



# Meeting Venues



PAN PACIFIC  
WHISTLER VILLAGE CENTRE

# Village Centre Meeting Space

| MEETING ROOM   | SQUARE FEET | CLASS-ROOM | THEATRE | ROUNDS OF EIGHT | BOARD-ROOM | U-SHAPE | HOLLOW SQUARE | RECEPTION |
|----------------|-------------|------------|---------|-----------------|------------|---------|---------------|-----------|
| The Gallery    | 950         | 20         | 45      | 40              | 22         | 22      | 20            | 60        |
| Pacific Lounge | 750         | –          | 30      | –               | 16         | –       | –             | 30        |

Looking for a fresh air venue? Ask about our Garden Terrace.



THE GALLERY

# Audio Visual Packages

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## Boardroom Data Projection System

First Day

**\$230**

Additional Days

**\$120**

Includes: LCD projector | 80in. Projection Screen | Cables to connect to laptop

# Audio Visual Equipment

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## Screens

80in. Projection Screen

**\$50/day**

## Video Equipment & Accessories

HDTV

**\$75/day**

LCD projector

**\$230/day**

## Lecture & Conference Accessories

Flip chart with regular paper and markers

**\$29/day**

'Post it' flip chart paper

**\$75/day**

White board and markers

**\$29/day**

Easel

**\$20/day**

# Policies & Procedures

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## **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 meeting rooms is to be provided by Pan Pacific Whistler, except for, wedding cakes, for which a labour charge of \$25 will be applicable if you wish us to cut and serve the cake.

Lunch food delivery begins at noon. Any requests for delivery prior to this time are subject to availability and must be submitted to the sales/catering team at least 15 days in advance.

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, and, by policy of the hotel, 9PM in the meeting rooms.

Food and beverage prices are guaranteed for three [3] months from the date menus are distributed. 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 19% 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.**