 14 business days prior to the function. Should no guarantee be received, the Hotel will prepare and charge for the original number quoted. You will be billed for the guaranteed number or attendance, whichever is greater.

The Hotel reserves the right to assign comparable space for the size of the group with or without notice.

## Changes and Cancellations

Cancellation of a confirmed event more than 12 months prior to its date will result in a total refund of deposit.

Cancellation of a confirmed event less than 12 months but more than one (1) month prior to its date will result in a cancellation penalty.

Cancellation of a confirmed event less than one (1) month prior to its date will result in a cancellation penalty equal to 100% of the event cancellation.

## Menu Selection

In order to provide you with the best service, we advise you to submit your menu selections and final event details thirty (30) days prior to the event date. Final guarantees, menu selections and setup details cannot be guaranteed if received less than 14 days prior to the event start date.

All food and beverage services are subject to applicable taxes and gratuities.

The Ramada Plaza Prince George shall be the sole supplier of all food and beverages. Wedding, Anniversary and Birthday Cakes are the only exception.

Prices are subject to change without notice; however, we will guarantee prices three (3) months prior to the event.

## Charges

Children aged 0-5 incur no cost.

Children aged 5-12 are half price.

A 15% service charge will be applied to all food and beverage selections.

GST 5% applied to meeting space, rooms, food, service, internet services and audio/visual rentals.

PST 7% applied to audio/visual rentals.

## Special Requests

Special menu requests for vegetarian, vegan or health related meals must be received no later than 14 business days prior to the function.

Requests for special meals must be accompanied by the person's name and specific instructions. The Ramada Plaza Prince George will try to accommodate persons with food allergies; however, cannot guarantee that meals will be one hundred percent (100%) free from traces of allergens.

## Regulations

Provincial liquor laws do not permit the service of alcoholic beverages prior to 11:00 am and after 1:00 am.

Due to health regulations, the removal of any food and beverage products after a function is prohibited.

Due to fire regulations, function attendance shall not exceed licensed maximum capacities.

The Ramada Plaza Prince George is a smoke-free environment. Designated smoking areas are provided outside of the property.

The customer is responsible for the conduct of their guests and for the costs of any damages caused by attendees as assessed by the Ramada Plaza Prince George. A minimum charge of \$300 damage/repair fee will apply.

The use of tacks, nails or adhesive tape is not permitted. The throwing or use in any way of paper or metallic confetti, flower petals, feathers, birdseed, or rice is not permitted. A minimum \$300 clean-up fee will apply.

Events involving bands or recorded music are subject to RESOUND and/or SOCAN (Society of Composers, Authors and Music Publishers of Canada) regulations and fees.

The Ramada Plaza Prince George is not responsible for any damaged, lost or stolen articles.

## Shipping and Receiving

There is limited storage space available at Ramada Plaza Prince George. Therefore, shipments to the Hotel more than three (3) days in advance of the arrival date may not be accepted. Shipments that require special handling should be coordinated with the Front Desk prior to shipping. Collect shipments or shipments that require a forklift to unload will not be accepted. For ease of handling, packages and boxes should not be heavier than 50 pounds. Any boxes that are heavier must receive prior approval from the Director of Sales.

Please ensure to include the **first** and **last** name of the guests who will be receiving the package at the Hotel. Provide detailed return address information, including phone number.

Boxes being shipped to the Hotel should be addressed as follows (shipments without this information will not be accepted):

**Guest or Facilitators Name (Person Receiving the Package):**

C/O Ramada Plaza Prince George  
444 George St  
Prince George, BC. V2L 1R6

**Convention/Conference/Group/Event Name:**

**Guest/Group/Conference Arrival Date:**

**Box \_\_\_ of \_\_\_**

Please **do not** ship any items to the attention of the Sales Manager or Banquet Manager, unless items are specifically for their use (i.e. rooming lists, floor plans, and signed documents).

At the conclusion of the convention, conference, or event, we would like to ensure that packages reach their next destination. In order to ensure that a proper delivery is handled, we require shipments to be delivered to Front Desk properly packaged, labeled and for you to contact a courier company for pick-up. Items remaining after an event will be held for three (3) weeks (21 calendar days.) If, at that time, the package has not been picked up, it will be discarded.

Audio Visual and Equipment Rentals available upon request.

### Room Rental Rate Chart

Venue	Day	Evening	Full Day	Discount Clause
Cranbrook Ballroom	1200	900	2000	50% off on minimum spent of 4000 on F&B
Cranbrook North	400	300	600	50% off on minimum spent of 2000 on F&B
Cranbrook Centre	400	300	600	50% off on minimum spent of 2000 on F&B
Cranbrook South	400	300	600	50% off on minimum spent of 2000 on F&B
Skylight Ballroom	450	350	700	50% off on minimum spent of 2000 on F&B
Alder Boardroom	250	200	400	Discount not available
Birch Boardroom	250	200	400	Discount not available
Cedar Boardroom	250	200	400	Discount not available

**RAMADA**<sup>®</sup>  
P L A Z A  
BY WYNDHAM

PRINCE GEORGE

**Book with us today**

Ramada Plaza Prince George  
444 George Street  
Prince George, BC V2L 1R6

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F: 250.563.6042

T/F: 1.800.830.8833

[ramadaprincegeorge.com](http://ramadaprincegeorge.com)