

2007 Meeting Room Amenities



**The Coast
Fraser Tower
Yellowknife**

Yellowknife's Premier Suite Hotel

*Real People In The Heart Of
Yellowknife*

5303-52nd Street
Yellowknife, NWT
Canada X1A 1V1
Tel: (867)-873-8700
Fax: (867)-873-8708

Just Imagine...

Hosting your next special event, at a hotel where the smallest details are of the greatest importance.

We offer:

- Banquet space to accommodate up to 40 people
- A variety of set-up styles to choose from
- Newly renovated meeting rooms with large, bright windows
- Catered meals
- Audio/visual options
- Balconies that offer an area to socialize, have a barbeque and see a gorgeous view of downtown Yellowknife
- Special accommodation rates for out-of-town guests
- Complimentary parking for all guests
- Complimentary wireless internet access, with Ethernet connections available



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Meeting & Banquet Facilities

Aurora Room

- Perfect space for small, intimate meetings of 12-18 people
- Situated on the main floor
- Wheelchair accessible
- Large balcony with barbeque
- Easy access to Fireside Guest Lounge for additional space
- Both Ethernet and wireless internet access
- Audio/visual capabilities (LCD proxima, overhead projector and television with VHS and DVD players)



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Meeting & Banquet Facilities

Solstice Room (Room 201)

- For meetings, comfortably seats up to 30 people
- Recently renovated with modern furnishings
- Private entrance and bathroom
- Wheelchair accessible
- Two break-out rooms, one with Murphy bed
 - Features a 36" LCD television and new furniture
- Conference room has 40" theatre-style LCD screen, with audio/visual RCA plugs and computer connections
- Ethernet and wireless internet access
- Large coat room



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Meeting & Banquet Facilities

Arctic Suite (Room 1401)

- Comfortable meeting space for up to 30 people
- Ideal space for receptions, parties and information sessions
- Three break-out rooms that can be used as bedrooms, each with private bathrooms
- Panoramic view of Great Slave Lake and residential Yellowknife
- Private entrance
- Wireless internet access
- Abundant amount of light, at any time of year
- Available for Aurora Borealis viewing, upon request
- Audio/visual capabilities (LCD proxima, overhead projector and television with VHS and DVD players)



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Meeting & Banquet Catering Options

We offer a variety of catering options; more information is available upon request.

Beverage Selections:

<i>Regular and Decaffeinated Torrefazione Italia Coffee</i>	<i>\$12.95 per pot (10 cups)</i>
<i>Selection of Regular and Tazo Teas</i>	<i>\$8.95 for selection</i>
<i>Chilled apple and orange juice (canned)</i>	<i>\$2.25 per can</i>
<i>Chilled apple and orange juice (pitcher)</i>	<i>\$8.00 per pitcher (8 glasses)</i>
<i>Assorted soft drinks</i>	<i>\$1.50 per can</i>
<i>Bottled water</i>	<i>\$2.25 per bottle</i>

Breakfast Selections:

<i>Assorted muffins</i>	<i>\$1.45 per muffin</i>
<i>Assorted bagels</i>	<i>\$1.50 per bagel</i>
<i>Full Continental Breakfast (In Fireside Lounge)</i>	<i>\$5.95 per person</i>

Catered Lunch Options:

Whether your preferences are soup and subs or pizza and salad, we are able to cater it to you. Please speak with one of our sales representatives to find out more.

Other options:

<i>Assorted cookies</i>	<i>\$0.35 per cookie</i>
<i>Nanaimo bars</i>	<i>\$0.75 per bar</i>
<i>Fruit tray*</i>	<i>\$30 per sm., \$40 med., \$50 lrg.</i>
<i>Cheese tray*</i>	<i>\$30 per sm., \$40 med., \$50 lrg.</i>
<i>Veggie tray*</i>	<i>\$30 per sm., \$40 med., \$50 lrg.</i>
<i>Meat tray*</i>	<i>\$35 per sm., \$45 med., \$55 lrg.</i>

** Prices vary according to season*

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Room and Equipment Rental

Room Rental

The Aurora Room	\$200 per full day
The Solstice Room	\$350 per full day (plus \$100/ day for use of bedroom)
The Arctic Suite	\$250 per full day (plus \$100/ day for use of bedrooms)

Equipment Rental

** Equipment charges only apply on the first day of the function*

Proxima LCD Projector	\$75
Overhead projector	\$40
Projection Screen	\$25
TV with VCR or DVD Players	\$20
Flipcharts	\$5.00 per chart

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Terms and Conditions

Menu Selection

Final menu selections must be received by our Catering Department at least one week before your function. As a note of interest, special dietary alternatives are available for guests with specific requirements, with advance notice of at least three (3) business days.

Initials: _____

Guarantee for Food & Beverage

A guaranteed number of persons is required at least five (5) days prior to your function date; when no guarantee is given, the estimated number of people at the time of booking will be taken as a guarantee for service and billing purposes or the actual number of persons served, whichever is greater.

Initials: _____

Taxes, Gratuities, and Other Charges

All pricing in your package is subject to applicable taxes, and a 15% Gratuity on all food and beverage and meeting room service, as well as all service charges.

Initials: _____

Method of Payment

Direct billing and credit card are the preferred methods of payment. Please discuss other payment options with our sales representatives.

Initials: _____

Cancellations

Should the function be cancelled less than 72 hours in advance, 50% of the estimated total cost of the meeting will be forfeited.

Initials: _____

Shipping Material

All materials shipped to the hotel should be addressed as follows.

Organization Name and Contact Name

c/o

Attention: Organization Name and Contact Name

Date of Function / Function Name

The hotel will not accept shipment of materials more than two working days prior to the scheduled function date.

Initials: _____

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Terms and Conditions

Promotional Materials and Damages

Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, furniture floors or other parts of the building. Distribution of promotional gummed stickers or labels is strictly prohibited. Any costs associated with the protection of the building, equipment or furniture will be at the expense of the convener. Liability for any damages to the premises will be charged accordingly. Conveners for functions are held responsible for other members of their group. Use of confetti will result in a cleaning fee of \$200 plus 6% G.S.T.

Initials: _____

Liability and Security

Coast Fraser Tower assumes no responsibility for any personal items or equipment brought into the function room. The hotel cannot be responsible for the safekeeping of equipment, displays, supplies, written materials, or other valuable items left in the meeting room, conference areas, or public spaces. Accordingly, you will be responsible to provide security for such materials and, hereby, assume responsibility for any loss or damage.

Initials: _____

Audio/Visual

A complete list of audio/visual equipment and services are available upon request. Our Catering Department will be pleased to arrange the equipment best suited to your needs.

Initials: _____

Smoking

Coast Fraser Tower is non-smoking in all function rooms and public areas of the hotel. Smoking is permitted on the balconies.

Initials: _____

Food & Beverage Constraints

Due to liability insurance, no outside alcoholic beverages will be permitted. Coast Fraser Tower must provide all food and beverage items served. (Unless previous arrangement have been discussed with the Meeting Coordinator) Accordingly, the removal of any and all food and beverage from the hotel premises is prohibited. In the event that an exception is made, Coast Fraser Tower will not be held responsible for any misfortune resulting from the transportation, refrigeration, or preparation of any food and beverage item(s) removed from the premises. A beverage license must be purchased and presented to the Catering Manager prior to any beverage function.

Initials: _____

Other

Bar service and entertainment must stop by 12:30a.m. In order to clear the room by 1:00a.m. The hotel will not serve liquor to any person under the age of 18 or to any intoxicated person.

Company: _____

Signature: _____

Date: _____

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Your Meeting Preferences

Please indicate your meeting room preferences and fax this sheet to (867)-873-8708, at your convenience

Room Choice:	✓	Beverage Preferences:	Amount and Time (AM/PM)
Aurora Room		Torrefazione Regular Pisa Blend	
Solstice Room		Torrefazione Decaf Montecatini Blend	
Arctic Suite		Tazo Teas	
		Canned Apple Juice	
		Canned Orange Juice	
		Pitcher of Apple Juice	
		Pitcher of Orange Juice	
Room Style:			
Boardroom			
U-Shape			
Theatre			
Reception			
Hollow Square			
Classroom			
Audio/Visual		Food Preferences:	
Projection Screen		Muffins	
Overhead Projector		Bagels	
LCD Proxima Projector		Cookies	
Flipcharts/Whiteboards		Nanaimo Bars	
TV and VCR/DVD Player		Fruit Tray	
		Veggie Tray	
		Meat Tray	
		Cheese Tray	

What time will your function begin? _____

What time will your function end? _____

How many people will be attending your function? _____

What is your preferred method of payment? _____

Please inform us of any special requests or clarifications here:

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