



Best Western
Vernon Lodge
& Conference Centre

CATERING POLICIES

1. A guaranteed number of guests for all food functions is required at least 2 business days prior to function. All charges will be based on the guarantee, or the actual number of guests served if more than guarantee.
2. Banquet meal selections are not limited to the current menu. We would be happy to discuss a special menu for your function.
3. Prices will be guaranteed for 60 days.
4. All final arrangements to be confirmed two weeks prior to the function date or at time of booking if less than two weeks prior to function date.
5. A 15% customary gratuity (service charge) is added to banquet food and beverage service.
6. Health regulations prohibit the removal of food remaining after a function by guests.
7. All functions must be completed by 1:00 a.m. and the premises vacated by 1:30 a.m.
8. In the event your function room may be changed, proper notice will be given and a suitable room will be made available.
9. The Best Western Vernon Lodge & Conference Centre reserves the right to inspect and regulate all private parties, meetings and receptions.
10. A performing rights fee of \$59.17 is payable by any party using live or pre-recorded music.
11. The Best Western Vernon Lodge & Conference Centre cannot accept responsibility for any articles left in the banquet and meeting room areas.
12. All confirmed functions require a signed contract.
13. For off-site catering please add an extra \$2.50 per person cater out fee and possible truck rental. (Some restrictions apply)