



THANK YOU FOR CONTACTING THE
CONFEDERATION PLACE HOTEL!

AS YOU PLAN YOUR FUNCTION,
WE TRUST THE FOLLOWING INFORMATION WILL
PROVE USEFUL TO YOU.

Our hotel is located in the heart of historical downtown Kingston, on the shore of Lake Ontario. The hotel can accommodate functions from 5 to 300 participants. We offer 94 spacious guest rooms. Our King Executive Suites are perfect for the corporate traveler. The entire hotel is a wireless hook up for your business needs.

As you will see on the attached menus, we are able to provide a full range of catering services, from simple coffee breaks to full sit-down dinners. Our Executive Chef is available to create a menu specifically for your upcoming event.

Booking your location is simple: contact our Sales & Catering office and we can assist you in planning your event from start to finish.

Please do not hesitate to contact me if you have any further questions, and thank you once again for considering our hotel.

Sincerely,

*Nicole Kemp
Sales Manager
549-6300 x 113
sales@confedplace.com*

Confederation Place Hotel
237 Ontario Street • Kingston ON Canada • K7L 2Z4
Tel: 613.549.6300 x118 • Fax: 613.549.8477
sales@confedplace.com

General Information -Terms and Conditions

Prices The catering prices listed on our catering menus are current. However, due to market conditions these prices are subject to change. A price will be confirmed to you 30 days prior to your event with subsequent changes occurring only under extreme market conditions. Prices listed DO NOT include 5% GST, 8% PST 15% service charge or 10% liquor tax.

Room Rental Fee or Food & Beverage Minimum A room rental fee and/or food & beverage minimum is assigned to each banquet room. Please consult your Sales Manager for your room charges.

Guarantees It is necessary that the guaranteed number of guests be confirmed to the hotel by 10:00 AM fourteen (14) business days prior to the event. Once a guarantee is given, it may not be decreased. However, we can accommodate a reasonable increase. If we do not receive your guaranteed number of guests by the above time, we will use your highest expected attendance number as the guaranteed number. Please call your guarantee to the Sales & Catering office at 613-549-6300 x113. Increase requests for food the day of the event will result in 10% additional cost for requested items.

Labour Fees Due to staffing requirements, groups of fewer than 20 people in a private room are charged a labour fee of \$75.00. If bar sales do not exceed \$300.00 for the event, a bartender fee of \$25.00 per hour, for a minimum of 3 hours will be applied. A fee for multiple set-ups will be applied. Additional labour fees will be clearly stated on all Banquet Event Orders.

Multiple Entrées (for groups of 20 or more people) Two entrees may be ordered for your event at the cost of the highest entrée price. Please contact your Sales & Catering Manager. Guarantees for each entrée must be confirmed 14 days prior to the event.

Audio/ Visual Equipment Audio/ visual equipment may be ordered through the Sales & Catering Office. We ask that all requests be made at least 5 days prior to your event. The Confederation Place Hotel will not handle, transport, store or be responsible for a/v equipment not rented through our Sales & Catering Office. The Confederation Place Hotel reserves the option to submit a bid to the client for all audio/ visual functions at the hotel.

Food and Beverage Confederation Place Hotel does not permit customers to bring food or beverages of any kind, (with the exception of wedding cakes from a licensed vendor), into the property. Any remaining food cannot be taken out of the Confederation Place Hotel.

Buffets are subject to a minimum number of guests. Groups below minimums will be charged additional fees. Breakfast, lunch and dinner buffets may be presented for a maximum of 2 hours. Hors d'oeuvres buffets may be presented for a maximum of 3 hours.

Decorations may be brought into the hotel based on prior approval from the Catering Manager. Open flame candles, glitter and confetti are prohibited. A fee will be assessed in the event of non-compliance.

Entertainment and Outside Vendors The Confederation Place Hotel must be notified of all entertainment and outside vendors for events. We reserve the right to regulate the volume of any entertainment in our event spaces. A copy of all outside vendor contracts must be supplied to The Confederation Place Hotel.

Deposit and Payment A credit card number is to be submitted with the signed contract. The deposit and payment schedules are as follows:

Social Events

Deposit at signing of contract:	Room rental fee
30 days prior to event	50% of balance owing
14 days prior to event:	100% of balance owing

Conferences and Corporate Functions

Deposit at signing of contract:	Room rental or 10%
7 days prior to the conference:	50% of balance owing
7 days after the conference:	100% of balance owing

Contracts & Billing Events will not proceed without returned signed Event Contracts, Banquet Event Orders and fulfilled billing payment requirements per the contracts.

Damage/ Loss The Confederation Place Hotel does not assume liability for damage or loss of equipment or personal belongings brought into the hotel. All personal property is the sole responsibility of the group or invitees of the group.

Security Extra security is available at an extra cost. The Confederation Place Hotel reserves the right to inspect and control all functions.

Smoking is permitted in designated smoking areas only.

The Confederation Place Hotel will reserve the appropriate space for your function based on your initial inquiry/ booking. Should your numbers decrease or increase more than 20%, we reserve the right to reallocate your group to a space more appropriate for your numbers. The Confederation Place Hotel reserves the right to cancel the space booked no less than 60 days prior to your date if unforeseeable events no longer allow for the hotel to deliver the contracted events. You will be notified in writing and the Confederation Place Hotel will relocate your function to other facilities that meet the needs of your group as written in your contract with our property.

I have read the above terms and conditions and do agree and understand them.

Guest Signature: _____

Date: _____

Catering Signature: _____

Date: _____



Meeting Facilities Capacities & Dimensions

Room	Sq. Feet	Dimension	Boardroom	U-Shape	Classroom	Theatre	Reception	Dinner	Dinner/ Dance	Dance
Confederation Ballroom	4210	86x49x10	50	50	150	300	300	225	200	250
Confederation Ballroom Salon A	1270	31x41x10	25	25	20	50	50	40	40	40
Confederation Ballroom Salon B	2650	54x49x10	40	50	80	150	150	100	100	100
Harbourview Suite	972	33x24x8	20	20	15	25	35	20	-	-
Upper Canada Suite	612	34x18x8	20	20	25	30	40	30	-	-
Atrium	1500		30	30	50	100	150	100	100	150
Upper Atrium	700		15	15	15	30	30	30	-	-

Confederation Ballroom – Our premier newly renovated ballroom, located on the main level overlooking Kingston’s waterfront.
\$1200 no food/ beverage \$600 – 1200 with food/ beverage

Confederation Ballroom “Salon A” - A perfect room for small seminars and boardroom meetings.
\$300 no food/ beverage \$175 – 300 with food/ beverage

Confederation Ballroom “Salon B” – Overlooking the waterfront, this room is perfect for business meetings, conferences and receptions.
\$600 no food/ beverage \$400 – 600 with food/ beverage

Atrium / Upper Atrium – Located off WJ’s Cityside Bistro, overlooking the waterfront. These rooms are suitable for banquets, receptions and meetings.
\$200-500 no food/ beverage \$100 – 500 with food/ beverage

Harbourview Suite – Located on the lower level with a view of the waterfront. Suitable for small meetings or as a hospitality suite.
\$200 no food/beverage \$100 - \$200 with food / beverage

Upper Canada Suite – Located on the second floor, this room overlooks the city. Suitable for small meetings or as a hospitality suite.
\$200 no food/beverage \$100 - \$200 with food / beverage

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Breakfast

Continental Breakfast

Mountainview certified organic regular and decaf coffee

A selection of regular and herbal teas

Orange, apple and grapefruit juice

Freshly baked muffins and croissants

Freshly sliced seasonal fruit platter

\$9.95 per person

Hot & Cold Breakfast Buffet

Mountainview certified organic regular and decaf coffee

A selection of regular and herbal teas

Orange, apple and grapefruit juice

Assorted cold cereals with milk

Freshly baked muffins and croissants

Farm fresh scrambled eggs

Bacon and farmer's sausage

Homefries

Freshly sliced seasonal fruit platter

Breads for toasting

A selection of condiments

\$11.95 per person

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Break Time

Coffee and Tea
\$2.95 per person

Coffee, tea, Coke, Diet Coke and Ginger Ale
\$4.25 per person

Coffee, tea, orange, apple and grapefruit juice
\$4.25 per person

*Coffee, tea, orange, apple and grapefruit juice
with freshly baked muffins or home made cookies*
\$5.95 per person

*Coffee, tea, Coke, Diet Coke and Ginger Ale
with homemade cookies and a fresh selection of squares*
\$7.95 per person

Sliced fresh seasonal fruit platter
\$4.95 per person

The Healthy Choice
*Assorted whole fruit, assorted granola bars, chilled orange, apple and grapefruit juice
and a selection of herbal teas*
\$6.75 per person

P.M. Refresher
Fresh seasonal fruit platter, assorted Canadian cheeses with crackers, coffee, tea and cold beverages
\$9.75 per person

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Working Lunch Buffets

Chef's Working Lunch

*Chef's salad with dressings
Assorted sandwiched and wraps
Freshly baked cookies
Coffee and Tea
Coke, Diet Coke and Ginger Ale
\$16.95 per person*

Create Your Own Lunch

*Chef's salad with dressings
Deli platter with assorted cold cuts
Tuna salad, egg salad and chicken salad platter
Vegetable tray with dips
Tray of toppings with cheese, tomato, onion, lettuce, pickles
Mustard and Mayo
Freshly baked cookies
Coffee and Tea
Coke, Diet Coke and Ginger Ale
\$16.95 per person*

Tuscan Lunch

*Traditional Caesar salad
Grilled vegetables with olives
Homemade garlic bread
Choice of vegetarian or meat lasagne
Freshly baked cookies
Coffee and Tea
Coke, Diet Coke and Ginger Ale
\$18.95 per person*

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Hors d'oeuvres Selections - Per Dozen

Minimum 3 dozen per item

Cold

<i>Smoked salmon with capers, red onion and lemon</i>	<i>\$16.75</i>
<i>Bruschetta three ways</i>	<i>\$15.25</i>
<i>Confederation Sushi rolls</i>	<i>\$17.75</i>
<i>Vietnamese spring rolls</i>	<i>\$16.75</i>
<i>Assortment of cold canapés</i>	<i>\$15.75</i>

Hot

<i>Thai marinated chicken or beef satay</i>	<i>\$15.75</i>
<i>Crab stuffed mushrooms</i>	<i>\$15.75</i>
<i>Roasted vegetables in Phyllo pastry</i>	<i>\$15.75</i>
<i>Bacon wrapped Debrazini sausage with maple mustard</i>	<i>\$17.75</i>
<i>Mini vegetable spring rolls with plum sauce</i>	<i>\$16.75</i>
<i>Mini spanakopita</i>	<i>\$15.75</i>

Reception Selections - Per Person

<i>Selection of Canadian and imported cheeses with mixed berry compote and crostini's</i>	<i>\$6.25</i>
<i>Sliced seasonal fresh fruit and berries</i>	<i>\$5.25</i>
<i>Smoked salmon platter with red onion, Chevre cream cheese capers, lemons, crostini's and breads</i>	<i>\$6.95</i>
<i>Antipasto platter of olives, grilled marinated vegetables and Proscuitto</i>	<i>\$6.95</i>
<i>Confederation sushi platter</i>	<i>\$7.95</i>
<i>Mediterranean platter of hummus, tzatziki, olives and pita</i>	<i>\$4.95</i>
<i>Whole baked Brie with dried fruit and nuts, cranberry chutney and artesian breads</i>	<i>\$7.00</i>

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Plated Dinner Selections - Per Person

Entrée prices are per person and include choice of soup OR salad, main entrée and dessert option.

Soup

*Roasted red pepper and tomato bisque
Butternut squash with crème fraîche
Four mushroom cream
Lemon chicken with rice*

Salads

*Baby arugula with roasted mushrooms, crisp pancetta bacon, drizzled with parmesan garlic oil vinaigrette
Classic Caesar salad with lemon garlic Caesar dressing, Parmesan crisp and pancetta bacon
Grilled marinated vegetables with baby arugula, drizzled with a balsamic reduction
Mixed spring green salad with candied pecans, oven roasted tomatoes, fresh sliced strawberries and aged balsamic vinaigrette*

Entrees

<i>Wild mushroom, Prosciutto and goat cheese stuffed chicken</i>	<i>\$27.95</i>
<i>Rosemary and garlic roasted loin of Ontario Pork with caramelized onion and apple chutney</i>	<i>\$29.75</i>
<i>Prime rib au jus</i>	<i>\$32.95</i>
<i>Phyllo wrapped grilled filet of salmon with tarragon white wine cream sauce</i>	<i>\$30.95</i>
<i>Sliced Prosciutto wrapped filet mignon with red wine reduction</i>	<i>\$32.95</i>

Vegetarian Entrees

<i>Vegetable stack with grilled red & yellow peppers, eggplant and zucchini on top of a creamy Alfredo sauce and asparagus risotto cake, drizzled with balsamic reduction</i>	<i>\$22.95</i>
<i>Wild mushroom risotto.</i>	<i>\$25.95</i>
<i>House made pesto linguini topped with roasted garlic and grilled vegetables</i>	<i>\$25.95</i>
<i>Penne pasta prima vera</i>	<i>\$22.95</i>

Starch Selections

*Rosemary roasted mini red potatoes
Mashed Yukon Gold potatoes
Wild rice pilaf
Sweet potato mash
Selection of risottos*

Dessert Options

*Chocolate lava cake
Key lime pie
New York style cheesecake
Carrot cake with cream cheese icing
Peanut butter chocolate pie*

**All dinners include freshly baked artisan rolls with butter, a medley of seasonal vegetables, coffee, tea and water service*

**All entrees come with a medley of seasonal vegetables*

**Special requests are welcome and we always do our very best to accommodate them.*

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Confederation Buffet

Salads

Please select three

*Tossed fresh mixed greens with lemon garlic vinaigrette
Baby spinach with red onion, feta, tomato and herbed vinaigrette
Roma tomato, basil, roasted red onion and parmesan salad with a balsamic reduction
Citrus, black sesame and soy marinated mushroom salad
Marinated Tuscan roasted vegetable salad
Pesto pasta salad with fresh vegetables
Classic Caesar*

Beef Entrees

Please select one

*Peppercorn crusted Prime Rib of beef au jus
Slow roasted Local triple A beef carved by the chef, served au jus with hot mustard and horseradish*

Other Entrees

Please select one

*Chicken Cordon Bleu
Maple and rosemary double cut pork loin with bourbon apple glaze
Chicken supreme stuffed with sun-dried tomato asparagus mousse and herb cream sauce
Grilled lemon chicken in a Tuscan herb sauce
Grilled filet of salmon with citrus white wine cream sauce
Bourbon baby back ribs*

Vegetables

Please select one

*Tuscan grilled vegetables
Maple roasted roots
Medley of seasonal vegetables
Provencal tomatoes
Mediterranean baked zucchini and tomato with basil and parmesan*

Starches

Please select one

*Wild rice pilaf
Rosemary roasted new potatoes
Sour cream and garlic mashed potatoes*

Desserts

An assortment of the following will be served to each table:

*Chocolate lava cake
Key lime pie
New York style cheese cake
Carrot cake with cream cheese icing
Peanut butter chocolate pie*

\$36.95

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