

*Weddings...*



*Holiday Inn Express  
Edmonton Downtown*



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At the  
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Edmonton Downtown*

*The Crown Jewel of our Hotel is the Beautiful Penthouse Ballroom, this breathtaking room can seat up to 180 guests. A Raised head table, beautiful Chandeliers and Wood detail throughout this room makes this an ideal place to hold an intimate wedding.*

*Located on the Ninth floor this room features a breathtaking view of the River Valley and Downtown Core, making a Perfect Backdrop for your Special Day.*

*When you book your Wedding at the Holiday Inn Express we include recommendations for our partners and an exclusive discount on your Wedding Décor from A Beautiful Day, Event Décor & Co-ordination.*

*We also offer discounted room rates for all of your wedding guests and a complimentary Jacuzzi Suite for the Bride & Groom on the night of the Wedding (including a Romance Package with Champagne service).*

*At the Holiday Inn Express Downtown Edmonton we pride ourselves in making your day perfect. Our Professional and Experienced staff are there to help make your day unforgettable.  
Book an appointment to come in to see the breathtaking Penthouse and speak with our Wedding Consultant.*

*The Hotel Association of Canada (HAC) is pleased to award the  
Holiday Inn Express Downtown a 4 Green Key Rating*



*A 4 Green Key rating is awarded to a hotel that has shown national industry leadership and commitment to protecting the environment through wide ranging policies and practices. The Hotel has mature programs in place that involve management, employees, guests, and the public, and which have shown substantial and measurable results*

***Ceremony Package:***

*Ceremony Site in the Meredith North & South Banquet Room or the Penthouse Ballroom*

*Complimentary Punch Station*

*White Disposable Aisle Runner*

*4ft. Skirted Table for Signing Registry*

*Seating for up to 200 people*

*Microphone*

*Sound System for Ceremony Music*

*\$600.00*

***We also offer decorating packages, please ask the Catering Department for more details***

# General Information

## Guaranteed Attendance

Please notify the Hotel of your final guaranteed number of attendees 3 Business Days prior to the function date. If the guaranteed number is not received, the hotel will charge the expected number or the actual number of guests, whichever is greater. The Hotel will set-up for 10% over the guaranteed number space permitting. A more suitable function room may be assigned to your group should the number of guests and/or set-up requirements change. Room rental may be adjusted accordingly. If setup change is within 24 hours of the event, a labour fee of \$50.00 per hour will apply and will be charged to the account.

## Prices

Please be advised that all quoted banquet prices are subject to change without notice. Prices for food and beverage will be guaranteed no earlier than 3 months prior to your event.

## Gratuity and Tax

5% GST is applied to the balance of your bill.

## Deposits

A non-refundable deposit, equal to the room rental, may be required to confirm your booking. For all private, social events, conventions, a deposit is required at the time of space confirmation with the estimated balance due two weeks prior to your event. Companies who have Direct Billing setup do not require a deposit.

## Cancellation

If cancellation of the entire event occurs within seven days of the event, the full room rental will be charged. If cancellation of the entire event occurs within seventy two hours of the event, 100% of the estimated function revenue will be charged.

## Priority Club Meeting Rewards

Sign up for **PRIORITY CLUB MEETING REWARDS** and start collecting from your very first meeting. Ask us how or go to [www.priorityclub.com/meetingrewards](http://www.priorityclub.com/meetingrewards).

## Decoration and Signage

We reserve the right to remove any inappropriate or inadequate signage posted in the hotel. All candles (if used) must be in enclosed containers and must be dripleless. The Hotel does not permit the use of abrasive or obtrusive items on walls or ceilings. All items must be removed directly after your event unless arrangements have been made through our Catering Department. Should the Hotel staff need to tear down, a labor fee will apply. Confetti is not permitted in any function room or a \$150.00 per hour clean up fee will be charged to the account.

## Shipping, Receiving & Storage

Boxes must be marked and addressed properly with the name and the date of the meeting and clearly indicated to the attention of the Banquets Manager. There is a limited amount of storage space on the property: we are unable to accept shipments earlier than one week prior to your event. Storage requirements exceeding 1 week prior to a function or 3 days after a function will be subject to storage charges of \$25.00 per day unless arrangements have been made. All Shipping must be looked after by the convener or arranged by the booking company. All Personal belongings and equipment must be removed from the meeting rooms at the end of the day unless the room has a 24 hour booking. We cannot accept liability for articles left in the function room.

## SOCAN

All functions at which music is played are subject to fees established by the Society of Composers Authors and Music Publishers of Canada (SOCAN). Should you have any questions, please contact SOCAN at 1-800-517-6226.

Room Capacity	Events without Dancing	Events with Dancing
1-100	\$20.56	\$41.13
101-300	\$29.56	\$59.17

## DJ

During your event please make sure that the decibel level is of a decent level so that the guests in the hotel are not disturbed by the music. If the music is too loud the DJ will be given one warning. If after that the music is continuously too loud you will be required to shut down the music. We need to be considerate of our other hotel guests on the lower floors. A DJ waiver is also required to be signed by the DJ and the convener and received prior to the function.

## Parking

Parking is available adjacent to the hotel, through **Imperial Parking Ltd.**, we have arranged a discounted parking rate for our guests at **\$9.00** per day for standard passenger vehicles, light trucks and vans. Bus parking is available at a rate of **\$40.00** per day at another nearby parking lot, within easy walking distance. Parking is based on a first come first serve basis.

## Special Services

In order to assist you in the planning of your special day, we are happy to refer a variety of companies to you to assist in Décor, DJ, Bakeries, Florists, Limousines, Photographers and more. We will work with you in developing your audio visual rental requirements, reserved seating, floor plans and registration tables.

PRICES ARE SUBJECT TO 15% GRATUITY & 5% GST  
SUBJECT TO CHANGE

