



Sheraton®

VANCOUVER
GUILDFORD
HOTEL



2018 Special Events Package

This is a more “all-inclusive” package designed to help make the planning process fun and easy. Depending on your needs and wants, it can be tailored to fit your vision.

For more information visit:
guildfordhotel.sheratonemenus.com

SHERATON VANCOUVER GUILDFORD HOTEL
15269 104 Ave
Surrey, BC V3R 1N5, Canada
sheratonguildford.com

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spg*
Starwood
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Package Includes

PROVIDED BY SHERATON GUILDFORD HOTEL

Banquet room (based on group size to square footage of room)
5 sail fold napkins, candle-lit centerpieces & table numbers
Head table on a riser
Cake table, guest book table, DJ Table, gift table (if required)
Dance floor, podium and wired podium microphone
Customized professional Floor plan
Catering Manager to assist you with the on-site planning
Complementary parking for the guest of honour on the evening of the event
Two bottles of wine per table (or a non-alcoholic substitution)

PROVIDED BY AWESOME BLOSSOMS

Floral centerpiece for each table

WILL YOU REQUIRE ACCOMMODATIONS FOR YOUR GUESTS?

One of the many perks of hosting your event with us is that a comfortable room is just an elevator ride away. We will offer all your guests a 15% discount on rooms to help create a stress free visit for out of town guests and for close Family of Friends that may want to stay until the end without the worry of traveling home afterwards.

* Price based on a minimum 100 guests and on round tables of 10, additional fees will apply for smaller groups or rounds of 8.

Prices do not include 15% gratuity & applicable taxes (5% GST, 7% PST and 10% Liquor tax) unless otherwise specified and are subject to change without notice, and are only Guaranteed Ninety (90) Days prior to Event Date.

PROVIDED BY ALL OCCASIONS, CHIC DÉCOR RENTAL

Chair covers with choice of style and of sash colour

Plus a choice of one of the below options:

Crossed Table runners
Choice of satin or organza sash & colour

90"x 90" overlay
Choice of satin or organza sash & colour

Silver or Gold Charger plates

IN ADDITION

With 100 guests or more we will also include:

Complimentary Club Level Room on the evening of the reception for the guest of honour

With 200 guests or more we will also include:

Complimentary Sheraton Suite on the evening of the reception for the guest of honour

\$23 PER
GUEST



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Enhancements

HEAD TABLE DECOR

Provided by All Occasions Chic Décor Rental

White draped backdrop with treatment & floor up lighting

Head table swaging treatment - choice of satin or organza sash in the colour of your choice, bouquet vases, & candlelight

Cake table linen, candlelight entrance table linen & candlelight

With a 10' x 14' backdrop 300

With a 20' x 14' backdrop 550

With a 40' x 14' backdrop 645

WEDDING CEREMONY ROOM \$500

Host the Wedding Ceremony in the same room includes:

Theater style setup with a signing table, podium with

Microphone & re-setting room for the reception
(2 hours required for resetting room)

Based on 50 to 150 people

(an additional labour charges will apply for wedding ceremonies over 150 people)

Pillars, flowers, backdrops, chair covers and isle runners available upon request. Please ask your Event Manager for a quote

DJ PACKAGE \$1,000

Provided by Dynamic DJ Service & Dynamic Weddings

DJ service that includes a professional & interactive disc jockey for up to 7 hours of service, 150,000 song digital library and professional DJ gear with 2 intelligent lighting units

Dynamic DJ Service will also offer a 5% Discount on additional services including Videography, photography, photo booths and more

Please ask your Event Manager for more information.

AV ENHANCEMENTS

Provided by Focus Audio Visual

8 foot screen, data/video projector, DI Box & 4 channel mixer & one easel \$300/day

10 foot screen & data video projector DI Box & 4 channel mixer & one easel \$400/day

Wireless Microphones \$50 each/day

Themed gobo with spot light \$85 each

Easels \$15 each

Up-Lighting Package, 10 Wall up lights & 4 Cocktail tables with up lighting \$425

EARN STARPOINTS TOWARDS FREE NIGHT STAYS WITH STARWOOD HOTELS

You can earn one bonus Starpoint for every three dollars spent on food, beverage and room rental up to a max of 20,000 Starpoints. Visit Starwood Preferred Planner at www.spg.com to register today.

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Event Policies & Additional Charges

FOOD & BEVERAGE

All Food and Beverage must be supplied by The Sheraton Vancouver Guildford Hotel with the exception of a cake. Corkage events are respectfully declined.

Due to local health laws, no food or beverage may be removed from the hotel premises.

Certain dietary substitutions may be made with prior request. Any guest food allergy requirements must be identified 14 days prior to reception date. Any last minute allergy requests are subject to an additional surcharge.

Menu tastings are not offered for buffet menus. Complimentary food tastings are only offered for Plated Menus, after a contract has been signed and venue confirmed.

CHILDREN'S MEALS

We are happy to accommodate children. For Buffet Dinners, children under the age of 11 are ½ the price of the menu, infants 3 and under are complimentary. For Plated Dinner Service, a custom menu can be created for children under the age of 12.

(The hotel can provide high chairs and booster seats if needed.)

CAKE CUTTING

Cake Cutting is available for your convenience, the Hotel is pleased to cut plate & serve your Wedding Cake at a special plating fee of \$3/person.

Please note that The Sheraton Vancouver Guildford Hotel does not store nor set up wedding cakes. Please make arrangements with bakery for delivery and setup.

DEPOSIT & PAYMENTS

A non-refundable deposit is required to hold & confirm your event at time of signing the contract. Payment is accepted by cash, major credit card or certified cheque.

Final payment will be due no later than 3 weeks (21 days) prior to your event.

The hotel reserves the right to deny admission to event should proper payment methods not be supplied within time lines.

FINAL GUARANTEE

A final guaranteed attendance is required at least 3 business days prior to the event. The numbers cannot be reduced, should the numbers increase after the fact, a \$15 per person penalty fee may apply for any additional guests added.

ROOM SET UP AND DECOR

Any client décor items (rented or self-provided) for the wedding are the responsibility of the client to arrange delivery, pick up, set up and tear down at the end of the evening. This would include the centerpieces, guest favors, wedding gifts etc. The use of nails, staples, glue or any like materials is not permitted on any walls, doors, or ceilings of any banquet rooms.

TAX & SERVICE CHARGES

All prices are subject to 15% gratuity on food, beverages and audio visual services. Food, Room Rental, Labour, Internet and Service Charge are subject to 5% GST. Audio Visual & Décor items are subject to 7% PST & 5% GST. Alcohol subject to 10% PST & 5% GST. Hotel reserves the right to adjust menu prices without notice.

SOCAN

A "Music Royalty Fee" to SOCAN (Society of Composers, Authors and Music Publishers of Canada) will be added to your bill. For more information visit www.socan.ca. Charges are based on room capacity authorized under the Hotel's Liquor License.

Capacity	Without Dancing	With Dancing
1-100	22.06	44.13
101-300	31.72	63.49
300-500	66.19	132.39

RE:SOUND FEE TARIFF #5

Came into effect May 26, 2012 - Re:Sound is a Canadian not-for-profit music licensing company dedicated to collecting and distributing royalties for Artists and Record Companies worldwide as payment for their public use of their music in Canada. For more information you may visit www.resound.ca.

Capacity	Without Dancing	With Dancing
1-100	9.25	18.51
101-300	13.30	26.63
300-500	27.76	55.52

PARKING

Parking is \$2.50 per hour, \$5 Evening Rate (6pm - midnight), \$9 24 Hour Rate, \$17 Valet Parking. Arrangements can be made to prepay the parking for your attendees. Sheraton Vancouver Guildford Hotel has two levels of underground parking.

ADDITIONAL POWER

Certain musical entertainment such as large bands, lighting for décor, and extensive audio visual equipment may require additional or specialized power requirements. All additional power sources are available and will



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Preferred Suppliers

DJ SERVICES, PHOTOGRAPHY, VIDEOGRAPHY, PHOTO BOOTHS

Dynamic Wedding Services
Dennis Bellia

www.dynamicweddings.ca
604.724.0225
info@dynamicweddings.ca

FLOWERS

Awesome Blossoms
Marianne Chichowski

www.awesomeflorist.com
604.534.3191
awesomeblossoms@telus.net

DÉCOR

Chic Décor Rentals
Lindsay Glen

www.all-occasions-rentals.com
604.838.3651
Celebrate@all-occasions-rentals.com

CAKES

Sugar Patisserie
Caitlin Mayo & Michelle Springman

www.sugarpatisserie.ca
604.574.1551
cakery@telus.net

PHOTOGRAPHER

My Favorite Thing Media
Edwin Hauris

www.MyFavouriteThingMedia.com
778.919.8101
myfavoritethingmedia@gmail.com

PHOTO BOOTH

TapSnap
Leigh Matheson

www.tapsnap1128.com
778.840.2667
leighm@tapsnap.net

TRANSPORTATION/PHOTO EXPERIENCES

SKY Helicopters
George Lacny

www.skyhelicopters.ca
1.855.759.4354
George@Skyhelicopters.ca