



# events by Residence Inn Marriott

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## RESIDENCE INN BY MARRIOTT KINGSTON WATER'S EDGE

7 Earl Street | Kingston, ON | K7L 0A4

T: (613) 544-4888 | F: (613) 544-3222

[info@marriottresidenceinnkingston.com](mailto:info@marriottresidenceinnkingston.com)

[www.marriottresidenceinnkingston.com](http://www.marriottresidenceinnkingston.com)

## crafted for you

The Culinary and Event teams wish to thank you for the opportunity to host your special event with us.

We hope you enjoy choosing from this specially designed selection of menus. Our goal is to serve scrumptious food prepared with passion and care that will both delight and satisfy your guests. You may select from the enclosed menus or you may work with our culinary team to create custom menus for a truly unique event. We all look forward to welcoming you and assisting to make your event with us exciting and memorable.

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*We are delighted to provide our convenient packages to make getting down to business easier. All packages include: meeting room, flipchart & markers, note pads & pens plus all taxes and gratuities. Our meeting packages are available to groups with a minimum of 10 participants. Please call our Sales & Catering Department at (613) 531-7208 to reserve your meeting space.*

### Meeting Planner Package

**I \$64**

( per person, taxes & gratuity included)

#### Continental Breakfast

Freshly Breakfast Pastries  
Seasonal Individual Whole Fruit  
Assorted Bottled Fruit Juice  
Freshly Brewed Regular and Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

#### AM Break

Nutri-grain bars or Assorted Fruit Yogurt  
Assorted Bottled Fruit Juice  
Freshly Brewed Regular and Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

#### Lunch (Choose 1; refer to pages 7 & 10)

All Wrapped Up **OR**  
Lunch in the Park

#### PM Break

Assorted Freshly Baked Cookies or Brownies  
Assorted Soft Drinks  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Deluxe Meeting Planner Package

**I \$75**

( per person, taxes & gratuity included)

#### The Healthy Choice

Freshly Baked Carrot and Bran Muffins  
Assortment of Fresh Seasonal Fruit & Berries  
Granola with Dried Nuts and Low Fat Yogurt  
Variety of Cold Cereal  
Selection of Chilled Apple, Cranberry, Grapefruit and Orange Juice  
Freshly Brewed Coffee and Teas

#### AM Break

Assorted Individual Juices & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

#### Lunch (Choose 1; refer to pages 7 & 8)

Extraordinary Sandwiches **OR**  
Kingston Market Deli Buffet **OR**  
Soup, Salad and Potato Bar Buffet **OR**  
Little Italy Buffet

#### PM Break

Assortment of Freshly Baked Gourmet Cookies  
Assorted Individual Juices & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas



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## Breakfast

(Minimum 10 people)

### The Wakeup Call | \$9

Assortment of Freshly Baked Muffins, Danish Pastries and Croissants  
Fresh Fruit Skewers  
Selection of Chilled Apple, Cranberry, Grapefruit and Orange Juice  
Freshly Brewed Regular and Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### The Healthy Choice | \$10.75

Freshly Baked Carrot and Bran Muffins  
Assortment of Fresh Seasonal Fruit & Berries  
Granola with Dried Nuts and Low Fat Yogurt  
Variety of Cold Cereal  
Selection of Chilled Apple, Cranberry, Grapefruit and Orange Juice  
Freshly Brewed Coffee and Teas

### The Bagel Bar | \$10

Featured Bagel Varieties  
Assorted Jams and Preserves  
Herb & Garlic, Plain Cream Cheese and Cheddar Cheese Selections  
A Medley of Seasonal Fruits and Berries  
Selection of Chilled Apple, Cranberry, Grapefruit and Orange Juice  
Freshly Brewed Coffee and Tea Service  
Add Smoked Salmon with Red Onions & Capers \$5



### The Executive Breakfast Buffet | \$16

Assortment of Freshly Baked Muffins, Danish Pastries and Croissants  
Scrambled Eggs, Bacon, Sausage and Morning Potatoes  
Selection of Chilled Apple, Cranberry, Grapefruit and Orange Juice  
Assortment of Fruit Yogurts, Seasonal Fresh Fruit and Berries  
Freshly Brewed Coffee and Tea Service

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## Beverages

Freshly Brewed Coffee	\$2.40
Decaffeinated Coffee	\$2.40
Tea and Herbal Teas	\$2.40
2% Milk	\$2.50
Chocolate Milk	\$2.50
Bottled Fruit Juice	\$2.75
Assorted Soft Drinks	\$2.50
Chilled Bottled Water	\$2.50
Sparkling Mineral Water	\$3.00



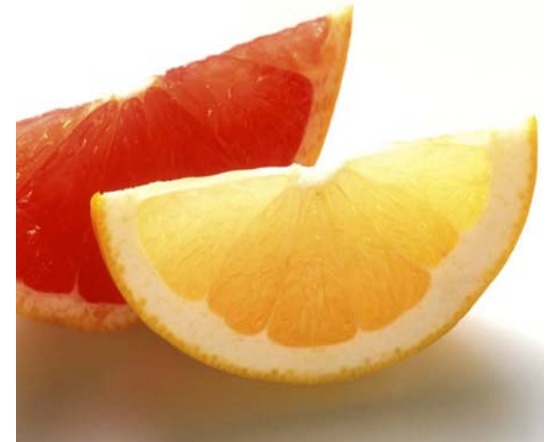
## Enhancements (per dozen)

Hard Boiled Eggs	\$9
English Muffins	\$8.50
Assortment of Freshly Baked Muffins, Danish Pastries and Croissants	\$13



## Enhancements (per person)

Bagels and Cream Cheese	\$3
Assorted Fruit Yogurts	\$2
Nutri-Grain Bars	\$2
Assorted Cereals	\$3
Assorted Sliced Loaves	\$4
Whole Fruit	\$2.25
Sliced Seasonal Fruits	\$4.25
Fresh Baked Gourmet Cookies	\$8.50



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## Breaks

(Minimum 10 people) All breaks are served for 30 minutes as a standard and a maximum of one hour.

### The Traditional Coffee Break | \$5

Assortment of Freshly Baked Gourmet Cookies  
Assorted Individual Juices & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Heart Smart | \$9.50

Selection of Granola and Nutri-Grain Bars  
Seasonal Fruit Skewers with Yogurt  
Assorted Individual Juices & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Chocolate Explosion | \$11.50

Chocolate Milk  
Chef's Brownie Assortment  
Chocolate Dipped Rice Crispy Squares  
Chocolate Drizzled Sliced Fruit  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Loaf Me Tender | \$8.50

Apple Spice Loaf  
Banana Loaf  
Lemon Poppy Seed Loaf  
Low Fat Triple Berry Loaf  
Butter and Fruit Preserves  
Selection of Whole Fruit  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaff Coffee  
Selection of Traditional and Herbal Teas



### Parfait | \$8.50

Fresh Cut Fruit Layered with a Selection of Vanilla, Peach and Strawberry Yogurts  
Granola  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas



### Energy Break | \$10.50

Assorted Whole Fruit  
Brownies  
Grandma Emily Health Snack – Deluxe Mixed Nuts  
Grandma Emily Health Snack – Energy Mix (Certified Organic)  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

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### Enhancements (per dozen)

Hard Boiled Eggs	\$9
English Muffins	\$8.50
Assortment of Freshly Baked Muffins, Danish Pastries and Croissants	\$3
Fresh Baked Gourmet Cookies	\$8.50

### Enhancements (per person)

Bagels and Cream Cheese	\$3
Seasonal Whole Fresh Fruit	\$2.25
Nutri-grain Bars	\$2
Assorted Low-Fat Yogurts	\$2
Tortilla Chips and Salsa	\$3.50
Tortilla Chips, Salsa and Guacamole	\$5
Crudités and Dip	\$4
Sliced Fresh Fruit	\$4.25
Domestic Cheese Board & Crackers	\$4.75
Grandma Emily Health Snack - Deluxe Mixed Nuts	\$3.50
Grandma Emily Health Snack - Energy Mix (Certified Organic)	\$3.50



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## Lunch Buffets



### All Wrapped Up | \$18.50 (Minimum 10 people)

Chef's Selection of Wraps  
Baked Potato Bar: Cheese, Bacon, Chives, Sour Cream and Butter  
Assorted Dessert Squares  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Kingston Market Deli Buffet | \$22.50 (Minimum 20 people)

Chef's Soup du Jour **OR** Seasonal Garden Salad with Assorted Dressings  
Tri-Colour Penne Pasta Salad **OR** K-Deli Grilled Vegetable Salad  
Roasted Vegetable Dip, Warm Artichoke Spinach Dip **OR** Salsa

Select Deli Meats  
Assorted Deli Cheeses  
Deli Breads and Rolls  
Toppings: Lettuce, Tomato, Red Onion, Pickles  
Condiments: Mayonnaise, Mustard, Horseradish  
Tri-Colored Tortilla Chips with Dip  
Assorted Mini Tarts  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

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### Soup, Salad and Potato Bar Buffet | \$22.50

(Minimum 20 people)

Freshly Baked Rolls and Butter  
Chef's Soup du Jour  
Caesar Salad Bar: Grilled Chicken, Croutons,  
Parmesan Cheese, and Creamy Caesar Dressing  
Baked Potato Bar: Cheese, Bacon, Chives, Sour Cream, Butter  
Fruit and Cake Kebabs  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Extraordinary Sandwiches | \$22.50

(Minimum 10 people)

Seasonal Garden Salad

Assorted Sandwiches (**choose 3**):  
Grape and Walnut Tuna Sandwich  
Grilled Chipotle Chicken Spa Sandwich  
Lemon Tarragon Roast Beef Aioli Sandwich  
Rosemary Portobello Sandwich  
Seared Salmon with Grilled Pineapple Salsa Sandwich  
Genoa Salami & Grilled Marinated Vegetables Sandwich  
Black & White Chocolate Mousse Minis  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

### Little Italy Buffet | \$22.50

(Minimum 20 people)

Herbed Garlic Bread  
Minestrone Soup or Tomato Parmesan Soup  
Caesar Salad Bar: Bacon Bits, Croutons, Parmesan Cheese,  
and Creamy Caesar Dressing  
Antipasto Display

#### Pasta Station (choose 1 pasta and 2 sauces):

Penne Pasta, Fettuccini  
Bolognese, Pesto Cream, Pomodoro, Alfredo

#### Meat or Meat Substitute (choose 1):

Herbed Seared Chicken  
Grilled Italian Sausage  
Jumbo Meatballs  
Grilled Marinated Eggplant Parmesan  
Tiramisu  
Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas



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## BBQ Lunch | \$28.00

(Minimum 20 people)

Fruit Salad  
Cole Slaw  
Garden Salad  
Beef Burgers  
Grilled Salmon Burger  
Grilled Marinated Chicken Breasts with Mango Barbeque Sauce  
Baked Potato Bar to Include Sour Cream, Chives, Bacon, Cheddar Cheese  
Condiment Tray: Cheese, Lettuce, Onion and Tomato, Ketchup, Mustard, Mayonnaise

Harvest Cake

\*Veggie Burgers available upon request

Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

## Ancient Greece | \$22.50

(Minimum 20 people)

Assorted Rolls  
Fruit Skewers  
Mediterranean Salad  
Chicken & Pork Souvlaki with Tzatziki  
Spanakopitas  
Lemon Oregano Rice Pilaf

Baklava

Assorted Soft Drinks & Bottled Water  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas



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## Lunch In The Park

Both lunches will include:

1 Sandwich per person

Potato Salad, Pasta Salad **OR** Coleslaw

Potato Chips

Seasonal Whole Fruit

Bottled Water



### Option 1 | \$16.00

(Choose up to 2 varieties)

Grilled Chicken Caesar Wrap

Roast Beef and Swiss Sandwich

Roasted Turkey and Provolone Wrap

Tuna Salad Wrap

Chicken Salad Sandwich

Roast Beef Sandwich with Creamy Horseradish Sauce

Vegetarian Wrap (low-fat) Roasted Red Pepper Spread, Fresh

Spinach, Grilled Vegetables and Monterey Jack cheese

Freshly Baked Cookie, Fudge Brownie, **OR** Granola Bar

### Option 2 | \$18.50

(Choose up to 2 varieties)

Grape and Walnut Tuna Sandwich

Grilled Chipotle Chicken Spa Sandwich

Lemon Tarragon Roast Beef Aioli Sandwich

Rosemary Portobello Sandwich

Seared Salmon with Grilled Pineapple Salsa Sandwich

Genoa Salami with Grilled Marinated Vegetables Sandwich

Grandma Emily Health Snack – Deluxe Mixed Nuts **OR**

Grandma Emily Health Snack – Energy Mix (Certified Organic)

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## Plated Lunch

### All plated lunches include:

Daily House Made Soup OR Chef's  
Seasonal Salad or Caesar Salad  
Fresh Market Vegetables  
Fresh Baked Rolls  
Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Traditional and Herbal Teas

## Main Dishes (1 choice)

Mediterranean Penne Pasta with Sun Dried Tomatoes and Goat Cheese	I \$19.00
Herb Roasted Chicken Breast with Fire Roasted Cherry Tomato Ragout	I \$24.00
Grilled Loin of Pork Chop with Double Smoked Bacon and Seared Apple	I \$23.00
Grilled Beef Sirloin Steak with Five Peppercorns and Portobello Mushrooms	I \$30.00
Atlantic Salmon with Grilled Pineapple Salsa	I \$28.00

## Desserts (1 choice)

Blueberry Lemon Cheesecake  
Chocolate Raspberry Truffle  
Tiramisu  
Banana Cream Cake  
Carrot Cake  
Pink Velvet Cake



Taxes and service are extra. Prices are subject to change without notice.



## Reception

(Per person)

International Cheese Board	\$5.75
Domestic Cheese Board	\$4.75
Crudités & Dip	\$4.00
Antipasto Platter	\$4.95
Fresh Seasonal Fruit Platter	\$4.25
Brie Wheel with Almonds & Dried Fruit	\$12.00

## Cold Canapés | \$25.00

(Per dozen)

- Smoked Salmon Rosettes on Marble Rye
- Artichoke & Cheese Tarts
- Cranberry & Brie Tarts
- Chilled Shrimp Skewers
- Beef with Blue Cheese Crostinis
- Prosciutto Wrapped Asparagus Spears
- Vietnamese Rice Wraps (Shrimp or Chicken)

## Hot Canapés | \$25.00

(Per dozen)

- Chicken Satays,
- Spinach & Feta Phyllo Triangles
- Miniature Quiche
- California Spring Rolls
- Mini Crab Cakes
- Mini Beef Brochettes

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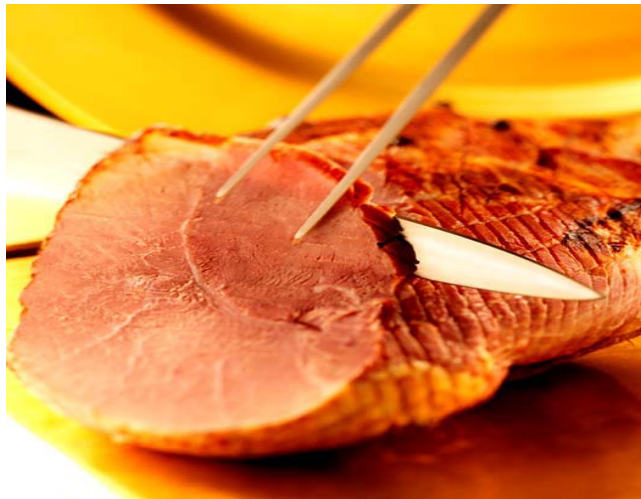
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## Carvery & Action Station



### Dancing Desserts

(per person)

Choose one of the following desserts:

Banana Foster	\$8
Cherry Jubilee	\$10
Calypso Pineapple	\$10
Traditional Baked Alaska	\$14

### Champagne & Caviar Station (Champagne sold separately) | \$11.00

(Per person)

Variety of Iced Champagnes and delicious Russian Blinis with Lemon Crème Fraiche, Smoked Salmon and Caviar Garnish

### Pasta Station | \$18.00

(Per person)

Fresh Gnocchi with Selections of Pesto, Garden Marinara, Parmesan Alfredo, Fresh Spinach, Tomato, Artichoke Hearts, Parmesan, Kalamata Olives, Feta and Toasted Pine Nuts

### Fresh from the Sea | \$18.00

(Per person)

Ponzu Clam Shooters, Fresh Baked Scallops with a Crisp Parmesan Crust, Thai Coconut Milk Mussels and Jasmine Rice

### Steamship of Beef | \$750.00

(80 people minimum)

Chef carved certified AAA Canadian hip of beef accompanied by garlic sour cream, horseradish and wine jus

### Cocktail Sandwich

(Per person)

With your choice of Roasted Beef or Turkey served with variety of fresh sauces and gourmet condiments placed on a Ciabatta Roll.

Turkey | \$21.00

Beef | \$19.00

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## Dinner Buffets

(Minimum 50 people)

Freshly Baked Rolls

Crudités & Dip

International & Domestic Cheese Board

Chef's Soup du Jour

Fresh House Greens, Sliced Cucumbers, Tomatoes with Selection of Dressings

Caesar Salad Station w/ Oven-Dried Croutons, Fresh Parmesan and Traditional Garnishes

Tomato Bocconcini Salad

### Choice of Two Hot Entrees:

(Served with Market Fresh Vegetables & Chef's Selection of Starch)

Seared Atlantic Salmon stuffed with Julienne Vegetable and Basil

Filet of Sole with Champagne and Baby Spinach

Rosemary Grilled Breast of Chicken with Chardonnay Cream Sauce

Baked Chicken Supreme with Goat Cheese & Tomato Stuffing

Grilled Loin of Pork with Thyme Apple Jus

Grilled Beef Sirloin Steak with Roasted Mushrooms and Red Wine Jus **(add \$4/pp)**

Rigatoni with Grilled Mediterranean & Rustic Tomato Sauce

Spinach Tortellini with Creamy Mushrooms & Roasted Garlic

Two Entrees | **\$37.95**

Three Entrees | **\$39.95**

### Dessert

Chef's choice of Tortes and Cakes



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## Plated Dinner

All plated dinners include:

Daily House Made Soup or Salad

Fresh Market Vegetables

Dessert

Fresh Baked Rolls

Freshly Brewed Regular & Decaffeinated Coffee

Selection of Traditional and Herbal Teas



### Soups (1 choice)

Italian Wedding

Three Mushrooms Bisque

Roasted Parsnip & Pear Puree

Seafood Chowder

### Salads (1 choice)

House Mixed Greens with Olive Oil

Baby Spinach and Raspberries with Black Pepper Raspberry Vinaigrette

Arugula, Parmesan and Pecans with Chive Oil

Classic Caesar Salad

Asparagus with Boston Bibb Lettuce and Parmesan Dressing

### Main courses (2 choices)

Grilled chicken with peppered mango

| \$31.00

Lemon & thyme-roasted chicken supreme with natural pan jus

| \$31.00

Atlantic Salmon stuffed with Spinach & Arugula

| \$31.00

Rainbow Trout with Shrimp and Gramolata Sauce

| \$35.00

Loin of Veal Stuffed with Oyster Mushroom and drizzled with Port Sauce

| \$36.00

Rack of Lamb with Pommery Mustard and Parsley Crust

| \$47.00

Filet of Beef Tenderloin with Fig and Caramelized Onion and Balsamic Sauce

| \$40.00

Roast Prime Rib of Beef with Rosemary Yorkshire Pudding, Cabernet jus

| \$34.50

### Desserts (1 choice)

Blueberry Lemon Cheesecake

Chocolate Raspberry Truffle

Tiramisu

Banana Cream Cake

Carrot Cake

Pink Velvet Cake

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## Beverages

### Bottled Water:

Mont-Clair (still)	\$2.50
San Pellegrino (sparkling)	\$3.00
Soft Drink	\$2.50
Juice	\$2.75

### Wine:

Please talk to our Catering Representative to see our most current wine list.

## Host Bar

Beverages for Host Bar Service are charged on consumption – Service Charge and Taxes not included

Standard Liquor (1oz)	\$5.00
Premium Liquor (1oz)	\$5.50
Liqueurs	\$5.25
Cocktails	\$5.75
Domestic Bottled Beer	\$5.00
Premium Bottled Beer	\$5.25
Imported Bottled Beer	\$5.75
Glass of Wine (6oz)	\$5.75
Coolers	\$6.00

## Cash Bar

Beverages for Cash Bar Service are charged on consumption – inclusive of tax

Standard Liquor (1oz)	\$5.75
Premium Liquor (1oz)	\$6.25
Liqueurs	\$6.00
Cocktails	\$6.50
Domestic Bottled Beer	\$5.75
Premium Bottled Beer	\$6.00
Imported Bottled Beer	\$6.50
Glass of Wine (6oz)	\$6.00
Coolers	\$6.75

### *Banquet Bars:*

If the host bar or cash bar consumption falls below \$350.00 (excluding taxes & service charge) a bartender labour fee of \$25.00 per hour (4-hour minimum) will apply.



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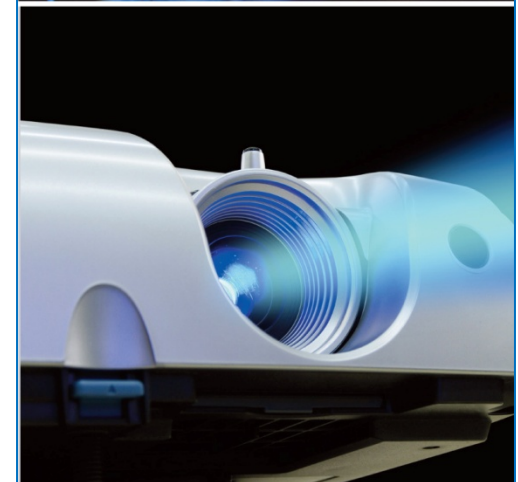
Beverages

Audio Visual

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*Please contact our Sales  
Department for information  
regarding audio/visual services.*



## RESIDENCE INN BY MARRIOTT KINGSTON WATER'S EDGE

7 Earl Street | Kingston, ON | K7L 0A4  
T: (613) 544-4888 | F: (613) 544-3222  
info@marriottresidenceinnkingston.com  
www.marriottresidenceinnkingston.com

# events

by Residence Inn Marriott

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## General Information

### FOOD & BEVERAGE

All Federal, Provincial and Local laws with regard to Hotel Food and Beverage purchases and consumption are strictly observed. The Residence Inn by Marriott Kingston Water's Edge reserves the right to provide and serve all food and beverages on Hotel premises. No outside food and beverage may be consumed in hotel banquet rooms.

Finalized menu selections must be received 14 days prior to the scheduled function.

The Hotel may, at its discretion, require a minimum food or beverage revenue guarantee to reserve any function space and/or date. This minimum will be indicated on the Banquet Event Order.

### GUARANTEE

A confirmed attendance must be specified by noon 72 hours prior to all functions. This will be considered your minimum guarantee and not subject to deduction. Charges will then be based on the guarantee or actual attendance, whichever is greater. The 72-hour guarantee is based on a five-day (5) workweek.

The Hotel reserves the right to substitute alternate space within the Hotel if it deems necessary, or if attendance numbers differ from the amount originally indicated.

### SIGNAGE

All displays, exhibits, banners, decorations, signs and other such similar items must conform to City Fire Ordinances and will not be attached in any manner to walls, doors or structures of any part of the building. Placement of such items on Hotel property must be reviewed in advance by Events Department and applicable service charges will be quoted. Any damages to Hotel premises from such items will result in additional charges.

### LIABILITY

Loss or damage of a group's displays, decorations, or other property brought into the Hotel premises will be the sole responsibility of the clients' Organization. The Hotel assumes no responsibility for lost or stolen client property. The group is responsible for the conduct of all persons in attendance and for any damage incurred to the Hotel or its guests by individuals associated with or representing the clients' group Organization.

Due to the size or nature of a function, the Hotel may require the services of a reputable or licensed security agency. It is the responsibility of the client to make these arrangements; however, the Hotel must review and approve these arrangements in advance. Payment for such services will be the responsibility of the group or customer hosting the function.

### PAYMENT TERMS

Specific deposit requirements will be reviewed for each function and the appropriate deposits and terms will be indicated on your Banquet Event Order.

Balance of payments for a banquet function is expected prior to the Event. However, if acceptable credit arrangements have been established with Residence Inn by Marriott Kingston Water's Edge at least 30 days prior to the function, payment in full is required 10 days after receipt of the bill. Accounts remaining unpaid after 30 days will accrue an additional interest fee.

All social functions are to be prepaid in full one week prior to the Event. A credit card is required as a guarantee for all social functions. No charges will be applied to the credit card unless the Hotel is authorized to do so by the client.

Social events will not be considered definite until a deposit of \$1000.00 is received with an authorized signature on the Sales Agreement.

Payment may be made by cash, credit card or certified cheque.

Taxes and service are extra. Prices are subject to change without notice.

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## General Information

### SPECIAL SERVICES

The Hotel can be of assistance in many areas of service to enhance a group's Event; floral arrangements, coat check, audio visual requirements, photography, entertainment, decorations, etc. The Event Coordinator will review appropriate charges.

Advance delivery of materials, equipment, packages, must be coordinated with the Event Department prior to the function date. Such items are subject to maximum size and weight restrictions, as well as storage and handling fees. To assure proper receiving, please address all items as follows:

ORGANIZATION NAME,  
GROUP REPRESENTATIVE,  
"HOLD FOR ARRIVAL DATE" (FUNCTION DATE)  
ATTENTION EVENT COORDINATOR'S NAME.

The Hotel will exercise all customary and reasonable care of receivable goods, but will not assume any liability for loss or damage to such items.

### SOCAN

A tariff is charged by law for events that include musical entertainment (live or recorded). This includes dances, receptions, assemblies, conventions, weddings, birthdays, anniversaries and Holiday parties. SOCAN rates are based on number of attendees and are outlined on individual contracts.

### USE OF OUTSIDE VENDORS

If an outside vendor is hired to provide any goods or services during an event, the Hotel may, in its sole discretion, require that such vendor provide, in form and amount reasonably satisfactory to the Hotel and indemnification agreement and proof of adequate insurance.

### SERVICE CHARGES & TAXES

Service charges are subject to change without notice.

Government taxes are applicable as follows:

Food:	13% HST & 15% Service Charge
Alcoholic Beverages:	13% HST & 15% Service Charge
Meeting Room Rental & Miscellaneous:	13% HST
Audio Visual:	13% HST & 15% Service Charge

In accordance with Ontario Liquor laws, all alcoholic beverages consumed in licensed areas must be purchased by the hotel through the Liquor Commission Board of Ontario. Liquor service is not permitted before 11:00 am or after 2:00 am. The legal drinking age in Ontario is 19.

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## General Information

### CANCELLATIONS

The performance of this contract by either party is subject to acts of God, government regulation, disaster, strikes or other emergency. In the event that any such incident should occur making it inadvisable, illegal or impossible for either party to comply with the terms of this contract, written notice will be provided by one party to the other.

Group agrees to provide the Residence Inn by Marriott Kingston Water's Edge with written notice of any decision to cancel or to otherwise essentially abandon its use of the function rooms outlined in this contract. Group acknowledges that a cancellation would constitute a breach of Group's obligation to the Hotel and the Residence Inn by Marriott Kingston Water's Edge would be harmed.

Group therefore agrees to pay the Residence Inn by Marriott Kingston Water's Edge, within thirty (30) days after any cancellation as liquidated damages and not as a penalty, the amount listed in the chart below:

**Date of Agreement to 30 days prior to event: 25% of total anticipated revenue.**

**From 29 to 14 days prior to event: 50% of total anticipated revenue**

**From 13 to 7 days prior to event: 75% of total anticipated revenue.**

**From 6 to 0 days prior to event: 100% of total anticipated revenue.**

Taxes and service are extra. Prices are subject to change without notice.