



WESTWOOD PLATEAU CELEBRATION OF LIFE



THE CLUBHOUSE



THANK YOU

For considering Westwood Plateau Golf & Country Club as a potential venue for your upcoming event.

Westwood Plateau is located high atop Eagle Mountain in Coquitlam, BC. Our 32,000 square foot clubhouse, which opened in 1997, has been host to a wide variety of events such as Golf Tournaments, Weddings, Corporate Meetings, Conventions and other Private Functions.

Westwood Plateau has a variety of banquet rooms to suit your wedding size for your reception; all that provide the west coast feel with beautiful wood beam architecture and picturesque views of the lower mainland and Mount Baker.

Our Special Events Team is here to assist you with hands on planning of your event including your itinerary, floor plans, menu selections, vendor referrals, and budget of your event.

To inquire, please contact our Special Events Department.

Telephone: 604 552 5114

Email: banquet@westwoodplateaugolf.com

HERE FOR YOU

Our Event Managers are available to assist you through your entire planning process during this difficult time. This includes touring you of the venue, assisting you through the booking process, guiding you through your event details, customizing your menu selections and providing you with suggestions for a smooth timeline of formalities.

Our Banquet Captains will be at your service on the event day to execute the plans that you have set. They will be your communication for the venue, and assist you through the entirety of the day.



THE EVENT



The event will take place on one of the three banquet rooms offered on-site. Each banquet room has its own unique viewing point of the lower mainland and surrounding Coastal Mountain views. The Gallery Room, located on the lower level of the Clubhouse, the Panorama Room, our largest banquet space, located on the upper level of the Clubhouse, and the Studio Room, our intimate banquet space, also located on the upper level of the Clubhouse.

INCLUDED

- Round guest tables for up to ten guests
- Cutlery, glassware and white plates
- White or Burgundy table linens
- White cloth napkins
- Easel for your signage
- Customized Floor Plan
- Service staff
- Use of the built-in projector and screen
- Wireless Microphone and Podium
- Banquet Chairs
- Appetizers and Non-Alcoholic Beverages for Guests
- High Top Tables

MENU OPTIONS

COCKTAIL STYLE

After the formalities of the proceedings have finished, we will ask your guests to enjoy a variety of platters and passed canapes. From our wide array of options, you can choose from hot, cold or a combination of both selections for your group. Four generous portioned pieces of both platters and canapes are available for your guests to enjoy on site while remembering and discussing fond stories of that special person who has passed.



Pricing

JANUARY THROUGH MARCH

PANORAMA – 120 Adult Minimum Requirement | 250 Guest Maximum
Monday to Thursday | \$45 per Person
Friday to Sunday | \$50 per Person

GALLERY – 50 Adult Minimum Requirement | 120 Guest Maximum
Monday to Thursday | \$45 per Person
Friday to Sunday | \$50 per Person

STUDIO – 30 Adult Minimum Requirement | 50 Guest Maximum
Monday to Thursday | \$45 per Person
Friday to Sunday | \$50 per Person

APRIL THROUGH DECEMBER

PANORAMA – 120 Adult Minimum Requirement | 250 Guest Maximum
Monday to Thursday | \$45 per Person
Friday to Sunday | \$60 per Person

GALLERY – 50 Adult Minimum Requirement | 120 Guest Maximum
Monday to Thursday | \$45 per Person
Friday to Sunday | \$60 per Person

STUDIO – 30 Adult Minimum Requirement | 50 Guest Maximum
Monday to Thursday | \$45 per Person
Friday to Sunday | \$60 per Person

April through December dates are based upon availability



Canapes

DELUXE HOT CANAPÉS

Crab Stuffed Mushrooms with Fresh Herbs

Vegetarian Spring Rolls, Served with
Pineapple Plum Sauce

Scallops Wrapped in Bacon Served with a
Spicy Cocktail Sauce

Grilled Prawn Skewers, Served with Garlic
Butter and Herbs

Brie Crostini with Roasted Garlic and Cranberry

Chef's Gourmet Mini Beef Burgers

Meatballs with Basil and Marinara

Spinach and Feta Spanakopita, with tzatziki

\$45.00/dozen

PREMIUM HOT CANAPÉS

Asian Flavoured Chicken Skewers

Peppered Goat Cheese in Phyllo Pastry Morsels

Vegetable Samosas

Seafood, Spicy Chicken or Sherried Crab in a
Puff Pastry Shell

Curried Chicken Tartlets

Caramelized onion, Goat Cheese and Thyme
Tartlets

Mixed Vegetable Pakoras with Tamarind Sauce

Korean Kimchi Pork Gyoza

\$42.00/dozen

DELUXE COLD CANAPÉS

Pan Seared Sesame Crusted Ahi Tuna,
Served on a Tortilla Chip

Oriental Chicken Wonton Cups

Mini Steak Bites, Served on Gaufrette Potato
with a Balsamic Glaze

\$45.00/dozen

PREMIUM COLD CANAPÉS

Smoked Salmon Rosettes on a Toasted Crostini

Sesame Crusted Goat Cheese Balls

Bruschetta, Served on Belgian Endive

Skewers of Cherry Tomatoes and Bocconcini
Drizzled with a Balsamic Reduction

\$42.00/dozen

MENU



Stationed Appetizers and Platters

SPINACH & ARTICHOKE

Spinach and Artichoke Hearts Blended with Roasted Garlic and Cream Cheese, Served with Fresh Vegetables and Tortilla Chips

\$4.00 per guest

SEAFOOD PLATTER

Clams, Pink Shell Scallops, Oysters on the Half Shell and Crab Legs, Served with Assorted Dips

\$10.00 per guest

SALMON DUO

Indian Candied Salmon and Smoked Salmon, Served with Assorted Breads

\$6.00 per guest

TRIO OF DIPS

Tzatziki flavored Hummus, Sun-dried Tomato Hummus, and Spinach Dip, Served with Pita Bread, Naan Bread and Tortilla Chips

\$5.00 per guest

ASSORTED SUSHI & SASHIMI

\$4.00 per guest

SEAFOOD DUO

Your choice of two of the following seafood types:

Marinated Prince Edward Island Mussels

Clams

Oysters on the Half Shell

Chilled Prawns

Crab Legs

\$7.00 per guest

ANTIPASTO

Assorted Deli Meats, Pickles, Relishes, Olives, Grilled Vegetables, Marinated Bocconcini and Seafood, Served with Fresh Artisan Breads

\$6.00 per guest

CHARCUTERIE

Imported and Domestic Cheeses, Deli Meats, Sweet Peppers, Olives, and Pickled Onions Served with Fresh Baguette, Crackers and Pesto Sundried Tomato Hummus

\$6.00 per guest

WESTWOOD SKILLET

Melange of Chorizo Sausage, Chicken Skewers, Beef Skewers and Capiccolli, Served with Assorted Dips

\$5.00 per guest

ASIAN PLATTER

Pork Dumplings, Vegetable Spring Rolls and Sweet and Sour Pork

\$5.00 per guest

MINI MAC & CHEESE CUPS

Mac and Cheese Cups

\$4.00 per guest

PASTRY PLATTER

Variety of Macaroons, Brownies, Nanaimo Bars, Carrot Cake and Mini Cheesecake Bites

\$5.00 per guest

SEASONAL SLICED FRUIT

Seasonal Sliced Fruit

\$4.00 per guest

Minimum order for 30 guests is required

One platter included per ten guests.
Additional platters may be purchased.

Subject to applicable tax and service charge



Enhancement Stations

GRILLED CHEESE STATION

BREAD CHOICES

White, Whole Wheat, Sourdough (Your choice of one)

SANDWICH TYPES

Classic Cheddar Cheese and Butter

Smoked Gouda and Prosciutto

Mozzarella and Fresh Tomatoes

Cranberry, Roasted Garlic with Brie Cheese

Three Cheese - Marble, Jack and Cheddar

\$140.00/three dozen (Minimum of three dozen per type)

TACO STATION

Chicken or Beef (Your choice of one), Cheese, Lettuce, Onions, Sour Cream and Salsa

\$12.00/guest | minimum of 50 guests

+ \$3.00/guest - Additional Protein

+ \$2.00/guest - Additional Toppings per each type (Guacamole, Baby Shrimp, Bacon and Tomatoes)

MUNCHIES

Chicken Drumettes | Choice of Hot, BBQ, Honey Garlic, Salt & Pepper or Honey Mustard

Beer Battered Onion Rings

Criss Cut French Fries

Popcorn Shrimp

\$80.00/bowl | 50 pieces per bowl

POUTINE BAR

Fries

Shoe String Fries

+ \$1.00/guest - Yam Fries

Toppings

Cheese Curds, Chives, Bacon Bits, Green Onions,

Mushrooms, Tomatoes

(Your choice of three)

Sides

Gravy, Sour Cream, Salsa, Mayonnaise, Ketchup

(Your choice of two)

\$7.50/guest | Minimum order 50 guests

+ \$2.00/guest - Add Pork or Shrimp

PIZZA

Meat Lovers | Bacon, Ham, Salami, and Capicola

Vegetarian Delight | Bell Peppers, Feta, Mushrooms, Olives, and Tomatoes

Italian | Pepperoni and Prosciutto

Spicy Asian Chicken | Chicken, Sweet Chili Sauce, Green Onions, Cilantro, Shredded Carrots, and Bell Peppers

Hawaiian | Pulled Pork, Ham, and Pineapple

\$28.00/pizza

minimum of two pizzas per type | 10 slices per pizza

MINI SLIDERS

Pork | Pulled Pork with Garlic Butter

Turkey | Turkey with Cranberry Mayonnaise

Beef | Beef with Cheese and Relish

Chicken | Chicken Breast with Smokey BBQ Sauce

Vegetarian | Portobello Mushroom with Alfalfa Sprouts and Garlic Butter

\$140.00/three dozen | minimum of three dozen per type



Enhancement Stations

SALAD STATION

Gourmet Island Seasonal Mixed Greens with Tomatoes, Carrots, Cabbages and Raspberry Dressings

Romaine Lettuce Hearts with Croutons, Parmesan Cheese and Classic Caesar Dressing

Spring Lettuce topped with Pears, Prosciutto, Asiago Cheese, Bell Peppers, Roasted Pecans and a Lime Vinaigrette

Spinach and Arugula Salad with Strawberries, Goat Cheese, Candied Walnuts and Balsamic Vinaigrette

Classic Red Nugget Potato Salad with Dill and Dijon Mustard

Spinach and Cheese Tortellini Salad with Sun-Dried Tomatoes, Grilled Bell Peppers, Frisee and a Tomato Oregano Dressing

Thai Noodle Salad with Seasonal Vegetables and Spicy Thai Vinaigrette

Asian Broccoli Salad with Shredded Vegetables and Radishes on a Bed of Glass Noodles served with Sesame Thai Dressing

Tomato and Bocconcini Platter with Sun-Dried Tomato and Oregano Dressing

Plateau Greek Salad with Cucumber, Tomatoes, Bell Peppers, Red Onion, Olives and Feta Cheese

Quinoa, Wild Rice and Edamame Salad with a Rice Wine Vinegar, Toasted Thai Sesame Dressing

\$1.00/guest | Minimum order 30 guests

CHOCOLATE FOUNTAIN

Rich Callebaut Chocolate Served with Lady Fingers, Marshmallows, Fresh Fruit and Pretzels

\$10.00/guest | Minimum order 50 guests

CREPE STATION

Made to Order with your Choice of Apple and Caramel, Mixed Berries or Nutella and Bananas

\$10.00/guest | Minimum order 50 guests

GELATO STATION

Selection of Homemade Gelato showcased in our Ice Cream Gelato Station fridge display with colorful cups and spoons
Your Choice of Four Flavours

\$10.00/guest | Minimum order 50 guests

POPCORN MACHINE

Freshly popped buttery corn with selection of seasonings

Pricing includes:
Machine, Flavour shakers, Cups

Flavour shakers:
Italian, Southwest, Mexican,
Asian, East Indian
***More flavours available upon request**

\$6.00/guest | Minimum order 50 guests





Bar Services

The following Bar Service options are available for you to choose for your special occasion. A separate Beverage Menu will be provided to see Bar Package Options and Wine Selections.

INCLUDED

Unlimited Coffee, Tea, Flat Water and Non-Alcoholic Punch Station

HOST BAR

The host agrees to pay for drinks according to their individual prices and selections, based on consumption.

HOST BAR WITH LIMIT

The host agrees to pay for drinks according to their individual prices, based on consumption, up to a pre-decided dollar amount.

CASH BAR

Guests purchase individual beverages that they order at the bar with cash, debit or credit. All beverage in this package can be available for cash bar unless limitations are set.

TICKET BAR

Guests are provided with a pre-determined number of drink tickets each. The host agrees to pay for any beverages that are ordered at the bar and redeemed with a drink ticket according to the price of each beverage. Any drinks ordered without a drink ticket will be charged individually to the guest, as per a cash bar.

NON-ALCOHOLIC

Host pays for unlimited Pop and Juice options for each guest for a specific price per guest.

ADDITIONAL COLD BEVERAGES

Pitcher of Milk (6 glasses)	\$17.00
Mineral Water 250 ml	\$2.95
Mineral Water 1 L	\$7.95



CINDERELLA SLIP ONS DECOR PACKAGE

Westwood Plateau has partnered with Cinderella Slip-Ons to offer an optional décor package for your Event

- Chair covers in either black or white
- Table runners in your choice of color
- Guest table centerpieces – Company or personal event related (flowers can be taken but not vases provided)
- Photobooth backdrop
- Set up of décor and late night clean up
- Placement of your personal items such as signage, and guest table favors.

**Please note that additional décor services are available through Cinderella Slip-Ons as an add on to your package for an additional cost. Those items include, but are not limited to, chair rentals, farm tables, and signage needs.*

DECOR PACKAGE COST

\$25.00 PER GUEST

To book this package, please inquire with your Special Event Representative

DETAILS



Additional Rentals

Bar Service

**Host must choose one type of Bar Service*

**Non-alcoholic options available*

Selections on separate Bar Package

Table Wine Service

Selections on separate Bar Package

Portable Projector

\$60.00

Portable Projection Screen

\$60.00

50" LCD Television

\$100.00

Sound Mixer

\$60.00

Hand Held Microphone (wired)

\$30.00

Easels

\$20.00

Cylinder vases (6", 9", 12" heights)

\$2.00 each

Round Table Mirrors (13")

\$1.00 each

Floating Candles

\$1.00 each

Built-in LCD Projectors and Screens
(Gallery & Panorama rooms only)

Included in Package

Photocopying

\$0.25 (each page)

Wireless internet available upon request

WESTWOOD POLICIES



BOOKING DEPOSIT

A \$1,500.00, non-refundable deposit is required at the time of booking in order to secure the date and room. The deposit will go towards your total invoice.

CONTRACT

A signed contract with a valid credit card number is required to secure the booking.

GUARANTEES

Final guest count of details are due two weeks prior to the event. The minimum guest requirement is mandatory when booking each banquet room.

PAYMENT

Deposit is due at the time of booking. 30 days prior to the event, 50% of the estimated invoice is due. This amount is excluding the deposit amount. 14 days before the event, when the guest count and final details are due, is when the remainder of the estimated invoice is due. These payments can be made by credit card, cash or cheque payable to 3251 Plateau Golf Course Limited.

For all events, any outstanding charges following the event will be processed to the credit card on the contract, unless otherwise organized between the Host and Westwood Plateau. In the event of 'over payment', Westwood Plateau will issue a refund either by credit card or cheque payable to the Host.

LIQUOR LAWS

Liquor service will end when required by the BC government's regulations. This can change without notice at any time and will be noted on the event timeline when created.

Outside alcohol is not permitted, including the parking lot. If it is brought onto the property, and being consumed by a guest, the host will be fined \$150.00 per can or bottle confiscated and the bar service may be terminated for the duration of the event.

Cash and Host bars must exceed \$300.00 in revenue to waive a \$20.00 per hour, per bartender (minimum 4 hour) charge.

Westwood requires Host to choose a bar package for their event. Non-alcoholic options are available. Westwood Plateau reserves the right to offer a cash bar at any function.

MENU AND WINE SELECTIONS

No food of any kind, except Cake, Cupcakes, Donuts, or favors may be brought on to the premises. Westwood Plateau must provide all food and beverage including any alcoholic beverages. Alcoholic favors are not permitted. Some exceptions can be made to food items based on discussion. Corkage events are respectfully declined.

A service charge of \$2.00 per guest will be charge for the optional service of cutting and/or plating of specialty cakes. Specialty cakes are the only food item permitted to be taken off the premises by the client. Westwood Plateau does not handle Wedding Cakes. Westwood Plateau does not provide storage for Wedding Cakes. Substitution of wedding cakes for desserts included in our menus is not permitted

Westwood Plateau does not offer food tastings for buffet or cocktail style menus.

LABOUR RATES

A labor fee per guest may apply in addition of \$5.00 per guest on events that are held on a Canadian Statuary Holiday.

AUDIO VISUAL

Two built-in projectors and screens are included with the Panorama Room. One built-in projector and screen is included with the Gallery Room. One portable projector and screen is included in the Studio Room booking.

All rooms include a wireless microphone connected to Westwood Plateau house speakers.

Westwood also does not supply speakers for anything other than background volume music for events.

PRICES

All pricing stated is exclusive of taxes and service charge. Pricing of beverage items, and food that is an add on option, are subject to change without notice, but will be guaranteed 90 days before the event date. Prices are subject to applicable provincial tax and 18% service charge.

WESTWOOD POLICIES



CANCELLATION

Westwood Plateau Golf & Country Club requires written notice of cancellation a minimum of 180 days prior to the event. If cancellation is 180 days or less from the date of the event, Westwood Plateau will retain the deposit and the client will be charged 25% of the estimated invoice. If cancellation is 30 days or less from the date of the event, Westwood Plateau will retain the deposit and the client will be charged 50% of the estimated invoice or \$1,500.00, whichever is higher.

DÉCOR

All chair covers and décor must be supplied by the host if not using Westwood's Décor Package. If Westwood Plateau staff is forced to remove any decorative chair covers, a Service Charge of \$2.00 per chair will be charged to the host.

Westwood's Décor package is to be booked through your Westwood Plateau Special Events Representative. A non-refundable retainer will be taken to secure these services.

SERVICE CHARGE & TAXES

All food & beverage is subject to a service charge. Service charge amounts are guaranteed 90 days prior to the event date and is currently 18%. This service charge will not increase more than 2%.

All chargeable items are subject to a 5% GST tax.

Government taxes are applicable as follows:

Beer/Wine/Alcohol 5% GST, 10% Liquor Tax

Audio Visual Equipment rentals 5% GST, 7% PST

Service Charge 5% GST

Cake Cutting Fee 5% GST, Service Charge %

Taxes subject to change – based on government taxes on the day of the event

ADDITIONAL TERMS AND CONDITIONS

Westwood Plateau Golf & Country Club strictly prohibits the use of all fireworks, sparklers, wish lanterns and any other combustible materials on the property and grounds.

The use of rice, glitter or confetti is not permitted inside the Clubhouse or anywhere on the grounds. The use of candles is permitted only if they are contained in a holder/container/vase, open flames or scented candles are not permitted.

Please note, Westwood Plateau Golf & Country Club will be fully decorated for Christmas from November 15 to January 7.

All guests must depart the Clubhouse and Property at or before the function "Guest End Time" stated on the event timeline. Any function closing after its scheduled end time will be subject to a \$250 per hour labour charge (plus applicable taxes) for any hour or fraction of an hour. All vendors must depart the Clubhouse and Property by the "Vendor Out Time" stated in the event timeline to avoid the \$250 per hour labour charge. These additional labour charges will be an additional charge to the total invoice.

Performance Fees – Westwood Plateau is obligated to charge the following tariffs to your event:

SOCAN- Tariff #8

Panorama Room: \$63.49 plus tax.

Gallery Room: \$44.13

ReSound Fee Tariff No. 5

Panorama Room: \$26.63 plus tax.

Gallery Room: \$18.51

Westwood Plateau assumes no responsibility for the damage or loss of any articles left on Westwood's property.

Westwood Plateau reserves the right to hold more than one function on the property at any given time.

If the host would like to bring in chivari chairs (or any rented chair), there is a \$200 charge for Westwood Plateau to remove all of the banquet chairs (this charge does not go towards the minimum spending requirement). Your décor/rental company is responsible for delivering these to the ballroom and placing them around the tables. At the end of the evening, the décor/rental company is responsible stacking and removing the chairs from the ballroom. Outside chair rentals are only permitted for guest counts up to 250

VENDOR LOVE



PHOTOGRAPHY

Beautiful Life Studios
778.383.6241 | www.beautifullifestudios.com

Pear Tree Photography
604.318.5718 | www.pear-tree-photography.ca

Hayley Rae Photography
hayley@hayleyrae.com

Butter Studios Agency | Chris Chong
604.787.5333 | chris@butterstudiosagency.ca
Photobooth | Videography | Photography

DJ'S

Audio Edge Entertainment | Paolo Mesto
778.231.3472 www.audioedge.ca

Music Maestro | Steve Milani
604.808.0506 | www.musicmaestrodj.com

Dynamic Weddings
604.724.0225 | www.dynamicweddings.ca
*Vendor also offers additional services

CAKE DESIGNERS

Cassandra Cake Co. | Cassie
778-928-5405 | info@cassandrakakeco.com

PoCo Sweet Shop – Candy Bars
pocosweetshop.com | pocosweetshop@gmail.com

PLANNERS

Spotlight Events | Paige Petriw
778.885.8815 | www.spotlightevent.ca
*Vendor also offers additional services

Dynamic Weddings
604.724.0225 | www.dynamicweddings.ca

DECORATORS

Ruffled Rose Co. | Haley Raddysh
604.999.2709 | www.ruffledrose.com

Cinderella Slip Ons and Décor | Tracey Byron
604-541-2658 | www.cinderellaslipons.com

LIVE MUSIC

Musical Occasions | Morgan
604.538.8530 | www.musicaloccasions.ca

FLORISTS

Bridal Beginnings | Larissa Meade
604.722.4509 | www.bridalbeginnings.ca

Flowerella Events | Marlee van Oord
www.Flowerella.ca
*Vendor also offers additional services

ACCOMMODATIONS

Poco Inn & Suites Hotel, Port Coquitlam
1.800.930.2235 | www.poco-inn-and-suites.com

Best Western Plus Sands Hotel, Vancouver
604.682.1831
www.bestwesternsandshotelvancouver.com

Westwood Plateau Local Guest House
604.880.3844 | dave@karnak.ca

These are recommendations only.
You are more than welcome to use your own suppliers