



**RODD**  
**CHARLOTTETOWN HOTEL**

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**BANQUET GUIDE**

**Kevin Gregan**  
Executive Chef

**Elaine Thomson**  
General Manager



Rodd Charlottetown

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# INTRODUCTION

Thank you very much for your interest in the historic Charlottetown Hotel, we look forward to hosting your special event no matter how big or small. In this menu you will find our food and beverage offerings to you and your guests, keeping in mind we are always willing to accommodate any dietary restrictions or preferences!

## Our Story

Step into historic elegance as you enter the grand lobby with its marble floors and barrel-vaulted ceilings. Built in 1931, the Rodd Charlottetown features the luxury characteristics and details synonymous with Canadian National Railway Hotels.

Our distinctive guestrooms and suites are tastefully decorated with impeccable replicas of period furnishings, linens and draperies. Spacious Victorian style conference rooms are perfect for hosting elegant weddings, meetings or events.

Guests enjoy the perfect blend of “old world” charm combined with all the convenient amenities of an indoor pool, fitness room, sauna and whirlpool. You can easily explore all the culinary, cultural and coastal experiences downtown Charlottetown has to offer on foot starting with the Confederation Center of the Arts.

# BREAKFAST

# BUFFET BREAKFAST

Our breakfast buffets include assorted chilled juices, coffee, tea, and decaf coffee.

## **SIGNATURE BUFFET | \$15.50**

Scrambled Eggs  
Bacon & Sausage  
Selection of Cereals  
Fruit Salad  
Home Fried Potatoes  
French Toast  
Breakfast Pastries  
Jams  
(minimum 40 people)

## **CONTINENTAL BUFFET | \$11.00**

Muffins  
Danish  
Croissants  
Assorted Jams & Cheese Spreads  
Fruit Salad

## **ENHANCEMENTS**

*Add Bagels \$1.00*

*Add Scrambled Eggs \$2.00*

Prices are per person and are subject to applicable taxes and gratuities

# PLATED BREAKFAST

Our plated breakfasts include chilled orange juice, coffee, tea, and decaf coffee.

## **THE TRADITIONAL | \$12.50**

Scrambled Eggs  
Bacon & Sausage  
Home Fried Potatoes  
Breakfast Pastries

## **THE CHARLOTTETOWN | \$12.50**

Fluffy Pancakes with Warm Maple Syrup  
Bacon & Sausage  
Breakfast Pastries

## **THE FITZROY | \$13.50**

Rolled Omelette Filled with Cheddar  
Cheese, Diced Sausage or Bacon,  
Peppers, Onions, & Mushrooms  
Home Fried Potatoes  
Breakfast Pastries

Prices are per person and are subject to applicable taxes and gratuities



# MEETING BREAKS

# MEETING BREAKS

Morning or afternoon, our meeting breaks are the perfect pick-me-up your team will need. Sweet, savoury, or energizing we have you covered!

## TAKE A HEALTHY BREAK | \$10.00

Sliced Fresh Fruit  
Chilled Fruit Yogurt  
Assorted Granola Bars  
Coffee/Herbal Teas  
Mineral Waters  
(minimum 25 people)

## JUST FOR FUN | \$3.50

Assorted Cookies  
Hot Chocolate  
(minimum 25 people)

## TOP OF THE MORNING | \$7.50

Biscuits  
Scones  
Scotch Cookies  
Herbal Teas  
Coffee, Tea, and Decaf Coffee

## BANANA BREAK | \$7.50

Banana  
Banana Bread  
Banana Smoothie

Prices are per person and are subject to applicable taxes and gratuities

# MEETING BREAKS

Morning or afternoon, our meeting breaks are the perfect pick-me-up your team will need. Sweet, savoury, or energizing we have you covered!

## PASTRIES AND SWEETS

- Assorted Danishes | \$2 each
- Croissants | \$2 each
- Scones | \$2 each
- Assorted Muffins | \$2 each
- Breakfast Breads | \$2.50 per person  
(2 slices per person)
- Biscuits | \$2 each
- Yogurt | \$2 each
- Assorted Cookies | \$1.50 each
- Assorted Squares | \$1.50 each
- Yogurt Parfaits | \$6.00 each

## BEVERAGES

- Coffee, Tea, and Decaf | \$2 per person
- Assorted Chilled Soft Drinks | \$2 each
- 2% Milk | \$3 per person
- Bottled Juice | \$2 each
- Bottled Water | \$2 each

Prices are subject to applicable taxes and gratuities

## TO-GO

Our boxed meals are perfect for early mornings or lunch on the road. Each boxed meal comes with bottled water and juice.

### **BOXED BREAKFAST | \$12**

Muffins & Butter, Fresh Fruit, Cheese, and Egg Salad Croissant

### **BOXED LUNCH | OPTION 1 | \$14**

Cookie

Deli Sandwich | Ham, Smoked Turkey, Roast Beef, or Smoked Meet with Lettuce, Peppers, and Red Onions on Fresh Bread

### **BOXED LUNCH | OPTION 2 | \$16**

Cookie, Cereal Bar, and Fresh Fruit

Deli Sandwich | Ham, Smoked Turkey, Roast Beef, or Smoked Meet with Lettuce, Peppers, and Red Onions on Fresh Bread

Prices are per person and are subject to applicable taxes and gratuities





# LUNCH

# LUNCH BUFFET

Our lunch buffets are ideal for a working lunch and are sure to please everyone in your group offering a great selection.

## **SANDWICH BUFFET | \$14.50**

Choice of Soup du Jour or Salad

Assorted Sandwiches

(1.25 sandwiches per person)

Assorted Sweets

Coffee, Tea, and Decaf Coffee

*Add \$4.00 per wraps*

*Add \$1.00 per gluten free sandwich*

## **OPEN FACED SANDWICHES | \$18.00**

Choice of Soup du Jour or Salad

Matane Shrimp

Black Forest Ham

Smoked Turkey

Smoked Meat

Crab

Salmon & Asparagus

Assorted Sweets

Coffee, Tea, and Decaf Coffee

Prices are per person and are subject to applicable taxes and gratuities

## DELI LUNCH BUFFET | \$18.50

Build your own favourite sandwich!

Choose from a large selection of fillings including: tuna salad, ham salad, egg salad, chicken salad, sliced roast beef, sliced black forest ham, sliced smoke turkey, and sliced smoked meat. Top with fresh vegetables, a selection of cheeses, variety of mustards and mayonnaise, and breads.

Accompanied by crudities with dip, tossed green salad, pasta salad, relish tray, assorted sweets, coffee, tea, and decaf coffee.

(minimum 40 people)

*Add \$3.00 per extra Cold Cut*

## “BEEF ON A BUN” BUFFET | \$20.00

This buffet allows your guests to create a “beef on a bun” to their desired taste.

Compliment your marinated carved baron of beef and Kaiser bun with fresh toppings, and a variety of mustards and mayonnaise. Pair your beef on a bun with tossed green salad and pasta salad. Finish lunch with assorted sweets, coffee, tea, and decaf coffee.

(minimum 50 people)

Prices are per person and are subject to applicable taxes and gratuities

## SIGNATURE LUNCH BUFFET | \$23.00

A classic buffet, choose from a selection of hot dishes and accompany with our delicious salads and side dishes.

### SALADS AND SIDES

Tossed Salad

Coleslaw

Pasta Salad

Potato or Rice

Vegetable of the Day

Assorted Fresh Breads & Rolls

Assorted Sweets

Coffee, Tea, and Decaf Coffee

(minimum 50 people)

### CHOICE OF TWO (2) HOT DISHES:

Pasta Primavera

Meat Lasagna

Roast Beef

Baked Ham

Roast Pork

BBQ Chicken

Roast Chicken Chasseur

Shepherds Pie

Beef & Mushroom Pie

Baked Haddock with Dill Sauce

Seafood Casserole

Stuffed Sole with Hollandaise Sauce

Swiss Steak

Prices are per person and are subject to applicable taxes and gratuities

# PLATED LUNCHES

With a minimum purchase of an appetizer and/or dessert our plated entrées are also served with fresh rolls, coffee, tea, and decaf coffee.

## APPETIZERS

- House Salad | \$4
- Caesar Salad | \$5
- Seafood Chowder | \$4
- Beef Vegetable Soup | \$4
- Vegetable Soup | \$4

## DESSERTS

- Apple Dumpling | \$6
- Lemon Pie | \$4
- Coconut Cream Pie | \$4
- Cheese Cake & Seasonal Berry Coulis | \$4
- Chocolate Mousse | \$6
- Ice Cream Crêpe | \$6

## ENTRÉES

- Baked Haddock | \$14
- Chicken Chasseur | \$14
- Lasagna with Caesar Salad | \$14
- Savoury Stuffed Chicken | \$14
- Roast Pork & Savory Dressing | \$14
- Poached Salmon & Boiled Mayonnaise | \$19
- Stuffed Sole with Hollandaise Sauce | \$14
- Roast Beef | \$19

Prices are per person and are subject to applicable taxes and gratuities

## SET LUNCHEES

All meal selections are served with oven fresh rolls, Chef's choice of starch, vegetables, dessert, and coffee, tea, and decaf. One choice per group.

### OPTION 1 | \$20.00

House Salad  
Baked Haddock

### OPTION 2 | \$21.00

Cream of Mushroom Soup  
Roast Pork

### OPTION 3 | \$24.00

Tomato Juice  
Roast Beef

### OPTION 4 | \$20.00

Vegetable Soup  
Chicken Chasseur

### OPTION 5 | \$20.00

Tomato Juice  
Stuffed Savory Chicken

### OPTION 6 | \$24.00

House Salad  
Poached Salmon Fillet

Prices are per person and are subject to applicable taxes and gratuities





**DINNER**

# BOUNTIFUL BUFFET | \$33.00

## SALADS AND SIDES

Pasta Salad

Tossed Green Salad

Curried Rice Salad

Coleslaw

Broccoli & Cheese Salad

Assorted Fresh Rolls & Breads

Assorted Desserts

Coffee, Tea, and Decaf Coffee

## VEGETABLES | CHOOSE ONE:

Carrots

Diced Turnip au Beurre

Green Beans Almondine

Medley of Vegetables

Vegetable Bouquetière

Broccoli Hollandaise | *Add \$1.00*

Cauliflower with Cheese Sauce | *Add \$1.00*

## POTATOES AND RICE | CHOOSE TWO:

Scalloped Potatoes

Mashed Potato au Beurre

Rice Pilaf

Roasted Garlic Mashed Potatoes

Oven Roasted Potatoes

## HOT DISHES | CHOOSE TWO:

Roast Chicken with Wild Mushroom Sauce

Carved Baron of Beef

Lasagna

Stuffed Haddock with Lobster Sauce

Seafood Casserole

Roast Savoury Chicken

Pasta Primavera

Stuffed Sole with Hollandaise Sauce

Additional Hot Entrée | \$5.99 per person  
(minimum 50 people)

Prices are per person and are subject to applicable taxes and gratuities

## **BOUNTIFUL BUFFET ADDITONS**

### **VEGETABLE PLATTER**

Assortment of seasonal vegetables & dips

50 people | \$100

75 people | \$150

100 people | \$200

### **FRESH FRUIT TRAY**

Assortment of seasonal fresh fruit

50 people | \$150

75 people | \$200

100 people | \$250

### **CHEESE BOARD**

Assortment of fine domestic cheeses and crackers with dried fruit garnish

50 people | \$150

75 people | \$200

100 people | \$250

### **STEAMED MUSSELS**

Steamed to perfection with aromatic organic vegetables, herbs, and white wine.

25 lbs | \$95

### **SMOKED SALMON BAR**

Fresh Atlantic Salmon, cream cheese, red onion, capers, and Rye bread.

30 people | \$180 (per side)

### **SEAFOOD CHOWDER**

Local shellfish in a cream base and seasoned with tarragon & thyme.

25 people | \$100

Prices are subject to applicable taxes and gratuities

# PLATED MENUS

If you want to 'wow' your guests, allow our professional servers to treat you like royalty. A minimum purchase of appetizer and dessert is required for our plated menu. Dinner includes your choice of accompaniments of potato or rice, vegetables, and coffee, tea, and decaf coffee.

## SALADS

Tossed Salad | \$6

Caesar Salad | \$7

Mandarin Salad | \$6

Greek Salad | \$7

Summer Salad | \$8

*Add shrimp or seared scallops to any salad | \$4.50*

## SOUPS

Roasted Red Pepper & Tomato | \$5

Minestrone | \$5

Cream of Mushroom | \$5

Beef Vegetable | \$5

Vegetable Soup | \$5

Seafood Chowder | \$6

## ENTRÉES

Roast Prime Rib of Beef au Jus | \$42

Roast Top Sirloin of Beef | \$26

Chicken Cordon Bleu | \$21

Blackened Salmon with Lobster Sauce | \$24

Roast Chicken Supreme Rockerfeller | \$21

Stuffed Loin of Pork with Robert Sauce | \$24

Poached Atlantic Salmon with Dill Sauce | \$24

Roast Turkey with Savoury Dressing | \$20

Pork Wellington | \$18

Chicken à la Reine | \$18

Prices are per person and are subject to applicable taxes and gratuities

# SELECT DINNER ACCOMPANIMENTS

## VEGETABLES

Baby Carrots

Diced Turnip au Beurre

Bouquetière of Vegetables

Green Beans Almondine

Broccoli Hollandaise | \$1.00

Cauliflower with Cheese Sauce | \$1.00

## POTATOES AND RICE

Mashed Potatoes

Baked Potato with Sour Cream

Bacon Bits & Chives

Parisienne Potatoes

Oven Roasted Potatoes with Rosemary & Garlic

Rice Pilaf

## DESSERTS

Carrot Cake with Cream Cheese Frosting | \$6

Baked Apple Dumpling | \$6

Chocolate Mousse, Strawberry Sauce and Fresh Fruit | \$6

Ice Cream Crêpe with Crème à l'Anglaise & Raspberry Sauce Garnished with Fresh Fruit | \$6

Lemon Meringue Pie | \$4

Baked Cheese Cake with Choice of Coulis | \$6

Crème Brulée Cheesecake with Rum Sauce | \$10

Strawberry Shortcake *(seasonal)* | Seasonally Priced

Fresh Fruit Cup *(seasonal)* | Seasonally Priced

Gluten Free Chocolate Cake | \$10

Prices are per person and are subject to applicable taxes and gratuities

# SET MEALS

All meal selections are served with oven fresh rolls & butter, coffee, tea, and decaf. One choice per group.

## **CHICKEN CORDON BLEU | \$30**

Garden Salad with Choice of Dressing  
Chicken Cordon Bleu  
Blended Rice  
Garden Vegetable Medley  
Chocolate Mousse

## **ATLANTIC SALMON | \$33**

Garden Salad with Choice of Dressing  
Poached Atlantic Salmon  
Baked Parsley Potatoes  
Garden Vegetable Medley  
Cherry Cheesecake

## **PORK WELLINGTON | \$29**

Cream of Mushroom Soup  
Pork Wellington  
Garlic Mashed Potatoes  
Garden Vegetable Medley  
Strawberry Shortcake

## **ROAST ISLAND TURKEY | \$29**

Garden Salad with Choice of Dressing  
Roast Turkey with Savoury Dressing  
Mashed Potatoes  
Garden Vegetable Medley  
Cranberry Sauce  
Chocolate Mousse

## **ROAST SIRLOIN | \$35**

Vegetable Soup  
Garden Salad with Choice of Dressing  
Roast Top Sirloin of Beef with Bordelaise Sauce  
Baked Potato  
Garden Vegetable Medley  
Carrot Cake

## **HERBED CHICKEN | \$32**

Minestrone Soup  
Roast Chicken Supreme  
Rockerfeller  
Duchess Potatoes  
Garden Vegetable Medley  
Ice Cream Crêpe with Berry Coulis

**Gluten Free Dessert | \$5.00**

Prices are per person and are subject to applicable taxes and gratuities





# RECEPTIONS

# HORS D'OEUVRES

Please choose from the following, prices are per dozen.

## HOT HORS D'OEUVRES

|   |      |
|---|------|
| Mini Egg Rolls                          | \$23 |
| Breaded Shrimp                          | \$23 |
| Quiche Lorraine                         | \$23 |
| Spring Rolls                            | \$23 |
| Breaded Wings                           | \$23 |
| Breaded Scallops                        | \$23 |
| Meatballs                               | \$23 |
| Arancini                                | \$23 |
| Coconut Shrimp                          | \$25 |
| Mini Seafood Quiche                     | \$25 |
| Bacon Wrapped Scallops                  | \$25 |
| Mini Chicken Brochettes                 | \$25 |
| Italian Sausage Rolls<br>in Puff Pastry | \$25 |

## COLD HORS D'OEUVRES

|   |      |
|---|------|
| Baby Shrimp & Curry Cream Cheese                      | \$24 |
| Smoked Salmon & Cream Cheese                          | \$24 |
| Roasted Red Pepper, Cream Cheese<br>and Roast Chicken | \$24 |
| Smoked Salmon and Asparagus                           | \$24 |
| Lobster Canapés                                       | \$24 |
| Crab, Goat Cheese and<br>Sundried Tomato              | \$24 |
| Scallop & Scallions                                   | \$24 |
| Tenderloin and Bree Cheese                            | \$24 |

Prices are subject to applicable taxes and gratuities

# TRAYS & SPECIALTIES

## VEGETABLE TRAY

Assortment of seasonal vegetables and dip

10 people | \$50

20 people | \$100

30 people | \$150

40 people | \$200

50 people | \$250

## FRESH FRUIT TRAY

Assortment of seasonal fresh fruit

10 people | \$60

20 people | \$120

30 people | \$180

40 people | \$240

50 people | \$300

## CHEESE & CRACKER TRAY

Assortment of fine domestic cheeses and crackers with dried fruit garnish

10 people | \$50

15 people | \$90

25 people | \$150

40 people | \$240

50 people | \$300

Prices are subject to applicable taxes and gratuities

# TRAYS & SPECIALTIES

## ASSORTED SANDWICHES | \$7.50

Turkey  
Roast Beef  
Black Forest Ham  
Smoked Meat  
Egg Salad  
Chicken Salad  
Tuna Salad

*Served on a variety of breads  
Equivalent to 1.25 sandwiches per person*

## OPEN FACED SANDWICHES | \$15.00

Matane Shrimp  
Black Forest Ham  
Smoked Turkey  
Smoked Meat  
Crab  
Salmon & Asparagus

### SPECIALTIES

Shrimp Pyramid | \$2.50 per shrimp  
Oyster Bar | \$4 per oyster  
Oysters Rockefeller | \$4.25 per oyster  
Steamed Mussels | \$5.95 per pound  
Smoked Salmon Bar | \$180 per side  
Chocolate Dipped Strawberries | \$3 each

Prices are subject to applicable taxes and gratuities

# FOOD STATIONS | \$30.00

Food stations allow for a great social atmosphere for your next event.

## STAND ALONE STATIONS | CHOOSE 3

**NACHO BAR** | Cheddar Cheese, Sour Cream, Salsa, Lettuce, Olives, Green Peppers, Red and Green Onion

**POTATO BAR** | Mashed Potato, Scallop Potato, Twice Baked Potato, Croquette Potato, Sour Cream, Bacon Bits, Chives, Assorted Cheese

**PIZZA BAR** | Assortment of Mini Pizza

**SALAD STATION** | Caesar, Greek, and Mandarin Salad

**SEAFOOD CHOWDER** | Served with Homemade Biscuits

**DESSERT STATION** | Assortment of pies, cakes, and mousses

## CHEF STATIONS | CHOOSE 1

**SCALLOPS & FETTUCCINI** | Sauteed cape scallops, onions, peppers, and mushrooms with béchamel and cream sauce, served over fettuccini pasta.

**CHICKEN AND ORZO** | Chicken breast medallions sautéed in olive oil, roasted garlic, mushrooms, peppers, and onions with marinara sauce and fresh herbs, served over orzo pasta.

**CARVED BEEF ON A BUN** | Slow roasted beef on a home style Kaiser bun with all of the trimmings. Shaved red onions, peppers, tomatoes, lettuce, horseradish Mayo, and Dijon mustard.

(minimum 60 people)



# BEVERAGES

# BEVERAGE SERVICES

**HOST BAR:** Suited to functions where an individual or organization is “hosting: or assuming the total cost of beverages served to all attendees.” Host bar pricing is subject to applicable taxes and gratuities.

**CASH BAR:** Available for non-sponsored functions where attendees purchase their own refreshments individually. Cash bar prices are inclusive of taxes. Gratuities are at the discretion of the guest.

**BAR SET-UP:** Bar set-up includes a bartender, domestic & imported beer, coolers, house wine, rum, rye, vodka, gin, scotch, mixes and condiments. The set-up and service of a bartender are complimentary if sales meet or exceed \$300 net per function. If sales are less than \$300, a \$20 per hour (minimum 4 hours) fee will be applied to cover maintenance and service costs.

**WINE ORDERS:** We also have an extensive wine list that is sure to enhance any menu. We would be pleased to discuss our selections with you. In order that we have a sufficient supply of your preferred wine, please advise us of your wine selections three weeks in advance.

Prices are subject to change as per PEI Liquor Control Commission.

Prices are subject to applicable taxes and gratuities

# BEVERAGE SERVICES

|   | HOST BAR | CASH BAR |
|---|----------|----------|
| Domestic Beer   | \$5.44   | \$6.24   |
| Imported Beer   | \$5.92   | \$6.75   |
| Coolers   | \$6.74   | \$7.75   |
| Domestic Wine 5 oz.   | \$7.60   | \$8.75   |
| House Brands<br><i>(Captain Morgan White &amp; Spiced, Smirnoff,<br/>Beefeater, Canadian Club, Johnny Walker Red Label)</i> | \$5.44   | \$6.25   |
| Assorted Liqueurs   | \$6.73   | \$8.75   |
| Cocktails   | \$6.30   | \$7.25   |
| Soft Drinks   | \$2.83   | \$3.25   |

| WINES                   |             | PUNCH          |                  |
|-------------------------|-------------|----------------|------------------|
| Villa Mura Pinot Grigio | \$32.00 BTL | Fruit Punch    | \$45.00 per bowl |
| Villa Mura Valpocella   | \$32.00 BTL | Fruit Punch    |                  |
| Sartori "Erfo" Prosecco | \$33.99 BTL | (with Alcohol) | \$85.00 per bowl |

Prices are subject to applicable taxes and gratuities



**FINE PRINT**

## TOAST TO THE BRIDE

On this special day we will create an atmosphere of magic and romance and we are pleased to offer the following amenities when your Wedding Celebration is catered at Rodd Charlottetown.

- Complimentary suite for bride & groom\*
- White table linen & white napkins
- Complimentary public address system with lectern & microphone\*
- Guest book table with white tablecloth & lighting
- Complimentary use of platform risers for head table
- Wedding cake table with white tablecloth & lighting
- Gift table with white tablecloth, skirting & lighting
- Dance floor
- Table number stands
- Tea lights for each table
- Assistance with seating plans
- Floor seating plan stand (easel)

\* Based on availability. We will supply one complimentary suite with a minimum of 100 guests.

\* We will supply a public address system with lectern & microphone for the banquet room. For wireless or lapel microphones there is an additional fee.

\* Ask about our in-house decorating services.

# MEETING ROOM RENTALS

| MEETING ROOM      | FULL DAY | HALF DAY |
|-------------------|----------|----------|
| Victorian Room    | \$550.00 | \$275.00 |
| Richmond Room     | \$150.00 | \$75.00  |
| Grafton Room      | \$250.00 | \$125.00 |
| Kent Room         | \$125.00 | \$75.00  |
| Georgian Ballroom | \$450.00 | \$225.00 |
| Georgian Terrace  | \$100.00 | \$50.00  |
| Provinces Room    | \$300.00 | \$150.00 |

Prices are subject to applicable taxes and gratuities

## WEDDING DECORATIONS

|                                    |              |
|------------------------------------|--------------|
| Backdrop                           | \$250.00     |
| Ceiling Lights                     | \$150.00     |
| Table Runners                      | \$2.00 each  |
| Chair Sashes                       | \$1.00 each  |
| Chair Covers (white, black, ivory) | \$2.00 each  |
| Pinwheel Taffeta (white)           | \$2.00 each  |
| Vase                               | \$10.00 each |
| Charger Plates                     | \$10.00 each |
| Gift Box                           | No Charge    |

Prices are subject to applicable taxes and gratuities

# TERMS & CONDITIONS

*To ensure a well-organized event, we ask that you review the following catering policies.*

1. Rodd Charlottetown will guarantee access to your function room two hours prior to the beginning of the wedding reception. Should the room not be in use, you are welcome to access it earlier. Please phone 48 hours prior to the date of the wedding to confirm availability of the room for earlier access.
2. We will hold the indicated function room for 14 days on a tentative basis. After this time a \$500.00 non-refundable deposit is required to hold the room on a definite basis.\*
3. A complete catering contract will be developed between you and a member of the catering team no later than two months prior to the event.
4. For liability purposes, along with health and safety standards, all food and beverage consumed on the property must be prepared and sold through our licensed facilities. Items listed on our Banquet Menus are suggestions, and by no means the only items available through our facilities. We would be pleased to prepare a customized menu for your group suited to your occasion and budget.
5. All food & beverage products must be purchased and consumed on the property. Alcoholic beverages and food products cannot be brought into areas licensed by the facility. Standard bar set ups include beer, wine, shots and popular cocktails. The Catering Department would be pleased to arrange for specialized brands and other alcoholic products to be provided on your cash or host bar.
6. Choice of Menu. One menu is required for all guests. Special dietary substitutes can be made upon prior request, but must be done at least 72 hours prior to the wedding date. Menu selection should be submitted at least one month (1) prior to your function.

\*Only applicable to wedding groups

# TERMS & CONDITIONS

7. **Guaranteed Billing.** Guaranteed number is required by noon, three (3) working days prior to your event. All charges are based on the guarantee, or the actual number of meals served above the guarantee. If a revised guarantee is not received by the cut-off, the number indicated in the guest field will be used for billing purposes.
8. All food and beverage items sold are subject to applicable taxes and a 15% gratuity.
9. **Deposit and Payment.** A \$500.00 non-refundable deposit is required to confirm the booking, with the full estimated balance payable by certified cheque or cash, three (3) days prior to your event. All private functions are subject to one master bill.\*
10. Minimum amount of food purchased \$3000.\*
11. **Bar Charges.** Should the minimum consumption on a cash or host bar be less than \$300.00 net of taxes, a charge of \$20 per hour (minimum 4 hours) will be made for the bartender.
12. **Special Security.** Arrangements can be made upon request at an additional charge for a uniformed city police officer. Please contact the Catering Department.
13. Rodd Charlottetown reserves the right to control the volume of a disc jockey. Music must be discontinued at 12:30am with the room cleared and closed by 1:00am.
14. Live bands are not permitted in The Georgian Room due to noise complaints.
15. **Damages.** Rodd Hotels & Resorts reserves the right to inspect and control private functions. Liability for damage to the premises will be charged accordingly. The convenor for any function is held responsible for any damages incurred by their group or independent contractors on their behalf. The Hotel will not be responsible for damage or loss to any personal property or equipment left at the Hotel, prior to, during, or after the function.

\*Only applicable to wedding groups

# TERMS & CONDITIONS

16. All function room prices quoted will be honoured. Meal prices quoted before six months in advance are subject to change up to a maximum of 10%.
17. Under the Copyright of Canada and in accordance with S.O.C.A.N. (the association responsible for the copyrights of live and recorded music), any event with either live or recorded music is subject to the following fee as per tariff No. 8 of the Copyright of Canada. This amount will be billed to your account by the hotel.
  - With Dancing \$59.17 + HST
  - Without Dancing \$29.56 + HSTUnder the Copyright of Canada and in accordance with Re: Sound (the association responsible for the collecting and distributing royalties for artists and record companies), any event with either live or recorded music is subject to the following fee as per tariff No. 5 of the Copyright of Canada. This amount will be billed to your account by the hotel.
  - With Dancing \$26.63 + HST
  - Without Dancing \$13.30 + HST
18. \$500 rental fee for Georgian and Victorian Rooms for wedding receptions.\*
19. \$300 rental fee for Ceremonies.\*
20. \$2000 rental fee for function space on Statutory holidays.\*
21. Wedding gifts dropped off at hotel prior to and during reception are the sole responsibility of the Bridal Party.\*
22. Gift Card Box should be enclosed with a lock and is the sole responsibility of the Bridal Party. It is suggested that a guest is responsible for the removal of the Gift Card Box prior to the dance starting.\*

\*Only applicable to wedding groups

## TERMS & CONDITIONS

23. All gifts must be removed from the reception area by close of the dance and cannot be stored in any function room at the hotel.\*
24. Centerpieces, cake-cutting knife, picture display, flowers, seating board and any other decorations belonging to the Bridal Party must be collected by the close of the dance. It is suggested the Bridal Party make this a guest responsibility. The hotel is not responsible for the safe guarding of these items.\*
25. Due to fire regulations, open-flamed candles are **not permitted** as centerpieces. Nothing can be fixed to walls or ceilings without the prior approval by the Catering Department.
26. Wedding cakes may only be dropped off the day of the wedding reception, unless other arrangements are made with the Catering Department.\*
27. Our food preparation is geared to the guarantee and if the number of guests exceeds this guarantee, every effort will be made to serve the additional meals, however a menu substitution may be necessary.
28. Our event order form will be prepared for your function by our event coordinator. This form will outline all items discussed, such as: Menus, prices, times, room set-up, audio/visual, linen, lobby board postings and other requirements. This event order must be reviewed, changes made if necessary, signed and returned.
29. Minors: All minors must be accompanied by a legal parent or guardian. When the parent or legal guardian leaves the function, the minor must also leave. Minors can only attend the dance if the dance is by invitation only. They must have a copy of the invitation with them. If the dance is open to the public, via ad in the paper or other like device, special permission from the PEI Liquor Commission must be obtained for minors to attend the dance. We require one month notice to be able to submit the request with the PEILCC.

\*Only applicable to wedding groups

**RODD  
CHARLOTTETOWN HOTEL**

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**CONTACT INFO**

**TRICIA CARRAGHER** | Banquet Coordinator  
E: [tcarragher@roddhotelsandresorts.com](mailto:tcarragher@roddhotelsandresorts.com)

**MEGAN MACKINNON** | Catering  
Coordinator  
E: [mmackinnon@roddhotelsandresorts.com](mailto:mmackinnon@roddhotelsandresorts.com)

T +1 902.894.7371

**Rodd Charlottetown Hotel**  
75 Kent St.  
Charlottetown, PE  
Canada C1A 7K4