



Best Western
North Bay

HOTEL AND CONFERENCE CENTRE

Congratulations!



Welcome to the Best Western North Bay Hotel and Conference Centre

It is with great pleasure that we anticipate your visit to the Best Western Hotel and Conference Centre. We are conveniently located on Lakeshore Drive – minutes from downtown and across the street from Lake Nipissing. We invite you to enjoy the magical sunsets, the nearby sandy beaches and all that we have to offer.

The Best Western has 117 tastefully decorated traditional bedrooms, 11 King Executive rooms and 2 Spacious One Bedroom Suites. All of our bedrooms are equipped with coffee makers, hairdryers, iron and ironing board, alarm clock radios, pay per view movies and videogames as well as complimentary hard wired high speed internet access. Enjoy breakfast, lunch or dinner in one of our fully licensed restaurants - Courtyard Café and Joso's or full room service during restaurant hours. Private banquet rooms are available for larger groups. An indoor swimming pool, hot tub, saunas as well as exercise room is available for your enjoyment and well-being. Ample free bus parking is always available.

North Bay and the surrounding areas have many recreational activities to offer. From the Chief Commanda II cruise of Lake Nipissing, Polar Bear train excursion, Dream Catcher train excursion to the hand carved Heritage carousels and Heritage mini-train at the city's waterfront. You can hike, bike, golf, snowmobile, canoe, kayak, ski (downhill and cross-country within the city) or just breathe the fresh air and enjoy the scenery. Visit the Dionne Quints museum or take in some theatre at the Capitol Centre for the Performing Arts or the new Canadore College Rep 21 summer series – the possibilities are endless!

For quick and easy assistance please call our toll free line at 1-800-461-6199 or direct at (705)474-5800 fax (705)474-8699.

We look forward to serving you!

At Your Service,

The Staff and Management Team

Wedding Day Timeline and Checklist

8 to 12 months before your Wedding Day

- Agree on a wedding date
- Choose a location and caterer
- Design a wedding budget
- Hire a wedding planner/coordinator (optional)
- Attend bridal shows
- Prepare a guest list
- Agree to meet with your Officiate or Clergyman/woman
- Agree on the ceremony location and time
- Agree on the rehearsal and reception Site
- Shop for a professional videographer & photographer
- Shop for florist and music (Band, DJ, etc.)
- Look for a wedding gown and allow time for alterations and fittings
- Agree on bridal registry
- Select the bridal party
- Agree on a date to order bridesmaids' dresses
- Choose a beautiful place for your Honeymoon
- Apply for passports if needed

6 months before your Wedding Day

- Make airline and hotel reservations for the Honeymoon
- Fine tune guest list
- Order invitations, calligraphy, announcements & thank you notes
- Order wedding favours
- Agree on a florist and place an order for the wedding cake
- Call the photographer to set up a time for the bridal portrait
- Book a limousine company for transportation on you wedding day

- Share and discuss the reception timeline with all parties involved
- Buy a gift for the groom

8 weeks before your Wedding day

- Discuss with the Officiate any specifics of the Wedding Ceremony
- Purchase a going away outfit
- Purchase all wedding accessories such as the ring pillow, goblets, garter belt, candles, etc.
- Start writing placement cards
- Finalize the guest list and send out wedding invitations
- Set a date and time for the rehearsal dinner
- Choose gifts for the groom and the attendants
- Make final alterations and fittings for the Wedding Gown
- Visit your Photographer for the Bridal Portrait

1 month before your Wedding Day

- Fill out and submit application for the marriage license
- Buy your wedding bands
- Contact out of town guests and make necessary hotel reservations
- Finalize music list and no-play list with band or DJ
- Make reservations for bridesmaids' luncheon
- Handle business and legal details such as name changes, address changes, etc.

2 weeks before your Wedding Day

- Schedule the rehearsal a day or two before your wedding day
- Make beauty salon appointment for the day of wedding
- Verify the bridal party clothing
- Wrap and present the wedding party gifts
- Send a wedding announcement to the local newspapers if you wish and mail the announcements to guests living out of country

1 week before your Wedding Day

- Send reminders to the rehearsal dinner attendees about location and time
- Pack for your honeymoon
- Discuss final details of the ceremony and reception with the pertinent parties
- Get final guest counts to caterers, wedding cake company, party rental and/or reception site coordinator

The day before your Wedding Day

- Visit your beauty salon for manicure and pedicure
- Attend the rehearsal and dinner
- Make sure the ushers have the final guest list
- Go to bed early and get a good nights sleep

Your Wedding Day

- Make sure you eat something
- Visit your Beauty Salon for hair styling and make-up (bring veil and headpiece)
- Make sure the best man and maid of honour sign the wedding certificate
- Make sure the Wedding gown is pressed and steamed
- Bring a change of clothes if you are leaving for your honeymoon
- Try to relax...unwind...and savour the unfolding of your special day

Post Wedding and Honeymoon

- Contact a flower vendor to preserve your bouquet
- Contact a gown preservation vendor to hand clean, press and preserve your bridal gown
- Send out thank-you notes for all the wedding gifts and services

Bridal Showers & Gift Openings

Let us take the pressure off and host the Bridal shower at the same great location.
Choose from any of our menus or have us create something special for you.

Have your Gift Opening here on Sunday and have Brunch with us, we will supply you with a room (subject to availability) at no charge for all of your friends and family to gather in so that you may relax and unwind and celebrate.

Sunday Brunch

A made to order omelette station
Fresh Belgian waffles with assorted fruit & toppings
A variety of Chef's most popular Salads
Crudités tray with dip
Cold cuts from our Deli
Assorted hot items
Fresh rolls, croissants, muffins, bagels & assorted Danish
Followed by a selection of mouth-watering desserts
Tea & coffee

Rehearsal Dinners

The night before the big event we can provide a casual menu
or a full formal dinner.

Let our team of professional wedding planners
help you with all the details.

Special Requests are always accommodated, additional fees may apply.

Prices subject to change and do not include applicable taxes and gratuities.

Traditional Appetizers

Butter Lettuce Salad

With A delightful Dijon rosemary vinaigrette

Apple & Squash Potage

A seasonal favourite that combines the sweetness of apple and the heartiness of a squash & subtle accent spices

Tomato & Cucumber on Greens

Marinated with a zesty sun dried tomato & oregano vinaigrette

Consommé of Beef

With a vegetable bournoise

Traditional Caesar Salad

Romaine lettuce drizzled with Chef's special dressing secret recipe, parmesan cheese & bacon bits

California Citrus Salad

A fresh medley of greens with citrus segments, Bermuda onions drizzled with raspberry vinaigrette

Tossed Green Salad

A medley of fresh lettuce accompanied with our special blend house vinaigrette

Ultimate Appetizers

Chicken & Mushroom Pâte en Croute

Chef's blend of succulent chicken and crimini mushrooms enveloped in a delicate puff pastry

Shrimp Cocktail

A traditional favourite served chilled with our own seafood sauce

Antipasto Platter (Per Table)

A tasty assortment of sliced meats with accompanied with cheese, olives & vegetables

Ballottine of Turkey with Cranberry Sauce

Succulent tenderloin of turkey enveloped in a delightful fresh warm cranberry sauce

If there is something that you would like have and it is not on our menu, please ask – we would be pleased to customize your menu.

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Plated Entrees

All plated entrées are served with fresh from the oven dinner rolls and butter, your choice of soup or salad, rice, pasta or potato, seasonal vegetables and your choice of dessert with freshly brewed coffee or tea.

Chicken Florentine - Our Chef's Signature Item

Breast of chicken, stuffed with the perfect combination of feta cheese and baby spinach, cozied in a golden phyllo pastry with a creamy lemon sauce

AAA Canadian Angus Prime Rib of Beef

A tender slice of Canadian Angus prime rib of beef au jus and homemade Yorkshire pudding

Baked Lamb Amatriciana

Baked loin of lamb drizzled with Italian seasoned tomatoes and Olive Oil

Grilled 10oz. Pork Chop & Pear with a Mustard Cream Sauce

Bone in pork chop presented with grilled Pear and a grain Dijon mustard cream sauce,
Served with your choice of potato and vegetables

Stuffed Loin of Pork Calvados

Loin of pork delicately stuffed with apricots and apples topped with a brown Calvados sauce

Lobster & Mushroom Ragout Vol au Vent

Sautéed lobster mushrooms and onions drizzled with a Creamy fish veloute, served on a flakey pastry shell.

Baked Chicken Parmigiana

Fresh chicken breast seasoned sprinkled with fresh parmesan cheese baked to perfection with mozzarella cheese and drizzled with our own marinara sauce.

Grilled Veal Medallions Portabella

Tender veal medallions grilled with Marsala wine and served accompanied a portabella mushroom sauce

Supreme Chicken Kiev with Garlic Veloute

Plump breast of chicken filled with garlic & herb butter and served with a creamy garlic sauce

Roast Sirloin of Beef Bordelaise

Slow roasted sirloin of beef thinly sliced and served with a herbed wine sauce

Chicken Cordon Blue

A breast of chicken gently stuffed with creamy Swiss cheese and ham finished with a Marsala wine sauce

Grilled Salmon with Pistachio Basil Butter

A plump Atlantic salmon filet with a swirl of creamy pistachio & parsley butter

Stuffed Salmon Béarnaise

Fresh salmon filet, gently stuffed with breadcrumbs & special herbs, topped with a velvety Béarnaise Sauce

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The Finale

Tartufo

A traditional Sicilian ice cream favourite made the old fashioned way

Raspberry Mousse in an Edible Pastry Shell

A delightful and fluffy dessert created with fresh ripe raspberries and & whipped cream. Nested in a fresh Pastry Shell and lightly drizzled with Raspberry coulis and warm chocolate sauce

Apple Strudel a la Mode

Traditional strudel baked fresh in our kitchen with spy apples, plump raisins accompanied with rich vanilla ice cream

Deep Dish Apple Pie with Colby Cheese

Layers and layers of crisp and tangy apples in a deep dish heaven of flaky pastry warmed with Colby cheese

Pumpkin Pie Chantilly

A perfect end to a traditional dinner, fresh pumpkin baked in a deep dish pastry fluffed with whip cream

Tiramisu

A coffee, chocolate and cinnamon flavoured Italian style favourite

Kahlua Velvet Cream

A flavour rich velvety mousse made with cream & Kahlua

Double Chocolate Cheese Cake

For the cheesecake and chocolate lover – absolute paradise!

Black Forest Torte

Fresh cream, cherries, chocolate & Kirsch enveloped in layers of moist chocolate cake

Melon Ball Cocktail

Assorted fresh melon rounds drizzled with Peach Schnapps

Hedgehog Chocolate Fudge Cake

The ultimate chocolate delight

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Dinner Buffets

General Buffet Information

Our dinner buffets require a minimum of 75 people and include oven fresh rolls, sliced deli Meats, crudités tray, relish tray, a mouth watering array of pastries and cakes and freshly brewed coffee and tea

Regency Buffet

Assortment of six fresh salads

Seafood Platter

Your choice of baby boiled lobster on ice or poached salmon chaud-froid with smoked oysters and peel and eat shrimp


Carved prime rib of beef au jus with Yorkshire pudding

Choice of two entrées

Choice of pasta

Choice of potato or rice

Choice of vegetable



Ballroom Buffet

Assortment of five fresh salads

Seafood Platter

Your choice of baby boiled lobster on ice or poached salmon chaud-froid with smoked oysters and peel and eat shrimp


Carved baron of beef au jus

Choice of one entrée

Choice of pasta

Choice of potato or rice

Choice of vegetable



Gateway Buffet


Assortment of five fresh salads

Choice of one entrée

Choice of pasta

Choice of potato or rice

Choice of vegetable



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Chef's Selections

Entrees

Sliced roast beef with hunter sauce
Mini chicken Florentine, mini chicken kiev
Ontario roast loin of pork
Beef & mushroom marsala
Roast chicken (BBQ, teriyaki & pineapple, paprika)
Oriental turkey, beef or chicken stir fry

Pasta Selections

Creole seafood medley & pasta
cappaletti Florentine, manicotti mornay
Fusilli primavera, penne al'Amatriciana
Tortellini alfredo
Traditional beef lasagna, vegetable lasagna
Rotini & meatballs arrabbiata

Starch Selections

baby roast potatoes, creamy scalloped potatoes
Creamy whipped potatoes, seasoned ranch style potatoes
Rosemary roasted potatoes, stir fried rice, citrus rice
Blended rice pilaf, savoury mushroom rice.

Vegetables

Seasonal mixed vegetables, green beans almandine
Glazed baby carrots, cauliflower au gratin,
Buttered broccoli, sweet kernel corn, peas & pearl onions.

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Reception & Late Evening Menu

An assortment of **delectable cheeses with an array of crackers**

A selection of sliced seasonal fruits

An arrangement of **fresh garden vegetables** served with our Chef's own
Dipping sauce.

Cocktail sandwich tray - a variety of filling's on white & brown bread

Deli sandwich tray - an array of ham, turkey, cheese, roast beef,
on an assortment of freshly baked deli breads. Garnished with
mustard and mayonnaise and accompanied with pickles and olives.

Assorted wraps & filled baguettes- assorted wraps and or baguettes stuffed with tuna
salad, ham and cheese, pastrami, chicken, clubhouse & vegetarian filling served with a
crudités tray

Sandwiches and wraps garnished with mustard mayonnaise

Hors D'oeuvres

The following items are sold by the dozen and served buffet style

Chicken Balls	Danish Meatballs
Chicken Wings	Mini Egg Rolls
Battered Vegetables	Satay Chicken skewers
Mushroom Caps	Jalapeno Poppers
Stuffed Olives	Mini Quiche
Coconut Shrimp	Royal Seafood Tartlets
Jumbo Shrimp	Bacon Wrapped Scallops

Dessert Selection

Assorted Cakes & French Pastries

Assorted Squares & Brownies

Oven fresh jumbo cookies

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Canapés & Hors D'oeuvre Packages

(All Packages Served for One Hour)

Ice Breaker

Melon Balls with Proscuitto Ham
Curried Deviled Eggs
Strawberry Cream Cheese & Fruit Flans
Dijon Ham Mousse Cornets
Roast Sirloin of Beef with Horseradish Cream
Crab with Cream Cheese Pastry Cups
Cheese & fruit Crostini

Cocktail Reception

Curried Deviled Eggs
Strawberry Cream Cheese & Fruit Flans
Dijon Ham Mousse Cornets
Roast Sirloin of Beef with Horseradish Cream
Crab with Cream Cheese Pastry Cups
Chicken Satay
Battered Vegetables
Ginger Marinated Beef Kabobs
Danish Meatballs
Mini Shrimp & Vegetable Egg Rolls

Deluxe Cocktail Reception

Melon Balls with Proscuitto Ham
Smoked Salmon with Herb Cream Cheese
Cherry Tomato with Herb Cream Cheese
Dijon Ham Mousse Cornets
Strawberry Cream Cheese & Fruit Flans
Assorted Pastries
Shrimp Tempura
Royal Seafood Tartlets
Ginger Marinated Beef Kabobs
Bacon Wrapped Scallops
Danish Meatballs
Vegetable Spring Rolls
Chicken Florentine Bites

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Banquet Wine & Bar Information

Red Wine Selections

House Wine – Peller Estates Founders Series VQA – 0 -
Lindemans Cawarra Shiraz/Cab – 1 -
Wolf Blass Yellow Label Cab. Sauv. – 1 -
Masi Valpolicella – 0 –
Robert Mondavi Woodbridge Cab. Sauv – 0 -
Jackson Triggs Merlot – 1 -
Carmen Merlot – 1 -
Gabbiano Chianti – 0 -

White Wine Selections

House Wine – Peller Estates Chardonnay VQA – 1 -
Gabbiano Pino Grigio – 0 -
Lindemans Bin 65 – 1 -
Jackson Triggs Chardonnay – 0 -
Two Oceans Sauvignon Blanc – 0 -
Wolf Blass Riesling – 1 -

Champagne & Blush Wines

E&J Gallo White Zinfandel – 3 -
Seaview Brut – 0 -

Host & Cash Bar Prices

Domestic Beer 341ml.
Liquor & Limited Mixed Drinks 1oz.
Premium Beer 341ml
Glass of House Wine 6oz.
Coolers 341ml.

(Above prices include all taxes)

Punch

Non- Alcoholic Punch
Punch with Alcohol

Bartending Fee of \$15.00 per hour for a minimum of 3 hours will apply if bar sales are less than \$300.00

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Terms & Conditions

Billing Privileges & Payment Terms

A billing account must be established 30 days prior to the event for charge privileges. Billing terms are net 10days, 1% interest charged on all overdue accounts.

Method of Payment

Invoices may be paid by cash, certified cheque, money order, Visa, MasterCard, American Express, Diners Club or Discover credit card. A personal cheque may be used to pre-pay a function or be used for a deposit, minimum sixty days in advance of said function.

Payment Information

A \$1000.00, non-refundable deposit is required at time of booking. Three months prior to the function, another \$1500.00 deposit is required. Two weeks prior to the function, 100% of the estimated total is required. Any balance owing is due the day of the function. Any balance owing by the Hotel to you will be paid by cheque the week after the function. Please note that all events held on statutory holidays will result in an additional \$6.00 charge per person.

Due to circumstances beyond our control, prices are guaranteed 90 days prior to your function.

Cancellation Policy

The Best Western Hotel reserves the right to cancel any event for which:

- A) Final payment has not been received by the specified date.
- B) A guaranteed guest count has not been received in writing by the specified date.
- C) A signed function contract has not been received by the specified date.
- D) The function room is being used for a different purpose than when originally booked.

In order to maintain our high standards, The Hotel reserves the right, without recourse, at any time in its sole discretion, to cancel this Contract should this Contract be assigned to a third party without the Hotel's prior knowledge and written consent. Cancellation fees will apply.

For all functions cancelled between 60 and 15days prior to the event, a 50% charge based on the estimated guest count will be billed to the client. For all functions cancelled less than 15days prior to the event date, the full estimated cost of the event will be billed to the client.

Start Time/ End Times

Upon signing of the contract, the client agrees to begin their meal service within 15 minutes of the time stated on the contract. All events beginning their meal service after this time will be subject to an hourly charge per staff person working at the event. This will include all kitchen staff, service staff, bar staff and supervisory staff required for the event.

Outside Food

The only food permitted to be brought in by the client is wedding cake. No other outside food items are permitted on site. This policy will be strictly adhered to.

Left over Policy

Due to insurance restrictions, no leftovers can be given to the client.

Menu Selection

All menu details must be provided to the Best Western Hotel at least one month prior to the event. Children 12 years of age and under are entitled to a discounted meal price or a child's menu option.

Guaranteed Guest Count

The Best Western Hotel requires the guaranteed guest count from the client, in writing, no later than 72 hours (three days) prior to the event. An estimated guest count would be appreciated two weeks before the function.

The client is responsible for paying for the guaranteed guest count or actual guest count - whichever is greater. In the event that a guaranteed guest count is not received by the Best Western Hotel, as specified above, then the client will be invoiced for the last guaranteed number on file.

The Best Western Hotel agrees to provide a maximum of four extra meals over the guaranteed guest count. For all meals provided above the extra four plates, a 25% premium rate will be charged. The Best Western does not guarantee the availability of any meals beyond the four extra plates.

Once your event had been confirmed by our receipt of your signed written contract, the number of guests may not be reduced by more than 30% of the original number of attendees expected. In the event that such a fluctuation occurs, the Best Western hotel reserves the right to charge for the minimum number of attendees and relocate the event to a more appropriate function room.

Set Up

All function rooms will be set with the appropriate linens. With respect to wedding, tables will be draped in white linens and the gift table, guest book table, cake and head tables will all be skirted. The Best Western also provides an assortment of coloured overlays from which to choose. We will be happy to reserve and mark tables at your request.

Alternation from the original set-up of the room will incur an additional charge.

Any live center pieces must be removed at the end of the function by the client.

If candles are used, please ensure that they are floating in water or encased in a globe- the open flame must not be exposed.

Socan Fees

Applicable to receptions, conventions, assemblies and fashion shows; the Society of Composers, Authors and Music Publishers of Canada have implemented a tariff for anyone providing taped or live music. Please contact the Catering department for further information.

Damage / Property Loss

Any damage or loss to the Best Western Hotel by guests or representatives will be the responsibility of the contract signer. Repair or replacement costs will be billed to the signer in addition to rental fees.

The Best Western does not assume responsibility or liability for any damages, to or loss, of any personal property brought into the hotel. All equipment or property brought into the hotel must be removed from the premises at the conclusion of the event unless previous arrangements have been made.

It is understood and agreed by the parties hereto that the Best Western Hotel shall not be liable or responsible in any manner whatsoever for any damages sustained by any part of the contract or by any other person, firm or corporation, and the Convener agrees and undertakes to indemnify the Best Western Hotel against any and all claims and expenses presented by any person, firm or corporation for any losses or damages resulting from:

- a) The Best Western being unable to perform the service set out in the Contract as a result of any strike, flood, fire, force majeure or Act of God.
- b) The conduct of any person or persons attending the function.
- c) The conduct of the Convener or the management of the function by the Convener.

The Convener agrees to indemnify and save harmless Best Western against any and all claims and expenses presented by any person or persons, firm or firms, corporation or corporations, attending the function for loss or damages sustained in the areas of the Hotel for the holding of the function.

In order to maintain our high standards, The Hotel reserves the right, without recourse, at any time in it's sole discretion, to cancel this Contract should this Contract be assigned to a third party without the Hotel's prior knowledge and written consent.

Parcel, Mailing and Shipping

If you are sending packages for your function, please note the following guidelines in order to ensure that your packages arrive on time. The mailing address must state:

- A) The name of the event
- B) The name of the convenor of the event.
- C) The mailing address to the attention of the
Catering Department.
Best Western North Bay
700 Lakeshore Drive
North Bay, ON P1A 2G4
- D) The date of the event
- E) The total number of boxes
- F) The return address and instructions (if return is necessary)

Special Occasions Permits

A special occasion permit is required for all events providing homemade or purchased wines. To qualify for a special occasions permit please contact the local LCBO. In addition to the requirement of a special occasions permit, the Best Western will apply a corkage fee to all bottles of wine served under a special occasions permit. Please contact the catering department for further details.

LLBO Rules & Regulations

The Best Western Hotel must abide by all LLBO rules and regulations – and we appreciate this obligation being respected by all of our clients. If you have any questions or concerns regarding these rules and regulations, please contact or catering department.