



Meetings and Banquets

2009 - 2010

Cypress Creek
L O D G E



Event Coordinator

Dear Event Coordinator,

Thank you for your inquiry about hosting your event at Cypress Mountain. Our newly completed 48,000 sq. ft. post and beam day lodge, nestled between Black Mountain and Mount Strachan, is located just 30 minutes from downtown Vancouver. The natural surroundings and vistas create the ultimate location for banquets, parties and corporate retreats.

We offer a variety of rooms, both large and small, giving you the flexibility to assemble your group in the most productive surroundings.

We will personalize events to your specifications and our catering team will ensure that no detail is overlooked. Cypress Mountain is committed to ensuring your event will be a memorable occasion for all who attend.

Yours truly,

Tom Swain

Food and Beverage Director

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Adam Smythe

Food & Beverage Asst. Director

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Tyler Gordon

Executive Chef

Phone: 604.913.2564

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Room Capacities & Rental Rates

The Lions Room

Maximum Capacity 320

Day Rate \$400

Evening Rate \$800



Cypress Creek Lodge Great Room

Maximum Capacity 600

Day Rate \$600

Evening rate \$900



Crazy Raven Bar & Grill

Maximum Capacity 208

Day rate \$500

Evening Rate \$800



Conference Room 'A' & 'B'

Maximum Capacity 12

Day Rate \$150

Night rate \$200

Coffee Breaks and Refreshments

{Beverage Packages Priced Per Guest}

FULL DAY PACKAGE

\$9

(Single Set Up/ 8-Hour Maximum)

For meetings with planned breakfast and lunch, organic free trade coffee, decaffeinated coffee, and Tazo tea will be served all day.

Coke products, bottled juice and bottled water will be added in the afternoon

HALF DAY PACKAGE

\$6

(Single set up/ 4 -hour maximum)

For meetings with planned Breakfast and Lunch, Organic free trade coffee, decaffeinated coffee, and Tazo Tea will be Served in the morning

Coke products, bottled juice and bottled water will be included at break time.



A La Carte Break Items

Granola and candy bars	\$2 each
Individual fruit yogurt	\$2 each
Selection of whole fruit	\$2 per guest
Freshly baked cookies	\$2 each
Fresh doughnuts	\$20 per dozen
Fresh bagels and cream cheese	\$25 per dozen
Assorted pastries	\$25 per dozen
Brownies	\$20 per dozen
Freshly baked muffins	\$24 per dozen

A La-Carte Refreshments

Freshly brewed organic free trade coffee	\$32 per 5L (Serves 20)
Chilled orange, grapefruit or cranberry juice	\$12 per pitcher
Lemonade	\$12 per pitcher
Iced tea	\$12 per pitcher
Assorted soft drinks	\$3 ea.
Dasani bottled water	\$3 ea.
San Pellegrino	\$3.50 ea.

Hot Breakfast Buffets*

{Minimum of 20 Guests, Priced Per Guest}

All served with organic free trade coffee and Tazo Tea's

THE CONTINENTAL

\$14

A selection of chilled fruit juices
 Fresh seasonal fruit
 Fresh baked muffins, cinnamon buns and pastries
 Warm croissants served with sweet butter
 and fruit preserves
 Assorted cold cereals served with either milk or soy milk

THE PEAKS BREAKFAST BUFFET

\$18

A selection of chilled fruit juices
 Fresh seasonal fruit - served whole, as a salad or a platter
 Freshly baked assorted pastries with fruit preserves
 Country Fresh scrambled eggs
 Breakfast potatoes with caramelized onions,
 Assorted cold cereals served with either milk or soy milk
 Country breakfast links
 Maple smoked bacon
 Buttermilk Pancakes

THE CREEK SIDE BRUNCH

\$21

Selection of chilled fruit juices
 Freshly baked assorted pastries with fruit preserves
 Fresh seasonal fruit - served whole, as a salad or a platter
 Country fresh scrambled eggs
 Breakfast potatoes with caramelized sweet onions,
 B.C smoked salmon with bagels, capers, sliced onions,
 West Coast greens salad
 Maple glazed ham - served on buffet or
 carving station with chef for extra charge
 Honey smoked bacon
 Country ___ links
 Buttermilk pancakes



Lunch Buffet Suggestions

{Priced Per Person}

Available 11:30am – 4:00pm – All served with organic free trade coffee and Tazo tea's

THE RAVEN RIDGE

\$18

Choice of Two Hot, Fresh Soups:

New England clam chowder Chicken vegetable noodle

Autumn squash bisque Italian minestrone

Lobster bisque

Choice of Two Salads:

West Coast Greens with hand-crafted vinaigrettes

Country potato salad

Caesar salad

Seasonal pasta salad

Choice of Four Sandwiches:

Served on platters with brown, white, multigrain bread and in tortilla wraps

Ham and Swiss cheese with honey Dijon mayo

Roast vegetable with goats cheese, pesto mayo and balsamic reduction

Smoked turkey breast with cheddar and chipotle mayo

Egg salad with bell peppers and sundried tomato

Roast chicken and bacon salad with sweet chilli mayo

Smoked salmon with cucumber and wasabi mayo

Desserts:

Fresh fruit platters

Assorted cookies & squares



THE HIGHVIEW

\$20

Soup/Salad/Desserts – Same as Raven Ridge

Build Your Own Sandwich:

Selection of cold cuts to include: ham, chicken, smoked turkey, roast beef

Salami and smoked salmon

Tuna salad

Egg Salad

Grilled seasonal vegetables

Assorted breads, buns, croissants and wraps

Garnish with: tomato, red onion, lettuce, cucumber and pickles

Assorted Cheese

Hand crafted mustards and spreads

THE LODGE LUNCHEON BUFFET

\$28

Soup/Salad/Desserts – Same as Raven Ridge

Steamed seasonal vegetables

Lemon herb roasted potatoes

Three cheese tortellini with tomato cream sauce

Carving station with slow roasted baron of beef, au jus,

Horseradish and Dijon mustard

THE COMPANY BBQ LUNCH

\$20

Assorted salty snacks

Seasonal Pasta Salad

Country style potato salad

Creamy coleslaw

BC greens salad

Caesar salad

Grilled vegetable salad with balsamic reduction

Burger Garnish: lettuce, tomato, pickle, red onion,
cheddar cheese, Swiss cheese, assorted ketchups, mustards and spreads

Corn on the cob

Beef burgers

Chicken burgers

Vegetarian burgers

Assorted desert squares

English Bay cookies

Fresh fruit platter

NIBBLER TABLE / A LA CARTE (MIX AND MATCH)

Price based per person or by platter depending on size of group

(minimum 20 people)

Chicken wings served with assorted flavours

Chicken, beef or veggie quesadilla with salsa and sour cream

Variety of 10" Pizzas

Prawn Dumpling with sesame dipping sauce

Veggie pot stickers

Chicken and beef skewers with Jack Daniels mango-bbq glaze

Pork riblets

Mini spring-rolls

Rare seared tuna chopsticks with wasabi vinaigrette

Salmon tartar on cucumber

Assorted meat and cheese platters with crusty bread

Tomato and bocconcini platters with balsamic reduction and basil

Smoked salmon platter with capers, red onions and lemon

***Children under 12

\$10.95

THE COMPANY BBQ DINNER

\$20

Assorted salty snacks

Potato salad

Coleslaw

BC green salad

Tomato Bocconcini Salad

Slow cooked baked beans

Corn on the cob

Charbroiled NY Steak brushed with a chipotle mango BBQ glaze

Grilled chili-rubbed chicken breast topped with corn and avocado salsa

Grilled wild salmon with a tequila spiked tartar sauce

Marinated tofu with portobello mushrooms

Assorted fruit juices, bottled water and soft drinks

Assorted desert squares

English Bay cookies

Children Under 12

\$10.95



Dinner Buffet Suggestions

{Minimum of 40 Guests. Price per Person}

- \$28** One hot entrée, two salads one carving station and two desserts
- \$32** Two hot entrées, three salads, one carving station and two desserts
- \$35** Three hot entrées, three salads, one carving station and three desserts
- \$40** Three hot entrées, three salads plus a prime rib-eye carving station, three desserts

Served with artisan dinner rolls.

Salad Options

BC greens and dressings
 Classic Caesar
 Greek and feta
 Yukon gold potato salad
 Balsamic tomato and bocconcini
 Country coleslaw with Granny Smith apples
 Herbed vegetable pasta

Side Dishes

Rosemary oven roasted potatoes
 Roasted Garlic mashed
 Yam/Russet mashed potato
 Sour cream mashed potato
 Scalloped potatoes
 Maple glazed carrots
 Steamed green beans with almonds
 Steamed seasonal vegetables
 Seasoned wild and brown rice

Entrée's

Roast chicken in a Mediterranean ragout with tomato, olives, capers, bell peppers, lemon and basil
 Wild salmon filet with a lemon and thyme truffle oil
 Halibut fillet marinated in miso and sake
 Grilled Vegetable and goat cheese lasagne
 Baked chicken and mushroom penne with three cheese cream sauce
 Add Grilled seafood platter(s) with smoked salmon, rare seared tuna, prawn cocktail and crabs legs for extra charge
 *based on market price

Carving Stations

Slow roasted bone-in rib eye roast with au jus, horseradish and Dijon
 Dry spice rubbed pork loin with apple whiskey compote
 Boneless roast turkey breast with corn bread stuffing and traditional gravy
 Wild mushroom and caramelized onion stuffed leg of lamb with miso demi glace
 Smoked bone-in ham with rosemary and honey dijon



Bar and Beverage

Wines

Cypress Mountain will provide you with our current on-site wine menu list or work with you in sourcing & procuring wines of your choice.

Beverage Bar Information

Description	Measurement	Price
Domestic Beer	Per Bottle	\$5.75
Import Beer	Per Bottle	\$6.50
Draught Beer	Per Sleeve	\$5.75
Ciders/Coolers	Per Bottle	\$5.75/\$7.25
Bar Brand Liquor	Per oz.	\$6.00
Premium Liquor	Per oz.	\$6.75
House Wine	Per Glass	\$6.75
Specialty Waters	Per Bottle	\$3.50
Soft Drinks	Per Bottle	\$3.00

- Cypress Mountain will provide bartender service for both cash and host bars. Bar service is complimentary as long as bar bill exceeds \$700 in revenue. Otherwise there will be an automatic \$20.00/hr charge. Statutory Holiday's \$30.00/hr.
- Specialty waters-San Pellegrino
- All prices are subject to change, applicable taxes and service charges.



Cypress Mountain Banquet Contract

Terms & Conditions

- 1. Deposit:** A non-refundable deposit of 10% (minimum \$400) along with a signed deposit form and credit card number is required in order to confirm the event booking and hold the space requested for your event. Cypress Mountain reserves the right to release the room(s) if payment terms are not met. A 50% deposit for agreed upon food and beverage items must be paid no less than seven (7) days prior to your event.
- 2. Payment:** The host agrees to pay the remaining balance upon receipt of the Final Invoice. A credit card number will be held on file to ensure payment of any unpaid balance owing after the event. Final payment owed will automatically be charged to this credit card. Your signature on this contract will serve as authorization for this charge. Further, payment for any rental equipment obtained by Cypress Mountain from an outside provider on behalf of the client must be paid in full, 30 days prior to the date of the event. Cypress Mountain reserves the right to cancel an event if payment terms are not met.
- 3. Confirmation:** Guaranteed number of guests is required twenty-one (21) days prior to the event. We regret that no shows and a reduction in numbers within twenty one (21) days of the event date will not be deducted from the final event order. On the day of the event, if there is a discrepancy in the number of guests, we shall deem the larger number correct.
- 4. Signage & Displays:** The Cypress Mountain Food and Beverage Event Manager must be consulted regarding any decorating, displays or signage to be used on the property by the organizer or guests. Any use of nails, staples, glue or any like materials is not allowed on any walls, doors or ceilings. Decorating and decoration clean up is the responsibility of the function organizer. Any storage and/or material pick-up will be at Cypress Creek Lodge representatives' availability and convenience. Please contact and arrange a time and date for availability.
- 5. Taxes:** 5% Federal Goods and Services Tax applies to all food, beverages, labour, service charges and room/equipment rental(s). 7% Provincial Sales Tax applies to all equipment rentals. A 10% Provincial Liquor Tax applies to all alcoholic beverages.
- 6. Gratuity:** All food and beverage services and room rentals are subject to a 18% gratuity charge.

Terms & Conditions Continued

7. **Health Regulations:** Outside food or beverage are not allowed on the property of Cypress Mountain. Any and all sponsored products must be approved by the General Manager and/or the Food and Beverage Director and must be purchased through Cypress Mountain unless written permission is granted by the General Manager of Cypress Mountain. Due to health regulations, leftover food or beverage may not leave the property after the event.
8. **Menu Selection:** Final menu selections are required a minimum of seven (7) days prior to the event. If you have guests with special dietary requirements, please inform the event manager in advance.
9. **Hosted Accounts:** Groups providing a hosted event must delegate and identify one individual who has charging authority. All items to be included by the host must be signed for by that individual. Note that only one invoice will be prepared for each event.
10. **Liability:** Cypress Mountain reserves the right to inspect and monitor your event and discontinue services to guests and hosts in the case of any violations of Provincial Law. You will be held responsible for any damage to property or equipment caused by either yourself or your guests. Should Cypress Mountain discontinue the event to any or all of your guests, you shall remain liable for all amounts owed to Cypress Mountain. Cypress Mountain assumes no responsibility for any loss or damage to goods, property, and/or equipment brought into the facility by the **organizer/guests/sponsors**.
11. **Music:** Society of Composers, Authors and Music Publishers of Canada, (SOCAN) requires that the users of music obtain a SOCAN license to perform, or authorize others to perform, copyright music in public. The required license fee for an event with music will be charged based on the guidelines set out by SOCAN and the copyright act of Canada. An event with dancing is \$62.72, and without dancing is \$31.33 (tax included). This fee will be added to invoice.
12. **Pricing:** Prices are subject to change.
13. **During the Term of this Contract:** Cypress Mountain shall use all reasonable efforts to fulfill the requests of the event coordinator/guest and their host to the best of their ability and to reach agreement with the event coordinator and their host on any dispute that may arise between the parties.
14. **Signing Agreement:** By signing below, the client agrees to all terms and conditions as outlined above in the Cypress Mountain Banquet Booking Contract.

Signature:

Date:
