



WESTWOOD PLATEAU WEDDING



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 wedding including your itinerary, floor plans, menu selections, vendor referrals, rehearsal 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. 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 the day.

Our day-of coordinator will be at your service on the evening of your ceremony rehearsal and the wedding day to execute the plans that you have set. They will be your communication for the venue, your vendors, and assist you through the entirety of the day until the formalities have completed.



THE CEREMONY



GARDEN

Ceremonies at Westwood Plateau take place in our outdoor Garden space that is surrounded by tall trees, manicured greens and lavish flower beds during the months of mid-May to the end of September.

The Garden space can seat up to 250 guests for a ceremony.

STUDIO

We offer an indoor ceremony space known as the Studio Room. The Studio Room creates the feeling of the outdoors with stunning views and natural light year-round.

The Studio room is also included as a back up ceremony option in the case of poor weather when booking your ceremony with us.

Wedding ceremonies during the months of October to May take place in the Studio Room. The Studio Room can seat up to 120 guests for a ceremony. If your wedding size exceeds this capacity, you have the option to book our Gallery room for your ceremony during the months of January to March.

CEREMONY TIMES

Ceremony Only:	11:30 am to 1:30 pm
Daytime Ceremony:	11:30 am to 1:30 pm

PRICING

Ceremony on site (with reception)

\$1,200.00

Ceremony on site (in Gallery Room)

\$2,000.00 *Only available January to March, based on availability

Ceremony only (without reception)

\$1,500.00 *Based on availability, must be held prior to 1:00 pm

INCLUDED

Wedding Rehearsal

A dedicated Day-of Wedding Coordinator

Set up and take down of chairs

Special Events Team

Use of the grounds for photos

Signing table with white linen and chair

Additional Rectangular tables

Power Supply

Use of the outdoor Garden or the indoor Studio Room space

*Does not include an Officiant

*Speaker rental available at additional fee



THE RECEPTION



COCKTAIL RECEPTION

Following your Intimate Ceremony will be a cocktail reception hosted in the reception room. Awaiting your guests will be a selection of canapes and a bowl of non-alcoholic punch. Guests are welcome to enjoy this time either indoors or on the terrace overlooking breathtaking views while the married couple take photos around the venue.

INCLUDED

- Three passed canapes per guest
- One Glass of Non-alcoholic punch per guest
- Set up of cocktail area

WEDDING RECEPTION

The Wedding Reception will take place on one of the three banquet rooms. Each banquet room has its own unique viewing point of the lower mainland and surrounding Coastal Mountain views.

INCLUDED

- Round guest tables for up to ten guests
- Cutlery, glassware and plates
- White or Burgundy table linens with White cloth napkins
- Banquet chairs
- Easel for your seating chart
- Service staff
- Use of the built-in projector and screen
- Wireless Microphone and Podium
- Bridal room
- Dance Floor
- All tables required with linens
- Dinner option for each guest

PLATED

Choosing the Plated option provides you and your guests with a full service, elegant atmosphere. The Westwood Plateau events team will work closely with the Bride and Groom to be to create a customized menu to offer their guests to pre-select.

Plated options include a complimentary menu tasting for up to two guests that can be planned up to six months before the wedding day. Plated services can accommodate any group size.

BUFFET

You want options? We don't want to toot our own horn but Westwood Plateau is known for our extravagant buffets and large variety of customizable menu choices. Selecting a buffet menu option ensures that every guest is able to customize their own meal, making it easier to take into account any dietary restrictions.



Pricing

JANUARY THROUGH MARCH

PANORAMA – 120 Adult Minimum Requirement | 250 Guest Maximum

Monday to Thursday | \$120.00 per guest

Friday to Sunday | \$125.00 per guest

GALLERY – 50 Adult Minimum Requirement | 130 Guest Maximum

Monday to Thursday | \$120.00 per guest

Friday to Sunday | \$125.00 per guest

STUDIO – 30 Adult Minimum Requirement | 50 Guest Maximum

Monday to Thursday | \$120.00 per guest

Friday to Sunday | \$125.00 per guest

APRIL THROUGH DECEMBER

PANORAMA

120 Adult Minimum Requirement | 250 Guest Maximum

Monday to Thursday | \$120.00 per guest

Friday & Sunday | \$125.00 per guest

Saturday & Long Weekend Sundays | 150 Adult Minimum | 250 Adult Maximum | \$130.00 per guest

GALLERY

50 Adult Minimum Requirement | 130 Guest Maximum

Monday to Thursday | \$120.00 per guest

Friday & Sunday | \$125.00 per guest

Saturday & Long Weekend Sundays | 75 Adult Minimum | 130 Adult Maximum | \$130.00 per guest

STUDIO

30 Adult Minimum Requirement | 50 Guest Maximum

Monday to Thursday | \$120.00 per guest

Friday & Sunday | \$125.00 per guest

Saturday & Long Weekend Sundays | 30 Adult Minimum | 50 Adult Maximum | \$130.00 per guest

**Based on availability*

CHILDREN

Children 0-5 years | Complimentary

Children 6-12 years | \$25.00



DETAILS



Add Ons

Bridal Suite Rental	\$200.00 half day/\$400.00 full day
Ceremony Décor Package	\$900.00
String Light Service	\$400.00
Wedding Cake Cutting Service	\$2.00 per guest
Bar Service <i>*Host must choose one type of Bar Service</i>	<i>*Selections on separate Bar Package</i>
Freshly Brewed Coffee and Tea Service <i>*For Plated Service Events (Included with Buffet)</i>	\$3.00 per guest
Table Wine Service	<i>*Selections on separate Bar Package</i>





Sample itinerary

9:00 am

Reception access for décor and vendors

11:30 am

Ceremony area access for décor and vendors

11:50 am

Guest arrival

12:15 pm

Ceremony begins

12:45 pm

Cocktail Reception
Bride and Groom photos

1:45 pm

Formal Entrance

2:00 pm

Lunch service

2:20 pm

Table visit from Bride and Groom

2:45 pm

Speeches

3:30 pm

Cake Cutting | Dessert | Coffee & Tea

4:00 pm

First Dance | Dancing begins

6:00 pm

Bar closes | Vendor arrival

6:30 pm

Guest Departure

7:30 pm

Vendor out time



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

Curried Chicken Tartlets

Kimchi Vegetable Gyoza

Mixed Vegetable Pakoras with Tamarind Sauce

Korean Kimchi Pork Gyoza

\$42.00/dozen

DELUXE COLD CANAPÉS

Pan Seared Sesame Crusted Albacore 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

Canapes are passed on dishes to guest by Westwood Plateau serving staff

A minimum of 5 dozen is required for each item ordered.

A recommended serving is 3-5 pieces per guest for a pre-dinner Cocktail Hour

Subject to applicable tax and service charge

WEDDING MENU



Stationed Appetizers and Platters

May be offered for Cocktail Reception, Late Night offerings, or as additions to Buffets

SPINACH & ARTICHOKE

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

\$6.00 per guest

SEAFOOD PLATTER

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

\$15.00 per guest

SALMON DUO

Indian Candied Salmon and Smoked Salmon, Served with Assorted Breads

\$9.00 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

\$6.00 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

\$7.50 per guest

ANTIPASTO

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

\$9.00 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

\$10.00 per guest

WESTWOOD SKILLET

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

\$8.00 per guest

ASIAN PLATTER

Pork Dumplings, Vegetable Spring Rolls and Sweet and Sour Pork

\$7.00 per guest

MINI MAC & CHEESE CUPS

Mac and Cheese Cups

\$5.00 per guest

PASTRY PLATTER

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

\$7.00 per guest

SEASONAL SLICED FRUIT

Seasonal Sliced Fruit

\$5.00 per guest

Minimum order for 40 guests is required

Price estimated for one piece per guest depending on platter type

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

Smoked Gouda

Brie Cheese and Goat Cheese

Three Cheese - Marble, Jack and Cheddar

\$180.00/three dozen (Minimum of three dozen per type)

TACO STATION

Chicken, Beef or Pulled Pork (Your choice of one)

Cheese, Shredded Cabbage, Onions, Sour Cream and Salsa

\$12.00/guest | minimum of 50 guests

+ \$3.00/guest - Additional Protein

+ \$2.00/guest - Additional Topping per each type (Guacamole)

MUNCHIES

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

Beer Battered Onion Rings

Criss Cut French Fries

Popcorn Shrimp

\$90.00/bowl | 50 pieces per bowl

POUTINE BAR

Fries

Shoe String Fries

+ \$1.00/guest - Yam Fries

Toppings

Cheese Curds, Bacon Bits, Sautéed Mushrooms, Caramelized Onion, Green Onion and Tomatoes (Your choice of three)

Sides

Gravy, Sour Cream, Salsa, Mayonnaise, Ketchup (Your choice of two)

\$8.50/guest | Minimum order 50 guests

+ \$2.00/guest - Add Pork or Chicken

PIZZA

Meat Lovers | Bacon, Ham, Salami, and Pepperoni

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

Italian | Pepperoni, Salami and Prosciutto

BBQ Chicken | Chicken, BBQ Sauce, Bell Peppers, Red Onions and Ranch Drizzle

Hawaiian | Pulled Pork, Ham, and Pineapple

\$28.00/pizza

minimum of two pizzas per type | 12 slices per pizza

MINI SLIDERS

Pork | Pulled Pork with Sriracha Mayo

Turkey | Turkey with Cranberry Mayonnaise

Beef | Beef with Cheese and Relish

Chicken | Chicken Breast with Smokey BBQ Sauce

Vegetarian | Portobello Mushroom with Baby Arugula and Grainy Dijonaise

\$160.00/three dozen | minimum of three dozen per type



Enhancement Stations

POPCORN MACHINE

Freshly popped buttery corn with selection of seasonings

Pricing includes:

Machine, Flavour shakers, Cups

Flavour shakers:

Italian, Southwest, Cajun and BBQ

*More flavours available upon request

\$6.00/guest | Minimum order 50 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



Branch Buffet

Breads

Mini Danish and Cinnamon Buns served with
Butter and Assorted Preserves

Your choice of One Carved Item
(see attached list)

Breakfast Items

Roasted Potato Hash Browns tossed in Herb Butter
Crisp Bacon
Breakfast Sausages
Scrambled Eggs
French Toast

Chef's Choice Eggs Benedict

Your choice of Two Hot Entrees
(See selection list attached)

Assortment of Cheesecakes, Tortes, European and Gluten
Free Cakes with Chocolate Shelled Mousse cups, Rum
Balls, Mini Fruit Tarts, and Cupcakes

Seasonal Sliced fruit Platter

Fresh Juice
Fresh Brewed Coffee and Tea



Lunch Buffet

**Assorted Buns and Rolls with
Butter on Each Individual Guest Table**



**Fresh Vegetable Crudites
Your Choice of Two Fresh Made Salads
(see attached list)**



**Seafood
Chilled Poached Prawns on Ice
with Tangy Cocktail Sauce and Lemons**



**Your Choice of One Carved Item
(see attached list)**



**Hot Items
Your Choice of Three Hot Entrees
Your Choice of Two Accompaniments
(see attached list)**



Cornucopia of Mixed Seasonal Vegetables



**Assortment of Cheesecakes, Tortes, European and Gluten
Free Cakes with Chocolate Shelled Mousse cups, Rum Balls,
Mini Fruit Tarts, and Cupcakes**

Seasonal Sliced fruit Platter



Freshly Brewed Coffee and Tea

WEDDING MENU



Buffet Selections

SALADS

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 Mandarin Oranges, 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

TO ENHANCE YOUR BUFFET

Prime Rib Roast with Chef's Spice Rub Served with Au Jus and Horseradish (cooked to medium)
\$8.00/guest

Barbeque Pork with Cha Siew Glaze
\$4.00/guest

Fresh Oysters on the Half Shell with Lemon Wedges and Tabasco
\$4.00/guest

Chilled Crab Legs
\$4.00/guest

ITEMS CARVED BY ATTENDING CHEF

Peppered Strip Loin Beef with a Red Wine Sauce, Horseradish and Mustard

Pacific Salmon Baked in Puff Pastry with a Citrus Dill Sauce

Festive Honey and Pommery Mustard Glazed Ham

Roasted Leg of Lamb with Grainy Mustard, Rosemary and a Red Wine Sauce

Herb-Roasted Turkey with Traditional Stuffing, Pan Gravy and Cranberry Sauce

Roasted Vegetables wrapped in Puff Pastry with Rose Tomato Sauce

ACCOMPANIMENTS

Herb Garlic Roasted Nugget Potatoes

Garlic Mashed Potatoes

Yam and Potato Mashed Potatoes with Tandoori spices

Roasted Candied Yams with Honey

Baked Potato Casserole with Rosemary and Cheddar Cheese

Herb Yorkshire Pudding

Wild Rice

Coconut Jasmine Rice

Saffron Rice Pilaf

Chinese Fried Rice with Peas, Baby Corn and Egg

Corn Bread

Pork Baked Beans

Smokehouse Vegetarian Chili

Corn on the Cob

WEDDING MENU



Buffet Selections

HOT ENTRÉES

Poultry

- Filipino Style Chicken Adobo in Coconut Milk
- Chicken Breast Stuffed with Black Forest Ham, Mozzarella Cheese and a Fresh Herb Stuffing
- Blackened Breast of Chicken with a Pecan Butter Sauce
- Spicy Chicken Jambalaya with Chorizo Sausage and Vegetables
- Roasted Breast of Chicken with Caramelized Orange Sauce
- Oriental Chicken Stir Fry with Chinese Cut Vegetables and Black Bean Sauce
- Slow Roasted Pad Thai Chicken in a Garlic Chili Sauce
- Sliced Turkey on a Bed of Traditional Stuffed, Served with Cranberry Sauce
- Traditional East Indian Butter Chicken

Fish

- Steamed BC Salmon with a Sweet Chili Coconut Cream Sauce
- Steamed BC Salmon in a Lemon Dill Butter
- Salmon Roulade filled with Spinach, Black Olives and Herb Stuffing, and Served with a Creamy Leek Sauce
- Skillet Roasted Salmon with a Honey Garlic Soya Sauce
- Red Snapper with Thai Curry and Cilantro
- Red Snapper with Black Bean Sauce

Pork & Lamb

- Braised Lamb Shanks with a Chunky Garlic Pepporonata
- Tandoori Marinated Pork Loin with Apricots, Raisins and Port
- St. Louis Ribs Dark Ale BBQ Sauce
- Pulled Pork

PASTA

- Penne Pasta Primavera with Fresh Herb Alfredo Sauce
- Penne Pasta with Barbequed Salmon, Fennel and a Dill Cream Sauce
- Penne Pasta with Tomatoes, Basil and Asiago Cheese
- Bowtie Pasta with Bell Peppers, Mushrooms and Artichokes in a Creamy Fresh Herb Sauce
- Rotini Pasta Carbonara with Bacon, Parsley, Ham and Parmesan Cheese
- Shell Pasta with Assorted Seafood in a Dill and Lemon Cream Sauce
- Macaroni and Cheese
- Meat Lasagna
- Vegetarian Lasagna

*Gluten Free options are available
None of our menu options contain nuts, unless specified in the ingredients list. Individual meals can be made for guests with severe allergies.*



WEDDING MENU



Plated

Your Choice of One of the Following
Choice of Soup or Salad

Soups

Creamy Seafood and Clam Chowder

Italian Minestrone with Orzo Pasta and Pesto

Potato and Bacon Soup

Seasonal Mushroom Soup with Brandy Cream

Salads

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

Gourmet Mixed Greens with a Sun-Dried Tomato Dressing

Spinach and Arugula Salad with a Balsamic Dressing

Fresh Tomatoes and Bocconcini Cheese with Basil, Sundried Tomato
Vinaigrette and Balsamic Glaze

Entrees

Your Choice of Two of the Following

Chicken Breast Stuffed with Ham and Cheese with Green Peppercorn
Sauce, Served with Garlic Mashed Potatoes and Seasonal Vegetables

Salmon with Capers and Sundried Tomatoes and a Citrus Cream Sauce,
Served with Rice Pilaf and Seasonal Vegetables

Olive Pesto Crusted Halibut with Coriander Cream, Served with Basil
Rice Pilaf and Seasonal Vegetables

New York Pepper Steak with Red Wine Demi Glaze, Served with Garlic
Mashed Potatoes and Seasonal Vegetables

New York Cheesecake with Fresh Fruit and Berry Coulis

Fresh Brewed Coffee and Tea



Bar Services

The following Bar Service options are available for you to choose for your special occasion.
A separate Beverage Menu can be provided upon request.

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 Rentals

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)	\$5.00 each
Round Table Mirrors (13")	\$1.00 each
Floating Candles	\$3.00 each
Portable Speaker and Microphone for ceremonies	\$60.00
Built-in LCD Projectors and Screens (Gallery & Panorama rooms only)	Included in Package
Photocopying	\$0.25 (each page)
Wireless internet available upon request	





DÉCOR SERVICES

Westwood Plateau now offers optional décor services for your Wedding

CEREMONY

- Choice of Arbor or White Pillars (set of three heights or single)
- Optional Draping for the Arbor
- Up to two floral arrangements for the Arbor or Pillars
- Two ground floral arrangements for the beginning of the aisle
- Flower arrangements can be repurposed into your reception space
- Arbor and drape rental for the ceremony allotted time
- Set up and take down

STRING LIGHTING ONLY

- Globe lighting in a Triangle Design
- Entire banquet room
- Set up and Take Down

DECOR PACKAGE COST

CEREMONY - \$900 | STRING LIGHT SERVICE - \$400

FLOWER PACKAGES

FLOWER SELECTIONS

• Bridal Bouquet	\$250.00
• Bridesmaid Bouquets	\$140.00
• Boutonnieres	\$20.00
• Corsages	\$25.00
• Flower Girl Petals (basket not included)	\$20.00

FLOWER COLOUR PALETTES

- Moody: Burgundy, Whites, Black, Cream, Taupe and Plums
- Soft Neutrals and Pastels: Blush, Lavender, Champagne, White and Creams
- Blanc: White and creams Palette
- Includes combination of Dark and Light greenery

To book the above services, please inquire with your Special Event Representative (taxes not included)
Flower arrangements are only available when booking Westwood Plateau's Ceremony Décor Package.

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 evening function.

MENU AND WINE SELECTIONS

No food of any kind, except Wedding 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 menus. Westwood will offer a complimentary food tasting for 2 guests for plated menus. The food tasting includes 3 appetizers/salads, 3 entrées, and 3 desserts. Additional guests can attend at a fee of \$50.00 per guest.

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 does not include a microphone or speaker for outdoor ceremonies in the package. A wireless speaker and microphone are available for an additional rental fee for onsite ceremonies. Westwood also does not supply speakers for anything other than background volume music for receptions.

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.

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.

PLATED MEAL SERVICE

For all plated functions, Westwood Plateau Golf & Country Club must receive all entrée choices a minimum of 14 days in advance. Certain dietary substitutes may be made with prior request

All guests must be served the same starters and dessert. You may offer your guests up to 3 choices for the entrée course only. Individual dishes can be made for guests with dietary restrictions. Place cards must be provided by the couple per guest indicating their entrée selection.

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 and Flower packages are to be booked through Westwood Plateau. A deposit will be taken to secure these services.

REHEARSALS

A complimentary ceremony rehearsal is included with all ceremony bookings. Rehearsals may be held Monday to Thursday and may not be booked more than 5 weeks before the wedding date. We cannot guarantee the location of your rehearsal and availability is subject to Clubhouse events.

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 %

Ceremony Fee 5% GST

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.



ADDITIONAL TERMS AND CONDITIONS

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

SOCAN- Tariff No. 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

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

A representative of Westwood Plateau shall make the final decision regarding the location of the ceremony, based on weather, if your ceremony is anticipated for outdoors.

The use of the Wedding Golf Cart is permitted only in the summer season, and only to be permitted by Westwood Plateau Staff. Other Golf Carts on site are not permitted to be used.

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 guests.

If the host would like to have a vinyl wrap on the dance floor it must be removed at the end of the evening by the company that installed it and they are responsible for disposing of the wrap before the scheduled vendor out time.

VENDOR LOVE



PHOTOGRAPHY

Isle & Oak Photography
isleandoakphotography@gmail.com |
www.isleandoakphotography.com

Dynamic Weddings
604.724.0225 | www.dynamicweddings.ca

The Macleans
hello@themacleans.ca | https://themacleans.ca/

Pixel Productions Vancouver
pixelproductionsvancouver@gmail.com |
www.pixelproductions.ca

DJ'S

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

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

CAKE DESIGNERS/SWEETS

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

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

Homemade by Harris – Designer Sugar Cookies
www.homemadebyharris.ca | homemadebyharris@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

Brianna Lyndsey Events
www.briannalyndsey.com

DECORATORS

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

Cinderella Slip Ons and Décor | Tracey Byron
778-552-3098 | www.cinderellaslipons.com

LIVE MUSIC

Musical Occasions | Morgan
604.538.8530 | www.musicaloccasions.ca

MARRIAGE OFFICIANTS

Kevin Fatkin
778.836.6580 | kjfatkin@yahoo.com

Minister Mitchell Clarke
604.970.0914 | discovery_mdf@telus.net
FB: weddingwithmitch

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

FLORISTS

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

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

PHOTO BOOTH

Uptown Booth | Kristy Wyllie
604.618.7338 | www.uptownbooth.ca

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

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