

# CONFERENCE ROOMS

## Willow North

460 sq. ft.

Full Day **\$195.00**

Half Day **\$145.00**

Boardroom  
14

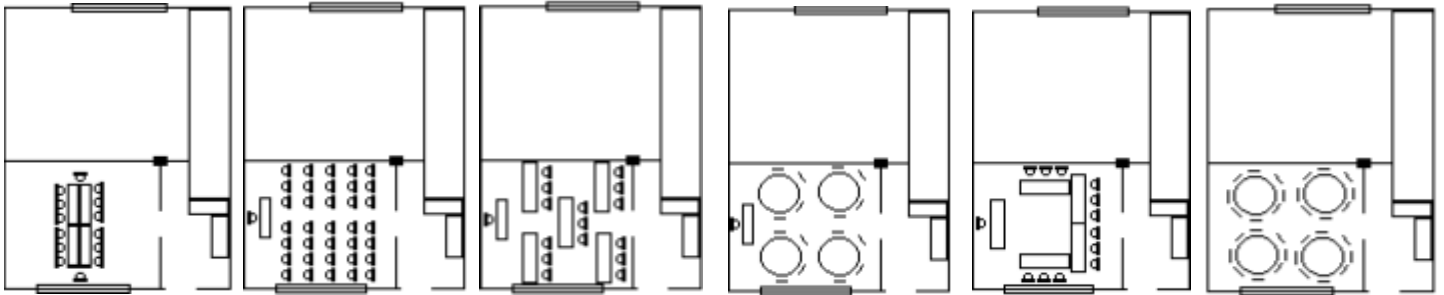
Theatre  
30

Classroom  
15

Half Rounds  
16

UShape  
12

Banquet  
32



## Willow South

575 sq. ft.

Full Day **\$245.00**

Half Day **\$195.00**

Boardroom  
20

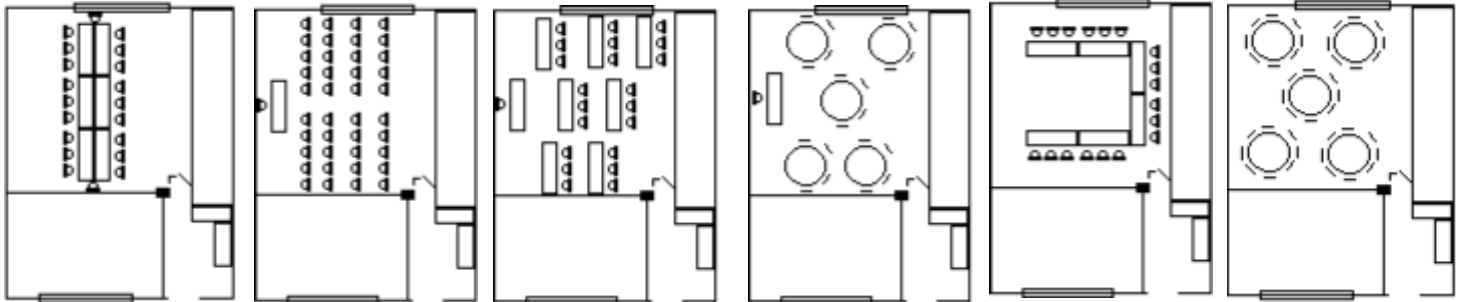
Theatre  
40

Classroom  
21

Half Rounds  
20

UShape  
18

Banquet  
40



## Willow Full

1200 sq. ft.

Full Day **\$400.00**

Half Day **\$340.00**

Boardroom  
24

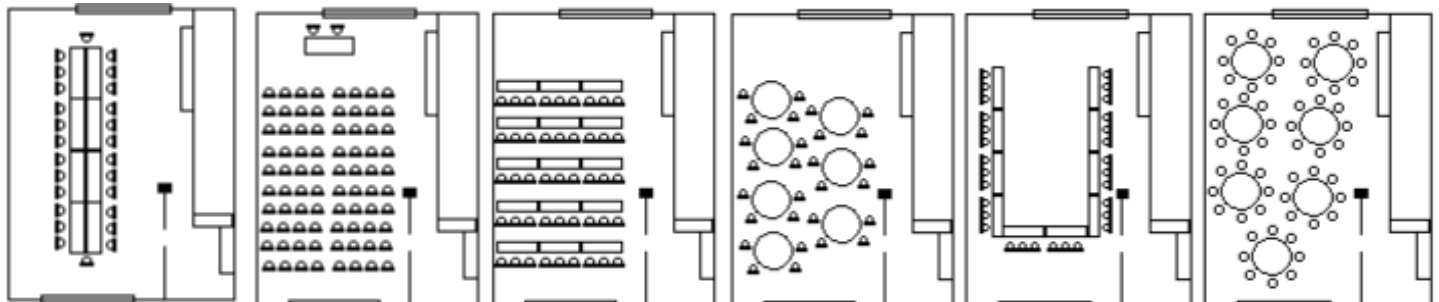
Theatre  
80

Classroom  
40

Half Rounds  
28

UShape  
30

Banquet  
56



# AV EQUIPMENT

Projector Screen

**\$28.00**

LCD Epson Projector

**\$150.00**

Flipchart/Whiteboard & Markers

**\$28.00**

Microphone (wired) & Stand

**\$28.00**

TV/DVD Player

**\$28.00**

Floor Podium

**\$28.00**

## Complimentary Equipment

(upon advanced request)

Extension Cords

Power Bars

Notepad & Pens

Should you be looking for equipment that we do not offer, please let us know as we would be happy to request quotes from local equipment rental companies



# POLICIES

## **BILLING**

If you are paying by credit card, there will be a credit card authorization section on your contract.

Should you wish to pay by cheque, cash or debit - a credit card is required to confirm and hold your reservation, please complete the credit card authorization section on the contract and inform the hotel of your preferred method of payment. An invoice will be sent in advance and payment is required prior to the conference room doors opening.

## **CANCELLATION**

All cancellations must be in writing and received no later than seven business days prior to your meeting date. Less than seven days will result in full catering charges (if applicable). Less than four days will result in full room rental and catering charges.

## **DEPOSIT**

Should you have a larger event, a predetermined amount and due date will be discussed and marked on the contract.

All other events will have their cards processed the morning of the meeting.

## **GUARANTEE**

Special Events & Banquets must place their catering order thirty days prior to large events.

Catering orders must be placed seven days prior to event and final numbers must be presented no later than 4 days prior. If a guaranteed number is not provided, the original expected number will be used for preparation and billing.

## **FUNCTION SPACE**

The Best Western Plus Langley Inn has the right to provide alternate function space.

Due to the smaller stature of the hotel and it's amenities, there are no staff on duty for last minute set up changes. Please provide any room set up changes, 24 hours in advance. At the time of the event, please feel free to re-arrange the room to your liking.

The use of Staples, Tacks, Tapes or Glue are not permitted on the walls. Masking tape may be used on wallpapered areas only, not on painted surfaces.

Please do not move any of the adjustable walls located in our Willow room. They are locked in place and damages to the walls or locks will result in charges.

## **SHIPPING**

The conference coordinator must be notified of expected delivery of material for a function. Please identify all parcels with the name of your group and sent to the attention of the conference coordinator. Due to limited storage space, we cannot accept shipments more than three days prior to the function date.

## **FOOD & BEVERAGE**

The Best Western Plus Langley Inn is the sole provider of all food and beverages, with the exception of pre-approved requests. All food must be pre-ordered from the catering menus. Catering menus and pricing are guaranteed 60 days prior to your event. All buffet items, including dessert, as listed on the contract, will be brought out at the pre-arranged time. When guests have completed their meals, unless otherwise notified, all buffet products will be promptly removed. Food is not permitted to stay out any longer than 2 hours.

## **DAMAGES**

The cost or repair of any damages occurring to the property of the Best Western Plus 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.



# Catering Menu

# BEVERAGES/À LA CART

Regular Coffee  
**\$18.00** per 10 cup urn

Decaffeinated Coffee  
**\$18.00** per 10 cup urn

Assorted Teas  
**\$18.00** per 10 cup urn

Chilled Assorted Pop  
**\$2.00** per can

Chilled Assorted Juice  
**\$2.50** per can

Bottled Water  
**\$2.00** per bottle

Hot Chocolate  
**\$2.00** per pouch

Assorted Muffins & Danish  
*accompanied with butter*  
**\$20.00** per dozen

Assorted Cookies  
*mix of chocolate, white chocolate  
macadamia, double chocolate and  
oatmeal*  
**\$20.00** per dozen

Fresh Whole Fruit  
*apples, oranges, bananas*  
**\$1.75** per fruit

Assorted Bagels  
*accompanied with assorted spreads*  
**\$2.00** per bagel



# BREAKFAST MENU

Beverages Not Included

## Basic Continental

*Min. 20 people*

Muffins, Scones and Danishes  
accompanied with a variety of different spreads  
Fresh Seasonal Fruit Platter

**\$12.00**



## Deluxe Continental

*Min. 10 people*

Build Your Own Yogurt Parfait with granola and fruit  
Muffins, Scones and Danishes  
accompanied with a variety of different spreads  
Whole Fruit, apples, oranges & bananas

**\$13.95**



## Business Traditional Breakfast

*Min. 20 People*

Scrambled Eggs, Bacon, Sausage, Hashbrowns  
Muffins, Scones and Danishes  
accompanied with a variety of different spreads  
Fresh Seasonal Fruit Platter

**\$17.05**



## Hot Business Breakfast Wrap or Bagel

*Min. 15 People*

Choose either Wraps or Bagels filled with cheese  
and bacon or ham, Hashbrowns  
Muffins, Scones and Danishes  
accompanied with a variety of different spreads  
Fresh Seasonal Fruit Platter

**\$17.05**



- ◆ Add coffee or tea for \$18 per 10 cup carafe
- ◆ Add assorted chilled juice cans for \$2.50 per can

# LUNCH MENU

Beverages Not Included  
Add \$2.50 per person to substitute for dinner service

Traditional Business Lunch  
Min. 10 people

Assorted Wraps and Sandwiches with a variety of fillings  
Caesar Salad  
Fresh Seasonal Fruit Platter  
Assorted desserts and squares

**\$14.40**



Deluxe Business Lunch  
Min. 10 people

Assorted Wraps and Sandwiches with a variety of fillings  
and a variety of breads  
Tossed green salad and dressing  
Garden Fresh Vegetables and Dip  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares

**\$17.05**



Soup and Sandwich Lunch  
Min. 15 people

Chef's Homemade Soup of the Day  
Assorted Wraps and Sandwiches with a variety of fillings  
Caesar Salad with herbed croutons and parmesan  
cheese  
Spring Platter with sliced red onion, cucumber and  
tomatoes, served in an olive oil and balsamic dressing  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares

**\$19.80**



- ◆ Add coffee or tea for \$18 per 10 cup carafe
- ◆ Add assorted chilled pop cans for \$2.00 per can

# LUNCH MENU

Beverages Not Included  
Add \$2.50 per person to substitute for dinner service

## Executive Greek Lunch Min. 15 people

Chicken Souvlaki  
Pita Bread with Tzatziki Sauce served warm  
Greek Salad with olives and feta cheese  
Basmati Rice Pilaf with carrots, celery and onion  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares



**\$19.80**

## Hot Sandwich Lunch Min. 15 people

Choose one entrée:  
English Cut Roast Beef on a hoagie with au jus or  
Chicken Melt containing boneless chicken breast,  
bacon and topped with Swiss cheese  
Choose one side dish:  
Tangy Coleslaw with raisins or Traditional Potato Salad  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares



**\$19.80**

## Italian Pasta Bar Executive Lunch Min. 15 people

Choose one pasta:  
Penne, Fettuccini or Rotini  
Served with Alfredo and Meat Sauce on the side  
Hot Garlic Bread  
Caesar Salad  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares



**\$19.80**

- ◆ Add coffee or tea for \$18 per 10 cup carafe
- ◆ Add assorted chilled pop cans for \$2.00 per can \*based on consumption



# LUNCH MENU

Beverages Not Included  
Add \$2.50 per person to substitute for dinner service

## Platinum Business Lunch *Min. 10 people*

Choose one entrée;  
Chicken Medallions served in a white wine mushroom sauce or  
English Cut Roast Beef served in a savory gravy and accompanied with horseradish and mustard  
Choose one side dish, either Garlic Mashed Potatoes or Rice Pilaf  
Tossed Green Salad with dressing  
Spring Platter with sliced red onion, cucumber and tomatoes, served in an olive oil and balsamic dressing  
Bakery Rolls with butter  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares

**\$25.20**



# DINNER MENU

## Italian Dinner Buffet *Min. 30 people*

Caesar Salad with herb croutons, parmesan cheese and garnished with lemons  
Sliced Tomato and Cucumber Salad, topped with mozzarella cheese and balsamic vinaigrette  
Penne Pasta served with Bolognese and Alfredo Sauce on the side, accompanied with parmesan cheese  
Sliced Baguettes  
Fresh Seasonal Fruit Platter  
Assorted Desserts and Squares  
Coffee, Tea and Decaf

**\$28.20**



## Traditional Buffet *Min. 30 people*

Tossed Salad with house dressing  
Greek Salad with olives and feta cheese  
Roast Beef served English Cut, accompanied with au jus, horseradish and mustard  
Vegetarian Lasagne  
Roast Potatoes  
Garden Vegetable  
Bakery Rolls & Butter  
Choose either Fresh Seasonal Fruit Platter or  
Chef's Selection of Desserts  
Coffee, Tea and Decaf

**\$28.20**



Dinner Menus Include Service Staff

# DINNER MENU

*Included with your dinner choice below is the use of our Willow room at no additional cost*

## The Willowbrook Classic Buffet

min. 20 people

Choose one entrée:

- Baked Ham & Pineapple with mustard and ham sauce
- Baked Pacific Salmon with lemon dill butter sauce
- Pasta Penne with fresh tomato basil sauce, topped with mozzarella and 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

Choose one side dish:

- Roast Potatoes in Basil Butter
- Garlic Whipped Potatoes

Included in the menu are the following:

- Fresh Assorted Buns and Butter
- Tossed Greens topped with Fresh Cut Veggies and Fruit, served with raspberry vinaigrette
- Creamy Pasta Salad
- Fresh Vegetables with Creamy Ranch Dip
- Spring platter with sliced red onion, cucumber and tomatoes. Served in an olive oil and balsamic dressing
- Pickle Platter with an assortment of olives and pickles
- Medley of Fresh Local Vegetables served with a butter sauce
- Basmati Rice Pilaf

**\$41.30**

## The Grove Traditional Buffet

min. 40 people

Choose two entrée:

- Baked Ham & Pineapple with mustard and ham sauce
- Baked Pacific Salmon with lemon dill butter sauce
- Pasta Penne with fresh tomato basil sauce, topped with mozzarella and 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

Choose one side dish:

- Roast Potatoes in Basil Butter
- Garlic Whipped Potatoes

Included in the menu are the following:

- Fresh Assorted Buns and Butter
- Tossed Greens topped with Fresh Cut Veggies and Fruit, served with raspberry vinaigrette
- Creamy Pasta Salad
- Fresh Vegetables with Creamy Ranch Dip
- Spring platter with sliced red onion, cucumber and tomatoes. Served in an olive oil and balsamic dressing
- Pickle Platter with an assortment of olives and pickles
- Medley of Fresh Local Vegetables served with a

**\$46.95**

Included in the buffet is a Fresh Seasonal Fruit Platter, Assorted Dessert Squares and Freshly Brewed Coffee & Earl Grey Tea



# DINNER MENU

*Included with your dinner choice below is the use of our Willow room at no additional cost*

## The Best Western Buffett *min. 40 people*

Choose three entrée:

Baked Ham & Pineapple with mustard and ham sauce

Baked Pacific Salmon with lemon dill butter sauce

Pasta Penne with fresh tomato basil sauce, topped with mozzarella and 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

Choose one side dish:

Roast Potatoes in Basil Butter

Garlic Whipped Potatoes

Included in the menu are the following;

Fresh Assorted Buns and Butter

Tossed Greens topped with Fresh Cut Veggies and Fruit, served with raspberry vinaigrette

Creamy Pasta Salad

Fresh Vegetables with Creamy Ranch Dip

Spring platter with sliced red onion, cucumber and tomatoes. Served in an olive oil and balsamic dressing

Pickle Platter with an assortment of olives and pickles

Medley of Fresh Local Vegetables served with a butter sauce

Basmati Rice Pilaf



**\$50.90**

Included in the buffet is a Fresh Seasonal Fruit Platter, Assorted Dessert Squares and Freshly Brewed Coffee & Earl Grey Tea

# HOT & COLD

## HORS D'OEUVRES BUFFET

### Gold Buffet *min. 30 people*

Cold Food - served buffet style  
Fresh Vegetables and Dip  
International Cheese Platter with Crackers  
Fresh Fruit Platter

Hot Food - served butler style  
Choose 3  
Chicken Skewers  
Dry Ribs with Plum Sauce  
Mini Sausage Rolls  
Traditional Meat Balls  
Chicken Wings  
Coconut Shrimp

Vegetarian  
Spanakopita  
Mini Samosas with cranberry chutney  
Mini Quiche

Coffee, Tea and Decaf

**\$30.90**

### Diamond Buffet *min. 30 people*

Cold Food - served buffet style  
Fresh Vegetables and Dip  
International Cheese Platter with Crackers  
Fresh Fruit Platter  
Smoked Salmon on French Baguette

Hot Food - served butler style  
Choose 4  
Chicken Skewers  
Dry Ribs with Plum Sauce  
Mini Sausage Rolls  
Traditional Meat Balls  
Chicken Wings - Teriyaki or BBQ  
Coconut Shrimp

Vegetarian  
Spanakopita  
Mini Samosas with cranberry chutney  
Mini Quiche

Coffee, Tea and Decaf

**\$35.70**



# COLD APPETIZERS

## À LA CART

All Appetizers based on a minimum order of 10 guests, unless otherwise posted.

### Vegetarian

#### Fresh Seasonal Fruit

An array of selected fresh fruit in season

**\$3.95**

#### Fresh Cut Vegetables

fresh seasonal vegetables served with a creamy ranch dressing

**\$3.95**

#### Tomato & Bocconcini Skewers

Cherry tomatoes, bocconcini with balsamic and basil

**\$4.25**

### Savory

#### Selection of Pinwheels

(Fancy sandwiches)

(min. 15) **\$5.00**

#### Assorted Deli Wraps (mini style)

Bite size mini wraps in an assortment of fillings

**\$4.75**

#### Assortment of Deli Sandwiches

with a variety of fillings

**\$4.25**

### Platters

#### Cheese Platter

assorted cheese platter with crackers

**\$3.95**

#### Deli Meat Platter

a variety of meat selections

**\$3.95**

#### Charcuterie Platter

deli meats, domestic cheese, olives, served with crackers, grapes and dips

(min. 20) **\$4.95**

### Seafood

#### Smoked Salmon on French Baguette

served with cream cheese, dill, red onion & capers

**\$6.25**

#### Fresh Water Prawns

served with seafood cocktail sauce and lemon garnish

(min. 15) **\$6.25**

#### Seafood Crostini

served on a baguette with dill crème

**\$6.25**



# HOT APPETIZERS

All Appetizers based on a minimum order of 10 guests, unless otherwise posted.

## Vegetarian

Mini Samosas  
cocktail size served with cranberry chutney  
\$3.95

Spanakopita  
Puff Pastry filled with spinach and feta cheese  
\$3.95

Spring Rolls  
Served with plum sauce  
\$4.25

## Savory

Chicken Skewers  
Marinated in a herb seasoning  
(min. 15) \$4.25

Cocktail Style Beef Meatballs  
Teriyaki or BBQ  
\$3.95

Mini Quiche  
Mushroom, sundried tomatoes, caramelized onions  
\$3.95

## Seafood

Coconut Prawns  
Served with cocktail sauce  
\$6.25

Greek Prawns  
Marinated and served greek style  
(min. 15) \$6.25

Seafood Quiche  
Selection of seafood with swiss cheese  
\$6.25



# BAR SERVICE

## Host or No Host Cash Bar Service

2 1/2 Weeks Notice is Required for the function  
Minimum 50 People and prices subject to change

Portable Bar Set Up & Glassware

Includes all bar equipment, glassware & bartender

**\$150.00**

Please choose one of the following packages

**Willow Standard Package**

Domestic Beer (Bud, Canadian, Coors Light)	\$	7.00
Premium Beer (Sleeman, Stella, Heineken, Corona)	\$	7.50
Glass Red or White Wine	\$	7.00
1/2 Little Red or White Wine	\$	14.00
Full Litre Red or White Wine	\$	28.00
Ciders or Coolers (Growers Apple/Peach, Smirnoff Ice)	\$	7.50
Pop/Juice	\$	2.50

White or Red Wine by the Bottle  
Champagne  
\$35.00 per bottle or more depending the brand

**Willow Suite Package**

Domestic Beer (Bud, Canadian, Coors Light)	\$	7.00
Premium Beer (Sleeman, Stella, Heineken, Corona)	\$	7.50
Glass Red or White Wine	\$	7.00
1/2 Little Red or White Wine	\$	14.00
Full Litre Red or White Wine	\$	28.00
Ciders or Coolers (Growers Apple/Peach, Smirnoff Ice)	\$	7.50
Liqueur or Spirits		
High Balls	\$	7.00
Caesar & Long Island	\$	7.50
Pop/Juice	\$	2.50



If liquor sales exceed \$450 you will receive a \$50 rebate. No shooters allowed - Hotel reserves the right to shut down early if necessary