



Wedding PACKAGE

Thank you for expressing interest in the Podollan Inn & Spa as the host venue for your wedding!
We offer a range of flexible and fully equipped spaces, ranging from 500 sq. ft. - 1800 sq. ft.



We invite you and your guests to experience the unrivaled personalized service and accommodation on your special day!

In this package you will find all the details of a Podollan wedding. From reception venue décor and catering cuisine at JAX Grill & Lounge to audiovisual arrays and discounted accommodation for guests staying at the Inn & Spa, you can be sure that your special day will be a completely customized affair. We have also provided a preferred suppliers and services list to easily piece together every aspect of your ceremony and reception.

- Three meeting rooms
- Customized meeting packages and catering menus upon request
- Event planner onsite
- Group rates for meeting guests staying at the hotel

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Earn Aeroplan® Miles!

Earn **250 Aeroplan Miles** per stay and up to **5000 Aeroplan Miles** for booking an event in our meeting & banquet facilities.*

Our banquet coordinator will be pleased to view availability, answer any questions you may have, or arrange a tour of our facility.

Contact: Catering Coordinator
Phone: 780.830.2000
Email: banquetsgp@podollan.com

We look forward to hosting your unforgettable day!

*Subject to availability. Please visit our website for details.

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SET UP OPTIONS

We offer personalized service for your head table, with "Family Style" meal service, and a designated friendly staff member to refill drinks, clear table and ensure your wedding party is well cared for.



ROOM RENTALS INCLUDE

- Your function room includes complete set up for your event
- Tables with full dinner settings, utensils, glassware, etc.
- Set up of chairs, gift, guest book & cake tables with black or white skirting
- Option of raised head table
- Table numbers, easel for seating chart (upon request)
- Complete clean up of room
- Tissues, mints, coat rack (upon request)

Custom decorating is available, along with special décor items for an additional charge. Please ask our banquet manager for price and selection list.

*** Ask about our Candy Bar and Champagne Reception ***

FOOD & BEVERAGE

Jax Grill & Lounge is located in-house and conveniently delivers superior cuisine for all your catering needs.

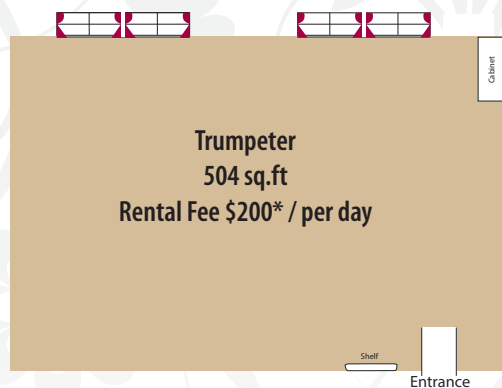
Taste testing is available, with additional costs depending on meal selection.

Required 2 weeks notice for all tastings.



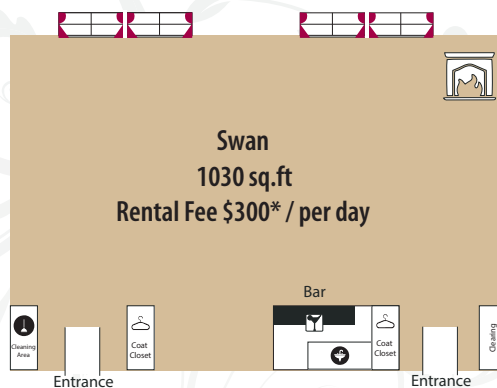


OUR BANQUET ROOMS



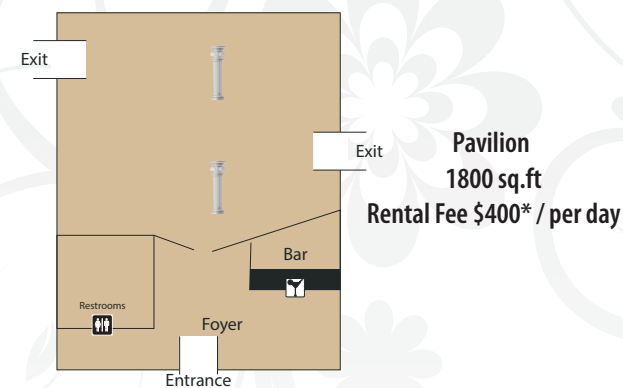
Trumpeter Banquet Room
Optimal for small meetings and seminars.

- Standing capacity of 60 people
- Seating capacity of 38 people
- Full service audio/visual available
- Natural sunlight



Swan Banquet Room
Spacious enough for an intimate wedding and milestone birthday celebrations, lecture, corporate retreat or company dinner party, there are several options for seating and in-room bar placement.

- Standing capacity of 125 people
- Seating capacity of 80 people
- Banquet bar & service option
- Full service audio/visual available
- Natural sunlight



Pavilion Banquet Room
Perfect for hosting special events, weddings, dinner parties, interactive meetings, conferences and cocktail parties.

- Standing capacity of 200 people
- Seating capacity of up to 160 people
- Non fixed seating for 185 people
- Banquet bar & service option
- Full service audio/visual available
- Recessed ceiling with feature lighting





ADDITIONAL SERVICES / POLICIES



DECORATING AND ROOM ACCESS

Access to banquet room evening prior for decorating at no additional charge, based on availability. All guests must be out of banquet room by 2:00 am. The Podollan is not responsible for any damages or personal items left in the banquet room before, prior and after the event.

LIABILITY

Liability for any and all damages to the hotel will be the responsibility of the individual whose signature appears on the event contract.

ADDITIONAL SERVICES

SOCAN fees (Society of Composers, Authors and Music Publishers of Canada) apply to all live music & DJ services. Prices below - GST not included. Our banquet manager reserves the right to determine and adjust volume levels, based on hotel occupancy. All music must end at 1:30am.

Capacity	Fee Without dancing	With dancing
1-100	\$29.81	\$59.64
101-300	\$42.86	\$85.80

RESERVATION POLICY

Banquet rooms can be held tentatively for a period of two (2) weeks, upon which a non-refundable deposit of \$500.00 is required to confirm your reservation. In addition, 95% of estimated costs are due no later than three (3) days prior to the event.

Any additional charges above and beyond the estimated total bill will be required at completion of the event(s).

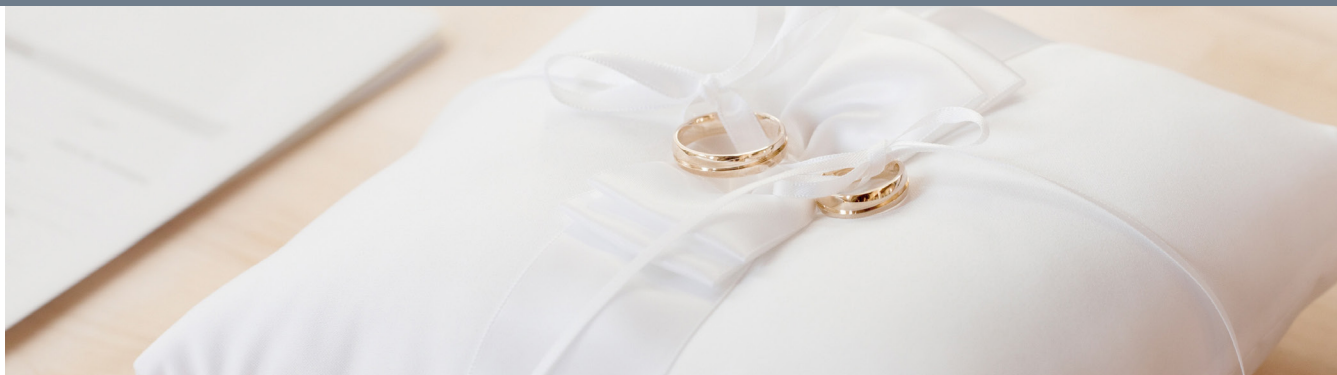
CANCELLATION POLICY

Should the event be cancelled within 90 days of the scheduled date, you are responsible for the payment of 50% of the total estimated retail value of the function. Cancellations within 2 weeks of the scheduled event will result in 100% payment of the total estimated retail value of the function.





PREFERRED SERVICES LIST



HAIR & MAKE-UP

Jeweled Julia Sinclair 780.933.3273

ALTERATIONS

Marley Davis Designs 780.518.8313

JEWELERS

Eternity Fine Jewelry 780.532.8427

PHOTOGRAPHER

Dania Renae Photography 780.296.0811

LIMO

Fine wine and Whiskey 780.897.3999

VIDEOGRAPHER

Jared Adam Productions 780.296.3024

WEDDING GOWNS

Calistas 780.539.7447

DECORATOR

Pierre & Co Event Planning & Design 780.978.7508

DJ/DANCE FLOOR SERVICES

Absolute Entertainment 780.228.9580

