

# CATERING

by  
THE  
*James*  
HOTEL

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## BEVERAGES & SNACKS

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### BEVERAGES

**torrefazione freshly brewed italia coffee, decaffeinated**  
\$35 per silex

**assorted premium taza teas**  
\$3.50 per serving

**dasani bottled water (still) 500 ml**  
\$3.75 per bottle

**assorted soft drinks 355 ml/bottled juices 300 ml**  
\$3.50 per can

**individual milks (2%, chocolate) 500 ml**  
\$4.00 bottle

**san pellegrino (sparkling) 250 ml**  
\$4.25 per bottle

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### MORNING & AFTERNOON SNACKS

All baked items are prepared in our on-site bakery  
Half dozen amounts are available

**blueberry scones with whipped butter and lemon curd**  
\$27 per dozen

**freshly baked fruit filled danish**  
\$27 per dozen

**cookie jar (selection of freshly baked cookies)**  
\$24 per dozen

**warm kettle chips topped with ranch seasoning**  
\$6 per bowl

**seasonal fresh fruit and berries**  
\$6 per serving

**traditional hummus with vegetable crudité and naan**  
\$6 per plate (1 plate per person)

**freshly baked croissants with house made james**  
\$27 per dozen

**assorted muffins**  
\$27 per dozen

**beignets (new orleans-style topped with powdered sugar)**  
\$6 per plate (2 per plate, 1 plate per person)

**orange-almond biscotti and chocolate-pecan biscotti**  
\$33 per dozen

**fresh fruit basket (a selection of seasonal whole fruit)**  
\$2 per piece

**individual activia yogurts, assorted flavors 100 ml containers**  
\$1.75 per container

**yogurt parfaits: vanilla yogurt, fresh berries and house made coconut-almond granola (GF)**  
\$5.50 per parfait

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BRUNCH MENU

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premium fruit juice (orange, apple, grapefruit, cranberry) and freshly brewed torrefazione italia coffee

assortment of breakfast pastries to include blueberry scones, croissants, fruit filled danish, banana nut loaves, assorted muffins served with whipped butter and assorted jams

fresh fruit and berries cups served with individual activia yogurt cups

individual salads cups to include: tropical fruit salad with a mint dressing; tossed greens topped with a poached pear, chevre and a pomegranate vinaigrette; spinach, strawberry and feta salad with a poppy seed dressing

individual cheese skewers to include: old cheddar, swiss, jack, smoked gouda with grapes and strawberries on a bamboo skewer

**egg dish**

fluffy scrambled free run eggs

**potato**

pan fried baby red breakfast potatoes tossed with chives and bell peppers

**breakfast meat (select two)**

crisp bacon

maple pork breakfast sausage

grilled back bacon

grilled chicken and apple sausage

lentil-mushroom sausage patties (V GF)

**brunch entrée (select one)**

*all served with appropriate condiments*

roast baron of beef, garlic and herb whipped potatoes, seasonal vegetables

brown sugar glazed ham, scalloped potatoes, seasonal vegetables

grilled chicken breast with an asparagus cream sauce, long grain and wild rice pilaf and seasonal vegetable

**sweets**

*individual servings*

buttermilk panna cotta topped with berry coulis; vanilla crème brûlée topped with caramelized sugar;

chocolate-raspberry mouse cups; strawberry rhubarb crumble

\$34 per guest

*(minimum 10 people)*

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## DELUXE BRUNCH MENU

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premium fruit juice (orange, apple, grapefruit, cranberry) and freshly brewed torrefazione italia coffee

assortment of breakfast pastries to include blueberry scones, croissants, fruit filled danish, banana nut loaves, assorted muffins served with whipped butter and assorted jams

fresh fruit and berries cups

mini yogurt parfaits, vanilla yogurt, fresh berries ad house made coconut-almond granola

individual salads cups to include: tropical fruit salad with a mint dressing; tossed greens topped with a poached pear, chevre and a pomegranate vinaigrette; spinach, strawberry and feta salad with a poppy seed dressing

bagels and lox; toasted bagels, cream cheese, smoked salmon and capers

crème brûlée french toast served with maple syrup

fresh belgium waffles served with blueberry topping, strawberry topping, whip cream and maple syrup

### **eggs benedict station**

*prepared by a member of our culinary team*

fresh poached free range egg served on toasted english muffin

with a selection of toppings to include canadian back bacon, smoked salmon, portabella mushroom, spinach and avocado finished with traditional hollandaise sauce

### **potato**

pan fried baby red breakfast potatoes tossed with chives and bell peppers

### **breakfast meat**

crisp bacon

grilled chicken and apple sausage

white bean-apple sausages

### **brunch entrée**

carved brown sugar ham with gravelbourg mustard

savory tarts to include: caramelized onion, apple and blue cheese; spinach, feta and roasted red pepper

\$37 per guest

*(minimum 10 people)*

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PLATED DINNER

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*all plated dinners are a minimum of three courses (starter + entrée + dessert)  
plated dinners are priced ala carte*

***please note each selection made must be consistent for all guests***

dinners are served with warm baguettes, whipped butter,  
freshly brewed torrefazione italia coffee and select taza teas

**appetizer (select one)**

**prawns** 3 large pacific prawns served with traditional seafood sauce. Your choice of BBQ grilled or butter poached **\$10**

**scallops** honey spiced pan-fried pacific scallops, creamy herb polenta, traditional crème fraiche **\$10**

**beef medallions** 2 beef tenderloin medallions topped with sautéed mushrooms and a rich brandy-cream sauce **\$10**

**OR**

**soup (select one)**

**beef consommé** braised short rib tortellini, fennel cream and enoki mushrooms in a traditional beef consommé **\$5**

**classic french onion soup** caramelized onion, red wine broth, garlic-herb crouton, gruyère **\$5**

**clam chowder** fresh atlantic clams, spring vegetables, cream with a roasted tomato coulis **\$5**

**OR**

**salad (select one)**

**chefs artisan greens** gathered artisan greens wrapped in an English cucumber slice topped with fresh basil and mint garnished with grape tomato, sweet carrots and radish chips topped with a blueberry vinaigrette **\$6**

**pear salad** ripe pear layered with carrot ribbons, zucchini, pea shoots and arugula topped with white balsamic vinaigrette **\$6**

**caesar salad** crisp romaine lettuce, shaved parmesan, herb focaccia croutons, crumbled bacon tossed with a house garlic Caesar dressing **\$6**

**sweets (select one)**

**warm chocolate** a warm molten chocolate cake filled with a 75% dark chocolate ganache topped with powdered sugar and served with French vanilla ice cream **\$6**

**crème brûlée** traditional vanilla bean custard, caramelized sugar, served with fresh berries and chocolate shortbread **\$6**

**warm lemon pudding** a light lemon cake over a lemon custard topped with powdered sugar and served with blueberry ice cream **\$6**

***\* entrées on following page \****

***(minimum 10 people)***

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PLATED DINNER

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**entrée (select one)**

**chicken breast** – supreme chicken breast filled with triple cream brie and a bouquet of mushrooms on a charred sweet onion, fig and maple cream; roasted cremer potatoes and seasonal vegetables **\$36**

**pacific salmon – grilled\*\*\*** wild Pacific salmon brushed with a local honey and gravelbourg mustard glaze; mushroom and chive risotto and seasonal vegetables **\$36**

**beef tenderloin - grilled\*\*\*** canadian AAA 7-oz beef tenderloin topped with a creamy peppercorn demi; chive, roasted red pepper and old cheddar twice baked potato, seasonal vegetables **\$45**

**canadian AAA prime rib** – slow roasted as a whole roast or served as a **grilled\*\*\*** rib eye steak (12 oz servings) with a merlot demi glaze; fondant potatoes and seasonal vegetables. **\$48**

**saskatchewan pork tenderloin – grilled\*\*\*** herb and spice rubbed pork tenderloin topped with a blackberry gastrique, whipped parsnip and yukon gold potato and seasonal vegetables **\$36**

**NOTE - Grilled\*\*\* indicates that this entrée can be prepared on our in suite BBQ during favorable weather conditions. when these entrees can not be prepared on our BBQ they will be grilled to order in our main kitchen.**

*(minimum 10 people)*

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DINNER BUFFET

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dinner buffets are served with warm baguettes, whipped butter,  
tossed artisan greens with a selection of house made dressings,  
freshly brewed torrefazione italia coffee and select taza teas

buffet dinners include one entrée, a second entrée may be added for \$ 5.00

**salads (select three)**

**caesar salad-** romaine lettuce, herb focaccia croutons, shaved parmesan cheese, crumbled bacon , house made garlic caesar dressing

**corn and avocado salad-** charred sweet corn, fresh avocado, bell peppers, red onion tossed with a lime-cilantro dressing

**traditional greek salad-** ripe tomatoes, english cucumbers, sweet bell peppers, kalamata olives, sharp feta cheese,  
herb-red wine vinaigrette

**mustard potato salad-** creamer potatoes, radish chips, chives, celery, fresh dill, gravelbourg mustard dressing

**roasted beet salad-** orange roasted beets, artisan greens, chevre cheese, orange segments, citrus-white balsamic vinaigrette

**strawberry spinach salad-** baby spinach tossed with fresh strawberries, fetta cheese, poppy seed dressing

<b>veg-</b>	roasted cauliflower tossed in olive oil, thyme and seasonings	baby carrots glazed with local honey
	maple pecan hassel back roasted butternut squash	brussel sprouts pan-fried with apples and brown sugar
	sautéed green beans and pearl onions with a balsamic glaze	asparagus tossed with red peppers and brown butter

**etable selection (select two)**

steamed broccoli topped with an aged cheddar cheese sauce

<b>side dish-</b>	herb whipped potatoes	creamy herb polenta
	roasted creamer potatoes	es potato gnocchi with chives, button mushrooms and brown butter
	duchess potatoes	long grain and wild rice pilaf
	twice baked potatoes with chives and smoke gouda	potato and cheddar perogies served with sour cream and bacon

**(choice of one per entrée)**

*(minimum 10 people)*

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DINNER BUFFET

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**entrée selection**

**Grilled\*\*\*** indicates that this entrée can be prepared on our in suite BBQ during favorable weather conditions. When these entrees can not be prepared on our BBQ they will be grilled to order in our main kitchen

\* denotes carved item - if two carved entrées are selected, only one will be carved

\* **baron of beef**— herb and spice rubbed , au jus

**Grilled\*\*\* canadian \* beef tenderloin**- garlic and rosemary rubbed, creamy peppercorn demi (additional \$ 10 per guest)

\* **canadian prime rib**— slow roasted roast, traditional yorkshire pudding (additional \$ 7.50 per guest)

\* **frenched pork loin**— locally raised roast, blackberry reduction OR **Grilled\*\*\*** locally raised center cut frenched pork loin chop, blackberry reduction

**Grilled\*\*\*** or baked **pacific salmon**- fillet, local honey and gravelbourg mustard glaze

**Grilled\*\*\* chicken breast**- basil-roasted garlic cream

**roast turkey**- cranberry-pecan stuffing, pan gravy

**Grilled\*\*\*** spring **lamb chops**- rosemary-shallot balsamic reduction (additional \$5.00 per guest)

**stuffed sweet red pepper**- cauliflower rice, black beans and avocado topped with a fresh salsa (vegan)

**stuffed chicken breast**- chevre and avocado, bearnaise sauce

**sweets (select three)**

**panna cotta**— strawberry-rhubarb

**chocolate brownie bar**- layers of brownies and chocolate mousse with a chocolate glaze

**cheesecake**- light fluffy with raspberry coulis, blackberry coulis and basil syrup

**lamingtons**- chocolate, vanilla and red velvet cakes dipped in dark and milk chocolate tossed in toasted coconut, toasted almonds and shaved white chocolate

**fresh fruit and berry**- skewers with milk chocolate dipping sauce

**tarts**— lemon blueberry

**crème brûlée**— vanilla bean topped with caramelized sugar

\$45 per guest

*(minimum 10 people)*

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## RECEPTIONS

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### HOT HORS D'OEUVRES

mini shrimp po'boy, lettuce, tomato, crisp dill pickle, remoulade  
grilled teriyaki chicken and pineapple satay  
mini marinara pizza, fresh basil, bocconcini  
whiskey bbq pulled pork sliders with apple braised red cabbage

spinach, portabella mushroom wellington  
leek, Yukon potato and gruyere tart  
mediterranean beef and lamb kabob with tahini  
seared tuna taco, soft tortilla ,avocado, cucumber, red cabbage,  
tomato and cilantro with siracha-lime cilantro mayo

\$34 per dozen (selections must be ordered by the dozen)

### SWEET BITES

chocolate dipped fruit skewers  
orange scented churro with a grand marnier dipping sauce  
chocolate on chocolate lamingtons rolled in toasted coconut  
bourbon pecan tarts

\$31 per dozen (selections must be ordered by the dozen)

### STANDARD INDIVIDUAL RECEPTION PLATES

#### james cheese plates

a selection of fine cheeses served with grapes, apple-fig  
compote and whole grain crostini's  
\$7 per guest

#### vegetable crudités

a selection of crisp vegetables,  
sundried tomato hummus  
\$6 per guest

#### spinach artichoke dip

warm spinach artichoke dip with grilled pita  
\$6 per guest

#### fresh fruit

fresh fruit and berries with a chocolate mousse dip  
\$6 per guest

### ENHANCED INDIVIDUAL RECEPTION PLATES

#### charcuterie plates

an assortment of cured meats and smoked sausages served with gravelbourg mustard, old white cheddar, smoked cheddar, gherkins and  
sliced baguettes  
\$11 per guest

#### traditional shrimp cocktail

Four (4) large pacific shrimp served with seafood sauce  
\$11 per guest

#### iced oysters

Three (3) large fresh pacific oysters shucked and served on crushed ice with lemon and hot sauce on the side  
\$11 per guest

*(minimum 10 people)*

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## RECEPTION STATIONS

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### ENHANCE YOUR MENU WITH A RECEPTION STATION

**Grilled\*\*\*** indicates that this entrée can be prepared on our in suite BBQ during favorable weather conditions. When these entrees can not be prepared on our BBQ they will be grilled to order in our main kitchen

\* denotes carved item - if two carved entrées are selected, only one will be carved

#### carving station

your choice of roast baron of beef, dry rubbed turkey breast, brown sugar glazed ham or grilled\*\*\* whole Canadian beef tenderloin (additional \$10 per guest)

served with freshly baked rolls, assorted condiments, and two salads from the dinner buffet salad selection

\$18.50 per guest

#### taco station

an assortment of premade tacos in soft tortillas and hard corn shells:

seasoned ground beef with diced tomatoes, cheddar cheese, red onions and shredded lettuce

blackened strips of chicken breast with avocado, tomato, peppers and jack cheese

panko breaded cod with carrot, cabbage and green onion law tossed in a lime dressing

grilled and seasoned strips of top sirloin steak topped with sautéed onions, peppers and jack cheese

additional toppings: mild salsa, hot salsa, taco sauce, pico de gallo, mexican rice and refried beans

\$18.50 per guest

#### slider station

a selection of mini sliders to include:

grilled\*\*\* ground canadian beef chuck on a sesame seed bun with tomato jam, crispy onions and smoked cheddar cheese

Grilled\*\*\* turkey burger on a mini kaiser bun with red pepper-zucchini relish and a spicy jack cheese

grilled\*\*\* bison burger on a onion bun with bacon jam, sautéed mushrooms topped with mozzarella cheese

maple bbq pulled pork on a mini kaiser bun with a cabbage slaw

your choice of two salads from the dinner buffet salad selections

warm kettle chips tossed with a ranch seasoning and served with a chipotle-cheese dipping sauce

\$18.50 per guest

#### shrimp scampi station

large pacific shrimp prepared by a member of our culinary team either pan fried scampi style with garlic, butter, herbs and white

wine or brushed with a herb garlic butter and grilled\*\*\*

served with warm baguettes and seafood sauce

\$19.50 per guest

#### gnocchi station

four prepared gnocchi dishes:

four cheese baked gnocchi tossed in a creamy alfredo sauce with parmesan, mozzarella, white cheddar and chevre

gnocchi sautéed with asparagus and prosciutto

gnocchi tossed with brown butter, fresh mushrooms and chives

tuscan style gnocchi, spinach, tomatoes, white beans and shredded parmesan

served with caesar salad, garlic toast and cheese toast

\$17.50 per guest

*(minimum 10 people)*

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## DESSERT RECEPTION STATIONS

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### **baked alaskan station**

a member of our culinary team will prepare your baked alaskan to order  
choose from vanilla cake, red velvet cake, chocolate fudge cake or light angle food cake  
topped with your choice of vanilla, chocolate, cherry cheesecake or maple walnut ice cream  
finished with a fluffy merengue and toasted to a golden brown  
served with a selection of fresh berry compotes to include blueberry, raspberry and strawberry  
\$12.50 per guest

### **flambee station**

a member of our culinary team will prepare the following fruits to be served over french vanilla gelato, chocolate gelato, sweet  
vanilla short cakes or chocolate sponge short cakes  
fresh strawberries, cracked pepper and brandy  
peaches, bing cherries, raw sugar and grand marnier  
bananas, walnuts, brown sugar, cinnamon and dark rum  
\$12.50 per guest

*(minimum 10 people)*

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## RECEPTIONS

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### RECEPTION MENU #1

your choice of four (4) hot hor d'oeuvrer  
your choice of two (2) items from the standard individual reception plates  
your choice of two (2) sweet bites

\$26 per guest

*\* upgrade reception menu #1 by making only once choice from the standard individual plates and one choice from the enhanced individual reception plates for additional \$5 per guest*

### RECEPTION MENU #2

your choice of four (4) hot hor d'oeuvrer  
your choice of two (2) items from the standard individual reception plates  
your choice of one (1) reception station  
your choice of two (2) sweet bites

\$36 per guest

*\* upgrade reception menu #2 by choosing one of the dessert reception stations instead of the 2 selections from the sweet bites for additional \$5 per guest*

*(minimum 10 people)*

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## RECEPTIONS

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### RECEPTION MENU #3

your choice of four (4) hot hor d'oeuvrer  
your choice of two (2) items from the standard individual reception plates  
your choice of two (2) reception station  
your choice of two (2) sweet bites

\$49 per guest

*\* upgrade reception menu #3 by choosing one of the dessert reception stations instead of the 2 selections from the sweet bites for additional \$5 per guest*

### RECEPTION MENU #4

a selection of individual salad cups (choose three (3) salads from the dinner buffet salad selection)  
your choice of two (2) items from the standard individual reception plates  
the gnocchi station and your choice of two (2) other reception station  
your choice of one (1) dessert reception station. (because of limited space in the suite, dessert station must be served after the reception stations have been removed)

\$62 per guest

*Note- Grilled\*\*\* indicates that this item can be prepared by a member of our culinary team on our in-site BBQ during favorable weather conditions. when these items can't be prepared on our BBQ they will be grilled in our main kitchen.*

*Note— all salads served with receptions are served in individual glasses.*

**(minimum 10 people)**

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## BAR MENU

### CASH BAR

when each individual guest purchases drinks from the hotel bar  
(prices include taxes)

	Standard	Premium
spirit selection	\$8.25	\$10.50
beer	\$8.25	\$10.50
house red and white wine	\$8.65	\$8.65
non-alcoholic beer	\$7.00	
soft drinks and juices	\$4.00	
liqueurs	\$9.00	

### HOST BAR

when the convener or host is invoiced for all drinks consumed  
(prices subject to 18% gratuity and applicable taxes)

	Standard	Premium
spirit selection	\$7.00	\$9.00
beer	\$7.00	\$9.00
house red and white wine	\$7.50	\$7.50
liqueurs		\$8.00
local liqueurs		\$9.00
non-alcoholic beer	\$6.09	
soft drinks and juices	\$3.50	
non-alcoholic punch	\$55.00	per gallon

### HOUSE WINES

RED - changes seasonally; check with hotel for current offering	\$37.00
WHITE - changes seasonally; check with hotel for current offering	\$37.00

**standard spirits:** lucky bastard vodka, dewar's blended scotch, tanqueray gin,  
forty creek whiskey, bacardi superior rum, appleton estate rum

**premium spirits:** grey goose vodka, glenfiddich 12 year scotch, bombay gin, crown royal whiskey,  
knob creek bourbon, flor de caña white rum, captain morgan spiced rum

**liqueur selections:** baileys, kahlua, drambuie, grand marnier, amaretto

**local liqueur selections:** black fox raspberry, black fox honey ginger

lucky bastard saskatoon berry, lucky bastard haskap

Bartender fee of \$28.00 per hour (minimum of 4 hours) if sales do not meet or exceed \$500.00

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COCKTAIL MENU

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TO ENHANCE THE BEVERAGE EXPERIENCE...

**CAESAR (1 oz)**

absolut, worcestershire, tobasco, clamato, pickled garnish  
\$9

**HARVEY WALLBANGER (2 oz)**

absolut, galliano, orange juice  
\$11

**CUBA LIBRE (2 oz)**

bacardi superiore, cola, fresh lime  
\$11

**RUSTY NAIL (2 oz)**

johnny walker, drambuie, lemon  
\$12

**OLD FASHIONED (2 oz)**

bulleit bourbon, angostura, cherry  
\$12

**MARTINI (2 oz)**

**available for events of 20 guests or less**  
absolute or tanqueray, dry vermouth, olive, twist  
\$13

Bartender fee of \$28.00 per hour (minimum of 4 hours) if sales do not meet or exceed \$500.00

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WINE MENU

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RED WINE

**luigi bosca DOC** \$54  
malbec, argentina

**pirramimma** \$65  
shiraz, australia

**pago ayles 'S'** \$54  
garnacha, spain

**moon curser** \$78  
syrah, canada

**cloudline** \$67  
pinot noir, usa

**sottano** \$52  
cabernet sauvignon, argentina

**feudi di san gregorio** \$52  
primitivo, italy

**gouffier mercurey 1er cru** \$140  
pinot noir, france

**da gromis barolo** \$155  
nebbiolo, italy

**cakebread** \$205  
Cabernet sauvignon, usa

CHAMPAGNE

all selections from france

**veuve clicquot brut** \$125

**moet and chandon rose** \$130

**dom perignon** \$325

**roederer, louis - cristal** \$450

WHITE WINE

**umani ronchi** \$52  
pecorino, italy

**tommasi** \$52  
pinot grigio, italy

**orofino** \$54  
riesling, canada

**dourthe** \$50  
sauvignon blanc, france

**tinhorn creek** \$54  
chardonnay, canada

**cloudy bay** \$69  
sauvignon blanc, new zeland

**domaine la janesse 2007** \$280  
châteauneuf-du-pape, france

SPARKLING WINE

**mionetto prosecco** \$60  
italy

**freixenet cordon negro brut** \$45  
spain

**summerhill cipes** \$66  
canada, organic

ROSE WINE

**bielder père et fils** \$52  
grenache, france

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## GENERAL INFORMATION

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**menu selections:** in order to ensure availability, we request that your menu selections are confirmed with your event manager no later than two weeks prior to your event. please advise your event manager of any special dietary requirements as soon as possible prior to the event. changes may apply for dietary substitutions made on the day of the event. final entrée count is due no later than 72 hours (3 business days) prior to the event.

all food and beverage items will be provided by the hotel. please advise your event manager of any thoughts or requests that you may have.

**bar costs and policies:** cash or host bars with net revenues less than \$500 will be subject to a bartender fee of \$28.00 per hour, with a minimum of four hours. the james hotel follows all rules of service set out by the saskatchewan liquor and gaming authority (slga).

**taxes and gratuities:** all food and beverage prices quoted are subject to applicable federal and provincial taxes unless otherwise stated. an eighteen percent (18%) service charge is applied to all food and beverage and gst is applicable.

**guaranteed number:** for all meal functions, the guaranteed number attending must be communicated to the events department no later than 72 hours (3 business days) prior to the function. if the guaranteed number is not received, the billing shall be made out for the number of people for which the function was originally booked, or the number of guests in attendance; whichever is greater.

the hotel will do its best to accommodate guaranteed numbers; however, we reserve the right to make substitutions where necessary.

**deposits:** deposits are due at the time of space confirmation, unless other arrangements have been made with your event manager

**statutory holidays:** a fifteen percent (15%) surcharge will apply to all food and beverage on all canadian statutory holidays.

**displays, exhibits or products:** all deliveries are to be delivered to our receiving entrance no more than 24 hours prior to the function unless special arrangements have been made directly with the events department. such displays, exhibits or products are the responsibility of the exhibitor, and the hotel accepts no liability whatsoever for loss or damage. such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24-hour basis. in such case the hotel, at the customer's request, will arrange to have the room locked. the hotel will not be responsible for exhibits, displays and products locked in any function room.

**liability:** the james hotel reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and the audible level of music played. liability for all damages to the premises will be charged to the representative in charge of arrangements with the hotel. to avoid damage to wall coverings, we do not allow the use of string, tape, tacks, push pins or any other attachments for any posters, flyers or written materials to walls or doors without prior written consent from the hotel.

**cancellation charge:** should it be necessary for you to cancel your function after the agreement has been signed, the hotel will be entitled to liquidated damages (agreed not to constitute a penalty) based upon the following scale:

less than six (6) months to one (1) month from arrival date:  
60% of estimated revenue

less than one (1) month to eight (8) days from arrival date:  
75% of estimated revenue

seven (7) days or less from arrival date: 90% of estimated revenue

cancellations made under this provision shall be made by the cancelling party to the non-cancelling party by written notice. cancellation will not be considered final until written notice and payment of the liquidated damages are received.

**terms of payment:** all invoices are due in full upon receipt or as agreed upon.

updated 07/2020