



# WESTWOOD PLATEAU WEDDING



# THE CLUBHOUSE



## THANK YOU

*For considering Westwood Plateau Golf & Country Club as a potential venue for your upcoming event.*

Westwood Plateau is located high atop Eagle Mountain in Coquitlam, BC. Our 32,000 square foot clubhouse, which opened in 1997, has been host to a wide variety of events such as Golf Tournaments, Weddings, Corporate Meetings, Conventions and other Private Functions.

Westwood Plateau has a variety of banquet rooms to suit your wedding size for your reception; all that provide the west coast feel with beautiful wood beam architecture and picturesque views of the lower mainland and Mount Baker.

Our Special Events Team is here to assist you with hands on planning of your wedding including your itinerary, floor plans, menu selections, vendor referrals, rehearsal and budget of your event.

To inquire, please contact our Special Events Department.

Telephone: 604 552 5114

Email: [banquet@westwoodplateaugolf.com](mailto:banquet@westwoodplateaugolf.com)

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## HERE FOR YOU

Our Event Managers are available to assist you through your entire planning process. This includes touring you of the venue, assisting you through the booking process, guiding you through your event details, customizing your menu selections and providing you with suggestions for a smooth timeline of the day.

Our day-of coordinator will be at your service on the evening of your ceremony rehearsal and the wedding day to execute the plans that you have set. They will be your communication for the venue, your vendors, and assist you through the entirety of the day until the formalities have completed.



# THE CEREMONY



## GARDEN

Ceremonies at Westwood Plateau take place in our outdoor Garden space that is surrounded by tall trees, manicured greens and lavish flower beds during the months of mid-May to the end of September.

The Garden space can seat up to 250 guests for a ceremony.

## STUDIO

We offer an indoor ceremony space known as the Studio Room, as pictured on the front cover. The Studio Room creates the feeling of the outdoors with stunning views and natural light year-round.

The Studio room is also included as a back up ceremony option in the case of poor weather when booking your ceremony with us.

Wedding ceremonies during the months of October to May take place in the Studio Room. The Studio Room can seat up to 120 guests for a ceremony. If your wedding size exceeds this capacity, you have the opportunity to book our Gallery room for your ceremony during the months of January to March.

## CEREMONY TIMES

Ceremony Only: 11:00 am to 1:00 pm  
Daytime Ceremony: 11:00 am to 1:00 pm

## PRICING

Ceremony on site (with reception)  
Ceremony on site (in Gallery Room)  
Ceremony only (without reception)

## INCLUDED

Wedding Rehearsal  
A dedicated Day-of Wedding Coordinator  
Set up and take down of chairs  
Special Events Team  
Use of the grounds for photos  
Signing table with white linen and chair  
Rectangular table with white linen  
for your DJ  
Power Supply  
Use of the outdoor Garden or the indoor  
Studio Room space

\*Does not include an Officiant

\*Speaker rental available at additional fee

\$1,200.00

\$2,000.00 \*Only available January to March, based on availability

\$1,500.00 \*Based on availability, must be held prior to 1:00 pm



# THE RECEPTION



## COCKTAIL RECEPTION

Following your Intimate Ceremony will be a cocktail reception hosted in the reception room. Awaiting your guests will be a selection of canapes and a bowl of non-alcoholic punch. Guests are welcome to enjoy this time either indoors or on the terrace overlooking breathtaking views while the married couple take photos around the venue.

### INCLUDED

- Three passed canapes per guest
- One bowl of Non-alcoholic punch
- Set up of cocktail area

## WEDDING RECEPTION

The Wedding Reception will take place on one of the three banquet rooms. Each banquet room has its own unique viewing point of the lower mainland and surrounding Coastal Mountain views.

### INCLUDED

- Round guest tables for up to ten guests
- Cutlery, glassware and plates
- White or Burgundy table linens with White cloth napkins
- Banquet chairs
- Easel for your seating chart
- Service staff
- Use of the built-in projector and screen
- Wireless Microphone and Podium
- Bridal room
- All tables required with linens
- Dinner option for each guest

## PLATED

Choosing the Plated option provides you and your guests with a full service, elegant atmosphere. The Westwood Plateau events team will work closely with the Bride and Groom to be to create a customized menu to offer their guests to pre-select.

Plated options include a complimentary menu tasting for up to two guests that can be planned up to six months before the wedding day. Plated services can accommodate any group size.

## BUFFET

You want options? We don't want to toot our own horn but Westwood Plateau is known for our extravagant buffets and large variety of customizable menu choices. Selecting a buffet menu option ensures that every guest is able to customize their own meal, making it easier to take into account any dietary restrictions.



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## Pricing

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### JANUARY THROUGH MARCH

**PANORAMA** – 120 Adult Minimum Requirement | 250 Guest Maximum

Monday to Thursday | \$90.00 per guest

Friday to Sunday | \$120.00 per guest

**GALLERY** – 50 Adult Minimum Requirement | 130 Guest Maximum

Monday to Thursday | \$90.00 per guest

Friday to Sunday | \$120.00 per guest

**STUDIO** – 30 Adult Minimum Requirement | 50 Guest Maximum

Monday to Thursday | \$90.00 per guest

Friday to Sunday | \$120.00 per guest

### APRIL THROUGH DECEMBER

#### PANORAMA

120 Adult Minimum Requirement | 250 Guest Maximum

Monday to Thursday | \$90.00 per guest

Friday & Sunday | \$120.00 per guest

Saturday & Long Weekend Sundays | 150 Adult Minimum | 250 Adult Maximum | \$130.00 per guest

#### GALLERY

50 Adult Minimum Requirement | 130 Guest Maximum

Monday to Thursday | \$90.00 per guest

Friday & Sunday | \$120.00 per guest

Saturday & Long Weekend Sundays | 75 Adult Minimum Requirement | 130 Guest Maximum | \$130.00 per guest

#### STUDIO

30 Adult Minimum Requirement | 50 Guest Maximum

Monday to Thursday | \$90.00 per guest

Friday & Sunday | \$120.00 per guest

Saturday & Long Weekend Sundays | 30 Adult Minimum Requirement | 50 Adult Maximum | \$130.00 per guest

*\*Based on availability*

#### CHILDREN

Children 0-5 years | Complimentary

Children 6-12 years | \$25.00



WILL PURSEL

# DETAILS



## Add Ons

<b>Bridal Suite Rental</b>	\$200.00 half day/\$400.00 full day
<b>Ceremony Décor Package</b> <i>*See page 20 for details</i>	\$750.00
<b>Reception Décor Package</b> <i>*See page 20 for details</i>	\$30.00 per guest
<b>Floral Package</b> <i>*See page 21 for details</i>	\$400.00 and up
<b>Wedding Cake Cutting Service</b>	\$2.00 per guest
<b>Bar Service</b> <i>*Host must choose one type of Bar Service</i>	<i>*Selections on separate Bar Package</i>
<b>Freshly Brewed Coffee and Tea Service</b> <i>*For Plated Service Events (Included with Buffet)</i>	\$3.00 per guest
<b>Table Wine Service</b>	<i>*Selections on separate Bar Package</i>







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## Sample itinerary

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**9:00 am**

Reception access for décor and vendors

**11:00 am**

Ceremony area access for décor and vendors

**11:30 am**

Guest arrival

**11:45 am**

Ceremony begins

**12:15 pm**

Cocktail Reception  
Bride and Groom photos

**1:15 pm**

Formal Entrance

**1:30 pm**

Lunch service

**2:00 pm**

Table visit from Bride and Groom

**2:30 pm**

Speeches

**3:00 pm**

Cake Cutting | Dessert | Coffee & Tea

**3:30 pm**

First Dance | Dancing begins

**5:00 pm**

Bar closes | Vendor arrival

**5:30 pm**

Guest Departure

**6:00 pm**

Vendor out time



## Canapes

### DELUXE HOT CANAPÉS

Crab Stuffed Mushrooms with Fresh Herbs

Vegetarian Spring Rolls, Served with Pineapple Plum Sauce

Scallops Wrapped in Bacon Served with a Spicy Cocktail Sauce

Grilled Prawn Skewers, Served with Garlic Butter and Herbs

Brie Crostini with Roasted Garlic and Cranberry

Chef's Gourmet Mini Beef Burgers

Meatballs with Basil and Marinara

Spinach and Feta Spanakopita, with tzatziki

**\$45.00/dozen**

### PREMIUM HOT CANAPÉS

Asian Flavoured Chicken Skewers

Peppered Goat Cheese in Phyllo Pastry Morsels

Vegetable Samosas

Seafood, Spicy Chicken or Sherryed Crab in a Puff Pastry Shell

Curried Chicken Tartlets

Caramelized onion, Goat Cheese and Thyme Tartlets

Mixed Vegetable Pakoras with Tamarind Sauce

Korean Kimchi Pork Gyoza

**\$42.00/dozen**

### DELUXE COLD CANAPÉS

Pan Seared Sesame Crusted Ahi Tuna, Served on a Tortilla Chip

Oriental Chicken Wonton Cups

Mini Steak Bites, Served on Gaufrette Potato with a Balsamic Glaze

**\$45.00/dozen**

### PREMIUM COLD CANAPÉS

Smoked Salmon Rosettes on a Toasted Crostini

Sesame Crusted Goat Cheese Balls

Bruschetta, Served on Belgian Endive

Skewers of Cherry Tomatoes and Bocconcini Drizzled with a Balsamic Reduction

**\$42.00/dozen**

Canapes are passed on dishes to guest by Westwood Plateau serving staff

A minimum of 5 dozen is required for each item ordered.

A recommended serving is 3-5 pieces per guest for a pre-dinner Cocktail Hour

Subject to applicable tax and service charge

# WEDDING MENU



## Stationed Appetizers and Platters

May be offered for Cocktail Reception, Late Night offerings, or as additions to Buffets

### SPINACH & ARTICHOKE

Spinach and Artichoke Hearts Blended with Roasted Garlic and Cream Cheese, Served with Fresh Vegetables and Tortilla Chips

\$4.00 per guest

### SEAFOOD PLATTER

Clams, Pink Shell Scallops, Oysters on the Half Shell and Crab Legs, Served with Assorted Dips

\$10.00 per guest

### SALMON DUO

Indian Candied Salmon and Smoked Salmon, Served with Assorted Breads

\$6.00 per guest

### TRIO OF DIPS

Tzatziki flavored Hummus, Sun-dried Tomato Hummus, and Spinach Dip, Served with Pita Bread, Naan Bread and Tortilla Chips

\$5.00 per guest

### ASSORTED SUSHI & SASHIMI

\$4.00 per guest

### SEAFOOD DUO

Your choice of two of the following seafood types:

Marinated Prince Edward Island Mussels

Clams

Oysters on the Half Shell

Chilled Prawns

Crab Legs

\$7.00 per guest

### ANTIPASTO

Assorted Deli Meats, Pickles, Relishes, Olives, Grilled Vegetables, Marinated Bocconcini and Seafood, Served with Fresh Artisan Breads

\$6.00 per guest

### CHARCUTERIE

Imported and Domestic Cheeses, Deli Meats, Sweet Peppers, Olives, and Pickled Onions Served with Fresh Baguette, Crackers and Pesto Sundried Tomato Hummus

\$6.00 per guest

### WESTWOOD SKILLET

Melange of Chorizo Sausage, Chicken Skewers, Beef Skewers and Capiccoli, Served with Assorted Dips

\$5.00 per guest

### ASIAN PLATTER

Pork Dumplings, Vegetable Spring Rolls and Sweet and Sour Pork

\$5.00 per guest

### MINI MAC & CHEESE CUPS

Mac and Cheese Cups

\$4.00 per guest

### PASTRY PLATTER

Variety of Macarons, Brownies, Nanaimo Bars, Carrot Cake and Mini Cheesecake Bites

\$5.00 per guest

### SEASONAL SLICED FRUIT

Seasonal Sliced Fruit

\$4.00 per guest

Minimum order for 40 guests is required

Price estimated for one piece per guest depending on platter type

Subject to applicable tax and service charge



## Enhancement Stations

### GRILLED CHEESE STATION

#### BREAD CHOICES

White, Whole Wheat, Sourdough (Your choice of one)

#### SANDWICH TYPES

Classic Cheddar Cheese and Butter

Smoked Gouda and Prosciutto

Mozzarella and Fresh Tomatoes

Cranberry, Roasted Garlic with Brie Cheese

Three Cheese - Marble, Jack and Cheddar

\$140.00/three dozen (Minimum of three dozen per type)

### TACO STATION

Chicken or Beef (Your choice of one), Cheese, Lettuce, Onions, Sour Cream and Salsa

\$12.00/guest | minimum of 50 guests

+ \$3.00/guest - Additional Protein

+ \$2.00/guest - Additional Toppings per each type (Guacamole, Baby Shrimp, Bacon and Tomatoes)

### MUNCHIES

Chicken Drumettes | Choice of Hot, BBQ, Honey Garlic, Salt & Pepper or Honey Mustard

Beer Battered Onion Rings

Criss Cut French Fries

Popcorn Shrimp

\$80.00/bowl | 50 pieces per bowl

### POUTINE BAR

#### Fries

Shoe String Fries

+ \$1.00/guest - Yam Fries

#### Toppings

Cheese Curds, Chives, Bacon Bits, Green Onions,

Mushrooms, Tomatoes

(Your choice of three)

#### Sides

Gravy, Sour Cream, Salsa, Mayonnaise, Ketchup

(Your choice of two)

\$7.50/guest | Minimum order 50 guests

+ \$2.00/guest - Add Pork or Shrimp

### PIZZA

Meat Lovers | Bacon, Ham, Salami, and Capicolli

Vegetarian Delight | Bell Peppers, Feta, Mushrooms, Olives, and Tomatoes

Italian | Pepperoni and Prosciutto

Spicy Asian Chicken | Chicken, Sweet Chili Sauce, Green Onions, Cilantro, Shredded Carrots, and Bell Peppers

Hawaiian | Pulled Pork, Ham, and Pineapple

\$28.00/pizza

minimum of two pizzas per type | 10 slices per pizza

### MINI SLIDERS

Pork | Pulled Pork with Garlic Butter

Turkey | Turkey with Cranberry Mayonnaise

Beef | Beef with Cheese and Relish

Chicken | Chicken Breast with Smokey BBQ Sauce

Vegetarian | Portobello Mushroom with Alfalfa Sprouts and Garlic Butter

\$140.00/three dozen | minimum of three dozen per type



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## Enhancement Stations

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### POPCORN MACHINE

Freshly popped buttery corn with selection of seasonings

**Pricing includes:**

Machine, Flavour shakers, Cups

**Flavour shakers:**

Italian, Southwest, Mexican,  
Asian, East Indian

\*More flavours available upon request

\$6.00/guest | Minimum order 50 guests

### CHOCOLATE FOUNTAIN

Rich Callebaut Chocolate Served with Lady Fingers,  
Marshmallows, Fresh Fruit and Pretzels

\$10.00/guest | Minimum order 50 guests

### CREPE STATION

Made to Order with your Choice of Apple and  
Caramel, Mixed Berries or Nutella and Bananas

\$10.00/guest | Minimum order 50 guests

### GELATO STATION

Selection of Homemade Gelato showcased in our Ice  
Cream Gelato Station fridge display with colorful  
cups and spoons

Your Choice of Four Flavours

\$10.00/guest | Minimum order 50 guests



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## *Branch Buffet*

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### Breads

Mini Danish and Cinnamon Buns served with  
Butter and Assorted Preserves

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Your choice of One Carved Item  
(see attached list)

### Breakfast Items

Roasted Potato Hash Browns tossed in Herb Butter  
Crisp Bacon  
Breakfast Sausages  
Scrambled Eggs  
French Toast

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Chef's Choice Eggs Benedict

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Your choice of Two Hot Entrees  
(See selection list attached)

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Assortment of Cheesecakes, Tortes, European and Gluten  
Free Cakes with Chocolate Shelled Mousse cups, Rum  
Balls, Mini Fruit Tarts, Cupcakes and Cheesecake Bites

Seasonal Sliced fruit Platter

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Fresh Juice  
Fresh Brewed Coffee and Tea



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## Lunch Buffet

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Assorted Buns and Rolls with  
Butter on Each Individual Guest Table



Fresh Vegetable Crudites  
Your Choice of Two Fresh Made Salads  
(see attached list)



Seafood  
Chilled Poached Prawns on Ice  
with Tangy Cocktail Sauce and Lemons



Your Choice of One Carved Item  
(see attached list)



Hot Items  
Your Choice of Three Hot Entrees  
Your Choice of One Accompaniment  
(see attached list)



Cornucopia of Mixed Seasonal Vegetables



Assortment of Cheesecakes, Tortes, European and Gluten  
Free Cakes with Chocolate Shelled Mousse cups, Rum Balls,  
Mini Fruit Tarts, Cupcakes and Cheesecake Bites

Seasonal Sliced fruit Platter



Freshly Brewed Coffee and Tea

# WEDDING MENU



## Buffet Selections

### SALADS

Gourmet Island Seasonal Mixed Greens with Tomatoes, Carrots, Cabbages and Raspberry Dressings

Romaine Lettuce Hearts with Croutons, Parmesan Cheese and Classic Caesar Dressing

Spring Lettuce topped with Pears, Prosciutto, Asiago Cheese, Bell Peppers, Roasted Pecans and a Lime Vinaigrette

Spinach and Arugula Salad with Strawberries, Goat Cheese, Candied Walnuts and Balsamic Vinaigrette

Classic Red Nugget Potato Salad with Dill and Dijon Mustard

Spinach and Cheese Tortellini Salad with Sun-Dried Tomatoes, Grilled Bell Peppers, Frisee and a Tomato Oregano Dressing

Thai Noodle Salad with Seasonal Vegetables and Spicy Thai Vinaigrette

Asian Broccoli Salad with Shredded Vegetables and Radishes on a Bed of Glass Noodles served with Sesame Thai Dressing

Tomato and Bocconcini Platter with Sun-Dried Tomato and Oregano Dressing

Plateau Greek Salad with Cucumber, Tomatoes, Bell Peppers, Red Onion, Olives and Feta Cheese

Quinoa, Wild Rice and Edamame Salad with a Rice Wine Vinegar, Toasted Thai Sesame Dressing

### TO ENHANCE YOUR BUFFET

Prime Rib Roast with Chef's Spice Rub Served with Au Jus and Horseradish (cooked to medium)  
\$7.00/guest

Barbeque Pork with Cha Siew Glaze  
\$4.00/guest

Fresh Oysters on the Half Shell with Lemon Wedges and Tabasco  
\$2.00/guest

Chilled Crab Legs  
\$4.00/guest

### ITEMS CARVED BY ATTENDING CHEF

Peppered Strip Loin Beef with a Red Wine Sauce, Horseradish and Mustard

Pacific Salmon Baked in Puff Pastry with a Citrus Dill Sauce

Festive Honey and Pommery Mustard Glazed Ham

Roasted Leg of Lamb with Grainy Mustard, Rosemary and a Red Wine Sauce

Traditional Herb-Roasted Turkey with Fruit and Nut Stuffing, Pan Gravy and Cranberry Sauce

Roasted Vegetables wrapped in Puff Pastry with Rose Tomato Sauce

### ACCOMPANIMENTS

Herb Garlic Roasted Nugget Potatoes

Garlic Mashed Potatoes

Yam and Potato Mashed Potatoes with Tandoori spices

Roasted Candied Yams with Honey

Baked Potato Casserole with Rosemary and Cheddar Cheese

Herb Yorkshire Pudding

Wild Rice

Coconut Jasmine Rice

Saffron Rice Pilaf

Chinese Fried Rice with Peas, Baby Corn and Egg

Corn Bread

Pork Baked Beans

Smokehouse Vegetarian Chili

Corn on the Cob



# WEDDING MENU



## Buffet Selections

### HOT ENTRÉES

#### Poultry

- Filipino Style Chicken Adobo in Coconut Milk
- Chicken Breast Stuffed with Black Forest Ham, Mozzarella Cheese and a Fresh Herb Stuffing
- Blackened Breast of Chicken with a Pecan Butter Sauce
- Spicy Chicken Jambalaya with Chorizo Sausage and Vegetables
- Roasted Breast of Chicken with Caramelized Orange Sauce
- Oriental Chicken Stir Fry with Chinese Cut Vegetables and Black Bean Sauce
- Slow Roasted Pad Thai Chicken in a Garlic Chili Sauce
- Sliced Turkey on a Bed of Herb, Fruit and Nut Stuffing, and Served with Cranberry Sauce
- Traditional East Indian Butter Chicken

#### Fish

- Steamed BC Salmon with a Sweet Chili Coconut Cream Sauce
- Steamed BC Salmon in a Lemon Dill Butter
- Salmon Roulade filled with Spinach, Black Olives and Herb Stuffing, and Served with a Creamy Leek Sauce
- Skillet Roasted Salmon with a Honey Garlic Soya Sauce
- Red Snapper with Thai Curry and Cilantro
- Red Snapper with Black Bean Sauce

#### Pork & Lamb

- Braised Lamb Shanks with a Chunky Garlic Pepporonata
- Tandoori Marinated Pork Loin with Apricots, Raisins and Port
- St. Louis Ribs Dark Ale BBQ Sauce
- Pulled Pork

#### PASTA

- Penne Pasta Primavera with Fresh Herb Alfredo Sauce
- Penne Pasta with Barbequed Salmon, Fennel and a Dill Cream Sauce
- Penne Pasta with Tomatoes, Basil and Asiago Cheese
- Bowtie Pasta with Bell Peppers, Mushrooms and Artichokes in a Creamy Fresh Herb Sauce
- Rotini Pasta Carbonara with Bacon, Parsley, Ham and Parmesan Cheese
- Shell Pasta with Assorted Seafood in a Dill and Lemon Cream Sauce
- Macaroni and Cheese
- Vegetarian Lasagna

*Gluten Free options are available  
None of our menu options contain nuts, unless  
specified in the ingredients list. Individual meals can be  
made for guests with severe allergies.*



# WEDDING MENU



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## Plated

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Your Choice of One of the Following  
Choice of Soup or Salad

### Soups

Creamy Seafood and Clam Chowder

Italian Minestrone with Orzo Pasta and Pesto

Potato and Bacon Soup

Seasonal Mushroom Soup with Brandy Cream

### Salads

Romaine Lettuce Heart with Croutons,  
Parmesan Cheese and Classic Caesar Dressing

Gourmet Mixed Greens with a Sun-Dried Tomato Dressing

Spinach and Arugula Salad with a Balsamic Dressing

Asian Broccoli Slaw with shredded Vegetables, Radishes,  
On a bed of Glass Noodles. Sesame Thai Dressing

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Your Choice of Two of the Following

Chicken Breast Stuffed with Ham and Cheese and Wrapped in  
Phyllo Pastry, Served with Green Pepper Corn Sauce

Chicken Breast Stuffed with Bell Peppers  
and Avocado, Served with a Warm Salsa

Salmon Wellington Stuffed with a Mushroom  
and Spinach Duxelle, Served with a Citrus Cream Sauce

Grilled Halibut with Fried Spinach, Topped with a Papaya Salsa

New York Pepper Steak with a Garlic Prawn Skewer

Roasted Lamb Chop with Cinzano Demi-Glaze

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Ultimate Chocolate Mousse

Fresh Brewed Coffee and Tea

***\*Please refer to page 25 for policies on Plated Meal Service.***



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## *Bar Services*

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The following Bar Service options are available for you to choose for your special occasion.  
A separate Beverage Menu can be provided upon request.

### **HOST BAR**

The host agrees to pay for drinks according to their individual prices and selections, based on consumption.

### **HOST BAR WITH LIMIT**

The host agrees to pay for drinks according to their individual prices, based on consumption, up to a pre-decided dollar amount.

### **CASH BAR**

Guests purchase individual beverages that they order at the bar with cash, debit or credit. All beverage in this package can be available for cash bar unless limitations are set.

### **TICKET BAR**

Guests are provided with a pre-determined number of drink tickets each. The host agrees to pay for any beverages that are ordered at the bar and redeemed with a drink ticket according to the price of each beverage. Any drinks ordered without a drink ticket will be charged individually to the guest, as per a cash bar.



# CINDERELLA SLIP ONS DECOR PACKAGE

Westwood Plateau has partnered with Cinderella Slip-Ons to offer an optional décor package for your Wedding

## RECEPTION

### Head Table Décor –

- Fabric swag in your choice of color
- Table linen or table runner (including sequence) in your choice of color
- Greenery or flower petals
- Vases for bouquets
- Candles and/or specialty candles
- Charger plates – choice of silver, gold or glass

### Guest Table Décor –

- Table runners or full-length linens in your choice of color
- Centerpiece including flowers (flowers can be kept, but not the vases provided)
- Candles
- Mirrors or wood rounds
- Selection of table numbers

### Other –

- Chair sashes in your choice of color
- Banquet chair covers in your choice of black, cream or white
- Back drop for Head Table or Photo Booth
- Matching table runner for cake table
- Matching table runner for registration/guest book table
- String Lights
- Placement of your personal items such as guest favors, seating chart, signage, pens and card box
- Set up and late-night clean-up of these items are included

## CEREMONY

- Triangle or Standard Arbor with two floral arrangements
- Draping for the Standard Arbor
- Aisle Flower Arrangements x10
- Set up and take down

*\*Please note that additional décor services are available through Cinderella Slip-Ons as an add on to your package for an additional cost. Those items include, but are not limited to, ceremony décor, chair rentals, farm tables, and signage needs.*

## DECOR PACKAGE COST

RECEPTION - \$30.00 PER GUEST | CEREMONY - \$750.00

To book this package, please inquire with your Special Event Representative



## Additional Rentals

Portable Projector	\$60.00
Portable Projection Screen	\$60.00
50" LCD Television	\$100.00
DVD Player	\$30.00
Sound Mixer	\$60.00
Hand Held Microphone (wired)	\$30.00
Easels	\$20.00
Cylinder vases (6", 9", 12" heights)	\$2.00 each
Round Table Mirrors (13")	\$1.00 each
Floating Candles	\$1.00 each
Portable Speaker and Microphone for ceremonies	\$60.00
Built-in LCD Projectors and Screens (Gallery & Panorama rooms only)	Included in Package
Photocopying	\$0.25 (each page)
Wireless internet available upon request	



# WESTWOOD POLICIES



## BOOKING DEPOSIT

A \$1,500.00, non-refundable deposit is required at the time of booking in order to secure the date and room. The deposit will go towards your total invoice.

## CONTRACT

A signed contract with a valid credit card number is required to secure the booking.

## GUARANTEES

Final guest count of details are due two weeks prior to the event. The minimum guest requirement is mandatory when booking each banquet room.

## PAYMENT

Deposit is due at the time of booking. 30 days prior to the event, 50% of the estimated invoice is due. This amount is excluding the deposit amount. 14 days before the event, when the guest count and final details are due, is when the remainder of the estimated invoice is due. These payments can be made by credit card, cash or cheque payable to 3251 Plateau Golf Course Limited.

For all events, any outstanding charges following the event will be processed to the credit card on the contract, unless otherwise organized between the Host and Westwood Plateau. In the event of 'over payment', Westwood Plateau will issue a refund either by credit card or cheque payable to the Host.

## LIQUOR LAWS

Liquor service will end when required by the BC government's regulations. This can change without notice at any time and will be noted on the event timeline when created.

Outside alcohol is not permitted, including the parking lot. If it is brought onto the property, and being consumed by a guest, the host will be fined \$150.00 per can or bottle confiscated and the bar service may be terminated for the duration of the event.

Cash and Host bars must exceed \$300.00 in revenue to waive a \$20.00 per hour, per bartender (minimum 4 hour) charge.

Westwood requires Host to choose a bar package for their event. Non-alcoholic options are available. Westwood Plateau reserves the right to offer a cash bar at any evening function.

## MENU AND WINE SELECTIONS

No food of any kind, except Wedding Cake, Cupcakes, Donuts, or favors may be brought on to the premises. Westwood Plateau must provide all food and beverage including any alcoholic beverages. Alcoholic favors are not permitted. Some exceptions can be made to food items based on discussion. Corkage events are respectfully declined.

A service charge of \$2.00 per guest will be charge for the optional service of cutting and/or plating of specialty cakes. Specialty cakes are the only food item permitted to be taken off the premises by the client. Westwood Plateau does not handle Wedding Cakes. Westwood Plateau does not provide storage for Wedding Cakes. Substitution of wedding cakes for desserts included in our menus is not permitted

Westwood Plateau does not offer food tastings for buffet menus. Westwood will offer a complimentary food tasting for 2 guests for plated menus. The food tasting includes 3 appetizers/salads, 3 entrées, and 3 desserts. Additional guests can attend at a fee of \$50.00 per guest.

## LABOUR RATES

A labor fee per guest may apply in addition of \$5.00 per guest on events that are held on a Canadian Statuary Holiday.

## AUDIO VISUAL

Two built-in projectors and screens are included with the Panorama Room. One built-in projector and screen is included with the Gallery Room. One portable projector and screen is included in the Studio Room booking.

All rooms include a wireless microphone connected to Westwood Plateau house speakers.

Westwood does not include a microphone or speaker for outdoor ceremonies in the package. A wireless speaker and microphone are available for an additional rental fee for onsite ceremonies. Westwood also does not supply speakers for anything other than background volume music for receptions.

# WESTWOOD POLICIES



## CANCELLATION

Westwood Plateau Golf & Country Club requires written notice of cancellation a minimum of 180 days prior to the event. If cancellation is 180 days or less from the date of the event, Westwood Plateau will retain the deposit and the client will be charged 25% of the estimated invoice. If cancellation is 30 days or less from the date of the event, Westwood Plateau will retain the deposit and the client will be charged 50% of the estimated invoice or \$1,500.00, whichever is higher.

## PRICES

All pricing stated is exclusive of taxes and service charge. Pricing of beverage items, and food that is an add on option, are subject to change without notice, but will be guaranteed 90 days before the event date. Prices are subject to applicable provincial tax and 18% service charge.

## PLATED MEAL SERVICE

For all plated functions, Westwood Plateau Golf & Country Club must receive all entrée choices a minimum of 14 days in advance. Certain dietary substitutes may be made with prior request

All guests must be served the same starters and dessert. You may offer your guests up to 3 choices for the entrée course only. Individual dishes can be made for guests with dietary restrictions. Place cards must be provided by the couple per guest indicating their entrée selection.

## DÉCOR

All chair covers and décor must be supplied by the host if not using Westwood's Décor Package. If Westwood Plateau staff is forced to remove any decorative chair covers, a Service Charge of \$2.00 per chair will be charged to the host.

Westwood's Décor and Flower packages are to be booked through Westwood Plateau. A deposit will be taken to secure these services.

## REHEARSALS

A complimentary ceremony rehearsal is included with all ceremony bookings. Rehearsals may be held Monday to Thursday and may not be booked more than 5 weeks before the wedding date. We cannot guarantee the location of your rehearsal and availability is subject to Clubhouse events.

## SERVICE CHARGE & TAXES

All food & beverage is subject to a service charge. Service charge amounts are guaranteed 90 days prior to the event date and is currently 18%. This service charge will not increase more than 2%.

All chargeable items are subject to a 5% GST tax.

Government taxes are applicable as follows:

Beer/Wine/Alcohol 5% GST, 10% Liquor Tax

Audio Visual Equipment rentals 5% GST, 7% PST

Service Charge 5% GST

Cake Cutting Fee 5% GST, Service Charge %

Ceremony Fee 5% GST

Taxes subject to change – based on government taxes on the day of the event

## ADDITIONAL TERMS AND CONDITIONS

Westwood Plateau Golf & Country Club strictly prohibits the use of all fireworks, sparklers, wish lanterns and any other combustible materials on the property and grounds.

The use of rice, glitter or confetti is not permitted inside the Clubhouse or anywhere on the grounds. The use of candles is permitted only if they are contained in a holder/container/vase, open flames or scented candles are not permitted.

Please note, Westwood Plateau Golf & Country Club will be fully decorated for Christmas from November 15 to January 7.

All guests must depart the Clubhouse and Property at or before the function "Guest End Time" stated on the event timeline. Any function closing after its scheduled end time will be subject to a \$250 per hour labour charge (plus applicable taxes) for any hour or fraction of an hour. All vendors must depart the Clubhouse and Property by the "Vendor Out Time" stated in the event timeline to avoid the \$250 per hour labour charge. These additional labour charges will be an additional charge to the total invoice.





## ADDITIONAL TERMS AND CONDITIONS

Performance Fees – Westwood Plateau is obligated to charge the following tariffs to your event:

SOCAN- Tariff #8

Panorama Room: \$63.49 plus tax.

Gallery Room: \$44.13

ReSound Fee Tariff No. 5

Panorama Room: \$26.63 plus tax.

Gallery Room: \$18.51

Westwood Plateau assumes no responsibility for the damage or loss of any articles left on Westwood's

Westwood Plateau reserves the right to hold more than one function on the property at any given time.

A representative of Westwood Plateau shall make the final decision regarding the location of the ceremony, based on weather, if your ceremony is anticipated for outdoors.

The use of the Wedding Golf Cart is permitted only in the summer season, and only to be permitted by Westwood Plateau Staff. Other Golf Carts on site are not permitted to be used.

If the host would like to bring in chivari chairs (or any rented chair), there is a \$200 charge for Westwood Plateau to remove all of the banquet chairs (this charge does not go towards the minimum spending requirement). Your décor/rental company is responsible for delivering these to the ballroom and placing them around the tables. At the end of the evening, the décor/rental company is responsible stacking and removing the chairs from the ballroom. Outside chair rentals are only permitted for guest counts up to 250 guests.

If the host would like to have a vinyl wrap on the dance floor it must be removed at the end of the evening by the company that installed it and they are responsible for disposing of the wrap before the scheduled vendor out time.



## PHOTOGRAPHY

Beautiful Life Studios  
778.383.6241 | [www.beautifullifestudios.com](http://www.beautifullifestudios.com)

Pear Tree Photography  
604.318.5718 | [www.peartreephotography.ca](http://www.peartreephotography.ca)

Hayley Rae Photography  
[hayley@hayleyrae.com](mailto:hayley@hayleyrae.com)

Butter Studios Agency | Chris Chong  
604.787.5333 | [chris@butterstudiosagency.ca](mailto:chris@butterstudiosagency.ca)  
Photobooth | Videography | Photography

## DJ'S

Audio Edge Entertainment | Paolo Mesto  
778.231.3472 [www.audioedge.ca](http://www.audioedge.ca)

Music Maestro | Steve Milani  
604.808.0506 | [www.musicmaestrodj.com](http://www.musicmaestrodj.com)

Dynamic Weddings  
604.724.0225 | [www.dynamicweddings.ca](http://www.dynamicweddings.ca)  
\*Vendor also offers additional services

## CAKE DESIGNERS

Cassandra Cake Co. | Cassie  
778-928-5405 | [info@cassandrakakeco.com](mailto:info@cassandrakakeco.com)

Pink Ribbon Bakery  
604.525.4588 | [www.pinkribbonbakery.ca](http://www.pinkribbonbakery.ca)

## PLANNERS

Spotlight Events | Paige Petriw  
778.885.8815 | [www.spotlightevent.ca](http://www.spotlightevent.ca)  
\*Vendor also offers additional services

Dynamic Weddings  
604.724.0225 | [www.dynamicweddings.ca](http://www.dynamicweddings.ca)

Simplest Details Weddings | Nicki Holburn  
604.312.1409 | [www.simplestdetailsweddings.com](http://www.simplestdetailsweddings.com)

## DECORATORS

Ruffled Rose Co. | Haley Raddysch  
604.999.2709 | [www.ruffledrose.com](http://www.ruffledrose.com)

Cinderella Slip Ons and Décor | Tracey Byron  
604-541-2658 | [www.cinderellaslipons.com](http://www.cinderellaslipons.com)

## LIVE MUSIC

Musical Occasions | Morgan  
604.538.8530 | [www.musicaloccasions.ca](http://www.musicaloccasions.ca)

## MARRIAGE OFFICIANTS

Kevin Fatkin  
778.836.6580 | [kjfatkin@yahoo.com](mailto:kjfatkin@yahoo.com)

Minister Mitchell Clarke  
604.970.0914 | [discovery\\_mdf@telus.net](mailto:discovery_mdf@telus.net)  
FB: [weddingswithmitch](https://www.facebook.com/weddingswithmitch)

## FLORISTS

Bridal Beginnings | Larissa Meade  
604.722.4509 | [www.bridalbeginnings.ca](http://www.bridalbeginnings.ca)

Flowerella Events | Marlee van Oord  
[www.Flowerella.ca](http://www.Flowerella.ca)  
\*Vendor also offers additional services

## ACCOMMODATIONS

Poco Inn & Suites Hotel, Port Coquitlam  
1.800.930.2235 | [www.poco-inn-and-suites.com](http://www.poco-inn-and-suites.com)

Best Western Plus Sands Hotel, Vancouver  
604.682.1831  
[www.bestwesternsandshotelvancouver.com](http://www.bestwesternsandshotelvancouver.com)

Westwood Plateau Local Guest House  
604.880.3844 | [dave@karnak.ca](mailto:dave@karnak.ca)

These are recommendations only.  
You are more than welcome to use your own suppliers