

Conference & Catering Package

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Our fully refurbished conference rooms and the exceptional service provided by our staff makes this the perfect location for conferences, boardroom meetings, presentations, training events and interviews.

Our meeting facilities include 3 separate conference rooms which can be arranged to your individual needs. Our newest addition, the Willow Room, is conveniently located on the main floor and features elegant décor with modern meeting necessities.

Full AV and Presentation Equipment options are available upon request. Additionally, our professional staff are on-hand to deliver faxes, send mail, and even assist with photocopying. Impeccable service in the best of surroundings ensures that business at the Best Western Plus Langley hotel is anything but usual.



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Beverages & À la cart

Coffee or assortment of tea approximately 30-cups \$54 (per urn)

Coffee or assortment of tea approximately 20 cups \$36 (per urn)

Coffee or assortment of tea approximately 10 cups \$18 (per pot)

Chilled assorted pop \$2 (per can)

Chilled assorted juice \$2.50 (per can)

Bottled water \$2 (per bottle)

Hot Chocolate \$2 (per pouch)

Assorted muffins/Danish \$20 (per dozen)

Assorted cookies \$20 (per dozen)

Fresh whole fruit \$1.75 (each)

Assorted granola bars \$2 (per bar)

Assorted bagels \$2 (per bagel)

Seasonal fruit platter \$3.75 (per person)

Cheese & cracker platter \$3.75 (per person)

Fresh cut vegetable platter \$3.75 (per person)

Turkey & cranberry pinwheels \$5 (per person)

Ham & cheddar pinwheels \$5 (per person)

Mini samosas \$3.75 (per person)

Vegetable spring rolls \$3.75 (per person)

Greek prawns \$6.25 (per person)

Assorted dessert platter \$3.75 (per person)

Cheese & chicken quesadillas \$5 (per person)

**All items are priced by order not by consumption*



All rates subject to applicable taxes & gratuities

Breakfast

Priced per person
Beverages not included - please see page 4 for selection

Basic Continental \$10

Minimum 20 people

Muffins, scones & danishes
(served with a variety of spreads)
Fresh seasonal fruit platter

Deluxe Continental \$12

Minimum 10 people

Muffins, scones & danishes
(served with a variety of spreads)
Build your own yogurt parfait
with granola and fruit
Whole fruit, apples, oranges & bananas

Business Traditional \$15

Minimum 20 people

Scrambled eggs, bacon, sausage, hash-
browns, Muffins, scones & danishes
(served with a variety of spreads)
Fresh seasonal fruit platter

Business Breakfast Wrap or Bagel \$15

Minimum 15 people

Breakfast wrap or bagel,
filled with egg, cheese & bacon or ham
Hashbrowns, Muffins, scones & danishes
(served with a variety of spreads)
Fresh seasonal fruit platter



All rates subject to applicable taxes & gratuities

Lunch

Priced per person
Beverages not included - please see page 4 for selection

Business Traditional \$12.50

Minimum 10 people

Assorted wraps & sandwiches

with a variety of fillings

Fresh pasta salad

Fresh seasonal fruit platter

Assorted Desserts & Squares

Deluxe Business Lunch \$15

Minimum 10 people

Assorted Wraps and Sandwiches

*Variety of breads, wraps and fillings,
tastefully garnished*

Wild Greens Salad

*Fresh masculine mix topped with an assortment of fresh
cut veggies & fruit. Served with raspberry vinaigrette
dressing*

Garden Fresh Vegetables & Dip

Fresh seasonal fruit platter

Assorted Desserts & Squares

Executive Business Lunch \$20

Minimum 10 people

Fancy Pinwheel Sandwich Platter

*variety of fancy breads with a selection of spreads,
meats and deluxe garnishes.*

Wild Greens Salad

*Fresh masculine mix topped with an assortment of
fresh cut veggies & fruit. Served with raspberry vinaigrette dressing*

Spring Platter

*sliced red onion, cucumber & tomato served in an
olive oil & balsamic dressing*

Fresh seasonal fruit platter

Assorted Desserts & Squares

Hot Sandwich \$18

Minimum 10 people

Salad choice options, select one:

Tangy coleslaw with raisins

or

Traditional potato salad

Sandwich choice options, select one:

English cut roast beef on a hoagie with au jus

or

Chicken melt - boneless chicken breast, bacon, topped with Havarti cheese

Fresh seasonal fruit platter

Assorted Desserts & Squares



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Lunch

Priced per person
Beverages not included - please see page 4 for selection

Homemade Soup \$17.50

Minimum 10 people

Chef's Homemade Soup of the Day
Assorted Wraps and Sandwiches -
variety fillings tastefully garnished

Caesar Salad

Herbed croutons & parmesan cheese

Spring Platter

Sliced red onion, cucumber & tomato, served in an
olive oil & balsamic dressing

Fresh seasonal fruit platter

Assorted Desserts & Squares

Italian Executive | \$17.50

Minimum 10 people

Garlic Bread

Caesar Salad

Pasta options - select one:

Penne

or

Fettuccini

or

Rotini

with Alfred & meat sauce on the side

Fresh seasonal fruit platter

Assorted Desserts & Squares

Greek | \$17.50

Minimum 10 people

Pita Bread with Tzatziki Sauce

Greek style served warm

Authentic Greek Salad

Basmati Rice Pilaf -

Carrots, celery & onion

Chicken Souvlaki

Grilled Greek style chicken skewers

Fresh seasonal fruit platter

Assorted Desserts & Squares

West Coast Business | \$22.50

Minimum 10 people

Bread Basket

Asian Coleslaw

Deluxe Green Salad with Baby Shrimp

Salmon in Lemon Butter Sauce

BBQ Chicken

Basmati Rice Pilaf

Fresh seasonal fruit platter

Assorted Desserts & Squares



All rates subject to applicable taxes & gratuities

Lunch

Priced per person
Beverages not included - please see page 4 for selection

Platinum Business \$22.50

Minimum 10 people

Bakery Rolls with Butter , Spinach Salad -
Tossed with sliced strawberries & accompanied
with a raspberry vinaigrette

Spring Platter Salad
Sliced red onion, cucumber and tomato,
served in an olive oil & balsamic dressing

Chicken Medallions
Served in a red wine mushroom sauce

English Cut Roast Beef
Served in a savory gravy & accompanied
with horseradish and mustard

Accompanied by one of the following:

Garlic Mashed Potatoes
or
Basmati Rice Pila

Fresh seasonal fruit platter
Assorted Desserts & Squares



All rates subject to applicable taxes & gratuities

Dinner

Priced per person
Includes the conference room rental

THE WILLOW CLASSIC BUFFET \$39.95

Minimum 40 people

Includes:

Cold service items

Fresh assorted buns & butter
Wild greens topped with fresh cut veggies & fruit.
Served with a raspberry vinaigrette
Creamy garlic ranch pasta salad
Fresh vegetables with creamy ranch dip
Spring platter
sliced red onion, cucumber & tomatoes, in an olive oil
and balsamic dressing topped with fresh chopped
basil
Pickle Platter
with an assortment of olives & pickles

Hot Service Items

Medley of fresh local vegetables.
Served with a butter sauce
Basmati Rice Pilaf

Dessert & Beverage

Fresh Seasonal Fruit Platter
Fine Selection of Assorted Desserts & Squares
Freshly Brewed Coffee & Earl Grey Tea

Side Dish

Choice of One:

Roast Potatoes in Basil Butter
Or
Garlic Whipped Potatoes

Entrée

Choice of One:

Baked Ham & Pineapple	Baked Pacific Salmon With lemon dill butter sauce
Pasta Penne With a fresh tomato basil sauce topped with mozzarella & cheddar cheese	Broiled Chicken Breast Parmesan
Stuffed Roast Turkey With all the trimmings	Triple "A" Angus Beef Carved at the table, accompanied with au jus, horseradish and mustard



All rates subject to applicable taxes & gratuities

Dinner

Priced per person
Includes the conference room rental

THE GROVE TRADITIONAL BUFFET \$46.95

Minimum 40 people

Includes:

Cold service items

Fresh assorted buns & butter
Wild greens topped with fresh cut veggies & fruit.
Served with a raspberry vinaigrette
Creamy garlic ranch pasta salad
Fresh vegetables with creamy ranch dip
Spring platter
sliced red onion, cucumber & tomatoes, in an olive oil
and balsamic dressing topped with fresh chopped
basil
Pickle Platter
with an assortment of olives & pickles

Hot Service Items

Medley of fresh local vegetables.
Served with a butter sauce
Basmati Rice Pilaf

Dessert & Beverage

Fresh Seasonal Fruit Platter
Fine Selection of Assorted Desserts & Squares
Freshly Brewed Coffee & Earl Grey Tea

Side Dish

Choice of One:

Roast Potatoes in Basil Butter
Or
Garlic Whipped Potatoes

Entrée

Choice of Two:

Baked Ham & Pineapple	Baked Pacific Salmon With lemon dill butter sauce
Pasta Penne With a fresh tomato basil sauce topped with mozzarella & cheddar cheese	Broiled Chicken Breast Parmesan
Stuffed Roast Turkey With all the trimmings	Triple "A" Angus Beef Carved at the table, accompanied with au jus, horseradish and mustard



All rates subject to applicable taxes & gratuities

Dinner

Priced per person
Includes the conference room rental

THE BEST WESTERN BUFFET \$56.95

Minimum 40 people

Hors D' Oeuvres

Choice of Three:

COLD APPETIZERS

Smoked Salmon Lox on Baguette
Thai Chicken Salad Wraps
Fresh Fruit Skewers - with seasonal diced fruits

HOT APPETIZERS

Hot Prawn Skewer
Chicken or Beef Satay
Vegetarian Spring Rolls
Spanakopita
Cocktail Samosa

Includes:

Cold service items

Fresh assorted buns & butter
Wild greens topped with fresh cut veggies & fruit. Served with a raspberry vinaigrette
Creamy garlic ranch pasta salad
Fresh vegetables with creamy ranch dip
Spring platter - sliced red onion, cucumber & tomatoes, in an olive oil and balsamic dressing topped with fresh chopped basil
Pickle Platter with an assortment of olives & pickles

Hot Service Items

Medley of fresh local vegetables. Served with a butter sauce
Basmati Rice Pilaf

Side Dish

Choice of One:

Roast Potatoes in Basil Butter
Or
Garlic Whipped Potatoes

Entrée

Choice of Three:

Baked Ham & Pineapple	Baked Pacific Salmon With lemon dill butter sauce
Pasta Penne With a fresh tomato basil sauce topped with mozzarella & cheddar cheese	Broiled Chicken Breast Parmesan
Stuffed Roast Turkey With all the trimmings	Triple "A" Angus Beef Carved at the table, accompanied with au jus, horseradish and mustard

Dessert & Beverage

Fresh Seasonal Fruit Platter
Fine Selection of Assorted Desserts & Squares
Freshly Brewed Coffee & Earl Grey Tea



All rates subject to applicable taxes & gratuities

Bar Service

Host or No Host Cash Bar Services

A **Host Bar** is considered when a company or individual is hosting the reception and is therefore paying for the guests beverages.

A **Cash Bar** is considered when you wish the hotel to provide the bar, and your guests are responsible for paying for their own beverages

Portable Bar Set Up & Glassware - \$100 per function

Includes all bar equipment, glassware & bartender

***Minimum 50 People & Prices subject to change**

**2^{1/2} Weeks notice is required for the function*

If liquor sales exceed \$450 you will receive a \$50 rebate.

No shooters allowed - Hotel reserves the right to shut down early if necessary.

Please choose one of the following packages

Willow Suite Package

Domestic Beer - \$7.00

(Bud, Canadian, Coors Light)

Premium Beer - \$7.50

Sleeman, Stella, Heineken, Corona

Glass Red or White Wine - \$7.00

1/2 Litre Red or White Wine - \$14.00

Full Litre Red or White Wine - \$28.00

Ciders or Coolers - \$7.50

(Growers Apple/Peach, Smirnoff Ice)

Liqueur or Spirits

(High Ball \$7.00, Caesar \$7.50, Long Island \$7.50)

Pop \$2.50 Juice \$2.50

Willow Standard Package

Domestic Beer - \$7.00

(Bud, Canadian, Coors Light)

Premium Beer - \$7.50

Sleeman, Stella, Heineken, Corona

Glass Red or White Wine - \$7.00

1/2 Litre Red or White Wine - \$14.00

Full Litre Red or White Wine - \$28.00

Ciders or Coolers - \$7.50

(Growers Apple/Peach, Smirnoff Ice)

Pop \$2.50 Juice \$2.50

White or Red Wine by the Bottle

\$35.00 per bottle or more depending on brand

Champagne



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Conference Rooms

	Willow North	Willow South	Full Willow Room	Upper Conference Room
<u>CONFIGURATIONS</u>	460 sq. ft. 20 ft. W x 23 ft. L	575 sq. ft. 25 ft. L x 23 ft. W	1200 sq. ft. 25 ft. W x 48 ft. L	783 sq. ft. 27 ft. W x 29ft. L
Boardroom	12	14	-	20
Theatre	40	50	100	50
Classroom	20	30	50	30
Half Rounds	20	25	40	—
U-Shape	15	24	40	25
Hollow Square	16	20	-	20
Banquet	32	40	64	-
1/2 DAY RATES <i>4 HRS OR LESS</i>	\$145	\$195	\$340	\$175
FULL DAY RATES	\$195	\$245	\$400	\$250



A/V Equipment

Hotel Rented A/V Equipment

Projector Screen	\$28
LCD Epson Projector	\$175
Flipchart/Whiteboard & Markers	\$28
Microphone (wired) & Stand	\$28
TV/DVD Player	\$28
Floor Podium	\$28

Complimentary Equipment

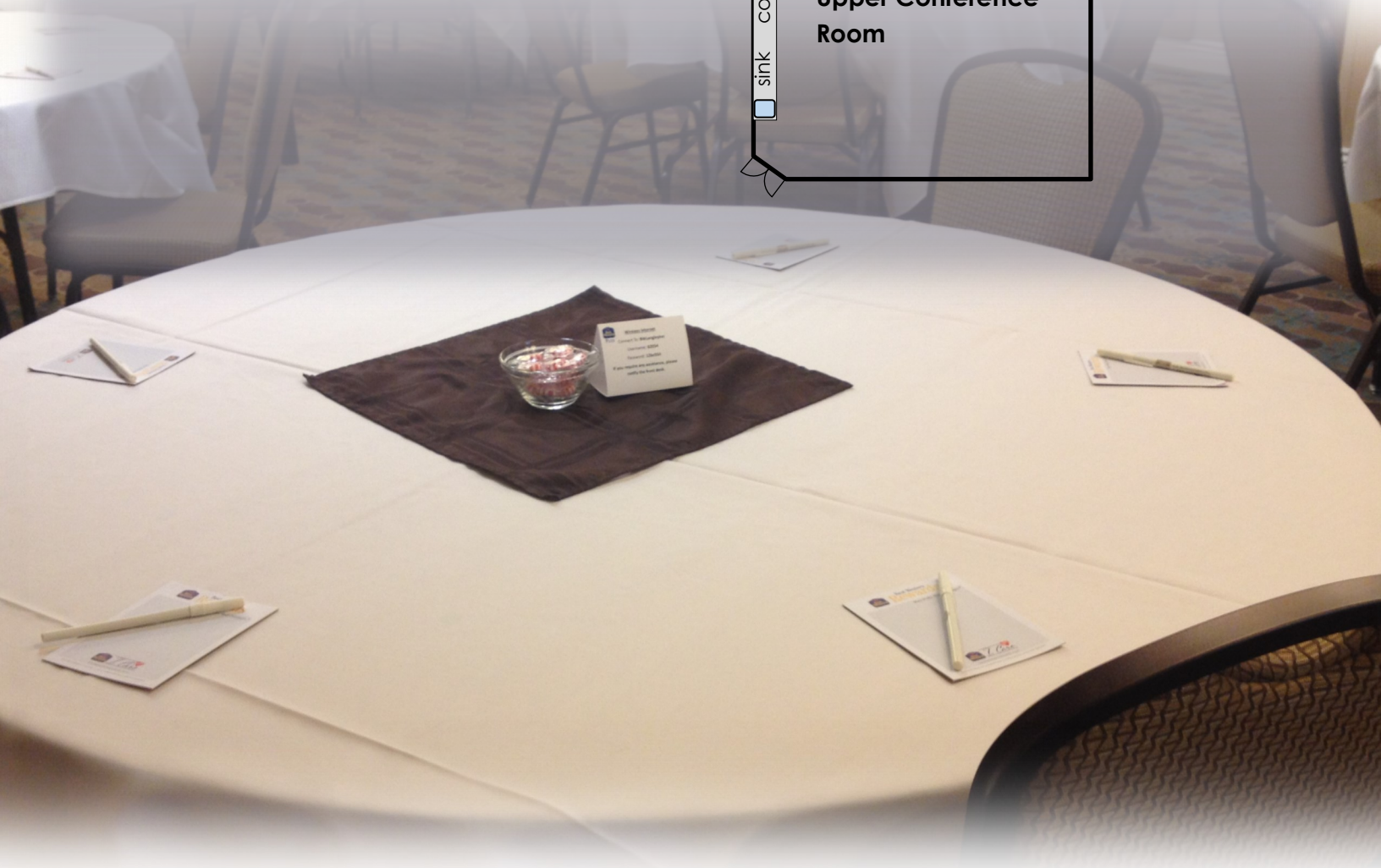
(upon request)

EXTENSION CORDS & POWER BARS

NOTEPAD & PENS



Floor Plan



Conference Room Policies

DEPOSITS AND PAYMENT

All events must be confirmed by credit card upon booking the event.

Payment for the balance is due on the date of the function.

Payment for the event may be made by credit, cash, debit or company cheque.

Special Events, Parties and Banquets require a Non-Refundable 50% deposit that will be taken at the time of booking to confirm the event. The remainder balance is due one week prior to the date of the event. The hotel reserves the right to request a deposit for the total anticipated charges during high demand periods.

CANCELLATION POLICY

A Cancellation Fee applies to any function that is cancelled less than 7 days prior to the scheduled event and 30 days for Special Events, Parties or Banquets.

Functions canceled within 72 hours of reservation will be charged 100% of the room charge for that event.

All cancellations must be received in writing.

STORAGE

The conference coordinator must be notified of expected delivery of materials for a function. Upon prior arrangement, articles may be stored for no more than 24 hours prior to the scheduled date of the function. All items must be removed from the function room immediately following the function unless prior arrangements have been made. Materials arriving earlier than 24 hours are subject to a storage fee to be determined by Management.

DAMAGES

The cost or repair of any damages occurring to the property of the Best Western Langley by a client, his guests or contractors will be charged to the client. The Hotel assumes no responsibility for lost or damaged personal property or equipment.

FUNCTION ROOM

The hotel reserves the right to change the function room with notification to the convener.

SECURITY

While we do our best to maintain a high level of security, the hotel cannot assume liability or responsibility of damage or loss of personal property or equipment left in any meeting, banquet or guest room

FOOD & BEVERAGE

BEST WESTERN PLUS Langley Inn must supply all food and beverages. Neither food nor beverages may be removed from the Hotel.

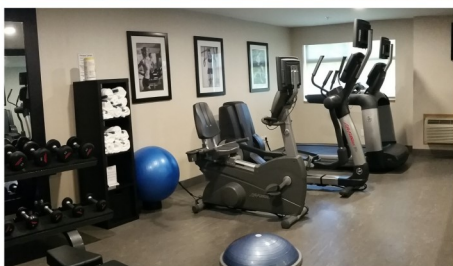
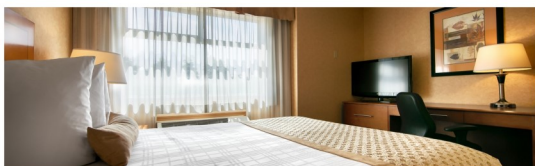
****Please note:** All Food & Beverage is by order, NOT by consumption**

The guaranteed number of guests must be submitted to the hotel four business days prior to the event for meetings and one week prior for Special Events and Parties. This number will be considered final and is not subject to reduction. It is the responsibility of the group representative to provide the guaranteed number. If a guaranteed number is not provided, the original expected number will be used for preparation and billing.

The use of staples, tacks, tapes or glue are not permitted on the walls of our conference room facilities. Masking tape may be used on wallpapered areas only, however, not on painted surfaces.

Prices are subject to PST, GST and 15% gratuity. | Prices are subject to change and are only guaranteed 60 days prior to a function.

COME ENJOY THE COMFORT THAT AWAITS YOU



BEST WESTERN PLUS LANGLEY INN
5978 GLOVER ROAD, LANGLEY, BRITISH COLUMBIA, V3A 4H9
PHONE: (604) 530-9311 FAX: (604) 530-2438
sales@bestwesternlangley.com ♦ www.bestwesternlangley.com

TOLL FREE RESERVATIONS: 1-888-530-9311