


Rodd
HOTELS & RESORTS

Day Meetings & Events

Rodd Royalty



ROYALTY HOTEL
14 CAPITAL DRIVE, CHARLOTTETOWN, PE

RODDVACATIONS.COM

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Contact us

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PRICES IN EFFECT AS OF

January 2024

Meeting Rooms

Crowbush Room*

1,400 sq. ft. | UP TO 150 PEOPLE

Number of people per setup:

Theatre (150), Round (140), Classroom (75), U-Shape (46), Boardroom (30), Reception (150)

Brudenell Room*

875 sq. ft. | UP TO 75 PEOPLE

Number of people per setup:

Theatre (75), Round (60), Classroom (45), U-Shape (20), Boardroom (20), Reception (75)

Charlottetown Room

495 sq. ft. | UP TO 40 PEOPLE

Number of people per setup:

Theatre (40), Round (30), Classroom (20), Boardroom (17), Reception (40)

Courtyard

5,031 sq. ft. | UP TO 400 PEOPLE

Number of people per setup:

Theatre (350), Round (350), Classroom (200), Reception (400)

Winsloe Room

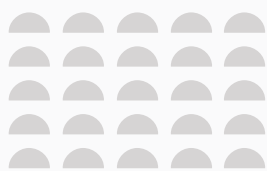
1,152 sq. ft. | UP TO 100 PEOPLE

Number of people per setup:

Theatre (100), Round (80), Classroom (50) U-Shape (30), Boardroom (30), Reception (100)

*CROWBUSH AND BRUDENELL ROOMS COMBINE TO HOLD 225 THEATRE OR 200 BANQUET

THEATRE SETUP



ROUND SETUP



CLASSROOM SETUP



U-SHAPE SETUP



BOARDROOM SETUP





Meeting Rooms

Audio/Visual Equipment

Screen 14' **\$100**

Courtyard Only

Screen & LCD Projector **\$200**

Courtyard Only

Screen 6' & 8' **\$15**

LCD Projector **\$100**

Flip Charts **\$5/thereafter**

First One Complimentary

Microphones **\$15/additional**

N/A to Cordless Mics, First One Complimentary

Wireless Mic **\$50**

24-hour notice required

Audio Box for A/V **\$15**

Remote for Power Point **\$10**

Power Bars **\$2/thereafter**

First One Complimentary

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.

Morning Break | \$8.50

Yogurt
Pastries
Butter & Preserves
Coffee, Tea & Decaf Coffee

Afternoon Break | \$8

Selection of Cookies
Whole Fruit
Coffee, Tea & Decaf Coffee
Chilled Canned Pop

Healthy Break | \$8.50

Yogurt
Freshly Made Granola Bars
Oat Cakes
Coffee, Tea & Decaf Coffee

**Prices per person. Subject to tax and gratuities. Multiple item discounts available.*

Snacks

Cookies | \$2/each
Whole Fruit | \$2/each
Muffins | \$2/each
Pastries | \$2/each
Yogurt | \$2/each
Brownies | \$3/each
Granola Bars | \$2/each

Beverages

Chilled Bottle Juice | \$2/bottle
Chilled Bottle Water | \$2/bottle
Chilled Canned Pop | \$3/can
Milk | \$2.25/person
Coffee & Tea | \$2.50/person

Lunch

Buffet Lunch

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

Soup & Sandwich Buffet | \$19.75

MINIMUM 18 PEOPLE

Choice of Soup

Assorted Sandwiches & Wraps | 1.5 per person

Assorted Sweets & Squares

Coffee, Tea & Decaf Coffee

*ADD \$2.00 PER GLUTEN FREE SANDWICH

Italian Buffet | \$22

MINIMUM 24 PEOPLE

Bring a little of Italy to your next event. Choose from a selection of pasta dishes and accompanied with Caesar salad and garlic bread. Finish with coffee, tea and decaf.

CHOOSE ONE OF THE FOLLOWING

Chicken Parmesan

Meat or Vegetable Lasagna

Spaghetti with Meatballs

*ADD A SECOND PASTA CHOICE TO YOUR ITALIAN BUFFET FOR \$6/PERSON

Capital Buffet | \$23.50

MINIMUM 24 PEOPLE

A traditional buffet style with all of the trimmings. Assorted rolls, coleslaw, macaroni salad, garlic mashed potato and steamed vegetables; your choice of one hot item and assorted desserts with coffee, tea and decaf.

CHOOSE ONE OF THE FOLLOWING

Roasted Pork Loin

Shepherd's Pie

Grilled Chicken Breast
with Cream Mushroom Sauce

Glazed Baked Ham

*ADD A SECOND HOT ITEM TO YOUR CAPITAL BUFFET FOR \$4/PERSON

*Prices per person. Subject to tax and gratuities.

Terms & Conditions

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

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, well brand spirits 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.

All the Hospitality suite requirements (i.e. glassware, dishes or silverware) are processed through our catering office and billed accordingly.

Items listed on our Meetings & Events Package are only suggestions and are by no means the only items available through our Catering Department. We would be pleased to prepare a customized menu for your group, suited to your occasion and budget.

The hotel reserves the right to provide an alternative function room for the group should the number of guests attending the function differ from the original number.

CHOICE OF MENU

One menu is required for all guests. Menu selection should be submitted at least two (2) weeks prior to your function. Special dietary substitutes can be made upon prior request, but surcharges may be applied depending on items and numbers.

GUARANTEED BILLING

Guaranteed number is required 1 week prior to your event. All charges are based on the guarantee and the actual number of meals served above the guarantee. The hotel will prepare and set for 5% above the guaranteed number. All food and beverage items sold are subject to applicable government taxes and a 18% gratuity, which is also subject to HST.

DEPOSIT AND PAYMENT

A **\$1,000.00 non-refundable deposit** is required to confirm the booking, with the full estimated balance payable by certified cheque or cash, two (2) days prior to your event. Credit applications for direct billing can be made through the Accounting Office. All private functions are subject to one master bill.

All function room rental prices quoted will be honoured. Meal and beverage prices quoted before six months in advance are subject to change.

CANCELLATION CHARGE

If meeting space is cancelled one month prior, 50% of the rental fee will be charged. If cancelled less than one week prior to the event, 100% of the rental fee will be charged.

BAR CHARGES

Should the consumption on a cash or host bar be less than \$500.00 net of taxes, a charge will be made for the bartender, at \$35.00/hour to a minimum of four (4) hours.

SPECIAL SECURITY

Arrangements can be made upon request at an additional charge. Please contact the Catering Department. All dances require security from 10pm to 3am. Security will be arranged by the hotel and billed to the client.

Terms & Conditions

SPECIAL COSTS

You will be assessed for electrical requirements above and beyond the normal usage of the outlets. Please contact the Catering Department for your requirements.

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 63.49 + tax
- Without Dancing \$31.72 + tax

Under 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

MEETING ROOM SUPPLIES/AUDIO VISUAL EQUIPMENT

In addition to note pads, pens, ice water, glasses and mints, which are supplied by Rodd Hotels & Resorts, the rental of A/V equipment is also available. Please book a minimum of one (1) week in advance.

DAMAGES

Rodd Hotels & Resorts reserves the right to inspect and control private functions. Liability for damage to the premises will be charged accordingly. The convener 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 in the hotel, prior to, during, or after the function.

SIGNAGE

It must be of a professional nature, and is restricted to certain areas of the hotel. Authorization must be obtained prior to the function from the Catering Department.

TRADE SHOW & DISPLAY BOOTHS

The hotel can provide tables, skirts, extension cords, etc. Additional charges will apply.