

## GENERAL INFORMATION

### MENUS

Our wide variety of appetizers, entrées and desserts have been designed to offer flexibility in creating a menu. Our Executive Chef and the Catering Team welcomes the opportunity of creating a special menu for you.

When selecting your menu, please remember that for each function the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged well in advance of the function. Guests who are to receive special meals must be identified to the Banquet Manager prior to the service commencing.

For children 5-10 years of age, we feature either a special three-course plated menu or a 50% discount off the price of your buffet. Children under 5 years are complimentary providing the number of children do not exceed ten percent of the expected number of guests.



Next to select menu items, the carrot symbolizes a vegetarian choice.

### GUARANTEED ATTENDANCE

A guaranteed number of guests attending your food and beverage function is required three (3) working days prior to the event. If a guarantee is not received, the Hotel will bill the original expected number or the actual number of guests, whichever is greater.

Please expect an additional labour charge of \$100.00 or room rental charge for all meal functions with fewer than 20 guests guaranteed.

### PRICES

Prices are subject to change. All prices quoted are guaranteed for a minimum of sixty (60) days. A fifteen (15) percent surcharge will apply to all food and beverage prices for bookings which fall on a Canadian statutory holiday.

### GRATUITY/TAX

All food and beverage, audio visual, and meeting room rentals are subject to sixteen (16) percent service gratuity. GST is applied to the balance of your bill.

### CANCELLATION POLICY

In the event of cancellation, the customer is subject to a charge of up to one hundred (100) percent of the total value of the function booked.

### START AND FINISH TIMES

Starting and ending times of all functions are to be strictly adhered to. The space is only booked for the time indicated. Set-up and dismantle times are to be specified at the time of booking.

*January 2010*

*Prices do not include 16% Gratuity and 5% GST*

*Prices Subject to Change*

**FUNCTION ROOM ASSIGNED**

A more suitable function room may be assigned to your group should the number of guests and/or set-up requirements change. Room rental will change accordingly.

**BILLING AND PRE-PAYMENT**

For all conferences and social functions, a non-refundable deposit of 10% or \$1,000.00 (whichever is higher) is required to secure your space on a definite basis.

New accounts wishing to establish billing must apply for credit, a minimum of four (4) weeks is required to process your request. For all other accounts, full pre-payment is required. Eighty (80) percent of the estimated balance for your function will be due two (2) weeks prior to the event with the remainder due two (2) working days prior to your arrival.

**FOOD FROM OUTSIDE THE HOTEL**

Due to City and Provincial Health regulations, the Hotel does not permit any food to be brought in from the outside. Failure to comply to this policy will result in the additional charges of comparable items from the Mayfield's banquet menus.

**TAKING HOME UNCONSUMED FOOD**

The hotel does not allow take out containers or unconsumed food to be taken from the venue due to City and Provincial Health regulations.

**OFFSITE CATERING**

We are pleased to offer offsite catering. An additional per person outside catering fee will also apply to your event. This fee will be quoted once an assessment of your requirements is made.

**SHIPPING, RECEIVING, STORAGE**

Minimal amounts of material or supplies for your function may be delivered to the hotel one (1) working day prior to your function. Boxes must be marked and addressed properly with the name and date of the meeting or function clearly indicated to the attention of the Banquet Manager.

**AUDIO/VISUAL**

PSAV offers audio visual and presentation technology services and solutions to help you create successful meetings, corporate events, trade shows and exhibits. Your equipment requirements can be reserved through our Catering Department or directly with PSAV.

**SECURITY**

The hotel cannot assume liability or responsibility for damage or loss of personal property or equipment left in the function room. Additional security services can be arranged on your behalf.

**DISPLAY MATERIALS**

To avoid damage to wall coverings, we do not allow the use of strong tape, tacks, or any other attachments for any posters, flyers, or written materials to the walls or doors without prior written consent from the hotel. The hotel would be pleased to hang any banners for you.

**SPECIAL SERVICES**

Our Catering Team will be happy to work with you in developing reserved seating arrangements, floor plans and registration tables. Music, entertainment, flowers, photographers, staging and lighting, can also be arranged through our Catering Department.

**PLEASE KEEP IN MIND...**

Confetti, rice and other such items are not allowed. A minimum charge of \$75.00 will be applied if additional clean up is required.

Candles with open flame, including votive candles, are not permitted. The use of tacks, tape, nails, screws, bolts or any tools which could mark the floors, walls or ceiling is also prohibited.

## *Joe Kennedy*

Executive Chef  
Mayfield Inn & Suites  
Edmonton, Alberta

Born in the Irish Republic, Joe came to Canada in 1974. Joe's cooking career began in Ireland where he attended Hotel and Catering School in Galway. Joe started with basic courses in all areas, eventually receiving a Diploma and #150 + 151 City and Guilds of London Certificates.

After a 3-year apprenticeship in Dublin hotels, Intercontinental and Jurys, Joe served in various capacities including Commis, Chef de Partie to Sous Chef in a private Golf Club.

In 1974, Joe and his wife, Margaret, ventured to Edmonton where Joe was to serve as Sous Chef at the Hotel Macdonald under the direction of Chef Bruno Wust. Four years later Joe returned to Ireland to join the Jurys Hotel Group. In just three years, in 1981, Joe would once again return to the City of Champions, this time with The Mayfield Inn & Suites as Sous Chef where he would eventually become executive chef. Joe has held the position of Executive Chef for 13 years now. Working at The Mayfield has given Joe the opportunity to meet as well as cook for many celebrities that have performed on stage at the Mayfield Dinner Theatre.

Joe has enjoyed appearing on various news stations on featured cooking segments. Joe has been a member of the Canadian Federation of Chefs and Cooks since 1993 where he enjoys a tremendous amount of opportunity to network with other professional cooks, chefs and food service representatives. Joe is an organizing member of the Alberta Food Processors Associations' annual event "Feastival of Fine Chefs" and a Journeyman and Red Seal certified cook. Joe holds the Chefs Association's Certified Chef de Cuisine certificate and in 2004 received the CHIP Hospitality Chef of the Year award.

On a personal note, Joe and his wife, Margaret, have three children. The Kennedy family enjoys boating, fishing, snow and water skiing, camping and golfing.

Contact Information:  
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