

Travelodge Hotel Catering Policies

1. The Travelodge Hotel requires seventy-two (72) business hours advance notice of the guaranteed number of guests attending your function. In the event we do not receive a guaranteed number, we will use the last number given to us or the actual number in attendance, whichever is greater, and you will be billed accordingly.
2. In the event of cancellation, the customer is subject to a charge of up to 100% of the total value of the function booked (meals and guest rooms for the whole function).
3. For meal service the hotel is prepared to serve a number equal to 5% over the guarantee.
4. All food and beverages are subject to 15% gratuity and G.S.T. All prices are subject to change without notice.
5. In order to provide you with the best service, we ask that you advise the hotel of your final details and menu selection one month prior to your arrival.
6. Starting and ending times of all functions are to be strictly adhered to. The space is only booked for the time indicated. Setup and dismantling times are to be specified at the time of booking. All personal materials must be removed from the banquet room at the end of each day unless reserved on a 24-hour basis.
7. All new accounts must apply for credit to establish billing privileges one month prior to your function. In the event credit is not established, we will require a credit card number. For all private functions, a deposit is required at the time of space confirmation with a full estimated prepayment due thirty (30) days prior to the event.
8. Due to Public Health Regulations, with the exception of wedding cakes, the Travelodge Hotel does not allow any food to be brought in to the hotel or leave the premises.
9. The Hotel reserves the right to substitute comparable function space with or without notice.
10. The Travelodge Hotel assumes no responsibility for personal property or equipment delivered prior to the function or during the function; although we will accept delivery of material from meeting organizers prior to the function.
11. To avoid damage to wall coverings we do not allow the use of tape, tacks or any other attachments for any posters, flyers or written material, to the walls or doors. (We suggest the use of Funtac.)



15% gratuity + GST tax will be added to the prices listed.
A guaranteed number of guests attending is required 72 hours prior to your function.
Prices are subject to change.