

WEDDINGS

MENU



The Sutton Place Hotel

VANCOUVER

BOULEVARD

kitchen & oyster bar



CELEBRATE YOUR WEDDING WITH THE ICONIC
SUTTON PLACE HOTEL VANCOUVER
LOCATED IN THE HEART OF DOWNTOWN.

Offering the finest in hospitality through attentive service and delectable cuisine, our team will assist you every step of the way to make your dream nuptial experience a reality. Let us take care of the details to ensure your celebration will leave breath taking moments and memories to last a lifetime.

ALL WEDDING PACKAGES PROVIDE THE FOLLOWING INCLUSIONS:

Menu tasting for 4 guests for plated dinners

Hotel suite for the night of the wedding

Preferred guest room rates

Private green room for bridal party

Early access to banquet rooms on day of the wedding

*Subject to availability

Function room rental waived

*With contracted food and beverage minimum met

All tables, chairs, china, glassware, silverware

Choice of deluxe floor length table linen

White linen napkins

Votive candles on all tables

Dance floor and staging

Podium and microphone

10% off all purchases at The Sutton Place Wine Merchant

The Chateau Lafite and Le Versailles Ballroom are beautifully decorated and ideal venues for your pre-dinner cocktail reception and dinner. Both rooms feature gold, silk damask walls, French chandeliers and windows to offer natural light.

The Chateau Lafite room also has 6 French glass doors that open into the Lafite foyer, perfect for a pre-dinner cocktail reception.

Boulevard Kitchen & Oyster Bar lead by the creative talents of Chef Alex Chen (Iron Chef Champion of 2019), Chef Roger Ma (Canadian Culinary Champion 2020), and Kenta Takahashi (Pastry Chef of the year), is uncompromising in its showcase of fresh seafood and west coast fare. Dine and discover a renaissance of classical technique and training, where creative hints of international influence showcase reimagined local ingredients. The culinary team would be delighted to provide custom menus upon request.

Wedding Ceremony

Versailles Salon A \$3,000

Chateau Lafite \$2,000

*subject to taxes and service charge

*waived if minimum spend met

Event Space	Ceremony	Reception
Le Versailles Ballroom	Up to 200 guests	Up to 250 guests
Chateau Lafite	Up to 70 guests	Up to 50 guests

Friday / Sunday

Up to 200pp
Versailles and Lafite
ceremony & reception

\$3,000

Minimum food and beverage
spend of \$10,000*
*exclusive of taxes and gratuity

Sutton

Up to 200pp
Versailles A + B and Lafite
ceremony & reception

Minimum food and beverage
spend of \$30,000*
*exclusive of taxes and gratuity

Custom menu design and tasting
for 4pp with award-winning
chef and sommelier

Reservation in Boulevard lounge with
one bottle of champagne for
pre-wedding night party

One night stay for Bride and Groom

Personalized bathrobes

First year anniversary dinner in Boulevard
Kitchen & Oyster Bar

Saturday

Up to 200pp
Versailles and Lafite
ceremony & reception

\$3,000

Minimum food and beverage
spend of \$20,000*
*exclusive of taxes and gratuity

Royal

Up to 200pp
Versailles A + B and Lafite
ceremony & reception

Minimum food and beverage
spend of \$35,000*
*exclusive of taxes and gratuity

Custom menu design and tasting
for 4pp with award-winning
chef and sommelier

Reservation in Boulevard lounge with
one bottle of champagne for
pre-wedding night party

Two consecutive nights stay
for Bride and Groom

Personalized bathrobes

Full private floor for reception

One bottle of champagne for the head table

Complimentary breakfast in Boulevard the
next morning for the wedding couple

First year anniversary dinner in
Boulevard Kitchen & Oyster Bar



COLD CANAPES AND HORS D'OEUVRES

RECEPTION

minimum order of three dozen per selection
priced per dozen pieces

Pea Tartlet	54	Dungeness Crab Louie	58
pea pureé, snap pea 'slaw' lemon, olive oil		gem lettuce, louie dressing cherry tomato	
Daikon Salad Roll	54	Smoked Salmon	58
shiso, pickled vegetables cucumber, maple, tamari		cucumber cup horseradish aioli	
Papadum	54	Chicken Roulade	58
yogurt raita, crispy chickpeas marinated cauliflower		truffle aioli, house relish chicken skin crisp	
Truffle Crème Fraiche	54	Foie Gras Parfait	58
mini parmesan cup, chives		ice wine gelée, brioche	
Duck Prosciutto	54	Westcoast Oyster	58
orange supreme toasted pistachio		cucumber mignonette	
Albacore Tuna Salad Roll	58	Caviar Tartlet	MP
coriander, mint, vegetables		crème fraiche egg yolk jam	
		Premium Oyster	MP
		cucumber mignonette	

HOT CANAPES AND HORS D'OEUVRES

RECEPTION

minimum order of three dozen per selection

Crispy Falafel	54	Crab Cake	60
halifax sauce, pickled red onions		old bay grainy mustard aioli	
Arancini	54	Chicken Yakitori	60
butternut squash brown butter hollandaise sage		sweet tamari, sesame scallion	
Sourdough Grilled Cheese	54	Beef Sliders	60
gruyère cheese		caramelized onions, cheddar pickles, secret sauce	
Leek & Mushroom Tartlet	54	Crispy Prawn Tempura	60
truffle boursin cheese		togarashi, sweet chili sauce	
Vegetable Samosa	54	Pork Belly Bao	60
mango chutney		cucumber, five spice hoisin sauce	
Spanish Croquettes	58	Hoisin Mushroom Bao	60
ham, manchego, red pepper ketchup		oyster mushrooms, pickled red onion, cilantro	
Prawn on Toast	58		
sesame emulsion			

PLATTERS AND BOARDS

RECEPTION

Sliced Seasonal Fresh Fruit Platter	(serves 10/20)	100/200
Domestic & International Cheese Platter rainforest crisps, crostini	(serves 10/20)	150/300
Fresh Cut Garden Vegetable Platter with Dip	(serves 20)	130
Antipasto Platter roasted vegetables, hummus, olives marinated feta, bocconcini, cucumber, cherry tomato, harissa yogurt flatbread chips	(serves 20)	165
Artisanal Charcuterie Platter cured meats, terrines, accompaniments	(serves 20)	265
BC Salmon Platter smoked, candied, poached	(serves 20)	320
Mediterranean Tuna Platter albacore tuna, green beans, tomatoes, local potatoes, olives, tarragon dressing	(serves 20)	320
BLVD Seafood Station minimum 30 people crab legs, shrimp cocktail, local oysters albacore tuna tataki, mignonette, horseradish	(per person)	60
Shrimp Cocktail Platter marie rose sauce, green goddess, remoulade, lemon	(per person)	50

minimum 30 people

Carving Stations

Crispy Pork Porchetta chimichurri, ciabatta bread	(serves 15)	price per piece, 3kg-4kg	250
Parsley-Crusted Roasted Leg of Lamb minted chili cucumber relish	(serves 15)	price per leg	180
Beef Striploin madeira thyme jus, mustard horseradish	(serves 25)	price per piece, 4kg-4.5kg	450
Boneless Prime Rib au jus, mustard, horseradish	(serves 30)	price per piece, 8kg-9kg	770
Maple Miso Roasted Wild Salmon puffed wild rice and grains	(serves 10)	price per piece, 1.5kg-2kg	195

DESSERT STATIONS

RECEPTION

priced per person
minimum 30 people

Crust + Crumb Station 20

seasonal fresh fruit tarts
chocolate, lemon, banana tarts
fresh seasonal sliced fruits and berries

Cheesecake Station 25

delicate fresh cheese mousse, souffle cheesecake
new york cheesecake, shortbread crumble assorted fruit sauces,
honey, chocolate crisp pearl seasonal sliced fresh fruits

Chocoholic Buffet 29

pecan praline gianduja
espresso chocolate cake
brownie
chocolate chip cookies
éclair
black forest cake
caramel chocolate mousse
chef's choice assorted tarts & bars

LATE NIGHT SNACKS

RECEPTION

priced per person
minimum 30 people

Poutine Station	25
fries, house made gravy, montreal smoked meat bacon bits, cheese curds, scallions	
Fully Loaded Nachos	25
tortilla, cheese, tomato, red onion, scallion, olive jalapeno, cilantro, lime, sour cream, guacamole pico de gallo	
Pulled Pork Mini Mac n' Cheese	29
pulled pork, bbq sauce, cheddar cheese, chili crumb	
Build Your Own Taco Bar	29
cumin beef, flour tortilla, hard shell corn tortilla cheddar, lettuce, tomato, onion, cilantro, lime cabbage, sour cream, guacamole, pico de gallo	
Beef Sliders	29
aged cheddar, tomato, pickle, caramelized onion secret sauce	

PLATED DINNERS À LA CARTE

DINNER

minimum 20 guests, priced per person

\$25 charge will apply for each guest below the minimum numbers

2 choice of entrées + 10 pp

3 choice of entrées + 15 pp

all dinner options include rustic rolls, butter, crispy flatbread

3 courses \$95

4 courses \$115

5 courses \$135

Soup

Roasted Tahini Cauliflower

sesame, crispy cauliflower

Tomato Soup

oregano, olive crumb

Coconut Curried Squash

curry oil, pepitas, cilantro

Cold Appetizer

Farm Greens Salad

shaved crudités of baby vegetables cherry tomatoes,
parmesan crisp sherry mustard vinaigrette

Burrata Salad

roasted tomatoes, basil emulsion olive oil, focaccia

Crab Louie Salad

lettuce, louie dressing

cherry tomato, soft-cooked egg pickled red onion

Beef Carpaccio

soy-lime vinaigrette, herb emulsion pickled shiitake, crispy
shallot, garlic seasoned rice paper

Hot Appetizer

BLVD Baked Oyster

spinach cream, garlic crumb, oregano

Galbi Braised Shortrib

daikon, shiitake, carrot, chili rice cracker

Seared Japanese Scallops

celeriac purée, prawn, yuzu emulsion

Entrée

Coq Au Vin

rossdown farms chicken, farro, mushrooms bacon
lardon pearl onions, coq au vin sauce

Slow Roasted Beef Striploin

broccolini, roast potatoes, frisée salad
red wine jus

Pacific Ling Cod

yellow curry emulsion, snap peas,
jasmine rice, cipollini onion, young carrots

Braised Lamb Shank

orzo, roasted tomato, and fennel
green chermoula

Roasted Cabbage Wedge

cabbage + apple purée, hazelnut
mustard vinaigrette

Crispy Porchetta of Pork

chimichurri, spicy broccolini, tomato relish

PLATED DINNERS À LA CARTE

DINNER

minimum 20 guests, priced per person

3 courses \$95

\$25 charge will apply for each guest below the minimum numbers

4 courses \$115

all dinner options include rustic rolls, butter, crispy flatbread

5 courses \$135

Desserts

Dark Chocolate Mousse

caramel, cacao crunch

Cheesecake

shortbread crumble, raspberry

Chai Tea Mousse Cake

saffron, white chocolate crunch

priced per person, minimum 30 people
pricing based on protein selection 89/99/110
all dinner options include rustic rolls, butter, crispy flatbread

Salads (choice of 3)

Market Greens

chef's selection of local greens seeds,
shaved vegetables lemon vinaigrette

Sutton Caesar

focaccia, grana padano classic dressing

Local Potato Salad

mustard, grated eggs, chive bacon

Orzo Pasta Salad

feta, artichoke, tomato, cucumber olives, herbs

Tomato + Fior di Latte Salad

vine ripened roasted tomatoes basil emulsion,
evoo, focaccia

Quinoa

pistachio, dried cranberry, kale ricotta salata

Gem Lettuce

sesame soy dressing, puffed rice and grains,
crispy shiitake mushrooms

Cold Platters (choice of 1)

Antipasto Platter

roasted vegetables, hummus, olives marinated feta,
bocconcini, cucumber, cherry tomato, harissa yogurt
flatbread chips

BC Salmon Platter

smoked salmon, capers, onions, sour cream lemon,
rye toast

Artisan Charcuterie Platter

mustard, cornichon, spanish almonds

Mediterranean Tuna Platter

albacore tuna, green beans, tomatoes, local potatoes,
olives, tarragon dressing

BLVD Seafood Station +60

crab legs, shrimp cocktail, local oysters albacore
tuna tataki, mignonette, horseradish

DINNER BUFFETS

DINNER

priced per person, minimum 30 people
pricing based on protein selection 89/99/110

1 principal protein	\$89
2 principal protein	\$99
3 principal protein	\$110

Principal Proteins

Free Run Chicken

pearl onions, tarragon, sherry jus

Herb Marinated NY Steak

mushroom madeira reduction

Pacific Ling Cod

lemongrass coconut curry, peas braised carrots

Maple Miso Roasted Salmon

tamari butter, chives, rice pearls

Slow Braised Lamb Shoulder +15

tomato, fennel, green chermoula

Vegetable Curry

turmeric coconut curry, peas root vegetables, cilantro

Squash Ravioli

sage, brown butter, toasted pine nuts

Starches (choice of 2)

Whipped Potato

crème fraîche, butter

Wild Rice, Brown Rice & Peas

Gemelli Pasta

tomato sauce, garlic, olive oil

Vegetables (choice of 1)

Market Vegetables

fine olive oil

Roasted Root Vegetables

citrus sage marinade, herb oil glaze

Caramelized Cauliflower

brown butter, pine nuts

Desserts

Dark Chocolate Mousse

cocoa crunch

Delicate Cheesecake

strawberry, crunch

Sliced Fresh Fruit

seasonal selection

Chef's Choice Assorted Desserts

Juice And Water Station

LOOP Juices & Smoothies	9
Individual Bottled Apple & Orange Juice	8
Bottled Still & Sparkling Water	8

Sutton Bar

Vodka	Absolute
Gin	Beefeater
Rum	Havana Club 3 Year Old
Tequila	Cazadores Blanco
Scotch	Dewar's 12 Year
Whiskey	Canadian Club 100% Rye
Bourbon	Jim Beam Black

Premium Bar

Vodka	Grey Goose
Gin	Tanqueray 10
Rum	Bacardi 8 Year Old
Tequila	Don Julio - Blanco
Scotch	Glenfiddich 12 Single Malt
	Johnny Walker Black
Whiskey	Canadian Club 12 Year Old
Bourbon	Maker's Mark

Host Bar Prices

Bottled Beer: Domestic / Import / Craft 9.5/11.5/11.5

House Brand Liquor	11.5
House Wines - Glass	11.5
Premium Brand Liquor	13.5
Premium Wines - Glass	13.5
Non-Alcoholic	7.5

Juices Per Liter

Orange Juice	30
Grapefruit Juice	30
Apple Juice	30
Cranberry Juice	30

Beers, Ciders, Coolers

Domestic	Coors Light
	Molson Canadian
Imported	Peroni
	Heineken Zero
Craft	Bowen Island Pale Ale
Cider	Nomad Traditional Dry

Wine By The Glass

Premium
Laurent Miquel, Grenache Blanc, Sauvignon,
Bordeaux Cassini, Pinot Noir, Okanagan

House Selections

Aveleda, Loureiro, Portugal
Tocado, Grenache, Spain

Host Bar Prices

(inclusive of taxes)

Bottled Beer: Domestic / Import / Craft 11/13/13

House Brand Liquor	13
House Wines - Glass	13
Premium Brand Liquor	15
Premium Wines - Glass	15
Non-Alcoholic	8

SPECIALTY LIQUORS AND COGNACS OR SPECIALTY DRINKS AND COCKTAILS AVAILABLE UPON REQUEST

Baileys / Grand Marnier / Hennessy VSOP Cognac / Sambuca / Kahlua

FREQUENTLY ASKED QUESTIONS

WHAT SERVICES ARE OFFERED BY SUTTON PLACE HOTEL VANCOUVER?

Sutton Place Hotel Vancouver is a full-service venue, in that we will provide the event venue, all food and beverage, service staff, and Wedding Event Sales Manager. Sutton Place Hotel Vancouver offers standard round tables, banquet chairs, floor-length linens, white cloth napkins, china, flatware and stemware. Additional table items may be requested on a complimentary basis, including: guest book/registration table, signing table for your ceremony, cake table, and high top tables for the cocktail reception. Optional complimentary items include votive candles (three per round table), podium, stage and dance floor. Should you prefer to enhance the set-up with your own customized theme by selecting an alternative-style chair or linens, we are happy to assist with vendor recommendations.

DO I NEED A WEDDING PLANNER or COORDINATOR?

Yes. We highly recommend that despite having a Wedding Event Sales Manager to work with at Sutton Place Hotel Vancouver, you still hire a professional Wedding Planner or Coordinator. The Wedding Event Sales Manager at Sutton Place Hotel Vancouver will work with you from the point of initial contact, through the contracting phase and will assist while working through the details as it relates to your wedding venue. Your contact person will work with you on guest room requirements, deposits/payment, menu planning, set-up details and floor plans, service timing for the wedding reception and meal, as well as liaise with the culinary and banquet teams so that they are also well-versed in what is important to you on your wedding day. They are on-site the day of your wedding to greet your hired Wedding Coordinator and introduce them to the Banquet team, who will oversee the event service for your wedding; ensuring all details have been relayed. The Wedding Event Sales Manager will work hand-in-hand with your hired Wedding Planner/Coordinator; however, a Wedding Planner can assist you with services outside of the scope of the hotel. A full Planner can often assist with coordination from engagement to your honeymoon, working with you on your overall design and concept, doing all of the research and leg-work, liaising with the venue, photographer, officiant, decorator, florist and DJ. Even if you opt out of full planning services, most professional planners will still offer 'partial planning' or day-of event coordination, which can be essential in the making the big day as special and successful as you always dreamed it to be!

WHAT IS A FOOD AND BEVERAGE MINIMUM SPEND?

A "food and beverage minimum spend" is a revenue commitment, which is expected by the venue based on the selected function room and date of your event. The minimum food and beverage spend can be achieved however you chose, including any hosted food (reception hors d'oeuvres, meals, dessert, etc.) and beverages (wine, beer, non-alcoholic beverage and all cocktails). The minimum food and beverage spend does not take into account any cash bar items, applicable taxes, service charge or miscellaneous fees (AV, labour fees, rental items, etc.). Your final event costs will depend on your actual guest attendance times the selected menu price and any related fees.

HOW DO THE MENU PACKAGES WORK?

The pre-set menu packages are designed with ease of service and budgeting in mind. They have been priced to allow the best value based on the specific items included within each package; therefore, they are not intended to be modified. Taxes and service fee will be charged separately in accordance to the food/alcohol breakdown and not as a lump sum on the total package price.

HOW DO YOU CHARGE FOR BEVERAGES?

All beverages will be charged on consumption, per each beverage, at the listed prices on the Catering menu. Beverages are based on a single serving size. Doubles/shots are available on request in writing. In accordance with B.C. liquor laws, all alcoholic beverages consumed in licensed areas must be purchased by the Hotel through the B.C. Liquor Distribution Branch; outside wine, beer or liquor is not permitted. Liquor service is not permitted after 12:00am. Based on a two-hour time period, beverage consumption exceeding \$500 per bar will have the any applicable labour fees waived. Please refer to the menu package for beverage pricing and labour fee charges, if applicable. Rates and fees are subject to change without notice.

FREQUENTLY ASKED QUESTIONS

WHAT IS REQUIRED TO CONFIRM THE VENUE?

Once you decide to book your wedding at Sutton Place Hotel Vancouver, you will receive a contract from your Wedding Event Sales Manager. The contract will outline the event date, function room, start and end times, food and beverage minimum spend (revenue commitment), function room rental fees (if applicable), as well as any concessions agreed to. A deposit schedule will be outlined in your contract, and all weddings must be 100% prepaid a minimum of two-weeks before the wedding, at which time a pro-forma invoice will be sent to you. The deposit schedule is based on a sliding scale relevant to how far in advance of the wedding date you sign the agreement, to a maximum of 4-installments. Your date will be considered confirmed once both the initial deposit and signed contract have been received.

WHAT ARE YOUR SERVICE CHARGES AND APPLICABLE TAXES?

All prices are subject to a taxable 20% service fee. A 5% GST applies to all services and fees, including the service fee. An additional 10% PST applies to all alcohol. Miscellaneous charges (audio visual, internet, rental items, etc.) may be subject to an additional 7% PST. All taxes and fees are subject to change without notice.

ARE THERE ANY ADDITIONAL FEES?

Service staff is included as part of your event at the Sutton Place Hotel Vancouver as it relates to the essential service of the catered meal. Additional labour fees may apply where applicable such as; coat check, cashier for a cash bar, dedicated Chef for an attended buffet station, and/or bartender fee if your bar sales fall short of the expected bar revenue. Please refer to the Catering menu for any related possible labour or service fees.

WHAT TYPES OF MENUS ARE OFFERED?

Sutton Place Hotel Vancouver offers a selection of plated or buffet meals, featuring local and sustainable offerings, some of which may be seasonal. Despite a great selection of offerings, our Executive Chef and talented culinary team are pleased to work with you on customizing the menus to suit your preferences. Special dietary needs/requests can be also accommodated; please ensure your Wedding Event Sales Manager is aware of them in advance of your special day. With exception of wedding cakes, we do not permit outside Food and Beverage. Please note that menu items and pricing are subject to change based on current offerings and rate of inflation.

WHAT DO I NEED TO KNOW WHEN SELECTING MY MENUS?

For a plated meal option, please select one soup, salad and/or appetizer, entrée & dessert to be served to your guests, depending on if you are providing a 3-course menu, 4- course, etc.

CAN I GIVE A CHOICE OF ENTREES TO MY GUESTS?

If you wish to provide a choice-of entrees, a maximum selection of three (3) entrees is available and one of the three is required to be a vegetarian selection. Please note that there will be a surcharge for a choice menu, please ask your Wedding Event Sales Manager for details on pricing. All choices must be pre-selected, the final entree counts are due at least thirty (30) business days before the event date, after which time Sutton Place Hotel Vancouver will allow a maximum attrition of 10% up to a maximum of 10 guests. Should the numbers be reduced by more than 10%, a surcharge of 50% of the estimated food and beverage will apply on the difference. We also require a separate attachment "Seating Assignment & Entree Selections" that will be sent to you to assist with your planning. A completed copy of this document will be due 1-week prior to your wedding. The hotel also requires that you provide and set-up place cards on the tables for each of your guests with their name and entrée selection indicated on it.

FREQUENTLY ASKED QUESTIONS

WHAT ARE OUR OPTIONS FOR CHILDREN'S MEALS?

Sutton Place Hotel Vancouver offers a 3-course plated meal for children up to 12 years of age, priced at \$50 per child. If you will be offering a plated meal for children, a choice of entrée is not available – all children's meals will be the same, unless an allergy is being accommodated. If you will be providing a buffet as the main meal for your guests, then reduced pricing is available at 50% of the regular buffet price for children ages 5-12 years; complimentary for children less than 5 years.

CAN I BRING IN A WEDDING CAKE?

Only pre-approved wedding cake/specialty desserts are permitted to be brought into the Hotel. All cakes/specialty items must be set-up by the baker/supplier, not by the hotel. All outside items are subject to approval by the Wedding Event Sales Manager.

WHAT IS YOUR CAKE CUTTING FEE?

A surcharge of \$5.00 per person will be added to your meal price, plus applicable tax/service fee.

WHAT IS YOUR POLICY ON CANDLES?

Generally, candles are permitted in our function rooms, as long as they are enclosed and there is not an 'open' flame where the candle exceeds the height of the holder. All candles must be dripless and in a stable base/holder and are subject to approval prior to lighting on site. Please discuss your décor vision with your Wedding Event Sales Manager before purchasing candles as there may be some additional limitations.

ARE WE PERMITTED TO VINYL WRAP THE DANCE FLOOR?

Yes, we do allow weddings to apply a vinyl covering to the dance floor, however in keeping in line with Sutton Place Hotel Vancouver's commitment to sustainability, we require that any vinyl (waste) is; 1- removed from the dance floor by the wedding party's hired vendor(s), and 2- all waste is 100% removed from the hotel premise and disposed of off-site. A cleaning/disposal fee of \$500.00 will apply for any vinyl/ non-recyclable materials left on the dance floor/venue.

WHAT TIME CAN OUR DJ / BAND PLAY UNTIL?

In accordance with the BC Government and liquor licensing policies, all entertainment must end by 12:00 midnight. This relates to DJs, live bands and any other form of patron participation entertainment.

WHAT AUDIO-VISUAL AND LIGHTING SERVICES ARE AVAILABLE?

Microphones, sound equipment, video projection, lighting, and a full range of audio-visual services are available through PSAV, our in-house provider. They provide complete A/V planning services, skilled technicians and state-of-the-art equipment that are responsive to your every need. Additional information, including current pricing, is available through your Wedding Event Sales Manager or by contacting PSAV directly. If you prefer to use an outside AV company, a Third-Party Supplier fee will apply. PSAV – Office # 604-691-1882

CAN WE ARRANGE A MENU TASTING?

Menu tastings are available to weddings based on a minimum revenue commitment of \$20,000 and to those weddings that will be selecting a plated dinner; they are not provided for buffets or reception hors d'oeuvres. Menu tastings are provided for up to 4 guests; generally scheduled weekdays - based on availability of the Wedding Event Sales Manager and Executive Chef. Most often, menu tasting is arranged 30-90 days before the wedding date. Please schedule approximately 90 minutes for your tasting.

FREQUENTLY ASKED QUESTIONS

IS THERE A WEDDING REHEARSAL, IF BOOKING OUR CEREMONY AT SUTTON PLACE HOTEL VANCOUVER?

If your wedding ceremony will be held at Sutton Place Hotel Vancouver, we are happy to assist with space for your wedding rehearsal. Rehearsals can be arranged via your Wedding Event Sales Manager, up to 60 days before the wedding date, pending that the requested date/time does not interfere with another booked event. Sutton Place Hotel Vancouver will be able to confirm the rehearsal date and time; however, the specific function room will be determined three business days prior, based on actual function space availability. Rehearsals are typically 30-60 minutes and will be facilitated by your hired wedding coordinator and/or commissioner. The Wedding Event Sales Manager does not generally coordinate wedding ceremonies or rehearsals. A taxable 20% service fee, and 5% GST tax will apply. An additional 10% PST applies to all alcohol. Rates and fees are subject to change without notice.

ARE WE PERMITTED TO TAKE PHOTOS ON-SITE?

Wedding photos are permitted in the following locations at the Sutton Place Hotel Vancouver –outside the hotel and surrounding areas, common function space areas (pending other events taking place at the time of the shoot); photography in the hotel lobby requires discretion of the Wedding Event Sales Manager so as not to be disruptive to other hotel guests. Photographs in the public areas of the Hotel must have prior approval from the Wedding Event Sales Manager, and a schedule of events. Photography is not permitted in Boulevard Kitchen and Oyster Bar unless you are dining there. We do not allow non-guests to shoot wedding photos at the hotel.

WHAT PARKING OPTIONS ARE AVAILABLE AT SUTTON PLACE HOTEL VANCOUVER?

Parking is available at Sutton Place Hotel Vancouver. Please speak with your Wedding Event Sales Manager for further details.

WHAT ARE OUR OPTIONS FOR HOTEL ROOM RATES?

In most cases, Sutton Place Hotel Vancouver offers one complimentary room as part of the wedding package, based on qualifying Food and Beverage minimum revenue requirements. Please refer to our wedding package for a list of inclusions. Should you require additional rooms; the Hotel can extend a contracted wedding rate for a group block of 8+ rooms. A “room block” guarantees a specified number of rooms for you/your guests at a discounted rate, however the revenue associated with the agreed number of rooms would be reflected on your wedding contract, and you would be responsible for ensuring the full guest rooms’ revenue committed to is been met.

DO YOU OFFER THE OPTION OF ADDING GUEST FAVOURS?

Sutton Place Hotel Vancouver would love to assist in providing your guests with a memorable keepsake from your wedding. We offer the option of purchasing a selection of take-home boxes of mini macarons or petit fours by our award-winning pastry chef Kenta Takahashi. Please enquire with your Wedding Event Sales Manager with regard to availability and pricing.

TERMS AND CONDITIONS

By signing the banquet event order, you are agreeing to the below terms and conditions.

SURCHARGES & TAXES

All functions are subject to a mandatory 20 percent surcharge and applicable government taxes as follows:

Particulars	Service Charge	GOV. Taxes
Food	20%	5% GST
Alcohol	20%	5% GST, 10% LST
Room Rental	20%	5% GST
Service Charge		5% GST
Misc.		5% GST
Audio/Visual		5% GST
Labour Charge		5% GST

FOOD AND BEVERAGE

Outside food and beverage is not permitted at Sutton Place Hotel Vancouver, with exception of wedding cakes, for which a service charge of \$5 per person will apply. All alcoholic beverages must be purchased by the Hotel through the B.C. Liquor Distribution Branch. Liquor service is not permitted after 1:00am (12:00am on Sundays and holidays). Menu prices and room rental prices are subject to change. Should disposable cups or containers be requested, a 0.25 per cup/container charge will apply in accordance with the City of Vancouver bylaws. Food/beverage may not be removed from the contracted function space.

MENUS

One set menu is required for all guests. Menu and item selections are required a minimum of 30 days prior to event date or at time of booking if inside of 30 days. In case of multiple choice entrées, client is responsible for providing seating chart with entrée selections and place cards with meal choice at each guest. Kids menus are available upon request.

GUEST NUMBERS & ATTRITION

An estimated number of attendees must be provided to the Hotel thirty (30) days prior to each function, after which time Sutton Place Hotel Vancouver will allow a maximum attrition of 10% up to a maximum of 10 guests. Should the numbers be reduced by more than 10%, a surcharge of 50% of the estimated food and beverage will apply on the difference.

DIETARY REQUIREMENTS

Dietary substitutes may be made with prior request based on allergies and/or dietary restrictions. Sutton Place Hotel Vancouver requests that all allergies and dietary restrictions are made in writing and each guests' first and last name are provided as well as their specific allergy/restriction. Substitution requests made during an event will be accommodated to the best of our ability and are subject to a service charge.

FINAL GUARANTEES

Final guaranteed attendee numbers must be provided by noon (12:00pm) five (5) business days prior to the event date. The Hotel will prepare for 5% above the guaranteed number to a maximum of ten (10) guests, space permitting. If a guarantee (GTD) has not been received by the Hotel, the number will be based on the previously discussed attendance or the actual number attending, whichever is greater. The Hotel reserves the right to provide an alternative function room best suited for the group should the number of guests attending the function or room setup differs from the original contract.

PAYMENT

A non-refundable deposit is required to confirm all functions on a definite basis. Refer to the event contract as it relates to the deposit schedule for your specific event. The final estimated balance is due one week or five (5) business days prior, along with your final guarantee. Sutton Place Hotel Vancouver requires a credit card on file for outstanding balances and incidentals. With prior arrangement, invoice payment may be made by, wire transfer, or certified cheque.

CANCELLATION

Functions cancelled within ninety (90) days of the scheduled event are subject to a cancellation fee of 100% percent of the estimated food and beverage revenue and room rental. Functions cancelled outside of 90 days will be subject to a cancellation fee, as outlined in the event contract. All cancellations must be submitted in writing.

TERMS AND CONDITIONS

By signing the banquet event order, you are agreeing to the below terms and conditions.

PACKAGE HANDLING

(BOXES/PACKAGES/FREIGHT/STORAGE)

No charge (up to 5 boxes within 72-hrs of event)

Package handling (over 5 boxes) – labour fees apply based on required staff and time

Pallet storage (per pallet) \$100/day

Box Handling fee \$5++

Due to limited storage on property we are unable to accept shipments any earlier than three (3) days before your event. All deliveries must be properly labelled, in the following format:

GROUP NAME

GROUP CONTACT

HOTEL CONTACT

OF BOXES (i.e.: 1 of 2)

EVENT DATE

Deliveries must be made between 8:00 AM and 4:00PM, Monday-Friday to Hotel's Receiving/Loading Dock. Hotel will not accept deliveries at the front door. Hotel will not receive C.O.D. shipments and is not responsible for items left behind. Groups must coordinate the pickup of items immediately following the event; Hotel is not responsible for damage to, or loss of, any articles left on the premises during or after an event. Sutton Place Hotel Vancouver is unable to store materials after the completion of your event.

Canada Customs & Revenue Agency (604) 775-5379

Davidson & Sons (Customs Broker) (604) 681-5132

FedEx (604) 691-1866

DEPARTING PARCELS

Client is responsible for packing of their own boxes, completing all forms associated with their parcels and arranging courier services. Sutton Place Hotel Vancouver can assist recommending local courier companies to assist you with your event.

FILMING & PHOTOGRAPHY

No filming is allowed anywhere on property without prior approval from Executive General Manager and Hotel General Manager. Please speak with your Catering Sales Manager for further information. Sutton Place Hotel reserves the right to take photographs of room set-ups and use this in any media publications as we see fit.