



Meeting Venues



PAN PACIFIC
WHISTLER MOUNTAINSIDE

Mountainside Meeting Space

MEETING ROOM	SQUARE FEET	CLASS-ROOM	THEATRE	ROUNDS OF EIGHT	BOARD ROOM	U-SHAPE	HOLLOW SQUARE	RECEPTION
Pacific Suite	650	–	24	–	18	–	–	30
Singing Pass	650	10	40	–	22	–	–	–



PACIFIC SUITE



SINGING PASS

Audio Visual Packages

Boardroom Data Projection System

First Day	\$200
Additional Days	\$100
Includes: LCD projector 80in. Projection Screen Cables to connect to laptop	

TV & DVD Package

First Day	\$90
Additional Days	\$60
Includes: Premium Quality DVD Player 35in. or 52in. Monitor	

Theatre Package

First Day	\$250
Additional Days	\$175
Includes: LCD projector 80in. Projection Screen DVD Player	

Audio Visual Equipment

Screens

80in. Projection Screen	\$40 /day
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Video Equipment & Accessories

Premium quality DVD player	\$30 /day
65in. television	\$60 /day
LCD projector	\$200 /day
Teleconference [setup and rental fee]	\$150 /day

Lecture & Conference Accessories

Flip chart with regular paper and markers	\$20 /day
Flip chart with markers [no paper]	\$10 /day
'Post it' flip chart paper	\$75 /day
Easel	\$10 /day

Policies & Procedures

All function agreements are subject to the policies of Pan Pacific Whistler

To maintain food and beverage safety and quality, all food and beverage served in the Hotel is to be provided by the Pan Pacific Whistler, with the exception of wedding cakes, for which a labour charge of \$25 will be applicable if you wish us to cut and serve the cake.

In accordance with B.C. liquor laws, all alcoholic beverages consumed in licensed areas must be purchased by the hotel through the B.C. Liquor Distribution Branch. Liquor service is not permitted after 1AM [12AM on Sundays and holidays].

In accordance with Whistler noise bylaws, events on the Garden Terrace must end by 10PM or be moved indoors.

Food and beverage prices are guaranteed for six [6] months from the date menus are distributed. Prices can be fixed up to one [1] year prior to your event with prior arrangements. Please anticipate a minimum 5% increase in menu pricing for the period of 183 to 365 days in advance of your planned date. All prices and fees are quoted in Canadian dollars.

Menu & Wine Selections

One set menu is requested for all guests. Final selections must be arranged 2 weeks prior to your event. Any food events requested after 9:30PM and prior to 6:30AM are subject to additional labour charges. Menu pricing and room rental subject to change.

Event Guarantees

The Hotel requires an approximate guest count 14 days prior to your event. It is the sole responsibility of the client to advise the final guarantee to the Hotel, 72 hours prior to the event. The Hotel will prepare and set 5% above the guaranteed number. In the event no guarantee is received by the Hotel, the original contracted number will be charged, or actual number of guests served, whichever is greater.

The Hotel reserves the right to provide an alternative banquet room best suited to the group's size, should the number of guests attending the banquet differ greatly from the original expected number.

Service Charges & Taxes

All food and beverage service is subject to a 18% service charge. Current government sales tax is 5% and is applicable to all charges including service charge.

Payment

A non-refundable deposit is required to confirm the event on a definite basis. The balance of the estimated charges is due 30 days prior to the event. Payment may be made by a certified bank draft or cheque, cash or credit card.

Labour Rates

Chef carving/cooking or serving at a food station [per 2 hours].	\$200 /chef
Additional labour charges on Canadian Statutory Holiday.	\$10 /guest/meal

Cancellation

Events cancelled within 30 days are subject to a cancellation fee of full meeting room rental and fifty percent [50%] of the contracted food and beverage revenue. Outside of 30 days prior to the event, the deposit is refundable only when the hotel is able to resell the same room for the same original dates. Events cancelled within two weeks will be charged 100% of the estimated revenue.

ALL CANCELLATIONS MUST BE SUBMITTED IN WRITING.