

Meeting, Conference and Banquet Facilities

The Lethbridge Lodge Hotel features 9 meeting rooms comprising over 10,000 square feet of space. Combined with our outstanding menu choices and the expertise of our service professionals, the Lethbridge Lodge will ensure that your next meeting, conference or banquet is a success.

The attached pages contain menu selections for all occasions. Should you wish for an alternative, we will be pleased to discuss your needs and tailor a menu for you.

Our Catering Consultants are here to help you plan your functions. They are experts in arranging details and making suggestions. Office hours are from 8:30 am to 5:00 pm Monday through Friday and Saturday by appointment only.

SMOKING REGULATIONS EFFECTIVE JANUARY 1ST, 2007

City of Lethbridge By-Law No. 3896 to regulate smoking within the City of Lethbridge states:
CITY COUNCIL PROHIBITS SMOKING IN ALL ENCLOSED PUBLIC AREAS.

Catering Policies

FUNCTION PLANNING

All arrangements, other than numbers, must be finalized three weeks prior to the date of the function. Please advise your Catering representative of the "Guaranteed Number" of guests to be served 72 hours prior to the function. The Hotel will charge for this number unless the size of the group increases. We will provide service and seating for 2% over the guaranteed number. The Hotel reserves the right to relocate a function to an alternate suitable location should the guarantee number fall below 70% of the original booked attendance.

FOOD & BEVERAGE

The Hotel supplies all food & beverage items for a function. The Lethbridge Lodge is pleased to offer special menus designed for guests with restricted diets or allergies, provided we are advised a minimum of 72 hours in advance. Liquor service is available from 11:00 am - Monday through Sunday and is guided by the current liquor laws.

Prices are guaranteed for 3 months and are subject to change. 15% Gratuity charge is added to all food and beverage items. Guaranteed numbers are required 72 hours in advance of each function. Prices listed do not include G.S.T.

Our Catering Menu

March 2009

ALLERGIES

In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies in order for us to take the necessary precautions when preparing their food. We undertake to provide on request, full information on the ingredients of any items served to your group.

FUNCTIONS WITH ENTERTAINMENT

For functions with music and dance, the S.O.C.A. N. fee of \$59.17 will be charged. For functions with music but without a dance, the S.O.C.A.N. fee of \$29.56 will be charged. Music must terminate at 1:00 am.

DEPOSIT

Space is not confirmed and is subject to further sale until a deposit has been received. On all confirmed bookings a non-refundable deposit of \$1000 is required. Organizations that are not on our approved list for Direct Billing are subject to a deposit schedule. In addition to a non-refundable \$1000 deposit, we require the following pre-payment schedule:

- 60 days prior to arrival – 25% of total known charges
- 30 days prior to arrival – 50% of total known charges
- 3 days prior to arrival – remaining known balance

PAYMENT

The Lethbridge Lodge is pleased to offer three acceptable methods of payment:

- Advance payment for all known charges. All known charges must be paid in full no later than 72 hours prior to arrival. A valid credit card or cash balance must be on file for any outstanding unanticipated charges from your function
- An authorized credit card for all known charges. All known charges to be processed no later than 72 hours prior to arrival. Any outstanding unanticipated charges will be processed no later than 72 hours after departure
- Direct billing privileges. To apply for direct billing please contact your sales & catering representative. Must have established credit history with the Lethbridge Lodge Hotel & Conference Centre and/or another SilverBirch Hotels & Resorts property. Minimum requirements – company/organization must hold at least one function per year with the Lethbridge Lodge, with total annual expenditures of at least \$5000. Social functions are not eligible for direct billing.

Our Catering Menu

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