

CONFERENCE ROOMS

Willow North

460 sq. ft.

Full Day **\$195.00**

Half Day **\$145.00**

Boardroom
14

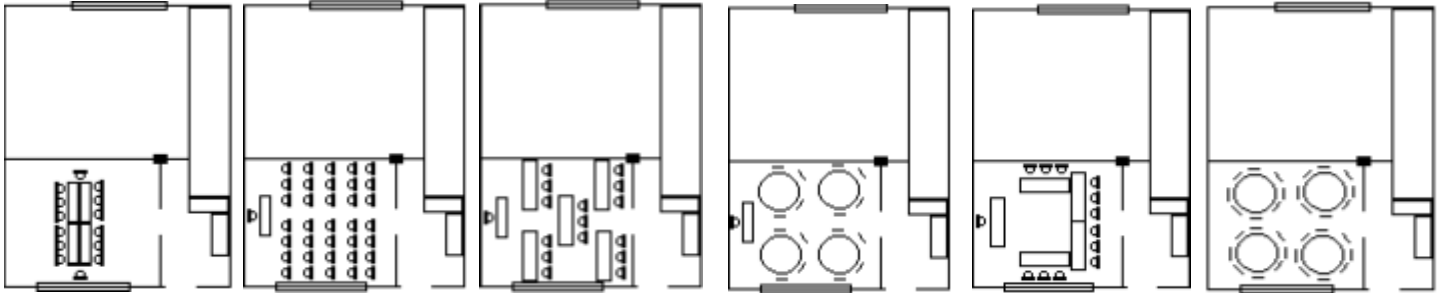
Theatre
30

Classroom
15

Half Rounds
16

UShape
12

Banquet
32



Willow South

575 sq. ft.

Full Day **\$245.00**

Half Day **\$195.00**

Boardroom
20

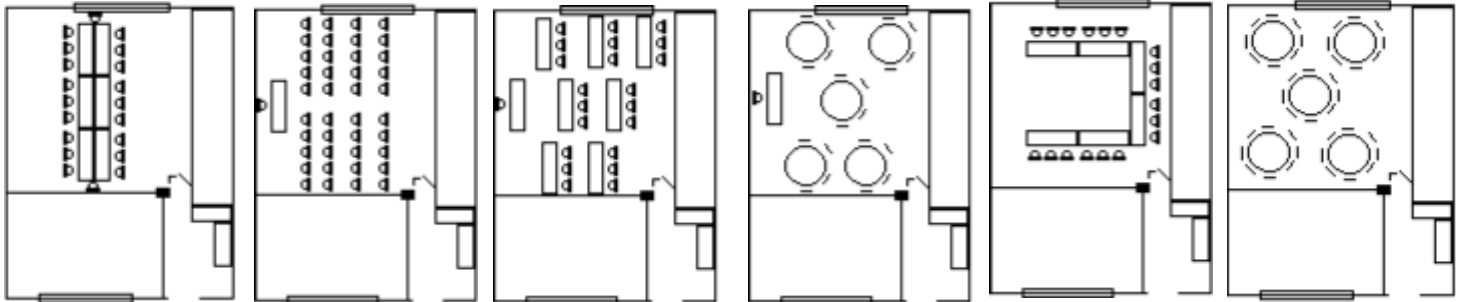
Theatre
40

Classroom
21

Half Rounds
20

UShape
18

Banquet
40



Willow Full

1200 sq. ft.

Full Day **\$400.00**

Half Day **\$340.00**

Boardroom
24

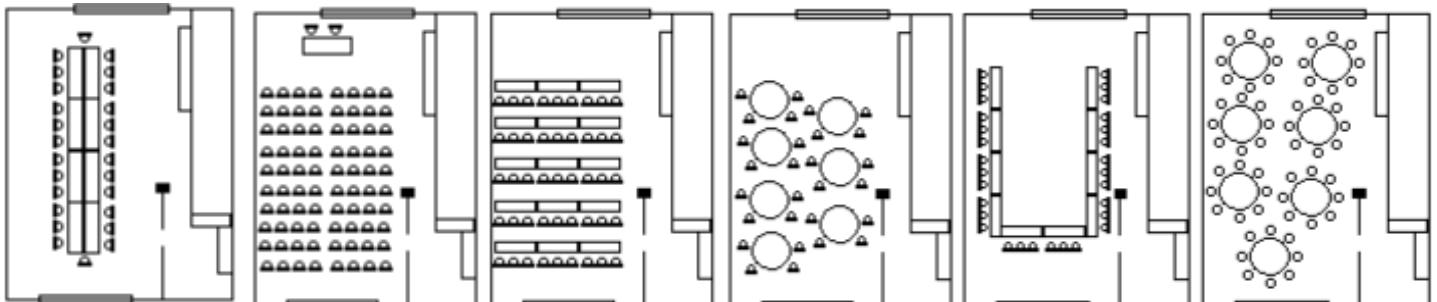
Theatre
80

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 Litrle 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 Litrle 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