



4 Haineault Street
Fort McMurray, Alberta T9H 1R6

MEETING ROOMS



Thank you for choosing the Clearwater Hotel. We have 5 boardrooms suitable for 10 to 40 guests & we can provide breakfast, lunch & snack break items

**To make your booking or for further information
please contact our Banquet Manager**

Michael Robles

Phone 780 799 7676

Fax 780 791 1153

Email catering@clearwaterfortmcmurray.com

Website www.clearwaterfortmcmurray.com

Booking Policies

Confirmed Booking – a booking is deemed confirmed when the booking coordinator receives the signed event contract & credit card information to secure the space

Contract – must be clearly signed by the event organizer including credit card details. The hotel reserves the right to assign a different room should numbers or the set up change

Guaranteed Number of Guests – total is required 72 hrs. prior to the booking

Cancellation – if contract is cancelled within 7 days of booking, FULL Room Charge & 50% of Total Catering costs apply

Tariffs – standard industry tariffs are 18% Gratuity & 5% GST on Banquet/Meeting Space & Catering services

Decorations – items are not permitted tacked, taped or hung from the banquet/meeting room walls. Sparkles, candles, confetti & glitter are prohibited. All decorations must be removed at the end of the event

Invoicing – a final invoice will be issued to the event organizer, the following business day of the event. Please note: Direct Billing applications are available to receive invoicing & must be approved prior to date of booking

Payment – accepted methods of payment are credit card or cash. Payment is required for guaranteed number of guests regardless of actual attendance for per head options. In the event of any outstanding balance on your account at the end of your booking, this amount will be charged to your credit card.

Late Payment – a fee of \$25 per day will be applied to your credit card for payments made past your invoice date

Food & Beverage – all catering items must be finalized 7 days prior to the event. The hotel catering group will be the sole supplier of all Food & Beverage. Due to Alberta Health regulations, we specifically prohibit the removal of any food from the premise by patrons. Pricing & menu options are subject to change without prior notice

Bars – if a bar is requested a minimum of \$350 in sales is required or a Bartender fee of \$20 per hour will apply

Lost Property - the staff & management of the booking venue do not accept responsibility for any lost, stolen or damaged property left at the venue prior to, during or after your booking

Damage – clients assume full responsibly for their guests & will therefore will be held liable for any costs associated to the repair of any damage that may occur to hotel property as a result of a booking

Designated Outdoor Smoking Area – smoking is not permitted inside or near the entrance of the hotel. Please see your meeting coordinator for directions to the designated outdoor smoking area

Under Age Guests – in accordance with the current Liquor Licensing Laws, minors (individuals under 18 yrs of age) Must be accompanied by a parent or guardian at ALL times & must remain within the function area

Patron Care & Responsible Service of Alcohol – our properties practice strict responsible service of alcohol in accordance with the Alberta Liquor Act. Groups & or individuals will be asked to leave for unduly intoxication or disorderly behavior

Proof of Age – upon request all guests are required to provide acceptable photo identification. (Canadian government issued photo ID, current passport, or driver's license) We adopt an under 25 ID check system. Service of alcohol will be refused to anyone unable to produce appropriate proof of age & will be asked to leave

Rates

Boardrooms	
Boardroom A (750 sq. ft.)	\$250.00
Boardroom B (500sq. ft.)	\$215.00
Boardroom 2, 3 & 4 (350sq. ft.)	\$185.00
Audio Visual Rental	
LCD Projector with Screen	\$100.00
Teleconference Phone	\$35.00
TV & DVD	\$35.00
Screen	\$20.00
Flipchart/Whiteboard with Markers	\$20.00

Set Ups	McMurray 28x24	Mackay 24x22	Saprea, Christina, Sky 18x18
Boardroom	15	12	10
Classroom	18	12	-
U-Shape	20-22	15	-
Theatre	40	20-25	-

All items are subject to 18% gratuity/service charge & a 5% GST
Menu & Pricing are subject to change

Refreshments

(per person)

Soft Drinks	\$3.00
Bottled Water	\$3.00
Muffins	\$3.00
Bottled Juice	\$3.00
Bagels	\$3.00
Cookies	\$2.50
Coffee	\$20.00 - 10 cups



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Menu & Pricing are subject to change

Breakfast

Continental Plus

Chilled Juices
Fresh Fruit Salad
Yogurt
Bagels with Cream Cheese
Preserves & Butter
Muffins

\$15.00 per person

Continental

Chilled Juices
Bagels with Cream Cheese
Preserves & Butter
Muffins

\$9.00 per person

Hot Breakfast

Chilled Juices Scramble
Eggs, Hash Brown
Assorted Toast with
Preserves & Butter

\$21.00 per person

Healthy Choice

Chilled Juices
Fresh Fruit Salad
Yoghurt
Assorted Toast with
Preserves & Butter
Cottage Cheese

\$19.00 per person



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Lunch

Option 1

Soup of the Day
Choice of Creamy Caesar, Garden Greens
Potato or Macaroni Salad
Choice of Sandwiches or Wraps
Dessert Platter

\$18.00 per person

Option 2

Fresh Buns or Mini Bread Bowls
Choice of Chili or Beef Stew
Choice of Creamy Caesar, Garden Greens
Potato or Macaroni Salad
Assorted Sandwiches or wraps
Dessert Platter

\$21.00 per person

All items are subject to 18% gratuity/service charge & a 5% GST
Menu & Pricing are subject to change