

# the hotel

## LOCATION

Located in the heart of downtown Halifax  
Midway between historic Citadel Hill and the Halifax Waterfront  
Steps away from Halifax Convention Centre and the Scotiabank Metro Centre.  
Connected to the "Downtown Link" indoor pedway system

## EVENT SPACE AND CATERING

6 Meeting Rooms  
8,000 Square Feet of Space  
Experienced Catering Management Team  
Award-Winning Culinary Team

## ACCOMMODATION

203 Finely Appointed Guestrooms  
CAA 4 Diamond  
Safes in all Rooms  
Free Wi-fi  
Writing Desk  
2 Telephones with Voice Mail; 1 Cordless  
Free Local Phone Calls  
43" Flat-Screen Televisions  
In-Room Movies  
Fridge and Keurig Coffee Maker with Complimentary Coffee with Cream and Milk  
Vanity with Hairdryer  
Iron and Ironing Board  
Crown Service Includes Crown Lounge Executive Breakfast  
Plush Bathrobes  
Upgraded In-Room Amenities  
Finely Appointed Luxury Executive Suites  
Indoor Heated Pool Under Skylit Ceiling  
Whirlpool and Sauna  
Exercise Room with Cardio Equipment and Free Weights

## **PARKING**

240 Indoor Spaces Directly Beneath The Hotel  
Convenient and Security-Monitored with 5'10" Clearance  
Parking Facilities are Subject to Availability for Guests Attending your Function  
Valet Service is Available and Additional Charges Apply

## **FACILITIES AND SERVICES**

Outdoor Landscaped Patios  
In-Room Dining  
Concierge Services, Valet Parking  
Business Center  
Check-In at 3:00 pm  
Check-Out at 1:00 pm  
Express Check-In and Check-Out  
Same-Day Dry Cleaning  
Complimentary Shoe Shine and Shirt Pressing with Crown Service  
The Terrace Restaurant Daily Breakfast Buffet and Sunday Brunch  
Gio Restaurant ([www.giohalifax.ca](http://www.giohalifax.ca)) - CAA 4 Diamond  
Level Bar and Patio

# terms & conditions

## MANAGEMENT RIGHT

The Hotel reserves the right to cancel any function deemed by management to reflect poorly on the integrity or safety of its staff and other guests of The Hotel.

## BOXES AND MATERIALS

Hotel Receiving is open Monday through Friday from 8:30am to 4:30pm. Any items that you need to ship in advance are to be labeled with your hotel contact, event name and date of function. Please forward to the following address:

Receiving  
C/O The Prince George Hotel 1725 Market Street  
Halifax, Nova Scotia, B3J 3N9

## SERVICE CHARGES

For cash or host bar services that do not achieve revenues of \$300 per bar, a \$75 labour charge will apply, per bar. Ice and glasses are available at a cost of \$50 per delivery for groups of 25 persons or less and \$75 per delivery for groups of 25 to 40 persons.

## CREDIT

Unless credit has been previously established with The Prince George Hotel, an application for credit to approve direct billing may be included with this Agreement. The Hotel will utilize credit reporting services to attempt to confirm your credit based upon such sources. In the event credit cannot be approved, pre-payment of all estimated charges is required at least 7 business days prior to the event. New accounts may be required to provide a partial or full deposit pending review of your credit application. Should credit be approved, payment is due within 30 days from date of invoice. Past due accounts will be subject to service charges of 2% per month.

## DEPOSITS

For all social events, a non-refundable deposit outlined in your contract is required within 10 days of confirming the booking. 50% of the estimated cost for your event is required 30 days prior to the scheduled event, unless otherwise stated in your contract. The remaining balance is due 7 days prior to the event.

## LIABILITY AND SECURITY

The Hotel reserves the right to inspect and control-all/ private functions. The Prince George Hotel assumes no responsibility for personal property or equipment brought to the premises. The client acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof. Any damage done to hotel property caused by function participants is the responsibility of the convener for that event.

## PARKING

Overnight rate for guestroom occupants is \$24 per night or valet parking for \$34 per night, plus HST. Daily parking fee for local attendees is \$4 per hour, plus HST. Parking is subject to availability.

## **SMOKING POLICY**

All guestrooms and public areas including restaurants, function rooms and patios offer a smoke free environment.

## **MEETING OR EVENT CHANGES**

Your function or event must adhere to the contracted start and end times. The Hotel must authorize arriving prior to or occupying the room after the contracted times. 'Day-of' set up changes requested by organizations on-site contact maybe subjected to a rental or labour charge. The Hotel reserves the right to relocate functions to an alternate suitable hotel location.

## **COMPLIANCE WITH LAW**

This Agreement is subject to all applicable federal, provincial, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. The client agrees to cooperate with The Hotel to ensure compliance with such laws.

## **ALCOHOLIC BEVERAGES**

Nova Scotia Alcohol and Gaming Authority regulations state that all alcohol is to be supplied exclusively by the Prince George Hotel; no alcohol can be auctioned, displayed, nor removed from the premises; alcohol may only be served by Prince George employees or bartenders; service of alcohol may be denied to any person who is intoxicated or under age or who violates the principles of responsible alcohol consumption. The client will be held responsible for the conduct of invitees and liable for their conduct during and following the event, on or off the premises.

## **BEVERAGE SELECTION**

Signature Cocktails for cash bars must be selected from the list provided. All other specialty cocktails, requiring spirits or liqueurs not presently available at The Hotel will be available for host bars only and charged in 40 drink increments. Specific wine selections not reflected in our catering or restaurant menus are available upon request and will be billed for the number of bottles ordered per the catering contract regardless of consumption. Any wine selected from our existing menus are charged on a consumption per opened bottle.

## **MENU SELECTION**

Final decisions on your menu selections should be discussed at least two weeks prior to your event to ensure the availability of necessary ingredients. The enclosed menu suggestions are just a sampling of the culinary creations our talented team is able to offer to you and your guests. Our catering department welcomes the opportunity to provide personally inspired cuisine for your event. We pride ourselves on paying full attention to health and specific dietary needs. Specialty items can be purchased and prepared by The Hotel. Alternate meals requested by a guest attending your function not previously discussed with hotel contact will be brought to your attention and any additional charges will be added to your account.

## **PROPERTY REMOVAL OF FOOD**

City and provincial health regulations governing our food service require that all food served at your function be supplied by The Hotel and not from any external source or supplier. As well, we are responsible to ensure remaining food items are not removed from hotel property upon completion of your event.

## PRICE INCREASES

Prices quoted herein including gratuity are subject to increase after to the signing of the Agreement to meet increased costs of supplies or operation at the time of your event. The Hotel at its option, may in the event of such increased costs instead make reasonable substitutions and client agrees to accept such substitution or pay the increased prices.

## REVENUE AGREEMENT

A Food and Beverage minimum excluding service charge, applicable taxes and any indicated room rental (please see your individual contract for this amount) is required to secure your event. Should your final Food and Beverage order be less than this minimum amount, the difference will be charged on your final invoice.

## TAX, GRATUITY AND OTHER CHARGES

All Food and Beverage charges are subject to HST and gratuity. All Audio Visual rentals are subject to HST and applicable A/V labour charges. Room rental subject to HST.

## GUARANTEES

Guaranteed number of attendees is required by noon 3 business days prior to function. If guaranteed numbers are not received at this time, the estimated number of attendees will be considered the guaranteed number. Guaranteed number or actual attendance, whichever is larger, will be charged. The Hotel has based all price quotations on volumes reflected in the event details provided by the client at the time of the request. Any change in current requirements could result in price changes based on a change in volume.

## ENTERTAINMENT AND MUSIC FEES

SOCAN, The Society of Composers, Authors and Music Publishers of Canada levy fees for A/V events in which music or entertainment are employed. These fees are ruled by the Copyright Approval Board of Canada and will automatically be applied to your hotel invoice.

1 to 100 People, Music without Dancing.....	\$20.56
101 to 300 People, Music without Dancing .....	\$29.56
1 to 100 People, Music with Dancing.....	\$41.13
101 to 300 People, Music with Dancing .....	\$59.17

Re: Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compliance for artists and record companies for their performance rights. All businesses are required to pay a licensing fee when broad casting music or playing recorded music to the public. Re: Sound is mandated by the copyright board of Canada, to provide music users with the license(s) they need.

1 to 100 People, Music without Dancing.....	\$9.25
101 to 300 People, Music without Dancing .....	\$13.80
1 to 100 People, Music with Dancing.....	\$18.51
101 to 300 People, Music with Dancing .....	\$26.63





The Prince George Hotel  
HALIFAX

Whether you are organizing an intimate meeting with clients or preparing an unparalleled conference event, let the award-winning culinary team at The Prince George Hotel impress your attendees with their skills. Known for delivering inspired culinary creations, we also deliver the high-quality service and hospitality that each meeting and conference deserves.

Looking for something that truly reflects the individuality of your event?  
Contact us and we'll help you design a custom menu  
suited to your specific gathering needs.

**[www.princegeorgehotel.com/catering](http://www.princegeorgehotel.com/catering)**  
**[events@princegeorgehotel.com](mailto:events@princegeorgehotel.com)**  
**902.425.1986**