



'The Poets' Wedding Package

One location for all the festivities

Ceremony

Whether you want to tie the knot indoors or outdoors, there are plenty of locations for you at The Burnaby.

If indoors is where you'll say 'I do', you have a few options of where this could happen, including our Grand Ballroom.

If the outdoors is your dream, say your vows under the sun with our beautiful outdoor gazebo as your backdrop.



Reception

Are you planning an intimate dinner for 20 or an all-out party for 400? Either way, we have the perfect space.

Choose from a number of menu options created by our award-winning Executive Chef. Plus, your choice of extras like a chocolate fountain, late night snacks and much more. We're excited to help make this the best day of your life.



Rehearsal Dinner

Host all of your Wedding associated events at the Burnaby. Have your Rehearsal Dinner, Bridal Shower, Gift opening or any other social events in one central location.

We are easily accessible to anyone living in the lower mainland with transit and sky-train just minutes away. Out of town guests perhaps have it best of all, they can ride the elevator down from their room and attend your festivities.



'The Poets' Package

\$70 per person

Includes:

Buffet to include;

6 salads

2 Platters

2 Hot dishes

1 Carving item (+ Carving chef @ \$100/hr flat rate | 1 Chef/150 PPL)

Rice/Potatoes/Seasonal vegetables

Dessert

Mirrored tile center piece & 4 tea lights

Vase (if requested)

Dancefloor

Up lighting on buffet

Your choice of napkins (enquire for colors available)

table cloths

Stage

Chair Covers



CONTACT OUR WEDDING SPECIALISTS

OUR TEAM LOOKS FORWARD TO HELPING YOU PLAN YOUR SPECIAL DAY

CONTACT

PHONE NUMBER: 605.297.4290 | 605.297.4290

INFO EMAIL: INFO@EXECTIVEHOTELBURNABY.CA

Enhancements

Appetizers 3.5 pieces each	\$13.00 pp
Punch	\$2.50 pp
Glass of House Wine (served)	\$7.25 pp
Half bottle of Wine	\$17.00 pp
Chocolate Fountain with dinner	\$7.50 pp
Late Night Hot Snacks (Samosas or Pizza) incl. Coffee & Tea	\$8.00 pp
Late Night Cold Sandwich buffet incl. Coffee & Tea	\$5.00 pp
Milk and cookies	\$5.00 pp
Sparkling Wine	\$7.50 pp
Floor Length Linens	\$3.00 pp

Choose 8 of the above enhancements and get 5% off enhancements total

Ceremony (includes white chair covers up to 175 people)	\$1000.00
Additional Ceremony seating (after 175 people)	\$5.00 pp
White Stage	\$100.00
Coat Check	\$150.00
Red Carpet usage	\$100.00
Guest Parking	\$400.00

Enjoy the following additional enhancements with our compliments.
Please let us know if you wish to use them as booking is required.

'pp' = per person.

All other prices specified are flat rates.

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TIER 1
\$15/person

½ hr cocktail reception with Appetizers
Welcome Non Alcoholic-Punch



TIER 2
\$20/person

½ hr cocktail reception with Appetizers
Welcome Non Alcoholic-Punch Glass of
Sparkling Wine



TIER 3
\$30/person

½ hr cocktail reception with Appetizers
Welcome Non Alcoholic-Punch Glass of
Sparkling Wine
Glass of House Wine (served)

For Menu information, please contact our Wedding specialist.

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'Good to know' info

Honeymoon suite & Guest rooms

The newlyweds will receive a complimentary stay in one of our Honeymoon. Special room rates are available for your guests on the night of the wedding. If many guests are expected from out of town, a room block may be set up. Room rates are seasonally priced and quoted by the sales manager. Please inquire with your catering manager if you think you may need guest rooms.

Bar & Liquor service

Labour fee of \$150 per bartender is applicable if the consumption is less than \$500 per bartender. No liquor service is permitted after 1am.

Executive Suites Hotel reserves the right to inspect and regulate all private parties, meetings and receptions.

Outside food and beverages

Due to safety regulations, outside food and beverage is Not permitted in the hotel by patrons, vendors or guests. Certain situations can be given special permission prior to the event. Please speak to your catering manager for more information on these circumstances.

Vendor/outside purveyor

Executive Hotel Burnaby offers a complete list of vendors such as florists, music entertainment, photo booths, decorators, wedding planners, photography & lighting who are familiar with the location & operating standards. You are under no obligation to use these vendors when holding an event at the hotel; however your catering manager needs to be aware of all contracted vendors working in conjunction with your event.

Courtesy hold

A courtesy hold of the preferred date can be arranged by providing name, phone number and email address to contact should another party inquire for the same date. If an additional booking request is received, you will have 24 hours to confirm either verbally with a credit card number or in writing with a deposit.



Confirmation & deposits

For confirmation, assigned copy of the contract plus a minimum deposit of \$1500 is required. The balance is due 30 days prior to the date based on expected numbers at that time. A detailed banquet event order will follow approximately 30 days prior to the event to finalize the menu, numbers, floor plan and other details. We require final guarantee of numbers 3 business days prior to the event.

Please contact the Catering Office

Wedding Specialist

Email: eventcoor.bby@executivehotels.net

Phone Number: 604-297-4291/604-298-2010



SPECIAL GROUP OFFER

With over 10,000 sq. ft. of meeting space, there are a number of options for small meetings to large receptions and dinners, most rooms featuring windows and plenty of natural light.

Join us on a group program now with 10+ rooms on peak to take place from now through March 2021 and receive the following exclusive benefits.

Group rates starting USD100 / CAD130 for programs taking place between September 2020 to March 2021.

WHAT'S INCLUDED

- 1 in 20 complimentary room night
- 20% attrition on room nights 4 weeks prior to arrival
- Waive room rental with minimum CAD5,000 food & beverage spend
- 10% savings on Audio Visual services
- Complimentary continental Breakfast is included in the room rate.

POLICIES, TERMS & CONDITIONS

- Group offer is valid for new bookings.
- Group must take place between now and September 2020 to March 2021.
- Minimum 10 room nights on peak required to qualify for group rates and concessions.
- Group rates are subject to availability and exclusive of applicable tax and service fees. Rates vary by arrival date and blackout dates may apply.

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