

# SASKATOON INN

HOTEL AND CONFERENCE CENTRE

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## CONVENIENT LOCATION

Welcome to the ideal location for your next meeting, convention, special event or corporate retreat. The Saskatoon Inn Hotel & Conference Centre is situated just minutes from the airport with easy access to the downtown core. We are also within close proximity to Wanuskewin Heritage Park, shopping and other major attractions. Let us enrich your group with the culture, entertainment and natural surroundings of Saskatoon.

## MOUTH-WATERING CUISINE

Chef Jeff Saretski has selected recipes that incorporate regional ingredients using fresh produce and flavourful herbs which offer kicked up Canadian flavours.

Browse our menus and note our exclusive options including the Chef's signature dishes (👨🍳) and new menu item features (🌟).

Select from the menu items we've listed, or, work with our Chef to customize an exclusive menu for your event. Our flexible catering options allow you to develop a menu that meets your needs.

## A WINNING COMBINATION

Our 29,000 square feet of function space is designed with your comfort and convenience in mind. With up to eighteen meeting rooms offering high speed Internet access, we can accommodate groups of all sizes, from 4 people to 1,400 people. Many of these meeting rooms feature large exterior windows for natural lighting to keep your attendees engaged and attentive. In addition to our flexible function space, our catering and conference services team will take care of all the details to guarantee your event is a success. Ask about our unique meeting packages to make your event dynamic and fun!

## LET US CATER TO YOUR NEEDS

At the Saskatoon Inn Hotel & Conference Centre, you will find much more than your standard array of hotel services. Our dedicated team of hotel professionals will ensure that your meeting runs smoothly, from the quality of the audio/visual equipment to the refreshments and everything in between.

Whatever your event, our hotel will deliver more than you expect.

*Our Catering Menu*

## GENERAL INFORMATION

### CHOICE OF MENU

When selecting your menu, please remember that for each function the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged well in advance of the function. Guests who are to receive special meals must be identified to the Banquet Manager prior to the service commencing.

### GUARANTEED ATTENDANCE

A guaranteed number of guests attending your food and beverage function is required three (3) business days prior to the event. If the number is not received, the estimated number of guests at the time of booking will be taken as the guaranteed number for billing purposes.

### PRICES

Prices quoted are guaranteed for sixty (60) days.

### START AND FINISH TIMES

Starting and finishing times of all functions are to be strictly adhered to. The space is only booked for the time indicated. Set-up and dismantling times are to be specified at the time of booking.

### METHOD OF PAYMENT

All new accounts may apply for credit to establish billing privileges prior to the event. If billing is not established, an alternate form of payment is required. For all private and social functions, a deposit is required within thirty (30) days of booking. The estimated balance is due two (2) weeks prior to the function. Deposits are non-refundable in the event of cancellation unless the space is re-sold.

### FOOD FROM OUTSIDE THE HOTEL

Due to City and Provincial Health Regulations the hotel does not allow any outside food to be brought in with the exception of wedding cakes. For this same reason, food provided by the hotel is not allowed off premises.

### FUNCTION ROOM ASSIGNED

A more suitable function room may be assigned to your group should the number of guests and/or set-up requirements change. Room rental will be charged accordingly.

*Our Catering Menu*

#### SECURITY

The hotel does not assume liability or responsibility for damage or loss of personal property or equipment left in the function room. Additional security services can be arranged on your behalf.

#### SHIPPING, RECEIVING, STORAGE

Minimal amounts of materials or supplies for your function may be delivered to the hotel one (1) business day prior to your function. Boxes must be marked and addressed properly with the name and the date of the meeting or function clearly indicated on each box. We reserve the right to charge a \$25 fee for handling and storage of items delivered to the hotel.

#### DISPLAY MATERIALS

To avoid damage to wall coverings, we do not allow the use of strong tape, tacks, or any other attachments for posters, flyers or written materials to the walls or doors without prior written consent from the hotel. The hotel will be pleased to hang any banners for you.

#### AUDIO/VISUAL

Your equipment requirements can be reserved through the Sales & Catering Department. Rental fees apply to most equipment. A twenty-four (24) hour cancellation notice is required to avoid rental charges for requested equipment.

#### CANCELLATION POLICY

In the event of cancellation, the customer is subject to a charge of 100% of the total value, thirty (30) days prior to the function date. Refer to your contract and/or banquet event order for attrition and cancellation clauses.

#### GRATUITY/TAX

All food and beverage is subject to a service gratuity. GST is applied to the balance of your bill.

THE SASKATOON INN ABIDES BY ALL LIQUOR LAWS AS OUTLINED BY THE SASKATCHEWAN LIQUOR AND GAMING AUTHORITY.

*Our Catering Menu*

## ROOMS

Meeting and Banquet Room  
Seating Capacities

This chart is a guideline only.  
Capacities will vary depending on individual requirements

		Approx. Area (Sq.Ft.)	Theatre	U-Shape	Board Room	Class-Room	Reception	Dinner
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<b>Mezzanine</b>	<b>Saskatchewan A</b>	4,230	350			124	350	200
	<b>B</b>	7,400	650			200	600	350
	<b>C</b>	4,100	300			104	300	150
	<b>AB</b>	11,630	1,000			300	1,000	525
	<b>BC</b>	11,600	950			300	1,000	500
	<b>ABC</b>	15,730	1,200			400	1,600	800

<b>Provinces</b>	<b>B.C. Room</b>	350	25		14	10	20	
	<b>Alberta Room</b>	420	30		20	12	30	
	<b>Manitoba Room</b>	1,540	120	36	34	44	125	80
	<b>Canadian Room</b>	3,036	250			105	200	128

<b>York Street</b>	<b>Jolly Friar</b>	448			18			18
	<b>Old Bowling Green</b>	336			12			12
	<b>Rose &amp; Crown</b>	240			10			10
	<b>Pig &amp; Whistle</b>	165			6			6
	<b>Round Table</b>	210			8			8
	<b>Devonshire</b>	288			12			12
	<b>Brass Lantern</b>	500	48	16	20	18	50	32
	<b>Wig &amp; Pen</b>	600	60	20	24	28	60	40

<b>Lobby</b>	<b>Saskatoon Room</b>	1,130	80	30	30	32	95	48
	<b>Champagnes</b>	920	60				80	40
	<b>Courtyard Room</b>	1,900	150	40	36	60	175	104

<b>Room 234</b>		40		20	12	40	
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