

Weddings by Hilton



HILTON SAINT JOHN

YOUR CHOICES, YOUR MEMORIES
YOUR UNFORGETTABLE DAY



506.693.1327
One Market Square • Saint John, NB • E2L 4Z6
www.hiltonsaintjohn.com



Congratulations!

It's all about you and your special day!

Express your individuality

Honor your cultural heritage

Observe the rituals of your faith

After all, it's your wedding,

and only you know what it will take

to make this exciting day everything you imagined it would be.

Our wedding services provide for the trendy to the traditional,

the extravagant to the tastefully modest.

So whether you walk down an aisle of rose petals or white sand,

we'll be there to ensure that everything goes well along the way.



Hotel Policies

GENERAL INFORMATION

Overlooking historic Saint John Harbour, the Hilton Saint John and Saint John Trade and Convention Centre form an integral part of the city's Inside Connection. This indoor pedway system conveniently joins our facilities with the NB Museum, Harbour Station, Canada Games Aquatic Centre, City Hall, Brunswick Square and the Old City Market.

Our International experience, professional staff and variety of well appointed function rooms make us the excellent choice for your hospitality needs. We hope the following information will help you plan a successful event.

Bookings are only confirmed when contract is signed and deposit is received, based on \$5.00 per person and 50% of the estimated balance is due one month prior to event. Cancellation charges will be levied if we are unable to re-book the space. Guarantee and full payment is due 2 days prior to event, unless billing has been arranged through our Accounting Department. The Group Services Department must be notified of the number of meals required 48 hours prior to the function. Guarantees for Sundays, Mondays and Tuesdays must be given before noon on the previous Friday. Full payment is due prior to the event. Our food preparation is geared to the guarantee and if the number of guests exceeds this guarantee, every effort will be made to serve the additional meals, however a menu substitution may be necessary.

Our event order form will be prepared for your function by our meeting coordinator. This form will outline all items discussed, such as: Menus, prices, times, room set-up, audio/visual, linen, lobby board postings and other requirements. This event order must be reviewed, changes made if necessary, signed and returned.

MENU SELECTION

Menu selection should be finalized with the Group Services Department not later than one month prior to the event. Please advise of any allergies or special dietary requests within 30 days prior to event. Our staff would be pleased to assist you in planning a menu to suit your special requirements. Our banquet menu is designed with flexibilities so that any substitutions or exchanges are possible. Cost may fluctuate to reflect these changes.

FOOD AND BEVERAGE MENU PRICES

All quotations are in Canadian currency. Prices are current and subject to change on reservations beyond three months. All food & beverage prices are net and do not include the 13% Harmonized Sales Tax or 18% gratuity. If the beverage consumption is less than \$450.00 per bar, a \$75.00 charge will apply. A \$1.00 per cover surcharge will apply for all meals served on a paid public holiday. Outside alcoholic beverages provided by clients are not permitted in our licensed facilities as stated by the Province of New Brunswick Liquor Licensing Laws.

ROOM RENTAL

Function rooms are assigned in accordance with your estimate of the number of persons anticipated. Should your final guarantee decrease or increase, we reserve the right to change rooms with notification to the meeting planner. These rooms are booked according to the hours requested by the meeting planner. If the room is required on a 24 hour basis, the room rental will increase. Changes in room set up, from the event order or floor plan once the room has been set up, will be subject to labour charge of \$20.00/hour per staff member.



Hotel Policies (continued)

SHOW DECORATOR

Global Convention Services Ltd., our preferred trade show contractor, provides rental furnishings, carpeting, drapery, tables and skirting, as well as fork lift and drayage services, air, water and portable electrical services. Global Convention Services is the exclusive provider of all show electrical services and power drops.

*Telephone: (506) 658-0506
Fax: (506) 658-0509
Website: info@globalconvention.ca*

PUBLIC AREAS AND LOBBIES

Our public areas on the upper and lower Hotel lobbies and the Trade Centre lobby are on a "first come" basis. We cannot hold or reserve these areas on an exclusive basis and they are not for use unless a guest is holding a function at the Hotel or Convention Centre. The furniture may not be moved and guests are not permitted to sit on the piano for pictures. The hotel entrance or marble stairway also cannot be blocked and the use of confetti is not permitted.

SOCAN

There is a tariff #8 charged by law for events that include musical entertainment (i.e. live band, DJ, soloist). This would include dances, receptions, conventions, assemblies, weddings, birthdays, anniversaries and Christmas parties. Events with and without dancing will be charged based on size of group ranging in price from \$20.00 to \$174.79. These charges, as well as, the Harmonized Sales Tax of 13% will be applied to your invoice. If you have any questions about Socan fees, call 1-800-707-6226.

AUDIO VISUAL EQUIPMENT

Audio / Visual equipment is provided by Presentation Services Audio Visual (PSAV). PSAV is the official on site a/v suppliers to the Hilton Saint John / Trade & Convention Centre. Their inventory and technicians are on the premises and as such they can be contacted directly for all your audio / visual needs. Presentation Services provides in-house audiovisual at more luxury hotels, resorts and conference centers than any other company in the world. The people at PSAV are dedicated to the kind of excellence in customer service that is trademark to the hospitality industry. Audio Visual billing will be included with the Hilton invoice. For more information or rental rates please contact:

*Mike Belliveau
PH 506-657-3044
FX 506-657-3184
Email: mbelliveau@psav.com
On line portfolio: <http://www3.avservicescorp.com/onsite/hiltonsaintjohn>*

EXCLUSIVITY

Hilton Saint John is the exclusive provider of all food & beverage items with the exception of wedding and birthday cakes for the Saint John Trade and Convention Centre and is the only licensed authority to sell wines, beer, liquor and other beverages on the premises. Provincial Liquor Laws will not permit any sale of alcoholic beverages after 2:00 am. All entertainment should cease at that time in order to clear function rooms by 2:30 am.



Hotel Policies (continued)

OUTSIDE EVENT PLANNERS / DECORATORS

- *All candles used in our facility must be enclosed. No open flames are permitted.
Example: candelabras, table top candles, floor base candles, tea candles or floating candles, unless flame is enclosed in fireproof container and well below the top rim.*
- *Decorating is allowed during event set up time, predetermined at booking. We cannot reserve the room one day prior but will advise a week before event, if room is available.
Decorators are responsible for removal of all décor items brought into the building on the day of the function. No item may be left behind, as the function rooms are often used the next day and are set up the night before. Example: Archways, trees, flowers, fountains, pictures etc.
A labour charge of \$25 per hour will be charged for next day removal.
Storage space is limited and we cannot be responsible for items left behind.*
- *We recommend all wedding gifts and cards be removed from the function room before the dance begins. Gifts and envelopes should be taken to your guestroom or vehicle.*
- *Housemen assistance for set up, deliveries and teardown will be subject to a labour charge of \$25.00 per hour, per person, minimum of 3 hours.*
- *Permission must be obtained in advance before attaching anything to the walls.*
- *Extension cords and power bars are available from Presentation Services for a fee.*

ENTERTAINMENT

- *For events requiring a stage, we will provide, at no additional charge, a stage no larger than 16' long x 24' wide x 4' high. If additional staging is required, it may be requested through the Group Services Department at \$20.00 per section 6' x 8' x 4'.*
- *Display tables will be provided at a charge of \$15.00 for each skirted 6' x 2 1/2' table.*
- *220 volt power will be provided at a cost of \$150.00.*
- *Additional power requirements will be charged accordingly.*

STORAGE OF EQUIPMENT / LIABILITY

Due to lack of storage in the hotel, equipment, packages or boxes should not arrive more than 48 hours prior to the function. We are sorry that we can not be held responsible for the safety before, during or after a function. Naturally, we will do all we can to look after your property, but it is very advisable to have insurance for anything of considerable value. Should you require additional security arrangements, we can assist in obtaining them.

SHIPMENT OF PACKAGES

Billing accounts for courier must be arranged in advance by client - no C.O.D.'s. Boxes that are arriving should be clearly marked with "Attention Group Services Department" as well as, the name of the meeting group and date of the function. Please advise your Meeting Coordinator if you are sending boxes in advance of a function and/ or shipping boxes out at the end of a function. This is particularly important in order to avoid confusion, if you are part of a large group with numerous meetings, in various rooms with boxes shipped under different titles. Boxes, booths, gifts, décor, materials, equipment etc. are the responsibility of the client for return shipment on last day of function. Boxes are to be packed by client and arrangements made for pickup. Proper waybills for boxes must be completed in advance by client with approximate weight, address destination and account number.



Wedding Packages

There are so many details to consider to make this special day just right. Our professional team has a number of tools that will help you ensure all gets done with minimal stress or fuss! Here are a few reasons to consider holding your wedding at the Hilton Saint John/ Saint John trade & Convention Centre!

- A complimentary personalized webpage for your event where you can post a picture of your choice as well as include details on the event (times, locations, maps and directions) where people can also make reservations at the preferential group rate.
- Complimentary gift table, cake table and DJ table included in the room setup.
- Professional on site audio/visual services if required.
- Package options that combine your needs at a value-added price point.
- Complimentary menu tasting (up to 4 persons)

Our culinary team is always available to tailor your menu needs as you desire. Special cultural considerations are always made based on your needs. We'll find out what your needs are and we'll work with you to ensure all is as you desire!

Romance Package

Menu Selection *

Choice of any one of the following main courses:

- Grilled stuffed supreme of chicken
- Traditional roast turkey
- Grilled salmon
- Pork tenderloin

Other inclusions:

- Cocktail reception (1 hour). Consists of exotic fruit punch and selection of hors d'oeuvres (4 ppl)
- One glass of sparkling wine per person for toast
- Complimentary junior suite for bride and groom (includes sparkling wine and strawberries) & full buffet breakfast for 2
- Complimentary banquet room rental
- Table centre pieces and place cards
- Framed table plan at entrance
- Complimentary dance floor
- Preferential bedroom rate for guests

CAN \$49.00 per guest

Destiny Package

Menu Selection *

Choice of any one of the following for main course:

- Grilled stuffed supreme of chicken
- Traditional roast turkey
- Grilled salmon
- Pork tenderloin
- Roast sirloin of beef

Other inclusions:

- Cocktail reception (1 hour). Consists of exotic fruit punch and selection of hors d'oeuvres (4 ppl)
- One glass of sparkling wine per person for toast / - Two bottles of house wine per table
- Complimentary junior suite for bride and groom (includes sparkling wine and strawberries & full buffet breakfast for 2)
- Table centre pieces and place cards / Framed table plan at entrance
- Complimentary banquet room rental / Complimentary dance floor
- Complimentary chair covers / - Preferential bedroom rate for guests

CAN \$59.00 per guest

*Full menu descriptions provided by our culinary team and Group Services Manager. Menus include coffee, tea, assorted baguettes and butter and are based on a minimum of 50 guests. We will be glad to discuss an alternate menu to suit your budget and preferences.

Menu prices are exclusive of service 18% and HST 13%.

Eternity Package

Menu Selection *

Choice of any one of the following for main courses:

- Grilled stuffed supreme of chicken
- Traditional roast turkey
- Grilled salmon
- Grilled 8oz Rib-Eye steak

Other inclusions:

- Cocktail reception (1 hour). Consists of exotic fruit punch and selection of hors d'oeuvres (4 ppl)
- One glass of sparkling wine per person for toast
- Two bottles of house wine per table
- Chocolate fountain with fresh cubed fruit (served after dinner)
- Chair covers
- Complimentary junior suite for bride and groom (includes sparkling wine and strawberries) & full buffet breakfast for 2
- Table centre pieces and place cards
- Framed table plan at entrance
- Preferential bedroom rate for guests

CAN \$73.00 per guest



Dinner Buffet

Salads (choice of 5)

Field greens with assorted dressings
Traditional Caesar salad
Greek salad
Spinach salad with red onion, chopped egg, crumbled bacon and poppy seed dressing
Marinated tomato and mozzarella salad
Potato salad
Corn and black bean salad
Pesto, parmesan and tomato pasta salad
Broccoli salad
Moroccan spiced couscous salad
Roasted red pepper and parmesan pasta salad
Sundried tomato, oregano and parmesan marinated mussels
Spinach salad with cranberries, pecans, bacon, blue cheese and buttermilk dressing
Marinated olives
Cabbage and carrot slaw with toasted fennel seed dressing
Roasted beet salad with crumbled feta, pesto, tomato and grated parmesan
Five bean salad with herb vinaigrette
Carrot and sunflower seed salad
Fiddlehead and pea salad with a mint vinaigrette

Entrées (choice of 2)

Includes fresh market vegetables and rice or potato
Zesty sausage and rigatoni pasta tossed in a chunky home style tomato ragoût with grated asiago
Spinach and cheese filled cannelloni draped with a rich cheese sauce or home style tomato sauce and topped with a blend of melted cheeses
Molasses cured bacon wrapped pork loin with whiskey-braised apple sauce
Chicken coconut curry with basmati rice (1 starch included)
Grilled breast of chicken draped with a wild mushroom ragoût
Oven-baked loins of haddock nestled with a baby shrimp dill cream
Sole filet with a light beurre noir and capers on a bed of sauteed baby spinach
Grilled, maple chili glazed Atlantic salmon
Chicken pesto and goat cheese penne pasta
Lemon, garlic and herb marinated chicken breast on tarragon cream sauce
Sliced beef in a rosemary and red wine demi glaze

Desserts:

All of our buffets come with an assortment of our Chef's selection of pies, cheesecakes, squares and assorted pastries

Coffee and tea

CDN \$38.95 per person (minimum 30 persons)

Add a 3rd Entrée from selection above @ \$5.50/person

Add Chocolate Fountain @ \$5.00/person

Tax and gratuity not included. Prices subject to change without notice.



Hors d'Oeuvres

Cold hors d'oeuvres

- Smoked salmon on bilini with chive crème @ \$26.00/ doz*
- Fresh beet and stilton on belgian endive @ \$24.00/ doz*
- Plum tomato bruschetta on focaccia @ \$24.00/ doz*
- Striploin beef with horseradish mayo and candied onion @ \$27.00/ doz*
- Mini Atlantic lobster rolls on mini herb ciabatta with lemon and chive mayo @ \$29.00/ doz*
- Raclette crisps with pecans and basil @ \$25.95/ doz*
- Chocolate dipped strawberries @ \$27.00/ doz*

Hot hors d'oeuvres

- Tex Mex meatballs @ \$24.00/ doz*
- Mini pizza bites @ \$25.00/ doz*
- Chicken pot stickers with sherry vinegar @ \$26.00/ doz*
- Vegetarian dumpling with sherry vinegar @ \$26.00/ doz*
- Mini quiches @ \$24.00/ doz*
- Chicken clusters with sweet chili sauce @ \$26.00/ doz*
- Spicy bacon straws @ \$24.00/ doz*
- Coconut shrimp with pineapple curry @ \$28.00/ doz*
- Pesto goat cheese tartlet @ \$26.00/ doz*
- Cranberry and brie in phyllo pastry @ \$26.00/ doz*
- Beef or chicken skewers with citrus glaze @ \$28.00/ doz*
- Crab cakes with lime aioli @ \$26.00/ doz*
- Bacon wrapped scallops @ \$29.00/ doz*
- Green chili shrimp @ \$29.00/ doz*
- Mini Beef Wellingtons @ \$28.00/ doz*
- Lamb lollipops @ \$30.00/ doz*
- Apricot and fennel in phyllo pastry @ \$26.00/ doz*
- Tandoori chicken @ \$28.00/ doz*
- Salmon with makbani sauce @ \$27.00/ doz*
- Gazpacho shots @ \$26.00/ doz*

When choosing hors d'oeuvres, we recommend the following combination:

2 thirds hot and one third cold. For smaller groups, limit selections to a few so guests may enjoy more and you won't run out of favourites. For receptions held over the dinner period (5pm-8pm), guests will require 10 to 12 pieces each.

Tax and gratuity not included. Prices subject to change without notice



Reception Suggestions

Seasonal vegetable tray with yogurt & cilantro (serves 20) @ \$45.00/tray

Cheese tray with crackers, and French bread

Large tray (serves 35-40) @ \$125.00/tray

Small tray (serves 15-20) @ \$75.00/tray

Basket of tortilla chips served with salsa and sour cream (serves 10) @ \$15.00/basket

Basket of pretzels and potato chips @ \$6.50/basket

Large tray of assorted breads, may include banana, lemon & orange, carrot, zucchini (serves 20-25) @ \$28.50/tray

Sliced seasonal fruit tray with yogurt and honey sauce

Large tray (serves 50) @ \$95.00

Small tray (serves 25) @ \$55.00

Assorted sweet tray, variety from brownies, coconut squares, lemon tartlets, other pastries (serves 20) @ \$29.75/tray

Chocolate fountain with seasonal berries and marshmallows @ \$9.95/person (when served with dinner buffet @ \$5.00/person)

Smoked salmon platter served with capers, onions, horseradish cream and rye bread (serves 25) @ \$195.00/platter

Country style pâté served with sliced cucumber, onions, gherkins & French bread (serves 30-35) @ \$135.00 each

Sushi (California rolls) served with pickled ginger and wasabi (minimum 5 dozen) @ \$28.95/doz

Hummus platter served with pita points (serves 25) @ \$26.95/platter

Antipasto platter (serves 25) @ \$26.95/platter

Oyster bar (seasonal) served with traditional condiments (minimum 5 dozen) @ seasonal price

Jumbo shrimp @ \$29.95/doz

Tray of assorted finger sandwiches on white/whole wheat bread, to include sliced chicken & cheddar, egg salad, tuna salad, ham & cheese, roast beef & mozzarella (80 fingers serves 20 - based on 4 fingers per person) @ \$125.00/tray

Baked ham with a maple, mustard glaze and mini kaiser buns (serves 40) @ \$225.00 each

Roast turkey with cranberry, mayonnaise and mini kaiser buns (serves 25) @ \$198.00 each

Hip of beef with mustard, horseradish and mini kaiser buns (serves 100) @ \$725.00 each

Strip loin of beef with mustard, horseradish and mini kaiser buns (serves 25) @ \$300.00 each

Pricing for baked ham, roast turkey, hip of beef, and striploin of beef, includes a Chef on-site for carving purposes.

Tax and gratuity not included. Prices subject to change without notice

Beverage Selections

CASH BAR

(Guests purchase own drinks)

Beer (Domestic) -	\$5.25/bottle
Wine -	\$6.75/glass
Standard Liquor	\$5.25/oz
Premium Liquor	\$6.75/oz
Standard Liqueur	\$7.50/oz
Cognac	\$8.00/oz
Soft drink	\$2.00/glass
Spring water	\$2.25/bottle
Perrier	\$3.25/bottle

HOST BAR

(Host pays for all beverages on one master bill)

Beer (Domestic)	\$4.25/bottle
Wine	\$6.00/glass
Standard Liquor	\$4.25/oz
Premium Liquor	\$6.00/oz
Standard Liqueur	\$6.50/oz
Cognac	\$7.00/oz
Soft drink	\$1.50/glass
Spring water	\$1.50/bottle
Perrier	\$2.75/bottle

In the event sales are below \$300.00 a set-up fee of \$50.00 will be charged. Cash bar prices include the Harmonized Sales Tax of 13%.

A consumption calculation will be done at the conclusion of the function and charged to hosts master bill. In the event that sales are below \$300.00, a set-up fee of \$50.00 will be charged.

Host bar prices do not include 13% Harmonized Sales Tax or 15% gratuity.

ADDITIONAL SELECTIONS

Non-alcoholic fruit punch (serves 25)	\$45.00/gal
Alcoholic fruit punch (serves 25)	\$75.00/gal
Sparkling non-alcoholic punch	\$19.95/bottle
House Wine	\$28.50/bottle
Iced tea (serves 25)	\$49.95/gallon

Our wine list changes continually, therefore, we have not included it with this menu package. We will gladly provide our present wine list upon request.

Please Note: Our premises are licensed by the Province of New Brunswick, therefore, we cannot allow beverages of any kind to be brought onto our premises.

Tax and gratuity not included. Prices subject to change without notice



Wedding Checklist

Date Prepared:
Coordinator:
Name Of Bride:
Name Of Groom:
Present Mailing Address:
Mailing Address After Wedding:
Preferred Name Titles
Phone Number:
Date Of Wedding:
Of People Expected:

CEREMONY:

Time (usually 1 hour):
Location:

PICTURES:

Time (usually 1 1/4 hour):
Location:
Photographer:
Will there be a videographer during meal
Will special lighting be required
Will pictures be taken in hotel lobby?

RECEIVING LINE:

Time (usually 30-45 minutes):
Location: At church ___ or on site ___
If on site, number of people in receiving line:

RECEPTION / DINNER

ATTENDANCE EXPECTED :

Total number of meals required:
Number of alternate meals required:
Number of children's meals required:
Note: 0-6 years of age – Free:
Yes ___ No ___ How many?
7-12 years of age - 1/2 Price:
Yes ___ No ___ How many?
Number of high chairs required:
Number of booster seats required:
If any wheelchair guests, how many?

ARRIVAL TIME :

1st guests:
Wedding party:

SMOKING POLICY:

There is no smoking within the building or in underground parking

RECEPTION PUNCH:

With alcohol ___ or Without alcohol ___ or None ___
Price per gallon: \$

BAR:

Cash ___ or Host ___ (estimate 2 drinks/person/hour)
Open during dinner? Yes ___ or No ___

PLEASE NOTE: New Brunswick liquor licensing laws prohibit any outside alcohol beverages from being brought onto a licensed premise. If outside beverages are found, it will result in early closure of your function. This includes homemade wine, possibly provided as parting gifts.

DINNER:

Time to be served:
NOTE: AN APPROX. 15 MINUTE DELAY IS ALLOWABLE. AFTER THAT FOOD QUALITY WILL SUFFER SO SERVICE SHOULD BEGIN.
Menu:
Price per person: \$ (Tax & gratuity not included)

WINE WITH DINNER

At tables: Hosted ___ or C.O.D. ___
At head table: Hosted ___ or C.O.D. ___

TOAST TO THE BRIDE

Time:
Champagne ___ or wine ___ or punch ___ or ginger ale ___
Price \$

Wedding Checklist (continued)

MASTER OF CEREMONIES:

(To be introduced to maitre d') Name:

AGENDA / TIMES :

Welcome:

Introductions:

Grace:

Special attention to:

Other:

TABLES:

Rounds of 8 guests per table or 10 guests per table:

Number of reserved tables:

Place cards provided by couple: Yes ___ or No ___

GUEST BOOK TABLE:

Inside room: ___ Outside room: ___ (We provide 1/2 moon table, lamp, chairs)

GIFT TABLE:

Yes ___ or No ___ (This is usually inside room)

Require your seating arrangements posted on easel? If you require one of our staff to type up the names, guest list must be received one week prior to wedding. No changes 48 hours prior to function.

HEAD TABLE:

of people:

Raised? Yes ___ or No ___

Require podium? Placed to left ___ or right ___, when facing the head table.

COLOURS:

Wedding colors:

Linen:

FLOWER ARRANGEMENTS :

Provided by couple

AMPLIFICATIONS:

Podium & microphone at which end of head table:

(1 Podium & microphone @ \$25.00)

Other requirements, i.e. slide show, video, extension cord, power bar:

DECORATING:

Time:

Name of decorator:

Phone # of decorator:

Plans for bringing items in (place cards, special glasses, favors, napkins, flower stands, etc.):

Plans for taking above items away at end of evening:

Please note:

All candles used in our facility must be enclosed. No open flames are permitted.

Example: candelabras, table top candles, floor base candles, tea candles or floating candles, unless flame is enclosed in fireproof container and well below the top rim.

CAKE:

When will cake be delivered:

(Cake to be given to coordinator or Banquet Maitre d', not left at front desk)

Who will deliver and phone number:

Who will pick up base pillars and when:

Should cake be refrigerated until time of set-up?

Yes ___ or No ___

Note: Butter cream icing may melt if not refrigerated

Who will set up cake:

Will cake be cut by staff or arrive pre-cut:

If cut by our staff, in fingers ___ or slices ___

On trays ___ or in special baskets ___ or other:

Cake knife provided by couple ___ or hotel ___

Cake napkins provided by couple ___ or hotel ___

Cake to be passed by: Bride & Groom ___ or staff ___

