



Deposit

Our Catering professionals will advise you of required booking deposits.

Guarantee

We require that you advise our Catering professionals of your menu selection at least 2 weeks prior to the event. Final guaranteed guest count is required 7 days prior. Clients will be invoiced based upon this guaranteed number or actual guest attendance, whichever is higher. When necessary, we reserve the right to substitute a suitable room for your event.

Cancellation Policy

A cancellation fee equal to the room rental charge will be incurred for any cancellation within 14 days of an event. Events cancelled within 7 days prior will be charged the full amount for all contracted services.

Taxes and Service Charges

A service charge of 17% is applicable to all food and beverages. As required by Federal law, GST of 6% will be applied to all charges.





Liability

The Sawridge Inn and Conference Centre will not be responsible for loss of, or damage to, any article left in the hotel prior to, during or following any event.

Food & Beverage

For the protection of our guests, the Sawridge Inn and Conference Centre will be the sole supplier of all food and beverages with the exception of special occasion cakes. We do not allow homemade wine or beer to be brought into any event as per the Alberta Gaming and Liquor Commission. Alcohol and beverage service ends at 1:00 a.m. and conference facilities must be vacated by 2:00 a.m.

Payment

A final invoice will be issued following the event. Please do not pay according to the estimate on the catering contract. Clients may arrange credit privileges with our Accounting Department in advance or accounts may be settled with a credit card. For further information, our Catering professionals will be pleased to assist you.

