

FOUR 
POINTS
BY SHERATON

.....
Edmonton South

BANQUET & CATERING MENU

BUSINESS, MEET PLEASURE.

PLATED

Plated

Available between 7-10 A.M.

Add \$4 per person for less than the minimum required guests

Prices are per person

*We are committed to preparing our menus with the focus on environmental and socially-responsible grown products. To maintain this focus please note that some products on our sustainable menu offerings may change on shortnotice based on seasonal and regional availability. To stay true to our collaborative efforts to be environmentally sustainable, we will substitute appropriate alternatives as necessary.

*Traditional Comfort

(Minimum of 10 guests & Maximum of 50 guests)
Chilled Pitchers of Orange & Apple Juice
Croissant with Whipped Butter & Assorted Preserves
Scrambled Eggs Garnished with Fresh Scallions
Please Choose One: Bacon or Sausage
Hash Browns with Sautéed Peppers & Onions
Selection of Coffee & Assorted Tea 15

Enhancements

Prices are per person

Bottled Juice (In Place of Pitchers) 1.50
Hashbrowns 3
Bacon 4
Sausage 4

Featured Enhancements

Choose one for \$5 per person or two for \$8 per person

Cinnamon French Toast with Butter and Maple Syrup
Buttermilk Pancakes with Butter and Maple Syrup

Unconsumed Food & Beverages: The hotel does not allow take out containers or unconsumed food and/or beverages to be taken from the venue due to City and Provincial Health regulations. Outside Food & Beverages: Due to City and Provincial Health regulations, the Hotel does not permit any outside food and/or beverages to be brought in from the outside. Failure to comply with this policy will result with the food and/or beverages to be confiscated; in addition, you will be charged for comparable items from the Four Points banquet menus Preliminary & Guaranteed Attendance: Preliminary guest numbers are required two weeks prior to the function date. Guaranteed guest's numbers are required three (3) business days prior to the function date. If a guarantee guest number is not received, the Hotel will bill the original expected guest number provided during the booking process. Price is subject to a 17% Facility Charge and 5% GST

BUFFET

Buffet

Available between 7-10 A.M.

Add \$4 per person for less than the minimum required guests

Prices are per person

Four Points Express

Rocky Mountain

Traditional Sunrise

(Minimum of 10 guests)

Chilled Pitchers of Orange & Apple Juice

Assorted Freshly Baked Muffins, Butter Croissants & Mini

Fruit Danish

Whipped Butter & Assorted Preserves

Freshly Sliced Seasonal Fruit

Selection of Coffee & Assorted Tea 14.50

Traditional Sunrise

(Minimum of 10 guests)

Chilled Pitchers of Orange & Apple Juice

Assorted Freshly Baked Muffins, Butter Croissants & Mini

Fruit Danish

Whipped Butter & Assorted Preserves

Scrambled Eggs Garnished with Fresh Scallions

Please Choose One: Bacon or Sausage

Hash Browns with Sautéed Peppers & Onions

Freshly Sliced Seasonal Fruit

Selection of Coffee & Assorted Tea 20

Enhancements

Prices are per person

Bottled Juice (In Place of Pitchers) 1.50

Hashbrowns 3

Bacon 4

Sausage 4

Featured Enhancements

Choose one for \$5 per person or two for \$8 per person

Cinnamon French Toast with Butter and Maple Syrup

Buttermilk Pancakes with Butter and Maple Syrup

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BREAK SELECTIONS

Break Selections

Price are per person

HEALTHY BREAK

(Minimum of 20 guests)

Assorted Vegetables with Homemade Dipping Sauce

Hummus with Flatbread

Seasonal Sliced Fruit

Sparkling Water

9

MILK & COOKIES

Assorted Freshly Baked Cookies

Pitchers of Chocolate & 2% Milk

6

REVITALIZE BREAK

(Minimum of 20 guests)

Assorted Granola Bars

Seasonal Whole Fresh Fruit

Assorted Bottles of Vitamin Water®

8

Enhancements

PRICE PER DOZEN

Assorted Freshly Baked Muffins 27.50

Assorted Baked Goods 27.50

Assorted Donuts 27.50

Baked Butter Croissants 27.50

Assorted Freshly Baked Cookies 22.95

Assorted Dessert Squares 22.95

Assorted Mini Cupcakes 22.95

PRICE PER PERSON

Seasonal Whole Fresh Fruit 2.95

Seasonal fresh fruit platter 4

Popcorn Wagon

(Minimum of 20 guests) 2.50

PRICE PER ITEM

Assorted Granola & Cereal Bars 2.95

Assorted Pizzas

Choice of Hawaiian, Pepperoni & Mushroom, Cheese, Deluxe, BBQ Chicken and Vegetarian 15

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GRAB AND GO

Grab And Go

Minimum of 10 guests & Maximum of 50 guests.

Prices are per person

Lunch to Go

Pre-made Wraps/Subs

Choice of 2: Roasted Turkey Breast, Roast Beef, Egg Salad, Tuna,
Vegetarian, or Ham & Cheese

Mixed Green Salad with Balsamic Dressing

Assorted Can of Pepsi® Pop 12.50

Enhancements

Prices are per person

Chef's Soup of the Day 2

Classic Caesar Salad 2

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BUFFET

Buffet

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BUILD YOUR OWN SANDWICH

(Minimum of 10 guests)

Chef's Soup Du Jour or Seasonal Green Salad

Tri Colored Pasta Salad with Fresh Basil

Selection of Breads/Wraps

An Array of Chilled Deli Meats, Tuna & Egg Salad

Condiments, Shredded Lettuce, Tomatoes, Cucumbers, Peppers, Olives & Pickles

Provolone & Cheddar Cheese Slices

Chef's Choice of Cookies & Squares

Selection of Coffee & Assorted Tea

18

TASTE OF ITALY

(Minimum of 25 guests)

Minestrone Soup and Garlic Toast

Seasonal Green Salad with Arugula

Tomato Pesto Salad

Grilled Balsamic Vegetable Platter

Chicken Parmesan with Tomato Sauce

Chef's Choice Pasta

Chef's Choice Dessert

Selection of Coffee & Assorted Tea 22

FRENCH DIP BUFFET

(Minimum of 20 guests)

Caesar Salad

Sliced Roast Beef with Au Jus

Fresh Baguette Rolls and Straight Cut Fries

Seasonal Vegetable Crudites and Dip

Chef's Choice of Dessert

Selection of Coffee & Assorted Tea 18

PIZZA BISTRO

(Minimum of 10 guests)

Caesar Salad & Chef's Choice Pasta

Assorted Pizza (Hawaiian, Pepperoni & Mushroom, Cheese, Deluxe, BBQ Chicken, & Vegetarian)

Chef's Choice Desserts

Assorted Cans of Pepsi® Soft Drinks

Note:

10 people – 3 pizza choices

15 people – 4 pizza choices

20 people – 5 pizza choices

25 people – 6 pizza choices 17

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BUFFET

EXECUTIVE CHEF LUNCH BUFFET

(Minimum of 25 guests)

Soup

Chef's Choice

Salad (choose two)

Seasonal Green Salad with Assorted Dressing

Classic Caesar Salad

Tomato Pesto Salad

Marinated Vegetables Quinoa Salad

Butter Poached Seasonal Vegetables

Starch Side Dish (choose one)

Rice Pilaf

Roasted Mini Red Potatoes

Entree (choose one)

Roasted Chicken Breast with Creamy Tomato Sauce

Sliced Alberta Roast Beef with Herbed Au Ju

Cheesy Pasta Gratin

Roasted BBQ Chicken

Dessert & Beverages

Seasonal Fruit & Chef's Choice Dessert

Selection of Coffee & Assorted Tea 22

Enhancements

Prices are per person

Add an Extra Soup or Salad 2

Add an Extra Starch 3

Add an Extra Entree 4

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THREE COURSE MEAL

Each meal is accompanied by freshly baked rolls, Chef's selection of vegetables, coffee & assorted teas. Enjoy a soup or salad, side dish, entrée & dessert of your choice.

Prices are per person (Minimum of 25 guests)

*SOUP OR SALAD - SELECT ONE OPTION

- Roasted Red Pepper & Tomato with Basil Drizzle
- Italian Minestrone with Fresh Chopped Herbs
- Roasted Asparagus Soup with Toasted Almonds
- Baby Greens with Raspberry Vinaigrette & Tomatoes
- Tomato Pesto Salad
- Fresh Baby Spinach, Mandarin Oranges, Tomato & Onions
- Caesar Salad with Garlic Croutons

*SIDE DISH - SELECT ONE OPTION

- Italian Roasted Potatoes
- Mushroom Rice Pilaf
- Jasmine Rice

ENTREE - SELECT ONE OPTION

- *Grilled Herb Chicken Supreme
with Gorgonzola Cream 35
- *Roasted Sterling Silver Beef
topped with Peppercorn Merlot Infused Au Jus 37
- *Slow Roasted Prime Rib of Alberta Beef served with
Thyme Scented Au Jus 44
- 7oz Baked Salmon
with Agrodolce Marmalade 41
- *Roasted Chicken Breast
stuffed with Goat Cheese and Basil Topped with Tomato
Sauce 38

DESSERT - SELECT ONE OPTION

- Vanilla Ice Cream in a sweet Tartlet
- Red Velvet Cake
- Very Berry Cheese Cake (Gluten Friendly)

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PLATED

Enhancements

Prices per person

Additional enhancements for plated meals (Minimum of 50 guests)

Hot Mushroom Ravioli with Marinara Sauce accompanied by Olive Tapenade Crostini 6

Smoked Salmon & Shrimp Cocktail 6

Italian Antipasto Plate with Black Olives, Mortadella, Capicola, Provolone & Vegetable Giardiniera 6

Add Prosciutto to Italian Antipasto Appetizer Platter 2

Add an Extra Soup or Salad 3

Add an Extra Side Dish 2

To add an Extra Entree

Add an extra \$2.00 per person (per Entree) to your guarantee number of guests

(Please Note: a Minimum of 25 guests per Entree selection)

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KIDS MEALS

Kids Meals

Prices are per person

Ages 4-12 years old

Starter

Vegetable Sticks with Ranch Dip

Entree (choose one)

Chicken Fingers with Fries and Plum Dipping Sauce

Macaroni & Cheese

Grilled Chicken Breast with Vegetables

Chef's Choice Pasta with Marinara Sauce

Dessert (choose one)

Vanilla Ice Cream

Seasonal Fruit Slices 13.50

Enhancements

Buffet Kids

Ages 4-12 - 50% off buffet price

Ages 0-3 - free

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RECEPTION PLATTERS

Reception Platters

Not Available between 11:30 A.M. to 1:00 P.M.

Reception items are by per platter.

Butler Service 2 per person

FRESHLY SLICED SEASONAL FRUIT

Serves 30 guests 120

FRESH VEGETABLE CRUDITÉS AND DIP

Serves 30 guests 120

CHIP & DIP PLATTER

Tri-colored chips, salsa,
creamy pesto and baked potato dip.

Serves 25 guests 125

COLD MEAT PLATTER

Ham, Turkey, Roast Beef, & Pastrami.

Serves 25 guests 150

SLICED CHEESE PLATTER

Cheddar, Swiss & Provolone

Serves 25 guests 75

BUNS

Add on Buns 1.50 per person

TEA PARTY

Assorted Finger Sandwiches

Cucumber with lemon dill aioli, shaved turkey with
sweet paprika aioli, egg salad

60 pieces 75

Enhancements

**Gluten-friendly bread available upon request, except
for tea sandwiches

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CHILLED HORS D'OEUVRES

Chilled Hors D'Oeuvres

Not Available between 11:30 A.M. to 1:00 P.M.

(Minimum order of 3 dozen of the same item)

Prices are per dozen

Butler Service 2 per person

SMOKED SALMON CROSTINI

with Dill Cream Cheese 25

CHILLED GULF PRAWNS

with Cocktail Sauce 28

MINI BRUSCHETTA TOMATO AND BASIL

on a Toasted Baguette 25

GRILLED MARINATED VEGETABLES & FETA CHEESE

on a Pesto Crostini 25

SEASONAL FRUIT SKEWERS

25

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HOT HORS D'OEUVRES

Hot Hors D'Oeuvres

Not Available between 11:30 A.M. to 1:00 P.M.

(Minimum order of 3 dozen of the same item)

Prices are per dozen

Butler Service 2 per person

VEGETARIAN SPRING ROLLS

with Thai Spice Dipping Sauce 25

CHICKEN ASIAN SATAY

with Dipping Sauce 30

VEGETARIAN SAMOSA

with Cucumber Dill Dip 25

BACON WRAPPED SCALLOPS

28

ASSORTED CHICKEN WINGS

Choice of Hot, Teriyaki and Salt & Pepper 20

SHRIMP TEMPURA

with Dipping Sauce 30

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LATE LUNCH

Late Lunch

Prices are per person

SANDWICHES & DESSERTS

Selection of Breads/Wraps
An Array of Chilled Deli Meats, Tuna & Egg Salad
Condiments, Shredded Lettuce, Tomatoes, Cucumbers,
Peppers, Olives & Pickles
Provolone & Cheddar Cheese Slices
Chef's Choice of Cookies & Squares
Selection of Coffee & Assorted Tea 14.95

BUILD YOUR OWN TACO

(Minimum of 50 guests)
Taco Beef and Chicken
Shredded Lettuce, Diced Tomato, onion, Mixed Cheese
Salsa & Sour Cream
Soft Tortilla Shells 13.95

PIZZA 12"

Hawaiian
Pepperoni & Mushroom
Cheese
Deluxe
BBQ Chicken
Vegetarian 15

ASSORTED WINGS

Hot
Teriyaki
Salt & Pepper
Per Dozen 20

Select reception items can also be ordered for late lunch

Enhancements

Assorted Mini Cupcakes 22.95
Assorted Dessert Squares 22.95
Assorted Freshly Baked Cookies 22.95
Popcorn Wagon
(Minimum of 20 guests) 2.50

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MEETING PACKAGES

Meeting Packages

Price are per person

Less than minimum add \$10.00 per person.

FOUR POINTS IS BEST FOR BUSINESS

Whether you are planning your first meeting or your 100th, Four Points makes it easy for you. We have everything you need right at your fingertips for planning at your convenience from all-day meeting packages to simple luncheons to smart receptions and dinners.

Our eMenu makes it easy with complete menus, audio & video offerings, floor-plans and set-up information and all the extras you need.

HONEST CONFERENCE PACKAGE

Minimum of 10 guests.

Breakfast

Chilled Pitchers of Orange & Apple Juice
Assorted Freshly Baked Muffins, Butter Croissants & Mini Fruit Danish
Whipped Butter & Assorted Preserves
Freshly Sliced Seasonal Fruit
Selection of Coffee & Assorted Tea

AM Break

Coffee & Tea

Lunch

Build Your Own Sandwich Bar
Choice of: Chef's Soup Du Jour or Seasonal Green Salad

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Tri-Colored Pasta Salad with Fresh Basil
Selection of Breads/Wraps
An Array of Chilled Deli Meats, Tuna & Egg Salad
Shredded Lettuce, Tomatoes, Cucumbers, Peppers, Olives & Pickles
Provolone & Cheddar Cheese Slices
Assorted Condiments
Chef's Choice of Cookies & Squares
Selection of Coffee & Assorted Tea

PM Break

Coffee & Tea

Additional Amenities Included

Room Rental
Screen
Extension Cord & Power Bar
Flip Chart
Podium & Mic
Wireless or Hard Wired Internet
54

UNCOMPLICATED CONFERENCE PACKAGE

Minimum of 20 guests.

Breakfast

Chilled Pitchers of Orange & Apple Juice
Toasted English Muffin with Fried Egg and Cheese
Please choose one: Bacon or Sausage (sausage minimum of 20 guests)

MEETING PACKAGES

Meeting Packages

Freshly Sliced Seasonal Fruit
Selection of Coffee & Assorted Tea

AM Break

Coffee & Tea

Lunch

Caesar Salad
Sliced Roast Beef with Au Jus
Fresh Baguette Rolls and Straight Cut Fries
Seasonal Vegetable Crudites and Dip
Chef's Choice of Dessert
Selection of Coffee & Assorted Tea

PM Break

Assorted Freshly Baked Cookies
Pitchers of Chocolate & 2% Milk

Additional Amenities Included

Room Rental
Screen
Extension Cord & Power Bar
Flip Chart
Podium & Mic
Wireless or Hard Wired Internet
60

COMFORTABLE CONFERENCE PACKAGE

Minimum of 25 guests.

Breakfast

Chilled Pitchers of Orange & Apple Juice
Assorted Fresh Pastries
Whipped Butter & Assorted Preserves
Scrambled Eggs Garnished with Fresh Scallions
Choice of: Bacon or Sausage
Hash Browns with Sautéed Peppers & Onions
Freshly Sliced Seasonal Fruit
Selection of Coffee & Assorted Tea

AM Break

Selections of Yogurts
Granola
Seasonal Diced Fruit
Dried Raisins & Cranberries
Chocolate Chips & Walnuts

Lunch

Soup
Chef's Choice

Salad (Choose two)
Seasonal Green Salad with Assorted Dressing
Classic Caesar Salad
Tomato Pesto Salad
Marinated Vegetables Quinoa Salad

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MEETING PACKAGES

Starch (Choose one)

Rice Pilaf

Roasted Mini Red Potato

Vegetable

Butter Poached Seasonal Vegetables

Entrée (Choose one)

Roast Chicken Breast with Creamy Tomato Sauce

Sliced Alberta Roast Beef with Herbed Au Jus

Cheesy Pasta Gratin

Roasted BBQ Chicken

Dessert & Beverages

Seasonal Sliced Fruit and Chef's Choice Dessert

Coffee & Tea

PM Break

Assorted Granola Bars

Fresh Whole Fruit

Assorted Bottled Vitamin Water

Additional Amenities Included

Room Rental

Screen

Extension Cord & Power Bar

Flip Chart

Wireless or Hard Wired Internet

Podium & Mic
70

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Community Development

Starwood Cares for the Community

Giving back to our communities is an essential part of how Starwood associates Do The Right Thing and Go The Extra Step. When you participate in the Starwood Cares for the Community Program, you are joining a global network of colleagues who have a shared interest in making the world a better place.

As planners we have all been tasked with planning team building activities for our meetings, conferences etc. The Four Points by Sheraton Edmonton South has come up with a team building activity that is fun, engaging and helps members in our community that need it the most!

For groups 10 and over we are offering a chance to not only have some fun with your peers but give back to those in the community who could use a little pick up. You now have the opportunity to build "Personal Hygiene Kits" that can be donated on behalf of your organization/company to a local charity of your choosing.

Bissell Centre: The Bissell Centre relies on the generosity of the community to make a difference in the lives of people living in poverty. Without that support, the future of many Edmontonians – adults and children alike – would be very bleak. No gift is too small when considering the impact it will have on the lives of the less fortunate.

MEETING PACKAGES

Community Development

The Mustard Seed: The Mustard Seed is a Christian not-for-profit organization that delivers the basic services, including six evening meals per week, clothing and personal items to those living in poverty. The Mustard Seed also supports sustainable life change by providing housing and employment services to those in need.

SAGE: Seniors Association of Greater Edmonton is a full service not-for-profit seniors' organization working to enhance the quality of life for seniors and their families in the greater Edmonton area.

YESS: Youth Empowerment & Support Services is a not-for-profit organization unconditionally devoted to helping youth facing difficult realities. Their one-of-a-kind services provide support to youth who have found other doors closed to them.

Personal Hygiene Kit - Team Building Packages:

Each package will include: shampoo, conditioner, tooth brush, tooth paste, razor, soap and a men's or women's deodorant stick. The items are then placed in a Ziploc® bag along with a message of good will to the recipient.

50 bags – \$150.00

100 bags – \$300.00

200 bags – \$600.00

The price of each package is subject to 5% GST and 17% service fee.

Unconsumed Food & Beverages: The hotel does not allow take out containers or unconsumed food and/or beverages to be taken from the venue due to City and Provincial Health regulations. **Outside Food & Beverages:** Due to City and Provincial Health regulations, the Hotel does not permit any outside food and/or beverages to be brought in from the outside. Failure to comply with this policy will result with the food and/or beverages to be confiscated; in addition, you will be charged for comparable items from the Four Points banquet menus. **Preliminary & Guaranteed Attendance:** Preliminary guest numbers are required two weeks prior to the function date.

Guaranteed guest's numbers are required three (3) business days prior to the function date. If a guarantee guest number is not received, the Hotel will bill the original expected guest number provided during the booking process.

Price is subject to a 17% Facility Charge and 5% GST

The Four Points by Sheraton Edmonton South will include all materials required for the kits, full set up incorporated into your meeting and distribution to a local charity on your behalf.

FLOORPLANS

Floorplans

WHAT'S THE DIFFERENCE IN TABLE SET-UPS AND LAYOUTS?

BANQUET STYLE

- Arrangement where a group of round tables seating 6-10 persons at each table is set in such a way as to facilitate the serving of food. Size of tables and chairs vary per property. Also known as Banquet Rounds.

THEATER STYLE

- Arrangement in which seats or chairs are in rows facing the stage area, head table or the speaker (no tables). Configurations may be straight across, herringbone or chevron-style. Also known as Auditorium.

CONFERENCE STYLE

- Arrangement in which a rectangular or oval table is set up with chairs placed around all sides and ends. Also known as Boardroom.

RECEPTION STYLE

- Arrangement with cocktail/reception tables (small round tables, 15-30 inches or 38-76 centimeters in diameter) with chairs. This set-up encourages mingling and does not include seating for all attendees. Also known as Cocktail or Cabaret.

CLASSROOM STYLE

- Arrangement in which rows of tables with chairs face the front of a room and each person has a space for writing. Configurations may be straight across, herringbone or chevron-style. Also known as Schoolroom.

U-SHAPE

- Series of tables in the shape of the letter U with chairs set around the outside of the U.

HOLLOW SQUARE

- Arrangement of tables set in a square (or rectangle) with chairs placed around the outside of the table. Center (inside) table is hollow.

HALF ROUND STYLE

- Arrangement where a group of round tables seating 6-8 persons at each table facing the front of the room. Size of tables and chairs vary per property. Also known as Crescent Rounds.

AUDIO & VISUAL

Audio & Visual

Rental prices are daily rates per each physical item.

VIDEO COMPONENTS

WXGA (1280x800) DLP Projector
3500 ANSI Lumens 225

32" HD/42" HD LCD TV
with Floor Stand 115/150

6' Tripod Projector Screen
99" Diagonal, 1:1 Format 50

6' Tripod Projector Screen
90" Diagonal, 16:9 Format 50

6' Pull-Up Projector Screen
92" Diagonal, 16:9 Format 50

8' Tripod Projector Screen
136" Diagonal, 1:1 Format 50

Laptop Computer
with Windows 7 & Microsoft Office 2007 150

DVD Player
with HDMI 40

HDMI Splitter 40
1x Input to 2x Outputs

MAC Video Adapter 15
Mini Display Port to HDMI or VGA

AUDIO COMPONENTS

Wired Microphone 35

Wireless Microphone 75

Wireless Lapel/Headset Mic. 75

4-Channel Stereo Mixer 75

Direct Input Box 25

Microphone Stand
adjustable 15

CONFERENCE ITEMS & PACKAGES

Video Display Package

WXGA (1280x800) DLP Projector 3500 ANSI Lumens,
Choice of 6' Screen or 8' Screen with all required
cabling 265

Hotel Podium Complimentary

Standing White Board/Easel Stand
26"x35" Board (includes 3 coloured markers and
eraser) 25

AUDIO & VISUAL

Additional Paper Pads (50 Sheets) 15

Easel Stand 15

Cabling

Power/data cabling

**Price per cable run 10

Conference Speaker Phone

with dial out only 75

with private phone number 100

MISCELLANEOUS

Presentation Remote 50

On-site Ave Technician

Technician provided by third party (please ask for pricing)

DEDICATED INTERNET PACKAGES

Requires 2 weeks notice

Up to 60mbps down, 6mbps up, with 1 Static IP

Cisco Wireless N Router (pre-configured) 150

POLICIES

Policies

BILLING

Prices

Please be advised, all quoted prices on Food & Beverages are subject to change without notice. Rates will be guaranteed no earlier than three (3) months in advance of function date.

Service Charge & GST

Currently, all food and beverage, audio visual and meeting room rentals are subject to a seventeen percent (17%) Facility Charge & five percent (5%) GST is applied to the balance of your bill.

Statutory Holidays

If your function is booked on a Canadian statutory holiday, an additional fifteen percent (15%) surcharge will be applied to all food & beverage prices. However, if your function finishes into the holiday, this extra surcharge will not be applied. I.e. Weddings booked on December 31st and ends on January 1st, no extra surcharge will be applied.

Cancellation Policy

In the event of cancellation, the customer is subject to a charge of up to one hundred (100%) percent of the total value of the function booked. Details of the cancellation policy will be outlined in the contract provided at time of booking.

Payment/Deposits

A non-refundable deposit is required to secure your room on a definite basis. For corporate functions the price is based on your room rental rate, per room, per day. For weddings and/or social functions that have a food & beverage revenue of \$5000.00 or more, the non-refundable deposit is \$1000.00. Your deposit will be used towards your final bill.

A second deposit, to the amount of 80% of your final bill, is due two weeks prior to the function date, with the remainder of your final bill due three (3) business days prior to your function date.

Forms of Acceptable Payment:

Events can be paid with a credit card, certified cheque or you can request to be setup with Direct Billing (subject to approval). Please Note: If paying with a credit card or certified Cheque, payment must be completed prior to the Event. Direct Billing accounts will be charged once the Event has been completed.

Please Note:

There will be a 20% contingency charge applied to the final bill (before gratuity and GST) for Host Bars. If there is still a remaining amount owing, the balance will be charged to the credit card on file the first business day after the function date. If the hotel owes the client, the amount will be refunded back to the credit card on file the first business day after the function date.

POLICIES

Policies

FOOD

Food & Beverage Minimums

The Food & Beverage minimum will be based off the following items: the number of attendees, the food selected, including appetizers, dinner and late lunch. Also beverages selected, including Cash Bar, Host Bar, Corkage and non-alcoholic beverages.

Room rental will be based off the Food & Beverage minimum.

Menus

Our menus offer a wide variety of appetizers, entrees, desserts and have been designed to offer flexibility in your event planning. When selecting your menu, please remember 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 in your seating plan.

Unconsumed Food & Beverage

The hotel does not allow take out containers or unconsumed food and/or beverages to be taken from the venue due to City and Provincial Health regulations.

Outside Food & Beverage

Due to City and Provincial Health regulations, the Hotel does not permit any outside food and/or beverages to be brought in from the outside. Failure to comply with this policy will result with the food and/or beverage to be confiscated; in addition, you will be charged for comparable items from the Four Points banquet menus.

Buffet Details

Please note, due to city and provincial health regulations, the maximum amount of time a buffet can be left out for consumption is two hours.

Preliminary & Guaranteed Attendance

Preliminary guest numbers are required two weeks prior to the function date. Guaranteed number of guests are required three (3) business days prior to the function date. If a guarantee guest number is not received, the Hotel will bill the original expected guest number provided during the booking process.

Taste Test

Taste tests are provided for weddings only. The Bride and the Groom can taste test plated dinners and will share and appetizer, entree and dessert of their choosing. Only selected buffet entrees can be taste tested. Please discuss what entrees are available with a member of the catering team.

Taste test for plated dinners are available for weddings with 100 guests or more.

Cakes & Cupcakes - Weddings, Birthday, etc

Due to the delicate nature of cakes, especially wedding cakes, it will be the responsibility of the client to have the cake delivered and set-up. Cakes must be commercially made and may be dropped off the day of the function. Delivery must be organized in advance with a member of the Catering Team.

POLICIES

Policies

SERVICES

Special Services

In order to assist you in planning your event, we are happy to refer a vendor who specializes in decor rental, DJ services & photo booths. We will work with you in developing your catering selections, audio visual requirements & floor plans.

Banquet Staff Services

We take great pride in our customer service and part of that service is the set-up and tear down the banquet space. (i.e. tables, chairs, buffet lines, etc.) Any additional decor that a client may require is the responsibility of the client, not the banquet staff.

Butler Service

If your function requires butler service, please speak with a member of the Catering team to arrange these services. Butler service can be provided for your function at a cost of \$3.00 per person.

Cake Cutting

Our Banquet team will cut and serve your cake. This service is subject to a \$75.00 fee and is for events of 150 people or less. Additional charges will apply for larger groups.

Coat Check Attendant

Have a member of our Banquet team provide your guest piece of mind when checking their personal items \$25.00 per hour with a minimum of 4-hours

Ticket Seller

A member of our Banquet team will sell drink tickets to your guests
\$25.00 per hour with a minimum of 4-hours

Rentals

Chair Covers - we offer two different styles of chair covers in the following colours - white & red. The rental cost is \$2.00 per chair cover and includes the placement and removal of each chair cover.

Backdrop - We currently offer a white draping backdrop that is 8ft in height and can extend up to 30 feet in length. The rental charge is \$200.00. Please speak with a member of the Catering team for more details.

Clean-up Fees

A minimum charge of \$200.00 will be applied if additional cleanup is required. Depending on the amount of clean-up, prices may vary.

Confetti, rice and other such items are not permitted in the hotel. Please speak to a member of the Catering team for more information.

Audio Visual Rentals

The Four Points by Sheraton offers the convenience of in-house audio visual rentals. If you require the rental of audio visual equipment or tech services, a member of the catering team can assist you in the selection and rental of all the equipment you require for your function.

POLICIES

Policies

Complimentary podium & wired microphone that is hooked up to our in-house sound system are included with rental of banquet space.

Security

The Hotel cannot 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.

Guest Room Block

Four Points by Sheraton would be happy to arrange and organize a guest room block for your function. In order to receive a discount room rental rate, there must be a minimum of 10 guest rooms committed and booked. Please contact a member of the Sales & Catering team to discuss and arrange a guest room block.

EXTRAS

Parking

Four Points by Sheraton offers complimentary parking for all guest. With 250 stalls there is ample parking for all.

WiFi

Four Points by Sheraton offers complimentary WiFi throughout the entire hotel. If you require dedicated WiFi services, that can be arranged for a fee. Please contact the Catering team for additional information.

Decorating

Access to decorate the banquet space varies depending on when the space is available. Definite earlier access is obtainable at a discounted room rental rate and can be confirmed one (1) week prior to your wedding/function.

All candles must be in a flame proof container. Candles with open flame are not permitted.

The use of tacks, tape, nails, screws, bolts or any tools which could mark the floors, walls and/or ceiling are also prohibited. Any items hung from the ceiling must be done with a magnetic hook placed on the metal bars. Ceiling tiles must not be moved.

All smoke/fog machines are subject to a test and will be responsible for cost associated if the fire alarm goes off during the test or the day of the function. Please speak with a member of the catering team regarding the use of smoke/fog machines.

Shipping/Receiving/Storage

Our hours of operation are Monday – Friday excluding the holidays. Deliveries will be accepted from 7:00am until 5:00 pm and must be arranged with a member of the Catering team in advance. We do not have a shipping & receiving department therefore, deliveries must arrive either the day of the event or the day before.

POLICIES

Policies

Deliveries can either be dropped off at the Front Desk or the loading dock. Delivery drivers must check in with the Front Desk first. Please ensure all boxes are labelled with the following information.

- Your Name
- Company Name
- Function Date
- Banquet Room Name
- Number of boxes

Please discuss large shipments with our catering team as additional storage & labour charges may apply. It will be the responsibility of the client to handle all packages.

EDMONTON

BEVERAGES

Beverages

COFFEE & TEA

Coffee (Regular or Decaffeinated) \$26.00 Per 10 cup
Silex

Assorted Tea \$2.00 per bag

Coffee & Assorted Tea (Unlimited) \$5.00 per person

Carnation Hot Chocolate \$2.00 per bag

Pitcher of Milk (2% or Chocolate) \$17.50 per pitcher

JUICES

Assorted Bottled Fruit Juice (473 ml) \$3.50 each
(Apple, Cranberry, or Orange)

Pitcher of Juice \$17.50 per pitcher

(Apple, Cranberry, or Orange)

PUNCH

Non-Alcoholic Punch Unlimited \$3.00 per person

Non-Alcoholic Punch \$56.00 per gallon

WATER

Bottled Water (330 ml) \$3.00 each

Bottled Sparkling Water (330 ml) \$3.50 each

Assorted Bottled Vitamin Water® (591 ml) \$3.50
each

SOFT DRINKS

Assorted Pepsi®i Soft Drinks (355 ml) \$3.00 each

Pitcher of Assorted Pepsi® Soft Drinks \$17.50 per
pitcher

Unlimited Soft Drinks & Juice \$8.00 per person

Unlimited Soft Drinks \$5.00 per person

BEVERAGES

Cash

Four Points by Sheraton Edmonton South will provide the full bar set-up, including bartender, condiments, mix with garnishes & glassware. Cash bar includes 17% Facility Charge & 5% GST.

A bartender charge of \$25 per hour for a minimum of 4 hours will apply for consumption under \$350.

STANDARD LIQUOR

6.50

PREMIUM LIQUOR

7.50

DOMESTIC BEER

6.50

IMPORTED BEER

7.75

LIQUEURS

6.50

HOUSE WINE

9

ASSORTED SOFT DRINKS

2.50

VIRGIN COCKTAILS

4

Enhancements

Unlimited Non-Alcoholic Punch per person 3

Non-Alcoholic Punch per gallon 56

Alcoholic Punch per gallon 75

Unlimited Pop & Juice per person 8

Unlimited soft drinks per person 5

Ticket Seller

A member of our Banquet team will sell drink tickets to your guests

\$25.00 per hour with a minimum of 4-hours

**Price are per bottle Bar hours Bar service can begin as early as 10:00am and can run till 1:00am. At which time, all guest have an extra hour, till 2:00am to consume all alcohol. All functions are completed by 2:00am
Price is subject to a 17% Facility Charge and 5% GST

HOST

Host

Four Points by Sheraton Edmonton South will provide the full bar set-up, including bartender, condiments, mix with garnishes & glassware. Host bar does not include 17% Facility Charge & 5% GST.

A bartender charge of \$25 per hour for a minimum of 4 hours will apply for consumption under \$350.

STANDARD LIQUOR

5.25

PREMIUM LIQUOR

6

DOMESTIC BEER

5.25

IMPORTED BEER

6.25

LIQUEURS

5.25

HOUSE WINE

7.75

ASSORTED SOFT DRINKS

2

VIRGIN COCKTAILS

3

Enhancements

Unlimited Soft Drinks Per Person 5

Unlimited Non-Alcoholic Punch per person 3

Non-Alcoholic Punch per gallon 56

Alcoholic Punch per gallon 75

Unlimited Pop & Juice per person 8

Ticket Seller

A member of our Banquet team will sell drink tickets to your guests

\$25.00 per hour with a minimum of 4-hours

**Price are per bottle Bar hours Bar service can begin as early as 10:00am and can run till 1:00am. At which time, all guest have an extra hour, till 2:00am to consume all alcohol. All functions are completed by 2:00am
Price is subject to a 17% Facility Charge and 5% GST

WINE

White Wine

SMOKY BAY PINOT GRIGIO (AUSTRALIA)

Cash Bar: 35 | Host Bar: 28

OPI CHARDONNAY (ARGENTINA)

Cash Bar: 41 | Host Bar: 33

CHATEAU STE MICHELLE RIESLING (COLUMBIA VALLEY)

Cash Bar: 51 | Host Bar: 41

Red Wine

SMOKY BAY CABERNET SAUVIGNON (AUSTRALIA)

Cash Bar: 35 | Host Bar: 28

PEELE ISLAND SHIRAZ CABERNET (CANADA)

Cash Bar: 37 | Host Bar: 30

OPI MALBEC (ARGENTINA)

Cash Bar: 41 | Host Bar: 33

**Price are per bottle Bar hours Bar service can begin as early as 10:00am and can run till 1:00am. At which time, all guest have an extra hour, till 2:00am to consume all alcohol. All functions are completed by 2:00am
Price is subject to a 17% Facility Charge and 5% GST

CORKAGES

Corkages

Is only available for Weddings and Social Events only.

ADULT FULL CORKAGE BAR

(13 years or older)

(open and place wine on tables) 14.50

ADULT FULL CORKAGE BAR

(13 years and older)

(open and pour wine at tables) 16.50

CHILDREN FULL CORKAGE BAR

(4 to 12 years) 11.50

DINNER WINE CORKAGE

(open and place on tables) 5

DINNER WINE CORKAGE

(open and pour at table) 6.50

Enhancements

Full Bar Corkage is available to weddings and social events only. With Full Bar Corkage you are able to provide all alcohol for your event. The Corkage fee is \$14.50 per adult and \$11.50 per child (4 to 12yrs) and is subject to (17%) facility charge and (5%) GST. This fee includes storage and handling of your alcohol, ice, mix, garnish, napkins, glasses & bartender.

Dinner Wine Corkage is available during dinner service only. Dinner Wine Corkage provides guest the opportunity to bring in wine of their choosing to serve during their event. Please note: if you select Dinner Wine Corkage, the hotel will supply all the alcohol served at the bar.

There are two options/fees available for Dinner Wine Corkage. The first option/fee is \$5.00 per adult and is subject to (17%) facility charge and (5%) GST. With this option, the bar must remain closed during dinner to comply with AGLC regulations. The second option/fee is \$6.50 per adult and is subject to (17%) facility charge and (5%) GST. With this option, the bar can remain open during dinner service.

Please Note:

For Full Corkage or Dinner Wine Corkage, homemade wine may not be served due to AGLC Regulations. The hotel requires the original copy of your liquor license and liquor receipts prior to serving your event. If you selected Dinner Wine Corkage, your license should also state that wine service is for dinner service only.

Ticket Seller

A member of our Banquet team will sell drink tickets to your guests

\$25.00 per hour with a minimum of 4-hours

**Price are per bottle Bar hours Bar service can begin as early as 10:00am and can run till 1:00am. At which time, all guest have an extra hour, till 2:00am to consume all alcohol. All functions are completed by 2:00am
Price is subject to a 17% Facility Charge and 5% GST

WEDDINGS/SOCIAL EVENTS

Wedding/Social Events

Experience one of Edmonton's finest hotels, the Four Points by Sheraton - Edmonton, South.

Located on the corner of Argyll and 75 Street, Four Points offers over 10,000 sq. ft. of beautiful and recently renovated banquet space to host your special day.

A member of our Catering team can assist you with your event planning needs and can offer recommendations, in food & beverage selection, audio-visual requirements, entertainment, décor rentals and so much more. This, in turn, can bring all the elements together to create a successful event.

Once you've had the opportunity to review the enclosed information, we would be delighted to set up an appointment for a site tour and to answer any questions you may have.

Please contact a member of our Sales and Catering team and they would be more than happy to assist you. We can be reached at 780 577 5504.

We know the best comforts in life aren't complicated.
Honest, Uncomplicated, Comfort
Four Points by Sheraton – Edmonton, South

WEDDING CEREMONY

Your ceremony can take place in our Victoria Room, Cascade Ballroom, Lower Lobby (by the beautiful featured waterfall), or in one of the Niagara Ballrooms.

We can also host your stag, stagette, rehearsal dinner and gift opening.

For additional details and pricing, please contact a member of our Catering team at 780-577-5504.

Price is subject to a 17% Facility Charge and 5% GST

WEDDINGS & SOCIAL EVENTS INCLUDE:

- Complimentary jetted tub room for the couple with over 100 guests.
- Complimentary podium & wired microphone for your wedding.
- Fully staged and decorated buffet line.
- Complimentary risers/staging that can be used to highlight the head table and/or entertainment such as a band.
- Complimentary setup and tear down of the Banquet room including tables and chairs and the usage of linens, glassware, cutlery and china.
- Linens colours available:
White and black 120" table cloths
Red, black, white, dark green, brown and burgundy napkins
- Discounted guest room block when a minimum of 10 guest rooms are booked and consumed.

Please Note:

The Food & Beverage minimum will be based off the following items:

the number of attendees, the food selected, including appetizers, dinner and late lunch. Also beverages selected, including Cash Bar, Host Bar, Corkage and non-alcoholic beverages.

Room rental will be based off the Food & Beverage minimum.

WEDDINGS/SOCIAL EVENTS

Enhancements

Wedding/Social Package

Enjoy our wedding package for \$100 per person with a minimum of 50 guests

- Candy Bar
- DJ & Photobooth
- Back Drop & Chair Covers
- Unlimited Non-Alcoholic Punch
- Dinner Buffet
- Late Lunch

Candy Bar

Let us do the work for you. Minimum of 50 guests. \$5 per person

Entertainment Package

DJ & 3-Hour Photo Booth \$1699

DJ Services Only \$1200

Photo Booth Only \$600

Chair Covers

We have white satin or red spandex

Limited amounts of each \$2 per chair cover

White Backdrop

White fabric backdrop that is 8ft. high and can be extended up to 30ft. wide. \$200

Ticket Seller

A member of our Banquet team will sell drink tickets to your guests

\$25.00 per hour with a minimum of 4-hours

Coat Check Attendant

Have a member of our Banquet team provide your guest piece of mind when checking their personal items \$25.00 per hour with a minimum of 4-hours

Butler Service

If your function requires butler service, please speak with a member of the Catering team to arrange these services. Butler service can be provided for your function at a cost of \$3.00 per person.

Cake Cutting

Our Banquet team will cut and serve your cake. This service is subject to a \$75.00 fee and is for events of 150 people or less. Additional charges will apply for larger groups.

Please Note:

Due to the delicate nature of cakes, especially wedding cakes, it will be the responsibility of the client to have the cake delivered and set-up. Cakes must be commercially made and dropped off the day of the wedding.

Taste Test

Taste tests are provided for weddings only.

The couple can taste test plated dinners and will share an appetizer, entree and dessert of their choosing.

Only selected buffet entrees can be taste tested. Please discuss what entrees are available with a member of the catering team.