we are your solution!

Vancouver Airport Richmond
Meetings & Banquets

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Dear Valued Guest,

To help Meeting Planners and Facilitators organize their events, the Sandman Hotel Vancouver Airport has designed this package to make all of your meetings effortless. Our Catering Professionals will assist you every step of the way to ensure that all of your needs as well as the needs of your participants are met.

Each room comes complete with telephone outlets, TV/Video connections and modem links for all of your meeting needs. Administrative assistance with faxing, photocopying and courier service is also available through our hotel.

Moxie's Classic Grill provides catering for all functions bringing the exceptional quality and service for which they are renowned, including a lounge on the same floor as all meeting facilities providing an intimate environment where you can relax and gather informally.

Our Catering Menus have been specially designed to offer a wide variety of options from:

- All Inclusive Meeting Packages
- Hot and Cold Breakfasts
- Working Lunches
- Energy Breaks
- Formal and Buffet Style Dinners

"thank you for choosing us to cater your event!

At Sandman Hotel Vancouver Airport you will find everything you will need to make your stay comfortable including complimentary in-room high speed internet as well as our Star-Plus Corporate Advantage frequent guest program.

Experience the Sandman Hotel Vancouver Airport, just minutes from Vancouver International Airport with complimentary shuttle service and Park and Go program. Featuring 171 comfortable guest rooms, business centre, and meeting and banquet facilities for up to 60 people, the Sandman Vancouver Airport is the ideal location for your next meeting, seminar or conference.

We look forward to working with you to make your next meeting or conference a success.

room selection & configuration solutions

room	fraser
room size (sq ft)	1200
classroom	36
theatre	60
u-shape	30
dinner (rounds x 8)	60
boardroom	50
hollow square	35
8 x 10 exhibits	6
phone outlets	yes
modem links	yes
day rate*	$350 per day

- Pricing does not include applicable taxes or 15% service charge.
- Additional savings on room rental with full catering may apply.
- Room rates include water service and standard set-up.
- In compliance with Health regulations, no food or beverage may be brought into or removed from the banquet area.
- Special set-ups may require additional charges.
- Day rate is 8 hours additional charges may apply.

Equipment (per day)

Flipchart includes paper and markers	$24.99
Whiteboard - includes markers	$34.99
Easel	$14.99
LCD Projector	$199.99
Screen – 6 foot	$24.99
Screen – 8 foot	$44.99
Speakerphone	$84.99
Podium	no charge
Wired Microphone	$74.99
Cordless Microphone	$124.99
Lapel Microphone	$124.99
Television & DVD combo	$139.99
Portable CD Player	$44.99
Extension Cord	$4.99
Power Bar	$4.99

audio
& video
solutions

All audio visual pricing is subject to change and based on availability. We are happy to offer one wired internet port or wireless, complimentary in each of our meeting rooms.

You are welcome to bring your own audio visual equipment ($4.99 energy surcharge).

Please ask your Banquet Manager for pricing on any audio visual you may require that is not listed. We would be happy to secure a quote for you.

Pricing does not include applicable taxes or 15% service charge.

food & beverage solutions

Coffee Breaks

Hot Beverages

Freshly brewed 100% Columbian regular and decaffeinated coffee,	
Assorted regular and herbal teas	$2.99 per guest/per break
Coffee / Tea carafe (10 cups)	$14.99 per carafe
Coffee urn (75 cups)	$84.99 per urn

Cold Beverages

Assorted individual juices	$2.99 each
Assorted diet and regular soft drinks	$2.99 each
Bottled water	$2.79 each
Assorted fruit juices 60 oz. pitchers (serves 10)	$14.99 per pitcher
Iced tea 60 oz. pitchers (serves 10)	$14.99 per pitcher
Ice cold milk 60 oz. pitchers (serves 10)	$14.99 per pitcher

Fresh From the Bakery

Assorted muffins & danishes	$29.99 dozen
Fresh baked croissants	$29.99 dozen
Assorted bagels with cream cheese, butter and preserves	$20.99 / half dozen

Coffee Break Snacks

Assorted squares (chocolate brownies, carrot cake, nanaimo bars)	$29.99 dozen
Freshly baked jumbo cookies	$23.99 dozen

Breakfast Items

Individual assorted fruit yogurt	$2.49 each
Assorted granola bars	$1.79 each
Fresh whole fruit (orange, banana, apple)	$1.79 per piece
Assorted sliced seasonal fresh fruit	$4.99 per guest
Assorted dry cereals and milk	$3.99 per guest

Munchies and Snacks

Vegetables & dip	$3.99 per guest
Imported and domestic cheese with crackers	$6.99 per guest

Pricing does not include applicable taxes or 15% service charge.

Please note that not all ingredients are listed, if there are any allergies or dietary concerns please speak with our Catering Manager.

All Inclusive Meeting Package (minimum 15 guests)

Continental Breakfast
Chilled fruit juice
A selection of pastries and baked goods
Fresh fruit salad
100% Columbian coffee, regular and herbal tea selection
Bottled water

AM Break
100% Columbian coffee, regular and herbal tea selection
Bottled water and assorted soft drinks

Lunch Choice Options:
Working Lunch
Chef's soup of the day
Mixed greens with a variety of dressings
Assorted sandwiches
On white, whole wheat and assorted wraps, with the Chef's selection of ham, turkey, roast beef, tuna, egg salad and vegetarian sandwiches
Sliced and whole seasonal fruit
Assorted dessert squares
100% Columbian coffee, regular and herbal tea selection
Bottled water and assorted soft drinks

or

Hot Buffet (add $4.99 per person)
Freshly baked buns and rolls with butter
Choice of:
Classic Caesar salad
Mixed greens with a variety of dressings
Choice of:
Teriyaki chicken with jasmine rice
Quarter roasted chicken with jus and mashed potatoes
Baron of beef with jus and mashed potatoes
Penne primavera (Choice of: chicken or vegetarian)
House-made lasagna (vegetarian option available)

Fresh market vegetables
Sliced and whole seasonal fruit
Assorted dessert squares

100% Columbian coffee, regular and herbal tea selection
Bottled water and assorted soft drinks

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food & beverage solutions

All Inclusive Meeting Package Continued

PM Break

100% Columbian coffee, regular and herbal tea selection
Bottled water and assorted soft drinks

Choice of:
Assorted jumbo cookies
Vegetables and dip
Assorted granola bars
Assorted mini chocolate bars & chips with dip

$39.99 per guest, 15 guests minimum
Includes: Food and beverage (as listed)
audio visual costs, 15% service charge and applicable taxes not included

food & beverage solutions

In Addition:

Assorted individual juices (on consumption)	$2.99 each
Assorted fruit juices 60 oz. pitchers (serves 10)	$14.99 per pitcher
Iced tea 60 oz. pitchers (serves 10)	$14.99 per pitcher
Ice cold milk 60 oz. pitchers (serves 10)	$14.99 per pitcher
Assorted sliced seasonal fresh fruit	$4.99 per guest
Imported and domestic cheese with crackers	$6.99 per guest
Vegetables and dip	$3.99 per guest

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Themed Coffee Breaks (minimum 15 guests)

Here's to Your Health

Low fat granola bars
Vegetables and dip
Assorted low fat yogurt
Bottled water — $9.79 per guest

Energy Boost

Assorted mini chocolate bars
Nachos and salsa
Pretzels
Assorted soft drinks — $9.79 per guest

Sweet Indulgence

Assorted jumbo cookies
Seasonal sliced fresh fruit
Bottled water
100% Columbian coffee, regular and herbal tea selection — $9.79 per guest

Death by Chocolate

Assorted jumbo chocolate cookies
Fudge brownies
Chocolate dipped strawberries
100% Columbian coffee, regular and herbal tea selection — $10.99 per guest

Boardroom Bad Boy

Assorted dry snacks – nachos and salsa, nuts and pretzels
Selection of domestic bottled beer (1.5 beverages per guest)
Assorted soft drinks — $14.99 per guest

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Breakfast Buffets (minimum 15 guests)

Continental Breakfast
Chilled fruit juice
A selection of pastries and baked goods
Fresh fruit salad
100% Columbian coffee, regular and herbal tea selection — $12.99 per guest

Healthy Choices
Chilled fruit juice
A selection of health smart muffins and multigrain bagels served with condiments and preserves
Low fat yogurt
Assorted cereals with milk
Fresh fruit salad
100% Columbian coffee, regular and herbal tea selection — $14.99 per guest

Hot Morning Buffet
Chilled fruit juice
Basket of baked goods with condiments and preserves
Farm fresh scrambled eggs
Bacon & sausages
Breakfast potatoes
Fresh fruit salad
100% Columbian coffee, regular and herbal tea selection — $16.99 per guest

Executive Morning Buffet
Chilled fruit juice
A selection of pastries, baked goods and bagels with condiments and preserves
Assorted low fat yogurts
Assorted cereals with milk
Farm fresh scrambled eggs
Bacon & sausages
Breakfast potatoes
Fresh fruit salad
100% Columbian coffee, regular and herbal tea selection — $18.99 per guest

Add pancakes or french toast to any buffet — $2.99 per guest

Please ask your Catering Manager about adding an action station to any breakfast buffet. (Minimum 20 guests)

Pricing does not include applicable taxes or 15% service charge.

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Luncheon Buffets (minimum 15 guests)

Working Lunch

*Chef's soup of the day
Mixed greens with a variety of dressings
Assorted sandwiches on white, whole wheat and assorted wraps, with the Chef's selection of ham, turkey, roast beef, tuna, egg salad and vegetarian
Whole seasonal fruit
Assorted dessert squares
100% Columbian coffee, regular and herbal tea selection

Choice of soup or salad	$16.99 per guest
With both soup and salad	$19.99 per guest

Deluxe Working Lunch

* Chef's soup of the day
Mixed greens with a variety of dressings
A selection of open and closed faced sandwiches with the Chef's selection of smoked salmon with sun dried tomato, dill cream cheese, red onions and capers, tuna with dried apples and red onions, chicken salad with fresh basil leaves, roast beef with cheddar cheese and dijon mustard, Chef's choice vegetarian sandwiches, turkey breast with cranberry aioli and our many other Chef's specialties
Sliced and whole seasonal fruit
Assorted dessert squares
100% Columbian coffee, regular and herbal tea selection — $20.99 per guest

* With multiple day bookings – the soup will be different each day.

Pricing does not include applicable taxes or 15% service charge.

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Luncheon Buffets Continued (minimum 15 guests)

Executive Luncheon Buffet
(Served between 10:30am & 2:00pm only)

Fresh baked buns served with butter

Choice of Two:
Mixed greens with a variety of dressings
Classic Caesar salad
Chef's soup of the day
Country potato salad
Greek pasta salad
Marinated vegetable salad

Choice of One:
Herbed roasted potatoes
Mashed potatoes
Wild rice medley
Jasmine rice

Fresh market vegetables

Choice of One:

Penne primavera with chicken – vegetarian option available	$19.99
House made lasagna–vegetarian option available	$19.99
Breast of chicken with teriyaki glaze	$23.99
Quarter roast chicken with jus	$23.99
Maple glazed salmon	$24.99
Roast beef with horseradish and jus	$25.99
Lemon butter haddock	$25.99

Assorted dessert squares
Sliced seasonal fruit
100% Columbian coffee, regular and herbal tea selection

Add an additional salad / soup for $3.49 per guest
Add an additional starch for $3.49 per guest
Add an additional entrée for $4.99 per guest

Pricing does not include applicable taxes or 15% service charge.

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Plated Dinners (minimum number of guests may apply)

All plated dinners served with freshly baked buns & butter, 100% Columbian coffee, regular and herbal tea selection

Choice of either soup or salad:
Classic Caesar salad
Mixed greens with Mediterranean vinaigrette
Tomato basil and cucumber medley
Spinach salad with red onion and mushrooms with a warm bacon dressing
Chef's soup selection of the day
(Can't decide? Have both soup & salad - $3.49 per person extra)

Choice of one entrée only:

Quarter chicken slow roasted and herb encrusted with red wine demi-glaze, served with mashed potatoes and seasonal vegetable medley	$29.99
Grilled chicken breast with teriyaki glaze and pineapple salsa served with jasmine rice and seasonal vegetable medley	$29.99
Pork tenderloin with shiitake mushrooms and apple jus served with mashed potatoes and seasonal vegetables	$29.99
Tender slices of roast turkey served with stuffing and cranberry sauce, mashed potatoes and seasonal vegetable medley	$29.99
Maple glazed salmon topped with pineapple salsa served with wild rice and seasonal vegetables	$32.99
Haddock encrusted with toasted almonds, chili lime butter and served with wild rice and seasonal vegetables	$32.99
Roast baron of beef with mini yorkshires and rosemary au jus served with mashed potatoes and seasonal vegetables	$36.99
Vegetarian pasta primavera served with garlic baguette	$26.99

All plated meals are priced with only one entrée – if you would like an additional entrée option for your guests, please speak to the Catering Manager directly, additional charges will apply.

Pricing does not include applicable taxes or 15% service charge.

Please note that not all ingredients are listed, if there are any allergies or dietary concerns please speak with our Catering Manager.

Plated Dinners Continued (minimum number of guests may apply)

Choice of dessert:
Vanilla bean crème brulée
Seasonal Chef's choice of cheesecake
White chocolate mousse and sweet chocolate cake
Blackberry and apple cobbler topped with heavy whipped cream

Add an appetizer course:

Mini crab cakes with cilantro cream sauce	$3.99 per person
House made bruschetta	$2.99 per person
Five spice beef satays	$4.99 per person
Lemon garlic chicken satays	$4.99 per person

Pricing does not include applicable taxes or 15% service charge.

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food & beverage solutions

Dinner Buffets (minimum 25 guests)

All buffet dinners are served with freshly baked buns and butter, assorted dessert squares, seasonal fresh fruit platter with yogurt dip, 100% Columbian coffee, regular and herbal tea selection

Choice 1:	3 Salads, 1 Vegetable, 1 Starch, 1 Main:	$34.99
Choice 2:	3 Salads, 1 Vegetable, 2 Starches, 2 Mains:	$39.99
Choice 3:	4 Salads, 2 Vegetables, 2 Starches, 3 Mains:	$43.99

Main Courses
Roast baron of beef with mini yorkshires and rosemary au jus
Slow roasted turkey breast with cranberry sage stuffing and rosemary gravy
Roast pork loin with cranberry apple stuffing and au jus
Baked maple glazed salmon with fresh fruit salsa
Herb encrusted chicken with red wine demi glaze
Smoked salmon penne with roasted vegetables in a cream sauce
House made lasagne – also available in vegetarian
Vegetarian penne primavera

Salads
Classic Caesar salad
Mixed greens with dressings
Greek pasta salad
Spinach salad with mushrooms and red onion
Marinated vegetable salad
Country potato salad
Waldorf salad

Starches
Mashed potatoes
Oven roasted potatoes
Jasmine rice
Wild rice medley
Candied walnuts and sweet potatoes – seasonal

Vegetables
Honey glazed carrots
Green beans and roasted red pepper medley
Cauliflower with cheese sauce
Steamed broccoli and cauliflower
Seasonal vegetable medley
Assorted baked squash – seasonal

Pricing does not include applicable taxes or 15% service charge.

Please note that not all ingredients are listed, if there are any allergies or dietary concerns please speak with our Catering Manager.

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Reception Menu (minimum 15 guests)

Vegetables and dip
Fresh fruit and cheese platter (with crackers)
Bruschetta with crostini
Spinach dip with grilled naan bread
Assorted chicken wings – 2 flavours – your choice
Assorted pizza rolls – smoked applewood chicken & tandoori chicken — $21.99 per person

Vegetables and dip
Fresh fruit and cheese (with crackers) platter
Bruschetta with crostini
Spinach dip with grilled naan bread
Coconut encrusted chicken skewers with mango chutney
Teriyaki beef skewers
Assorted pizza rolls – smoked applewood chicken & tandoori chicken — $26.99 per person

Vegetables and dip
Fresh fruit and cheese (with crackers) platter
Bruschetta with crostini
Spinach dip with grilled naan bread
Coconut encrusted chicken skewers with mango chutney
Teriyaki beef skewers
Puffed pastry filled with spinach and ricotta cheese
Primeshires – yorkshire pudding filled with beef and horseradish aioli
Assorted dessert — $30.99 per person

Action Prawn Station — add $6.49 per person
Jumbo prawns sautéed in guest's choice of cajun or garlic butter
Chef $14.99 Per hour (1/2 hour setup and tear down)

Pricing does not include applicable taxes or 15% service charge.

Please note that not all ingredients are listed, if there are any allergies or dietary concerns please speak with our Catering Manager.

please ask to see our extended wine list

food & beverage solutions

Beverage Service

Host Bar: For Groups When the Host Pays for all Liquor Consumption

Liquor – standard brands 1oz.	$5.79
House wine, per glass	$5.79
Domestic bottled beer, per bottle	$5.79
Coolers – on request	$5.99
Import beer, per bottle	$6.49
Soft drinks & juice	$2.49
Bottled water	$2.79

Cash Bar: When Guests Purchase Tickets from a Cashier or Pay Cash for Drinks

Liquor – standard brands 1oz.	$7.00
House wine, per glass	$7.00
Domestic bottled beer, per bottle	$7.00
Coolers – on request	$8.25
Import beer, per bottle	$8.25
Soft drinks & juice	$3.00
Bottled water	$4.00

*Cash bar prices include taxes.

All bars include the following standard items; rye, gin, white & dark rum, vodka, scotch, domestic beer, and house wine. Bar mixes include; orange juice, clamato juice, lime juice, cranberry juice, regular and diet soft drinks, and water. Please ask for pricing on premium products.

Note: A bartender charge of $14.99 per hour (minimum of 4 hours) will be applied if sales are less than $400.00. In addition, a ticket seller charge of $14.99 per hour (minimum of 4 hours) will apply for cash bars – if so desired.

Unlimited Non-Alcoholic Drink Pricing: $4.99 per guest unlimited soft drinks, selected juices, coffee and tea for the entire evening.

Alcohol Service Policy

It is the policy of Sandman Hotels & Moxie's Classic Grill to serve alcoholic beverages in a responsible and professional manner at all times. We shall adhere to all applicable laws and regulations as they pertain to the service of alcohol to under age or intoxicated persons.

The hours of alcoholic beverage service do vary among locations – please inquire with your Catering Manager about your property.

We thank you for choosing Sandman Hotel/Moxie's Classic Grill to host your upcoming function. In order to ensure a successful event, please allow us to provide you with the following catering information:

Food & Beverage:

The menus in our package are suggested selections: Our Executive Chef would be pleased to customize menus to suit any taste and occasion. All menu prices and room rental charges are subject to change without notice. Prices do not include 15% service charge or applicable government taxes.

We are pleased to offer special dietary menus. Please discuss any requirements with your Catering Manager. Please ensure that the Catering Manager is aware of all allergies in your group a minimum of seventy-two (72) business hours prior to your function.

All food and beverage served in the hotel is to be provided by Sandman Hotel, with the exception of wedding cakes. A service charge will apply. Please note that health regulations prohibit the removal of any food products after a function by our guests. Buffet products will be displayed for a maximum of one and a half hours at any function to ensure the quality and integrity of the product.

"thank-you for choosing sandman hotel

Function Guarantees:

The catering department must be notified of the guaranteed number of guests attending the function(s) no later than seventy-two (72) business hours prior to the event. Should no guarantee be received, the hotel shall charge for the original numbers quoted and the customer shall hereby undertake to pay for the guaranteed number or actual number served, which ever is greater. Your guaranteed number of guests cannot be decreased by more than 25% of your expected number of guests. Billing will reflect whichever number is greater. The hotel reserves the right to provide alternative function space should the number of guests increase or decrease substantially from the original number quoted.

Start and Finish Times:

The space is only booked for the time indicated on your function contract. Set-up and dismantling times are to be specified at the time of booking. Starting and end times cannot be altered unless authorized by management in advance.

Deposits and Method of Payment:

Payment is due upon completion of your event. It must be guaranteed by pre-approved credit card or pre-approved Credit account set up through the Catering Manager and/or hotel. Please allow two weeks to set up a credit account. A minimum $500.00 deposit is required for all private functions. Deposits are refundable on written cancellation of at least 30 days prior to the function.

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Liability:

a) The Sandman Hotel Vancouver Airport & Moxie's Classic Grill reserves the right to inspect and control all private functions, including the conduct and performance of guests, entertainers, and audible level of music played.

b) The hotel does not permit any article to be fastened onto walls or electrical fixtures. The use of tacks, tape, nails, screws, bolts or any tools, which could mark the floors, walls or ceilings, is prohibited. The hotel will hold the organization and the organization's guests responsible for any and all damage to hotel property.

c) Any signage used on the convention floor should be of professional quality. Requests to place promotional materials, signage etc., in the main lobby should be directed to your Catering Manager.

d) If you plan to include any live or recorded music during your function, a fee will be applied to your final bill. This fee will be submitted to SOCAN in compliance with copyright law, which states that royalties must be paid to the original composers and authors of recorded music.

e) Sandman Hotel & Moxie's Classic Grill is not responsible for any lost or stolen equipment or property left on the property. Conveners are recommended to take out their own insurance.

Shipping:

It is very important to advise us if you will be shipping any boxes to the hotel for your upcoming meeting. Any delivered materials can arrive no earlier than seventy two hours in advance of events. A storage charge will be applied for each box being stored on-site over seventy two hours. All boxes must be addressed as follows:

Sandman Hotel Vancouver Airport
3233 St. Edwards Drive
Richmond BC V6X 3K4
Attention: Catering Manager
Company / Group Name
Name of meeting room, Date of meeting, Name of person who is looking after your group. We will not be held responsible for any loss.

Socan Fees:

SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires that the users of music shall obtain a SOCAN licence to perform, or authorize others to perform copyrighted music in Public. To ensure that the appropriate licence is in fact in place, it is the policy of SOCAN that the establishment hosting the event, collect the fee and remit it to the Society. SOCAN fees vary with the size of your event, and whether there is dancing, or only background music. Please note that without a valid SOCAN licence legal action for infringement of copyright laws may ensue under the Copyright act of Canada.