



# CAMBRIDGE SUITES HOTEL

\* **halifax**

# hotel overview

## LOCATION

Cambridge Suites Hotel is in the heart of the city, only steps away from the Nova Centre, The Scotiabank Centre and the business district. We are within walking distance of many historic sites, entertainment and shopping.

## ACCOMMODATIONS

Our spacious rooms feature a kitchenette area including mini fridge, microwave, wet bar, and coffee maker, with dishes made available upon request. Our guest rooms offer complimentary continental breakfast, Wi-Fi and voicemail service. We are a 100% smoke free hotel.

## GUEST ROOM CATEGORIES

### Studio Guestroom:

Our open concept style with everything you require, including a luxurious queen bed and a pullout sofa or you can have two queen beds. Harbourview suites are available.

### Junior Suite:

In this suite you'll enjoy a private bedroom with a queen size bed and a pullout sofa in the living room.

### One Bedroom Suite:

This is our most spacious suite offering a separate bedroom with either one king size or two beds and a pullout sofa in the living room. Harbourview suites are available.

## HOTEL FACILITIES

Our fitness center is complete with exercise equipment, weights, sauna and a whirlpool tub.

Our roof top patio offers a spectacular panoramic view of the city.

We also offer:

- Coin operated laundry facilities
- Check in – 4:00 pm/Check out – 12:00 pm
- Free newspapers available in the lobby
- Express check in/check out services
- Room Services

## BREAKFAST

Complimentary Continental Breakfast is served daily in the restaurant for all overnight guests.

## PARKING

Over 100 heated underground parking spaces available. Parking is secure and is reserved for hotel guests only for a fee of \$27 per night plus tax.

## MEETING FACILITIES

Cambridge Suites has 4 flexible function spaces that can accommodate groups from 5–80 people.

# catering overview

## **GUARANTEES**

Our catering office must be notified of the number of guests to be served by 12pm, a minimum of 5 business days prior to your function. The hotel reserves the right to relocate functions to an alternate suitable hotel location based on confirmed numbers.

## **FUNCTION OR EVENT TIMES**

Your function or event must adhere to the contracted start and end times. The hotel must authorize arriving prior to or occupying the room after the contracted times.

## **CREDIT POLICY**

All private functions require a non-refundable deposit at the time of booking. Please refer to sales agreement for deposit amount. Fifty per cent (50%) of the anticipated charges are due 30 days prior with the balance due upon conclusion of event.

Clients requesting direct invoicing must allow three (3) weeks to process your credit application.

Please contact our Sales & Meetings Manager for application details. Payment on all accounts is net 30 days.

## **BEVERAGE SERVICE**

All alcoholic beverages served in our function rooms or public spaces must be provided by the Hotel.

## **SPECIALTY MENUS**

The enclosed menus feature a selection of our most popular items. These are only suggestions, and our Chef would be delighted to arrange banquet menus to suit your particular requirements. We pride ourselves on paying full attention to health and specific dietary needs. Specialty items can be purchased and prepared by the hotel.

Alternate meals requested by a guest during your function will be brought to your attention and any additional charges will be added to your final invoice.

## **ALLERGIES AND DIETARY RESTRICTIONS**

The culinary team does their best to accommodate any guest who may have dietary restrictions and/or food allergies. With that in mind, we are happy to make adjustments to the existing menu with proper notice of up to 5 days prior to your event. If you have any questions or concerns, please feel free to discuss them with your event manager. Any allergies that arise without notice will be accommodated where possible with an additional fee.

## **REMOVAL OF FOOD FROM PROPERTY**

City and Provincial Health regulations governing our food service require that all food served to your function be supplied by the hotel and not from any external source or supplier. As well, we are responsible to ensure remaining food items are not removed from hotel property upon completion of your event.

## **LIABILITY AND DAMAGES**

The Hotel reserves the right to inspect and control all private functions. Cambridge Suites assumes no responsibility for personal property or equipment brought to the premises. Any damage done to the hotel property caused by function participants is the responsibility of the convener for that event.

AUDIO-VISUAL REQUIREMENTS

Allow us to assist you with the planning of these details. Full details on pricing and specifications can be discussed with our sales department.

MANDATORY ENTERTAINMENT AND MUSIC FEES

ReSound Music Licensing Company of Canada and SoCan levy fees for all events in which music or entertainment are employed. These fees are ruled by the Copyright Approval Board of Canada and will automatically be applied to your hotel invoice as follows. Prices are subject to change without notice:

RESOUND

1 to 100 People, Music without Dancing .....	\$9.25
1 to 100 People, Music with Dancing .....	\$18.51

SoCAN

1 to 100 People, Music without Dancing .....	\$22.06
1 to 100 People, Music with Dancing .....	\$44.13

PRICING

All prices are subject to change without notice and are subject to applicable taxes and gratuities.

BOXES AND MATERIALS

Any items that you need to ship in advance are to be labeled with your hotel contact, event name and date of function.

Please forward to the following address:

c/o: The Cambridge Suites Hotel  
1583 Brunswick Street Halifax,  
NS B3J 3P5

Any packages received prior to 1 week before event date is subject to a storage fee of \$10 per box, per day.

# breaks

## BEVERAGES

Freshly Brewed Coffee and Assorted Teas .....	\$4 per person
Assorted Soft Drinks (charged on consumption) .....	\$3.50 each
Assorted Juices (charged on consumption) .....	\$3.50 each
Bottled Water (charged on consumption) .....	\$3.50 each
Sparkling Water (charged on consumption) .....	\$4.00 each
Milk 2% .....	\$10 per liter
Chocolate Milk .....	\$10 per liter
Non-dairy alternative upon request - oat will be provided.	

## PASTRIES AND SNACKS

Fresh Baked Muffins .....	\$4 per person
Assorted Pastries .....	\$5 per person
Assorted Sweets .....	\$3.75 per person
Fresh Whole Seasonal Fruit .....	\$2.50 each
Crudités with Dip.....	\$6 per person
Freshly Baked Cookies .....	\$3.50 per person
Assorted Cheese and Charcuterie .....	\$15 per person
Assorted Energy Balls.....	\$4.50 per person
Cupcakes (minimum dozen of one flavor) .....	\$4.50 each

### CHOICE OF

- Vanilla
- Chocolate
- Lemon

Sweet loaves (serves 8) .....	\$28 per loaf
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### CHOICE OF

- Blueberry
- Banana Chocolate Chip
- Fruit and Nut
- Lemon Raspberry

House-made Smoothie (minimum of one litre).....	\$6 per person
Fresh Sliced Fruit .....	\$6.50 per person
Tortilla Chips and Salsa .....	\$7 per person
Flatbread with house-made Hummus or Tzatziki .....	\$7 per person
Assorted Individual Yogurt with Granola and Honey.....	\$5 per person
Individually Packaged Popcorn .....	\$4 each
Assorted Chocolate Bars .....	\$4 each
Individually Packaged Chips.....	\$4 each
Individually Packaged Granola Bars .....	\$4 each

# breakfast buffet

<b>CONTINENTAL BREAKFAST</b> .....	\$19 per person
Croissants	
Assorted Pastries	
Seasonal Sliced Fruit	
Assorted Juices	
Coffee and Assorted Teas	

<b>EARLY RISER</b> .....	\$22 per person
Yogurt, Granola, and Honey	
Banana Bread	
Seasonal Sliced Fruit	
Smoothies	
Assorted Juices	
Coffee and Assorted Teas	

<b>CAMBRIDGE CLASSIC</b> .....	\$26 per person
Scrambled Eggs	

CHOICE OF ONE

- Bacon
- Sausage

Assorted Seasonal Sliced Fruit	
Home Fries	
Breads & Bagels with Butter and Jam	
Muffins	
Assorted Juices	
Coffee and Assorted Teas	

<b>ADDITIONS</b>	
Ham, Bacon, or Sausage .....	\$5 per person
Grilled Tomato .....	\$4 per person
Home Fries .....	\$4 per person



# lunch buffets

All Lunch Buffets are Served with Gourmet Cookies, Coffee, and Tea

## DELUXE WRAPS .....\$25 per person

Chef's Choice Soup

Garden Salad with Balsamic Dijon Dressing

- Turkey, Havarti, Mixed Greens, Tomatoes, and Chipotle Aioli
- Roast Beef, Bell Pepper, and Horseradish Mayo
- Curry Chicken and Apple Salad
- Grilled Chicken, Mixed Greens, Tomatoes, and Chipotle Aioli
- Roasted Vegetables with Hummus

## GOURMET SANDWICHES .....\$28 per person

Chef's Choice Soup

Garden Salad with Balsamic Dijon Dressing

- Turkey, Brie, and Apple Butter on Croissant
- Prosciutto, Sundried Tomato Pesto and Provolone on Ciabatta
- Ham, Smoked Gouda, Pickled Slaw, Dijon Mayo on Croissant
- Grilled Chicken, Mixed Greens, Tomatoes, Chipotle Aioli, on Ciabatta
- Tomato, Roasted Red Pepper, Mozzarella, Basil Pesto, and Balsamic Reduction on Ciabatta

## CHILI AND CORNBREAD .....\$30 per person

Seasonal Salad

Fresh Baked Corn Bread

### TOPPINGS

- Shredded Cheese
- Pickled Jalapeños
- Sour Cream
- Tortilla Chips

### CHOICE OF CHILI

- Beef Chili
- Three Bean Chili

## FLATBREAD LUNCH .....\$25 per person

Seasonal Salad

Chef's Choice Soup

### CHOICE OF

- Italian Salami with Mozzarella
- Margarita

All prices based on a per person or consumption basis where applicable. All prices subject to a 14% tax and 19% gratuity. Subject to change.

**PASTA** .....\$30 per person

Garlic Bread

CHOICE OF ONE SALAD

Caesar Salad

Garden Salad

CHOICE OF ONE ENTRÉE

- Spaghetti Bolognese
- Chicken, Roasted Red Pepper, and Goat Cheese Penne
- Mushroom Ravioli with Spinach Cream Sauce

**MEDITERRANEAN** .....\$30 per person

Pitas

Chickpea Salad

Hummus & Tzatziki

Lemon Roasted Potatoes

CHOICE OF ONE ENTRÉE

- Grilled Chicken with Lemon and Oregano
- Beef Meatballs with Tzatziki
- Roasted Cauliflower with Chili Garlic Oil

**BARBECUE** .....\$30 per person

Garden Salad

Traditional Potato Salad

Spicy Coleslaw

CHOICE OF 1 ENTRÉE .....two entrees add \$5 per person

- Pulled Pork
- BBQ Chicken
- Charred Cauliflower with Chili Garlic Oil



# audio-visual

## PROJECTION EQUIPMENT

LCD Projector .....	\$200
VGA Cord .....	No Charge
HDMI Cord .....	No Charge

## SCREENS

6-foot Tripod Screen .....	\$25
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## AUDIO EQUIPMENT

Handheld Microphone .....	\$150
65" LCD TV .....	\$150
Meeting Owl .....	\$250
Laptop .....	\$200

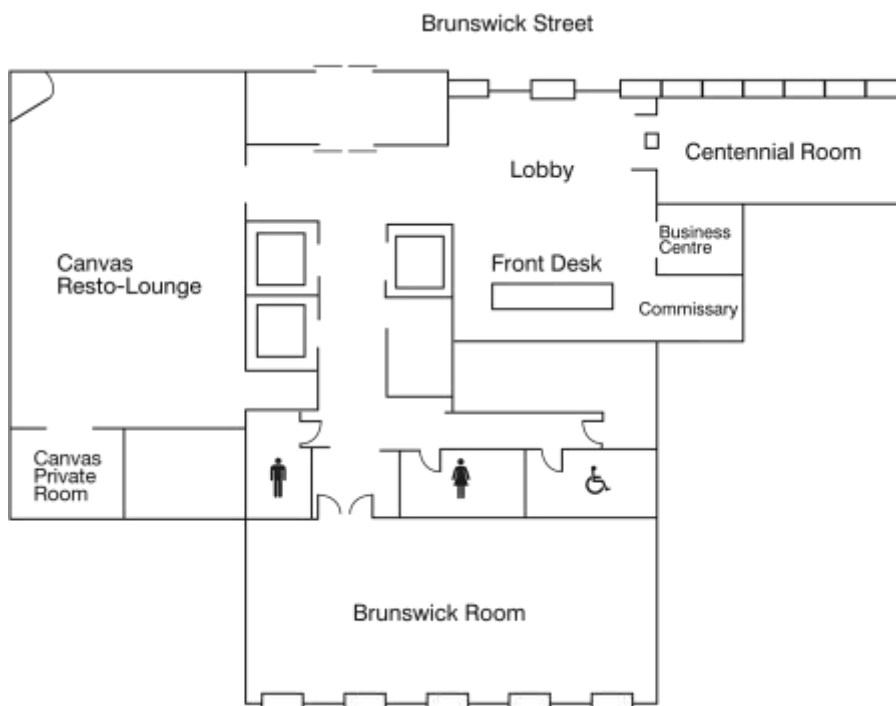
## CONFERENCE ACCESSORIES

Flip Chart & Markers with Easel .....	\$50
Easel .....	\$15
Slide Advancer .....	\$30
Speakerphone .....	\$50
Podium .....	\$50
Podium & Microphone .....	\$150
Power Bar .....	\$5
Extension Cord .....	\$5

Prices are per day and subject to 14% HST

# meeting rooms + capacities

Room	Dimensions	Maximum Capacity (number of persons)						
	Dimensions	Area Sq. ft.	Reception	Theatre Style	Class Room	Board Room	Dining Rounds	U Shape
Centennial Room	40 x 15'	600	40	50	20	30	32	25
Brunswick Room	57 x 20'	1140	80	90	40	50	56	50
Private Room		345	25	20	10	20	20	10
Rooftop Patio			50					
Canvas		2009	130					



# CAMBRIDGE SUITES HOTEL

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## CONTACT US

Cambridge Suites Hotel  
1583 Brunswick Street  
Halifax, Nova Scotia B3J 3P5 Canada

**Hotel:** 902.420.0555

**Reservations:** 800.565.1263 [www.cambridgesuiteshalifax.com](http://www.cambridgesuiteshalifax.com)