

WEDDINGS



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% 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

Le 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
Le Versailles and Lafite
ceremony & reception

\$3,000

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

Sutton

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

Minimum food and beverage
spend of \$25,000*
*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
Le Versailles and Lafite
ceremony & reception

\$3,000

Minimum food and beverage
spend of \$15,000*
*exclusive of taxes and gratuity

Royal

Up to 200pp
Le 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

Two consecutive nights stay
for Bride and Groom

Personalized bathrobes

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



CANAPES AND HORS D'OEUVRES

RECEPTION

minimum order of three dozen per selection
 priced per dozen pieces

Avocado Tartlet	62		Crab Cone	62	GF
haas avocado, picked onion sesame, goat cheese			old bay dressing, celery		
Vietnamese Salad Roll	62	V/GF	Smoked Salmon	62	GF
rice noodles, fresh herbs nuoc cham sauce			cucumber cup horseradish, dill, lemon		
Papadum	62	GF	Beef Tartare	62	
yogurt raita, crispy chickpeas marinated cauliflower			classic garnish, crostini		
Truffle Crème Fraiche	62	GF	Prawn Cocktail	62	
parmesan frico, chives			poached, chilled black tiger prawns louis dressing		
Duck Prosciutto	62	GF	Westcoast Oyster	62	GF
compressed melon, basil			mignonette horseradish, lemon		
Albacore Tuna Salad Roll	62	GF	Premium Oyster	MP	
coriander, mint, vegetables			mignonette horseradish, lemon		

CANAPES AND HORS D'OEUVRES

RECEPTION

minimum order of three dozen per selection
 priced per dozen pieces

Crispy Falafel	65	V	Crab Cake	65	
tahini sauce pickled red onion, coriander			old bay grainy mustard aioli		
Arancini	65		Chicken Yakitori	65	GF
arborio rice wild mushroom, truffle aioli			sweet tamari, sesame, scallion		
Sourdough Grilled Cheese	65		Thai Beef Satay	65	
ham and cheddar cheese			tamarind glaze		
Sundried Tomato Tartlet	65		Crispy Prawn Tempura	65	
pesto, boursin cheese			togarashi, sweet chili sauce		
Vegetable Samosa	65	V	Pork Belly Bao	65	
mango chutney			cucumber, five spice hoisin sauce		
Duck Spring Rolls	65		Hoisin Mushroom Bao	65	V
five spice hoisin sauce			king oyster mushrooms, pickled red onion, cilantro		
Prawn on Toast	65		Polynesian Meatball Skewer	65	
sesame emulsion			sweet & sour glaze, sesame, scallion		

PLATTERS AND BOARDS

RECEPTION

priced per person
 minimum 30 people | available in increments of 30

<p>BLVD Seafood Station 29 GF</p> <p>proteins are priced 2 pcs per person shrimp cocktail local oysters albacore tuna tataki mignonette, horseradish</p>	<p>Domestic & International Cheese Platter 15</p> <p>rainforest crisps, crostini selection of house condiments</p>
<p>Shrimp Cocktail Platter 25 GF</p> <p><i>4pcs per person</i> black tiger prawns, louie dressing lemon</p>	<p>Oyama Co. Charcuterie Platter 15</p> <p>cured meats, terrines, accompaniments house preserves</p>
<p>Grazing Table 20</p> <p>oyama co. specialty cured meats les amis du fromage cheese selection crudités, pickles, marinated grilled vegetables, olives, assorted dried fruits crispy chickpeas, flatbreads, crackers crisps, house preserves live edge wood display board</p>	<p>Sliced Seasonal Fresh Fruit Platter 14 V/GF</p> <p><i>available in increments of 10</i></p>
<p>BC Salmon Platter 16 GF</p> <p>smoked, candied, poached</p>	<p>Fresh Cut Garden Vegetable Platter with Dip 8 V/GF</p> <p><i>available in increments of 10</i></p>
<p>Mediterranean Tuna Platter 16 GF</p> <p>albacore tuna, green beans, tomatoes local potatoes, olives, tarragon dressing</p>	

CHEF ATTENDED STATIONS

RECEPTION

priced per person | minimum 30 people | available in increments of 30

chef attended stations are priced at \$50 per chef, per hour (two hour maximum. one chef per 75 guests)

Carving Stations

Crispy Pork Porchetta 20

chimichurri, ciabatta bread

Parsley-Crusted Roasted Leg of Lamb 20

minted chili cucumber relish

Maple Miso Roasted Wild Salmon 25

puffed wild rice and grains

Beef Striploin 25

madeira thyme jus, mustard horseradish

Boneless Prime Rib 29

au jus, mustard, horseradish

Dessert Stations

Crust + Crumb Station 22

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

Cheesecake Station 27

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

Action Stations

Raw Bar 25

priced at 5pcs per person
freshly shucked oysters
shallot mignonette, cocktail sauce
hot sauce, fresh grated horseradish

Seared Japanese Scallops 22

priced at 2pcs per person
potato espuma
bacon chip, chives

Chinese Bao 20

priced at 2pcs per person
soy braised pork belly
king oyster mushroom
scallion, cucumber, pickled onion
five spice hoisin sauce

Braised Beef Ragu 20

gnocchi, wild mushrooms
parmesan

Chocoholic Buffet 29

pecan praline gianduja
espresso chocolate cake
decadent brownie
chocolate chip cookies
caramel chocolate mousse
white chocolate cheesecake
chef's choice assorted desserts

LATE NIGHT SNACKS

RECEPTION

priced per person
minimum 30 people

Poutine Station 19

crispy fries, house made gravy
montreal smoked meat
bacon bits
cheese curds
scallions

Fully Loaded Nachos 19

tortilla, cheese, tomato
red onion, scallion, olives
jalapeno, cilantro, lime
sour cream, guacamole
pico de gallo

Build Your Own Taco Bar 19

cumin beef, flour tortilla
hard shell corn tortilla
cheddar, lettuce, tomato
onion, cilantro, lime, cabbage
sour cream, guacamole, pico de gallo

Build Your Own Instant Noodle Bar 15

premium instant noodle
chilled soft cooked eggs
scallion, corn, sesame seeds
chili oil

ADD ON:

thin sliced A5 wagyu **\$32/oz**
minimum order of 10oz
(10oz serves approx. 20 guests)

Mini Mac n' Cheese 15

elbow macaroni
mornay sauce, cheddar cheese
chili crumb



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 + \$15 pp

3 choice of entrées + \$20 pp

all dinner options include rustic rolls, butter, crispy flatbread

*name cards and seating chart with entrée selections required for pre-selected choice menus

3 courses \$95

4 courses \$115

5 courses \$135

Soups

Coconut Curried Squash

curry oil, pepitas, cilantro

V/GF

Roasted Tahini Cauliflower

sesame, crispy cauliflower

GF

Roasted Tomato Soup

fennel, oregano, olive crumb

V/GF

Cold Appetizer

Hanna Brook Farms Salad

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

V/GF

Beet & Burrata Salad

seasonal garnish, basil
olive oil, aged balsamic

Crab Louie Salad

iceberg lettuce, louie dressing
cherry tomato, soft-cooked egg
pickled red onion

GF

Brant Lake Wagyu Beef Carpaccio

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

Hot Appetizer

Gnocchi Pomodoro

roasted tomato, parmesan, basil

Galbi Braised Shortrib

daikon, shiitake, carrot, chili
rice crisp, braising jus

GF

Seared Japanese Scallops

celeriac, apple, yuzu emulsion

GF

Entrée

Coq Au Vin

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

Slow Roasted Beef Striploin

haricot vert, carrot
truffle whipped potato, red wine jus

Pacific Ling Cod

fennel, potato, broad beans
tomato saffron nage

GF

Braised Lamb Shank

lumina farms lamb, orzo,
roasted tomato
fennel, green chermoula

Miso Glazed Eggplant

yuzu emulsion, puffed wild rice, sesame

V/GF

Crispy Porchetta of Pork

chimichurri, spicy broccolini, tomato relish

PLATED DINNERS À LA CARTE

DINNER

minimum 20 guests, priced per person
\$25 charge will apply for each guest below the minimum numbers
all dinner options include rustic rolls, butter, crispy flatbread

3 courses \$95
4 courses \$115
5 courses \$135

Desserts

Dark Chocolate Mousse

caramel, cacao crunch

Cheesecake

shortbread crumble, raspberry

Jasmine Panna Cotta

mango, lychee

GF



DINNER BUFFETS

DINNER

priced per person | minimum 30 guests
pricing based on protein selection 99 |119 |129
all dinner options include rustic rolls, butter, crispy flatbread

Salads (choice of 3)

Hanna Brook Farm Greens

V/GF

local greens, seeds
shaved vegetables
house dressing

Kale Caesar

baby kale, romaine, grana padano
classic dressing, croutons

Local Potato Salad

GF

mustard, grated eggs, chive
bacon

Orzo Pasta Salad

feta, artichoke, tomato, cucumber
olives, herbs

Tomato + Fior di Latte Salad

cherry tomatoes, basil emulsion
extra virgin olive oil, aged balsamic, focaccia

Tabouli Quinoa Salad

GF

cucumber, tomato, red onion
lemon, parsley, fresh herbs

Gem Lettuce

V/GF

sesame tamari dressing
puffed rice and grains
crispy shiitake mushrooms

Cold Platters (choice of 1)

Antipasti Platter

herb marinated grilled vegetables
hummus, marinated olives, bocconcini
giardiniera, cherry tomato,
saman bakery crackers

BC Salmon Platter

smoked salmon, capers, red onion
sour cream, lemon, crisps

Artisan Charcuterie Platter

mustard, olives, pickled vegetables

Mediterranean Tuna Platter

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

BLVD Seafood Station

+29

GF

proteins are priced 2 pcs per person
shrimp cocktail
local oysters
albacore tuna tataki
mignonette, horseradish

DINNER BUFFETS

DINNER

priced per person | minimum 30 guests
pricing based on protein selection 99 |119 |129

1 principal protein \$99
2 principal protein \$119
3 principal protein \$129

Principal Proteins

Free Run Chicken GF

pearl onions, mushroom, sherry jus

Herb Marinated NY Steak GF

mushroom madeira reduction

Pacific Ling Cod GF

lemongrass coconut curry, peas
braised carrots

Maple Miso Roasted Salmon GF

tamari butter, chives, rice pearls

Pork Loin

caramelized apples, sage crust
port wine jus

Vegetable Curry V/GF

turmeric coconut curry, peas
root vegetables, cilantro

Squash Ravioli

sage, brown butter
maple gastrique
toasted pine nuts

Starches (choice of 2)

Whipped Potato

crème fraîche, butter

Wild Rice, Brown Rice & Peas V/GF

Potato Gratin

yukon gold, sweet potato

Pomodoro Pasta

roasted tomato, parmesan, basil

Vegetables (choice of 1)

Market Vegetables V/GF

extra virgin olive oil

Roasted Root Vegetables V/GF

citrus sage marinade, herb oil glaze

Caramelized Cauliflower GF

brown butter, pine nuts, sage

Desserts

Dark Chocolate Mousse

cocoa crunch

Delicate Cheesecake

strawberry, crunch

Sliced Fresh Fruit V/GF

seasonal selection

Individual Juice and Water Station 9ea

- LOOP Juices & Smoothies
- Individual Bottled Apple & Orange Juice
- Bottled Still & Sparkling Water
- Clarity Kombucha

Sutton Bar

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

Specialty Liquors, Cognacs Cocktails Available Upon Request

Non-Alcoholic Mocktail 14
pre-order required

Host Bar Prices

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

- House Brand Liquor 11.5
- House Wines by the Glass 11.5
- Premium Brand Liquor 13.5
- Premium Wines by the Glass 13.5
- Non-Alcoholic 9

Juices Per Liter 35

- Orange Juice
- Grapefruit Juice
- Apple Juice
- Cranberry Juice

Beers, Ciders, Coolers

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

Wine By The Glass

Premium

Cailleteau Bergeron, Sauvignon Blanc, France
Longbarn, Cabernet Sauvignon, California

House Selections

Aveleda, Loureiro, Portugal
Tocado, Grenache, Spain

Cash Bar Prices

(inclusive of taxes)

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

- House Brand Liquor 13
- House Wines by the Glass 13
- Premium Brand Liquor 15
- Premium Red & Premium White 18
- Non-Alcoholic 10

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 22% 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 Encore AV, 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 Encore AV directly. If you prefer to use an outside AV company, a Third-Party Supplier fee will apply.

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 The 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 22% 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 18 percent gratuity, 4 percent admin fee and applicable government taxes as follows:

Particulars	GOV. Taxes
Food	5% GST
Beer/Wine/Alcohol	5% GST, 10% LST
Room Rental	5% GST
Labour Charge	5% GST
Service Charge	5% GST
Miscellaneous	5% GST
Audio/Visual	5% GST, 7% PST

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 selections, prices and room rental prices are subject to change. 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 for each guest. Kids menus are available upon request. Menu items are subject to change without notice based on ingredient seasonality and availability.

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.

VENDORS

All vendors working at Sutton Place Hotel Vancouver, on behalf of your event, must be certified, licensed, insured and adhere to all of Sutton Place Hotel Vancouver policies and procedures. Proof of vendor insurance may be requested by the hotel at any time. All event décor and shipments must arrive via the hotel loading bay, and not via the hotel lobby. Please ask your Event Sales Manager for instructions to the loading bay at Sutton Place Hotel Vancouver.

SIGNAGE

Signs may only be displayed directly outside your designated meeting room and on the floor of your meeting room. The hotel reserves the right to remove signage that is deemed unprofessional or unsightly. The hotel does not permit any article to be fastened onto the walls, windows, doors or electrical fixtures. The use of any tools which could mark the floors, walls or ceiling is prohibited. The organizer is responsible for any damage to the premises by their invited guests or independent contractors during the time the premises are under their usage.

To ensure the safety of all guests and staff, cords, cables and any other potential tripping hazards must be properly fastened to the floor using gaffer tape.

CLEANING FEE

It is the responsibility of the group/event contact to ensure the function space is left in the same condition as it was provided. All boxes, packing materials and debris from event set-up or take-down must be removed and properly disposed of by the Group. Sutton Place Hotel may levy a cleaning fee for any waste deemed excessive and/or labor-intensive to clean up after an event.

SOCAN FEE

All live and taped entertainment / music is subject to the SOCAN (Society of Composer, Authors and Music Publishers of Canada) fee and is charged at applicable rates, plus GST based on the size of the room (not the number of attendees). Your catering manager will be able to advise on an estimate of fees applicable to your event.

LABOUR RATES

Bartender fee of \$250/ bar applies if consumption is under \$500/bar (within a 2-hour time period)

Cashier for Cash Bar (min. 4-hours) \$50/hr

Chef Carver/Cooking Station \$50/hr per chef (one Chef per 75 guests)

Hosted Coat Check (4-hr min, per attendant) \$50/hr

Events on Statutory Holidays – Labour fees apply charged at \$30 per guest. Additional labour fees may apply in case of extensions to event end times, charged at \$30 per guest/hr.

Revisions to contracted setup after room is set \$50/hr

Cleaning Fee applicable for excessive cleaning, charged at \$50/hr

SECURITY

The hotel is not liable for articles left in banquet rooms, and will not assume any responsibility for any loss or damage to items and materials brought into the hotel.

The hotel at its discretion may require security for events at a cost to the client. Only security approved by the hotel may be used. Events with persons under 19 years of age must have one security officer per 50 guests, for the duration of the event.

AUDIO VISUAL

Sutton Place Hotel is pleased to have ENCORE AV as our in-house audio-visual company. All audio-visual arrangements can be made directly with ENCORE AV. An extensive price list can be supplied upon request and billing can be arranged directly through the hotel. Using an audio-visual company other than ENCORE AV will result in an additional service fee which is applied to each meeting room booked at the rate of \$400 per room, per day.

POWER

Extension cords and power strips are available from Encore AV. Additional power requirements will be assessed and charged at current rates. Additional Electrician fees may apply for special requirements.
30 amp or 50 amp \$250.00 per day
100 amp \$600.00 per day
200 amp \$1,500.00 per day

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.

