KIMBERLEY

CONFERENCE CENTRE

Event Information Package

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Contact Information

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About

The Kimberley Conference Center & Athletic Training Center

Situated in the heart of the Kimberley Alpine Resort, the 24,000 sq foot Center perfectly combines nature and meeting spaces to inspire, energize and challenge your organization to achieve its best results.

Designed to accommodate banquets of up to 400 and theatre-style meetings of up to 500, the Center offers 4 breakout rooms for smaller meetings of up to 49, in addition to the main ballroom and pre-function space. All conference rooms can be equipped with audio-visual capabilities. The center specialist will advise the client which conference rooms are best suited for their event/function.

The Athletic Training Center offers an opportunity for sport groups to train and prepare for the day's events. Our trained Event planners are waiting for your call and ready to work with you to ensure an experience to remember.

Accessibility & Sustainability

With sustainability and accessibility as its core, the Center was designed to exceed the Model National Energy Code by more than 30% and was constructed entirely of locally harvested BC timber. Fully accessible, the high-performance Athletic Training Center offers athletes of all ages and abilities to participate in a variety of functions.

Destination

Surrounded by the Purcell Mountains, and of Canada's highest cities, Kimberley offers a stunning array of recreation opportunities. Before your meeting day begins, take a walk on a mountain trail; get in a few runs at Kimberley Alpine Ski Resort. When work is done, play a round on one of our 3 championship golf courses or visit the quaint shops and galleries in the European-style "Platzl", in the heart of Kimberley. Raft a river, smell the flowers, cast a line – and your cares – away!

Although a meeting in Kimberley provides an escape from busy civilization, it's not a removal from it. Our local restaurants and bistros offer a wide range of gastronomy featuring local Fare, while on top-of-the-line luxury hotels, home-away-from-home-condo/style properties, budget minded motels – most just steps away from the Conference Center – allow you to relax, refresh and rejuvenate when your meeting day is over.

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Conditions - Food & Beverage

Provincial Health Regulations stipulate, due to insurance policies, that there is no outside food or beverage to be consumed on the property other than those provided by Center's catering.

Menu Selection

Menu selection should be made thirty (30) days prior to the function in order to ensure your menu choices. The guaranteed number of guests is required fourteen (14) days prior to the event/function. Final attendance numbers may not be decreased. The client will be charged for either the guaranteed number or the actual number served, whichever is greater.

Menu Discounts

Children 6 – 12 years receive a 30% discount on food menu selections, Children 5 & under are complimentary.

Tax & Gratuity

18% gratuity plus 5% GST is added to all food and nonalcoholic beverage sales. All alcohol attracts another 10% PST.

Guarantee

The Guaranteed number of guests is required fourteen (14) days prior to the even/function. Final attendance numbers may not be decreased. The client will be charged for the guaranteed number of the actual number served, whichever is greater.

Meeting Room Setup Type	Banquet	Theatre	Classroom	Rental Fee Per Day
New Dawn Ballroom (5580sq ft)	400	500	275	$1000.00
New Dawn Ballroom A or B (2790sq ft)	150	250	140	$600.00
Pre Function (3000sq ft)	60	130	-	$500.00
Galena Room (762sq ft)	32	32	24	$225.00
Sullivan Room (574sq ft)	40	49	27	$225.00
North Star Room (948sq ft)	48	49	42	$225.00
Jerry Johnston Room (508sq ft)	24	30	20	$225.00
Athlete Training Fitness Room (829sq ft)	12	-	-	$200.00
Waxroom (738sq ft)	20	-	-	$250.00
Private Office & Washrooms	4-8	-	-	$150.00

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Included in Room Rental

A Center specialist will be present on the day you request to set up. The Center provides all room set up of tables, chairs and all necessary linens are included in the room rental price.

Pricing

All pricing is subject to change on all reservations booked over 90 days in advance. Your group coordinator will advise is there are any changes in pricing.

Lost or Stolen Items

The Kimberley Conference & Athlete Training Center is not responsible for any damage or loss of items left in the Center prior to, during or following of any function.

Decorations

Guests are responsible for room decorations; extra cleaning charges may apply. No confetti or rice is permitted in or outside of the Center. The Center prohibits the use of nails, glue, all tapes (painter's tape is the only tape permitted), staples or tacks on the walls or ceilings.

Fire

Fire regulations prohibit open flames (candles) and Helium tanks in the Center. Candles in an enclosed container permitted.

Damages

The undersigned will agree to pay for any damage done to any part of the premises or equipment by any person invited by or on behalf of the undersigned. The Center reserves the right to inspect and control all hosted events.

Music

Functions, featuring live or recorded music are subject to a Government Tariff SOCAN (Society of Composers, Authors and Music Publishers of Canada) charge for the copyright of music played.

Audio/Visual

The Center is equipped with audio-visual capabilities and anyone wishing to use their own equipment or hire the services of an Audio/Visual supplier must provide sufficient liability insurance prior to the event.

DJ Services

The in-house sound system of the Ballroom, Pre-Function or Breakout Rooms do not accommodate loud music. It is recommended that a DJ/Live band be hired to provide this service along with the sound system capable of providing the correct volume level.

Alcohol

To keep with regulations specified by the British Columbia Liquor Control and Licensing Act, all alcohol consumed on the premises of the Center must be purchased by the Center through Licensed BC Liquor establishments. No outside liquor may be brought in or consumed on the Center premises.

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How to Book

To confirm reservation of an event, a $500.00-$1000.00 non-refundable deposit is required. Contracts must be signed withing thirty (30) days of reservation. A second deposit of 75% of the estimated fees for all services is due fourteen (14) day prior to event scheduled start date. Final payment is due three (3) days after the final invoice has been received.

Website Advertising

All events can be listed on the Kimberley Conference Center website: www.MeetKimberley.ca.

Cancellations

If the Client cancels the Event at any time after the deposit or any portion thereof is paid, the Client will forfeit such deposit amounts. If a client cancels more than 14 days but less than 90 days prior to the Event date, the Client must pay to the owner a charge equal to 75% of the total estimated amount, less any deposits already made, or if a client cancels 14 days or less prior to the Event date, the Client must pay to the Owner a charge equal to 100% of the total estimated amount, less any deposit amounts already paid. Under any type of Force Majeure, the Centre is not liable to the Client for any delay or default in the performance or compliance with any provisions of their agreement if such defaults arise from any cause which the Center cannot reasonably foresee or control. The Center will not accept any cancellations due to weather, unless the weather is a concern for the Center's property or the attending guests or employees' safety is at risk. The Center will refund all payments made by the Client (less the greater of "5% of the deposited amount to date" or "$150 Administration fee").

Rehearsals

A charge of $50 per hour (minimum 2 hours) may apply for any Conference Center space required for a function rehearsal and is strictly dependent on availability. Confirmation of rehearsal space availability must be made seven (7) days in advance.

Prior Access

A charge of $50 (minimum 2 hours) may apply for access to the Center for decoration prior to the event day and is strictly dependent on availability. Confirmation of prior access availability must be made seven (7) days in advance.

Tear down

Must occur immediately following the event unless alternative arrangements are made with the Conference Center specialist. A charge of $50 (minimum2 hours) may apply for access for breakdown.
Smoking & Vaping: Any type of smoking or vaping is not permitted inside the Kimberley Conference & Athlete Training Center nor within 20 feet of any door.

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Event Planning Checklist

- [ ] Determine main objectives
- [ ] Determine expected number of attendees
- [ ] Determine if any guest accommodations are required
- [ ] Determine the financial budget for the event
- [ ] Set up meeting with the Centre Specialist to discuss requirements and conduct a site inspection
- [ ] Confirm booking of guest rooms, meeting rooms, audio/visual equipment, athletic training centre and menu choices
- [ ] Inform all expected attendees of details regarding the event (date, times, location, map, contract information, accommodation options, dining facilities, floor plans, appropriate attire, activities, etc.)
- [ ] Ensure careful consideration is given to attendees' specifics requests or needs (dietary, accessibility, limitations, etc.)
- [ ] Order gifts for speakers/VIPs. You may arrange delivery with the Centre or Accommodator
- [ ] Discuss the following with conference Centre specialist
  - [ ] Availability
  - [ ] Location
  - [ ] Decorator
  - [ ] Food & Beverage Requirements
  - [ ] Special dietary Requirements
  - [ ] Linens/Napkins
  - [ ] Entertainment
  - [ ] Photographer
  - [ ] Transportation
  - [ ] Security
  - [ ] Technical Requirements
  - [ ] Agenda/Schedule
  - [ ] Deposits
  - [ ] Payment Methods

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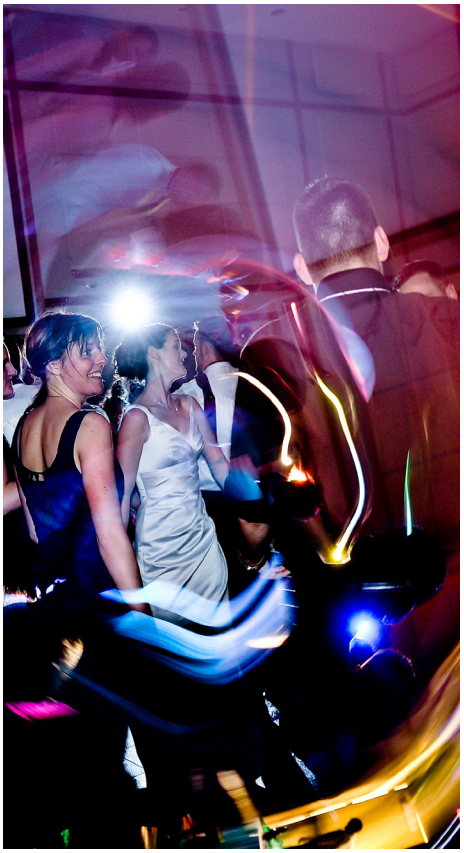
Audio Visual Rentals

(Set-up & Technical Support included in rates)

Accessories	*Rates*
Stage (per 4x8 piece)	*$25.00*
Flipchart (with paper & markers)	*$20.00*
Whiteboard (with eraser & markers)	*$20.00*
Easels	*$15.00*
Dance Floor (20x20)	*$150.00*
Telephone Conference Unit	*$25.00*
Ballroom Audio & Video (microphone, sound system, projector, screen)	*$275.00*
Ballroom Audio Only (microphone, sound system, podium)	*$150.00*
Ballroom Video Only (2 x screen & projector)	*$175.00*
Half Ballroom Audio Only (microphone, sounds system, podium)	*$125.00*
Half Ballroom Video Only (screen & projector)	*$125.00*
Prefunction Audio (microphone, sound system, podium)	*$125.00*
Breakout Rooms Audio & Video (sound system, projector, screen)	*$125.00*



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Catering & Menu Options

Celebrate your special event/function with fine food, friends and family-all set against one of the most beautiful backdrops in British Columbia. Located on the edge of the Kimberley Alpine Resort with views of the mountains, the Kimberley Conference Center & Athletic Training Center is a perfect setting.

To arrange a meeting with one of our group coordinators, please contact us directly.
We are excited to meet you!

WEDDINGS

Life is made up of moments. Moments of joy, moments of sorrow. There are important moments and moments that slip by unnoticed. We understand that your wedding day is a special moment that can define your life together. At the Kimberley Conference Centre, we will do everything possible to make your day a joyous and memorable one.

SERVICE

We understand that planning your event/function can be both exciting and stressful. Our team is trained to take care of the details so that you don't have to stress.

We listen. We communicate. We follow through.

FOOD

The menu is designed to be both flexible and affordable. We prepare an infusion of fresh seasonal ingredients when available, banquets offered by plate or buffet style. Appetizer and après events also available.

- All buffets require a minimum of 30pax, unless otherwise noted. Surcharges will incur. If your guest numbers are less than 30, please ask your event coordinator for a revised price point.
- All menu plated and buffet options are priced as per person/plate rate.
- Halibut at market price and vegan meal options are available. Please inquire in advance.
- All food and beverage items are subject to the current provincial and federal taxes, and a minimum 18% gratuity.
- Any special dietary requirements must be advised a minimum of 14 days in advance.

**Note:* *Due to fluctuating market prices on meat and vegetables you may see an increase of up to 3% to the menu price. Prices are subject to change, your event specialist/coordinator will promptly advise you of any changes to any changes in your pricing.*

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Baked Treats

**Minimum number to purchase 12pax*
**Prices noted below are charged at a per person rate.*
**Break options only available till 4:00pm*

TAKE 5
Assorted cookies and squares
$4.95

TAKE 10
Granola bars, fruit yogurt, fresh seasonal fruit
$7.95

TAKE 15
Muffins and Fresh seasonal fruit
$7.95

MID-WAY
Assorted cookies, cheese, grapes, muffins and cake squares
$10.95

HEALTHY BREAK
Cubed fresh fruit, garden vegetables, granola bars, banana bread, croissants, muffins and bagels with cream cheese
$13.95

CHOCOLATE LOVERS BREAK
Cubed fresh fruit, garden vegetables, granola bars, banana bread, croissants, muffins and bagels with cream cheese
$15.95

Catering & other items may be substituted, prices will vary, sales taxes, service fees and gratuities will apply.

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Breakfast Menu Options

CONTINENTAL BUFFET

Orange and Apple Juice
Freshly baked muffins, danishes, croissants, seasonal fruit, yogurt and granola; served with whipped butter and preserves.
$19.95

MORNING BUFFET

Orange, Apple, Grapefruit Juice
Scrambled Eggs, Bacon and Sausages, Hash Brown Potatoes,
Freshly baked muffins, danishes, croissants, seasonal fruit, yogurt and granola; served with whipped butter and preserves.
$22.50

MOUNTAIN BUFFET BRUNCH

**40 person minimum.*
**If served before 10AM, the chicken & salad items are removed.*
Orange, Apple, Grapefruit Juice
Eggs Benedict served with choice of black bacon or smoked salmon, scrambled eggs, strudel in puff dough pastry, baked ham in hoisin mandarin sauce, bason, shredded potatoes, mixed green salad, chicken breast with peach salsa, waffle station with assorted condiments, seasonal fruit platter, yogurt and granola, banana bread, assorted pastries, tarts and mousse.
$29.95

Breakfast Accompaniments

(Priced per guest as additions to your buffet)

Oatmeal	$4.50
Assorted Cereals with Milk	$4.50
Sliced Seasonal Fresh Fruit	$5.75
Breakfast Bagel Station	$5.75
Omelet Station	$5.75
Fresh Baked Muffins	$4.75

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Lunch Menu Options

WORKING LUNCH

Build your own sandwiches to include
smoked turkey, black forest ham, pastrami, roast beef and egg salad. Served with assorted breads and a selection of condiments. Includes Potato salad and Mixed green salad, assorted fresh baked cookies and pastries.
Add soup for $3.95
$21.95

THE MARKET

Fresh roast beef, assorted deli meats, turkey breast, cold roasted chicken, tuna and egg salad with a variety of garden fixings, Canadian and European cheeses with a selection of condiments. Potato and Garden green salads, house dressings, relish platter. Served with assorted buns and rolls. Assorted pies and squares.
$23.95

HOT LUNCH

Choice of two soups (one vegetarian), served with fresh rolls, crudité and choice of three salads.
Assorted cakes and a fresh fruit platter.
$24.95

MEXICAN BUFFET

Spicy chicken or beef with sauteed peppers and onions, spicy rice, soft and hard tortilla shells, corn and black bean salad, mixed greens and assorted dressings. Includes cheese, salsa, sour cream, guacamole, jalapenos, onions, lettuce and tortilla Soup, Churros and a fresh fruit platter.
$24.95

VIETNAMESE PHO

**40 person minimum. Build your own soup.*
Pho broth with a selection of fresh cooked vegetables, chicken, beef and rice noodles. Accompanied by assorted flat breads with vegetable, meat and cheese toppings. Fresh baked cookies and a fresh fruit platter.
$24.95

ITALIAN PASTA BUFFET

Pasta served with bolognaise(red) and alfredo (white) sauces. Includes your choice of vegetable lasagna or Cheese tortellini. Choice of two salads: Caesar salad, tomato bocconcini cheese salad, garlic toast, fresh baked cookies and a fresh fruit platter.
$25.95

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Salad Options

BUFFET ENHANCEMENTS

Asparagus Salad
Marinated mushroom salad
Yukon gold potato salad
Seafood and red Thai curry bow tie pasta salad
Spinach salad
Spaghetti squash salad
Greek salad
Tabouli salad
Wild rice and barley salad
Caesar salad

Add $2.00 per person for each additional salad
Other options: Add a marinated Salmon Fillet to any menu for $5.00 per person

Catering & other items may be substituted, prices will vary, sales taxes, service fees and gratuities will apply.

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Buffet Dinner Options

CARVED PRIME RIB OF ALBERTA BEEF
A selection of mustards and horseradish
$45.95

CARVED TENDERLOIN OF ALBERTA BEEF
Slow roasted with fine herb butter; served with a peppercorn Jus
$47.95

BLACKENED PORK TENDERLOIN
With mango peach salsa
$34.95

PORK LOIN BUFFET
Served with pecan plum chutney
Chicken with Adobe sauce and barley risotto
$34.95

CLASSIC CHICKEN & RIBS
Slow roasted and smothered in BBQ sauce
$36.95

OVEN ROASTED CHICKEN
With wild mushrooms
$34.95

Included with your buffet menu

Choose one: Vegetarian spinach & cheese lasagna or Broiled chicken in peach salsa
Choose one: Oven roasted potatoes or Golden mashed potatoes or Wild rice blend
Choose two Salads: Mixed greens with house dressing, Caesar or Mediterranean
Chef's seasonal vegetable medley, Assorted buns and butter
Assorted cakes, seasonal pies and fresh fruit platter

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Plated Menu Options

PRIME RIB OF BEEF
Slow roasted, 6oz portions served with red wine Au jus,
Duchesse or oven roasted potatoes and bouquetiere of seasonal vegetables
$53.95

SURF & TURF
Prime rib with blackened prawns,
Dauphinoise potatoes, seasonal vegetables, and Madagascar peppercorn sauce
$55.95

PECAN HONEY CRUSTED TROUT FILLET
Served with rice timbale, seasonal vegetables, brown butter caper sauce
$54.95

DUO OF TERDERLOIN
AAA beef and Bison tenderloin, mashed potatoes, Infused with pancetta and cracked pepper, and a bouquiere of seasonal vegetables
$57.95

BLACKENED PORK TENDERLOIN
Served with peach and mango salsa, wild rice, sauteed red onion and peppers.
$45.95

TRADITIONAL ROASTED TURKEY DINNER
Yukon gold mashed potatoes, dressing and seasonal vegetables, Served with rich turkey gravy and cranberries
$42.95

VEGETARIAN
Vegetable ragu stuffed Portabello's, Roasted yam wedges and wilted spinach drizzled with balsamic reduction.
$42.95

Included with your plated service
Salad, dessert, coffee & Tee
Appetizers or salmon fillets may be added to any of the above entrees for an additional $5.75pp
Seafood appetizer or cream of wild mushroom en croute
or add a marinated salmon fillet to any menu for $5.00 pp

Catering & other items may be substituted, prices will vary, sales taxes, service fees and gratuities will apply.

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Appetizer, Platter, and Midnight Snack Options

**Prices below are charged at a per person rate, unless otherwise noted.*

RECEPTION PLATTERS

Baked Brie with jalapeno jelly, sundried cranberries, served with baked naan
$175.00 (serves 50 pax)

Gravlox platter with cream cheese, capers, diced red onion and lemon wedges
NOTE: *Special order only with a minimum 2 weeks' notice required.*
$100.00 (serves 30pax)

European and domestic cheese tray with crackers **$9.95**
Canadian cheese tray with crackers **$7.95**
Fresh crudités with cool ranch dip **$3.95**
Assorted Mini Sandwiches **$7.95**
Seasonal fruit tray **$4.95**

Midnight Snacks

**Rates below applicable only when purchased same day with a plated/buffet entree option.*
**Includes coffee/tea services, otherwise surcharge incurs. Prices are charged per person.*

MIDNIGHT A

Selection of sliced deli meats, domestic cheese tray, assorted pickles and fresh baked buns
$12.95

MIDNIGHT B

Selection of sliced deli meats, domestic cheese tray, assorted pickles and fresh baked buns, fresh crudités with ranch dip and dessert squares
$14.95

MIDNIGHT C

Vegetarian, Hawaiian, pepperoni thin crust pizza, Fresh crudités with ranch dip, Assorted cookies and squares
$17.95

MIDNIGHT D

Pork & beef sliders, gourmet macaroni and cheese, fresh crudités with ranch dip, Assorted cookies and squares
$14.95

Catering & other items may be substituted, prices will vary, sales taxes, service fees and gratuities will apply.

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Combos

**All Combo's are subject to a minimum 30pax, also Combo A is the minimum order required when any event hosts any type of bar service.*
**Prices are charged per person.*

COMBO A

Spinach dip with pita chips, honey garlic meatballs, Thai chicken satays and fresh crudités with ranch dip.
$14.95

COMBO B

Mushroom cheese phyllo bites, Thai chicken satays, blackened pork tenderloin with peach salsa and baguette slices, Canadian cheese tray with assorted crackers, fresh crudités with ranch dip.
$19.95

COMBO C

Baked brie with jalapeno jelly and sundried cranberries, Canadian cheese tray, pepper tortilla rolls, blackened pork tenderloin with peach salsa, baguette slices, honey garlic meatballs, Thai chicken satays, fresh crudités with ranch dip, and fresh seasonal fruit platter.
$26.95

COMBO D

Fried bocconcini wrapped in prosciutto, smoked salmon with rose canapes, Thai chicken satays, mushroom cheese stuffed phyllo bites, baked brie topped with jalapeno jelly and sundried cranberries, fine cheese assortment, blackened pork tenderloin with peach salsa and baguette slices, carved Alberta beef sliced into cocktail rolls with Dijon and horseradish, fresh crudités with ranch dip.
$33.95

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Beverage Options

** Alcohol prices below includes 10% liquor tax.*

The Bar

Includes ice, glassware, mix and garnish. Consumption is charged on a per drink basis. Bartender service fee applied if bar sales do not exceed $250.00.
Types of bar services available: Host, Cash, Tickets, Twoonie, $3-$5, or any combination of these options.

Alcholic Beverages

Highball - Standard (1 oz)	$6.50
Cocktails - Standard (1 oz)	$6.75
Domestic Beer	$6.75
Import Beer	$7.75
House Wine - by the Glass (6 oz)	$8.75
Shots (1oz)	$6.75

Wine by the Bottle

**Wine selections can be customized to you. Advance notice is required if we need to special order.*

British Columbia VQA - Prospect Winery

Reds

Haynes Barn Merlot Cabernet	$35.40
Red Willow Shiraz	$49.40
Diabolical	$42.50

Whites

Ogopogo's Pinot Grigio	$48.20
Birch Canoe Pinot Blanc	$35.40
Mount Dawson Chardonnay	$40.50

Mission Hills VQA

Mission Hills Five Vineyard - Cabernet Merlot	$48.20
Mission Hills Five Vineyard - Pinot Grigio	$48.20
Mission Hills Reserve - Cabernet Sauvignon	$79.70
Mission Hills Reserve - Shiraz	$79.70
Mission Hills Reserve - Chardonnay	$67.10

Argentina Donna Paula Los Cardos Malbec $43.00

France Chateauneuf du Pape $126.50

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Beverage Options

Non-Alcoholic

Hydration Station

To minimize any single use plastic bottles we recommend our hydration station which will offer your guests refreshing all natural water (fresh cut lemon, lime or cucumber available upon request) either by pitcher on the tables, or at a water station.

Cold Beverages

Charged based on consumption.

Soft drinks and bottled water (single serve)	$3.95
Fruit Juices, sparkling water, ice tea, lemonade (single serve)	$3.95
Power Aid or Vitamin water (single serve)	$4.50
Ice Tea/Lemonade per pitcher (serves 6-7 8oz glasses)	$15.00

Coffee/Tea Break

Freshly brewed Coffee by Starbucks, includes hot water, assorted tea bags, creamers & sugar included with all options below.

Per guest / per break	$2.95
or	
Per gallon per gallon/3.75 liter (serves 20 – 8 oz cups)	$42.95
or	
Per Air Pot (serves 10 cups)	$24.95