




ROYAL HOTEL

TM.
TRADEMARK
COLLECTION BY WYNDHAM



**Let's
meet...**



The following information has been designed specifically for your prospective meeting. We believe this package will inform you of what the Royal Hotel Regina, Trademark Collection by Wyndham has to offer.

Whether you are celebrating your wedding day, organizing a family dinner or conducting a business meeting, our property provides the perfect venue to accommodate your event.

The Royal Hotel Regina has more to offer. 105 guest-rooms with 3 spacious suites and an impressive list of in-room amenities including HD TVs, Free Wireless Internet, In-Room Keurig Machines and Mini Fridges.

Please do not hesitate to contact us if you require further information on the facilities or additional services.

Yours in hospitality,

Connie Young
General Manager
gm.rhr@royalhotelgroup.ca



ROOM RENTALS AND CAPACITIES

ROOM	SIZE	AREA SQ FT	CEILING HEIGHT	CLASSROOM STYLE	THEATRE	RECEPTION	U SHAPE	BANQUET	BOARD ROOM	FULL DAY RENTAL	24 HOUR RENTAL
Executive Board Room	16 x 17	272	10 Ft						10	300.00	400.00
Jade Room	16 x 34	544	10 Ft	10	35	40	20	32	24	300.00	400.00
Emerald A / Emerald B	46 x 36	1656	11 Ft.	50	100	130	35	96	30	500.00	700.00
Emerald Ballroom	46 x 72	3312	11 Ft.	110	220	300	80	180	80	1000.00	130000
Solarium	28 x 32	896	11 Ft.	25	75	60	30	40	30	400.00	500.00

Room rental fees include full room set up, linens, podium, microphone, notepads, pens and ice water
 Room rental fees for the Emerald Ballroom for all Weddings and Receptions **add \$500.00**
 All Services are subject to a 17% service fee and applicable taxes.



All Services Subject to a 17% Service Fee and applicable taxes

MORNING AND AFTERNOON BREAKS

Assorted Pastries	\$2 ea.	\$24 dz.
Assorted Muffins	\$2 ea.	\$24 dz.
Assorted Bagels with Cream Cheese	\$2 ea.	\$24
Assorted Dessert Squares	\$2 ea.	\$24 dz.
Assorted Cookies	\$2 ea.	\$20 dz.
Assorted Chocolate Bars	\$3 ea.	-
Nutri Grain Bars	\$2 ea.	-
Granola Bars	\$2 ea.	\$20 dz.
Assorted Yogurts	\$2 ea.	
Assorted Fresh Whole Fruit	\$2 ea.	
Potato Chips with Dip	\$3 p.p.	
Cheese & Assorted Crackers	\$5 p.p.	

BEVERAGES

Bottled Water	\$ 3 ea.
Assorted Bottled Juice (apple, orange & grapefruit)	\$ 3 ea.
Herbal Tea per bag	\$ 2 ea.
Assorted Soft Drinks	\$ 3 ea.
Unlimited Fresh Brewed Coffee, Hot Water & Orange Pekoe Tea	\$ 5 p.p.
Juice per 60 oz. Pitcher (apple, orange, grapefruit and Ices Tea	\$15 ea.

Coffee (Regular or Decaf), Hot Water and Orange Pekoe
 \$22 - 20 Cup Urn
 \$75 - 50 Cup Urn



All Services Subject to a 17% Service Fee and applicable taxes

AUDIO VISUAL RENTAL

Value Packages

LCD Projection Package \$250.00

*includes the projector, HDMI Cable, and Tripod Screen with AV Cart

Wireless Mixer Package \$125.00

*includes a wireless handheld or lapel microphone and mixer

Complete Conference Package \$399.00

*includes an LCD Projector, VGA Cable, Tripod Screen with Cart, Wireless Lapel or Handheld Microphone, Mixer, Flip Chart and Sound Patch

Presentation

8' Tripod Screen with Cart	\$ 50.00
10' Post & Cradle Screen	\$120.00
Easel	\$ 10.00
Flip Chart with Markers	\$ 25.00
Wireless Mouse	\$ 30.00

Video

LCD Projector	\$225.00
32" TV	\$ 75.00
65" Flat Screen Smart TV on Wheels	\$120.00

Audio

Lapel or Cordless Handheld Microphone	\$ 95.00
Countryman Wireless Microphone	\$125.00
(Lapels, Handhelds & Countryman Mics need to have a Mixer)	
Polycom Teleconferencing Phone	\$ 80.00
Wired Microphone	\$ 30.00
Sound Patch	\$ 50.00
6-Channel Mixer	\$ 65.00
2 EV Powered Speakers with Stand	\$140.00
4 EV Powered Speakers with Stand	\$280.00

Power Options

Power Surcharge for Individual Laptops	\$ 3.00
Extension Cord	\$ 5.00
Power Bar	\$ 5.00
Photocopies	\$ 0.15



TERMS AND CONDITIONS

All arrangements, other than numbers, must be finalized three weeks prior to the date of the function. Hotel is to be advised 96 hours (not including weekends or holidays) prior to the function of the number of to the function of the number of guaranteed guests attending.

The Royal Hotel Regina reserves the right to relocate a function to an alternate room, should the guaranteed number of attendee fall below the original booked attendance.

SOCAN FEE

A performing right license is required if and when renting a facility for any private function such as a wedding reception, anniversary, convention, assembly, Christmas party or fashion show, when music will be performed during the event. The license fee is remitted to the Society of Composers, Authors & Music Publishers of Canada.

# of Guests	Event w/o Dancing (\$)	Event with Dancing (\$)
1-100	22.06	44.13
101-300	31.72	63.49
301-500	66.19	132.39

RESOUND FEE

ReSound is the Canadian non-for-profit music licensing company dedicated to obtain fair compensation for artist and record companies for their performance rights. ReSound licenses record music for public performance, broadcast and new media. ReSound is also a member of the Canadian Private Copying Collective, created to receive private copying levies from the manufacturers and importers of Canada.

# of Guests	Event w/o Dancing (\$)	Event with Dancing (\$)
1-100	9.25	18.51
101-300	13.30	26.63
301-500	27.76	55.52

PRICING & GUARANTEE

The Royal Hotel Regina, requires full payment of the room rental, including taxes, signing your booking contract. Prices outlined in this agreement are subject to change without notice where if given more than ninety (90) days in advance. All prices quoted within that time frame are guaranteed, except where subject to federal, provincial or municipal excise taxes.



LIQUOR

Liquor consumption is not allowed in all public areas.

In compliance with the Saskatchewan Liquor and Gaming Act, a liquor permit must be presented to the Front Desk Agent on duty and posted in the banquet room. Liquor is only allowed in the room for the times indicated on the license. According to the SLGA you have a consumption time of one hour after the end time on your liquor permit. Client is responsible to provide all liquor, permit, mix, tickets, cash floats, bartenders and ticket sellers. Bartenders and ticket sellers must be 19 years and older. The Hotel will provide a fridge, ice, a portable bar and water.

FUNCTION FINISH TIME

The rental of function space is only for the times indicated on the contract, and for reasons of staffing and scheduling will not be changed within 72-hours of the function. Liquor service will be closed at 1:00 am

GRATUITIES & TAXES

All services are subject to a seventeen percent (17%) gratuity and applicable taxes, five percent (5%) GST and six percent (6%) PST

CANCELLATIONS

Cancellation of functions within seven (7) business days is subject to charge equal to the final projected value of the room rental.

Weddings and Social Functions require a minimum of thirty (30) days notice, otherwise you are subject to pay the full projected value of the event.

DISPLAY & DECORATION

To avoid damage to wall coverings, we do not allow the use of tape, tacks or any other attachments without prior consent of Management. All candles must be in closed containers and must be drip-less. Confetti of any kind is not permitted. Should it be used, a cleaning fee of **\$400.00** will be immediately applied to your bill.

The customer agrees to be responsible for any and all liability and damage done to the premises during the time of set up, during the event and at tear down, which will be done by customer, customer's guests and customer's and customer's suppliers, within the times indicated in the contract.

Any personal items, decorations or recyclables that you wish to take home with you must be removed at the conclusion of event. All garbage must be bagged by the customer. Garbage bags are provided at the Front Desk.

Failure to clean out room or bag garbage completely will result in a \$300.00 cleaning charge

CATERING OPTIONS

The client is fully responsible for organizing and supplying of all Catering Services for their event, including, but no limited to table setting, service, room clean up, room take down and delivery.

The Royal Hotel Regina **will not be responsible nor will be involved** in any of the services listed above.

We are pleased to recommend the following local Catering companies,

Rybchuk's Catering
Legacy Catering Services
Prestige One Catering

www.rybchukcatering.com
www.legacycateringservices.com
info@prestigeonecatering.com

