

ATLANTICA

HOTEL HALIFAX



Catering Menu

2022

*“One cannot think well, love well, sleep well,
if one has not dined well.”*

-Virginia Woolf, A Room of One's Own

Beverages

- Coffee & tea includes decaf & herbal tea 3.25
- Bottled Aquafina water 3.25 each*
- San Pellegrino 3.75 each*
- Assorted Dole fruit juices 3.25 each*
- Assorted soft drinks 3.25 each*
- 2% & skim milk ~ white or chocolate 2.50 each*
- Chilled orange, cranberry or apple juice 10.00 per/L
- Fruit smoothies 20.00 per litre

* Items are charged on consumption.

Bakery Essentials

- Gourmet muffins 3.00
- French Danish - fruit & chocolate 4.50
- Butter croissants 4.00
- Peanut butter & chocolate energy bites 4.00
- Assorted Loaves - 4.00
- Assorted Scones - 4.00
- Cinnamon rolls with vanilla icing 5.00
- Variety of bagels with cream cheese 5.00
- Overnight Oats 4.00
- Gourmet cookies 3.00
- Gluten free brownies 4.00
- Gluten free muffins 4.00
- Smoked salmon with toasted bagels & cream cheese 9.00
- Assorted sweets & squares 4.00

Refresh

- Seasonal whole fruit 2.00
- Yogurt Parfaits 7.00
- Individual yogurt 2.00
- Snack bars & granola bars 3.00
- Fruit skewers with honey yogurt dip 7.00
- Crisp tortillas with tomato salsa 10.00 per bowl
- Fresh sliced fruit & berry selections with flavored yogurt dip & granola 9.00
- Domestic & international cheese w/ crackers 8.00
- Crudites and dip 6.00
- Snack Bowl including chips, pretzels, popcorn 8.00 per bowl

--Prices are per person unless otherwise noted

The Fresh Start

- Mini butter croissants, assorted Danish, pastries, gourmet muffins
- Butter, Becel & jams
- Fresh sliced fruit with yogurt dip & granola
- Assorted cereals
- Chilled orange, apple & cranberry juices
- Coffee & tea

16.00 per person

Rise and Shine

- Mini butter croissants, assorted Danish, gourmet muffins, pastries
- Butter, Becel & jams
- Assorted cereals
- Nova Scotia scrambled eggs with Cheddar & scallions
- Smoked bacon & country sausage
- Home fries
- Chilled orange, apple & cranberry juices
- Coffee & tea

23.00 per person

Breakfast Buffet Add On Enhancements

Hot

- Cinnamon French toast with whipped cream & berry compote *4.00*
- Buttermilk pancakes with whipped cream & berry compote *4.00*
- Belgian waffles with whipped cream & berry compote *4.00*
- Cheese omelets *4.00*
- Breakfast sandwich/burrito *5.00*
- Kettle made oatmeal *2.00*
- Baked molasses beans *3.00*
- Vegetarian frittata bites *4.00*
- Nova Scotia fish cakes *5.00*
- Eggs Benedict with country ham & Hollandaise *7.00*

Wholesome

13.00 per person

- Dried fruit & nuts
- Assorted cereal bars
- Sliced fruit & berries
- Chilled orange, apple & cranberry juice
- Coffee & tea

Fruit & Yogurt

15.00 per person

- Yogurt parfaits with homemade granola
- Assorted scones
- Fruit skewers
- Chilled orange, apple & cranberry juice
- Coffee & tea

Healthy in the Morning

14.00 per person

- Fruit smoothies
- Avocado Toast
- Oat Cakes
- Chilled orange, apple & cranberry juice
- Coffee & tea

Pick Me Up

14.00 per person

- Fresh baked cookies
- Chocolate brownies
- Chocolate dipped strawberries
- Cheesecake squares
- Coffee & tea

Dips & Chips

13.00 per person

- Cannery Kettle chips
- Crisp tortillas with Queso dip & Pico de Gallo
- Curried pita chips with tzatziki & hummus
- Assorted soft drinks

Healthy in the Afternoon

15.00 per person

- Crudités with a selection of dips
- Peanut butter & chocolate energy balls
- Assortment of cheeses with crackers
- Coffee & tea

Stack it up

22.00 per person

- Chef's soup kettle
- Garden salad, fried wonton, fresh vegetables with assorted dressings
- Cannery Kettle chips

Selection of sandwiches to include:

- Smoked turkey with cranberry mayo & Havarti on sourdough
- Sirloin of beef with horseradish mayo on ciabatta with caramelized onions
- Creamy avocado, cucumber & spinach on ciabatta
- Curried chicken salad on a pretzel roll

- Fresh baked cookies, assorted sweets & squares
- Coffee & tea

Wrap It Up

22.00 per person

- Chef's soup kettle
- Garden salad, fried wonton, fresh vegetables with assorted dressings
- Cannery Kettle chips

Selection of wraps to include:

- Black forest ham, maple mustard, Swiss cheese
- Roasted vegetables, feta cheese with roasted red pepper mayo
- Grilled chicken Caesar with bacon & parmesan
- Turkey, spinach and tomato with creamy guacamole

- Fresh baked cookies, assorted sweets & squares
- Coffee & tea

Serve It Up Hot

26.00 per person

› *Minimum 15 Guests:*

- Chef's soup kettle
- Garden salad, fried wonton, fresh vegetables with assorted dressings
- Cannery Kettle chips

Selection of hot sandwiches to include:

- Pulled BBQ pork with house made coleslaw on a crusty bun
- Hoisin beef banh mi, pickled carrots, siracha, garlic aioli on a Hoagie roll
- Grilled vegetable quesadilla
- Sourdough grilled cheese with Havarti & smoked Cheddar

- Fresh baked cookies, assorted sweets & squares
- Coffee & tea

Pizza Corner

25.00 per person

Minimum 15 Guests

- Caesar salad
- Vegetarian & pepperoni pizza
- Garlic Fingers
- Cannery donairs loaded with tomatoes & onions, donair sauce
- Churros
- Coffee & tea

Drive Thru

26.00 per person

Minimum 15 Guests

- Salad
- All Beef Burgers
- South Western Chicken burgers
- Beyond Meat Burgers
- Assortment of condiments and garnishes
- French Fries
- Fresh baked Brownies
- Coffee & tea

Trattoria

28.00 per person

Minimum 15 Guests

- Toasted garlic bread sticks
- Insalata fresca - tomatoes, artichoke hearts, baby greens & balsamic vinaigrette
- Penne tossed with roasted chicken breast in basil scented cream sauce
 - Gnocchi Arrabbiata with Parmesan
- Tiramisu
- Coffee & tea

Picnic

26.00 per person

Minimum 15 Guests

- Purple Cabbage Slaw
- Red skinned potato salad with grainy mustard
- Corn bread
- Chicken Pot Pie
- Smoked Cheddar Mac & Cheese
- Coconut Macaroons
- Coffee & Tea

Mediterranean

25.00 per person

Minimum 20 Guests

- Grilled pita with hummus
- Tabouli ~ tomatoes, mint, parsley with fluffed couscous
- Greek salad
- Chicken shawarma with garlic fried chick peas
 - Falafel ~ chick pea fritters
- Lemon rice pilaf
- Baklava
- Coffee & tea

Bowls “To Go”

25.00 per person

Minimum 20 Guests

- Chef’s soup kettle

Choice of two of the following individually portioned bowls:

- Buddha Bowl ~ Soy & ginger chicken, fried chick peas, pickled carrot slaw, ancient grains, edamame
- Coconut Curry Bowl ~ Roasted sweet potato, cauliflower, basmati rice, roasted peppers, cilantro, purple cabbage slaw
- Smoked Salmon Bowl ~ pickled onion, quinoa, goat cheese, artisan lettuce, garden vegetables, smoked peach vinaigrette
- Taco Bowl ~ Mexican beef, pico, guacamole, sour cream, fried rice, whipped feta, fried tortilla, cilantro

- Fresh baked cookies, assorted sweets and squares
- Coffee & tea

Signature Lunch Buffet

35.00 per person

- Chef's soup kettle

Choice of two of the following salads:

- » Artisan greens, garden vegetables & a selection of dressings **GF**
- » Caesar salad with smoked bacon, parmesan cheese & garlic dressing
- » Greek pasta salad with crisp vegetables, feta, kalamata olives & lemon oregano dressing **V**
- » Sliced potato salad with grainy mustard dressing **V**
- » Caprese salad, grape tomatoes & baby mozzarella with basil vinaigrette **V**
- » Quinoa, goat cheese, cilantro with roasted red pepper dressing **V**
- » Waldorf salad - fresh apples, celery, walnuts, and grapes, dressed in mayonnaise served on a bed of lettuce **GF, V**
- » Cucumber salad, fresh chopped vegetables tossed in lemon and cilantro **V**
- » Red cabbage and carrot slaw with sesame dressing **GF, Vegan**

Lunch Buffet

» *Choice of two hot entrées:*

- » Atlantic salmon filet with Acadian maple cream **GF**
- » Grilled chicken with roasted red pepper reduction **GF**
- » Panko crusted haddock with dill cream **GF**
- » Grilled tandoori pork with cucumber raita **GF**
- » Honey garlic beef stir-fry **GF, DF**
- » Wild mushroom ravioli in a herb cream **V**
- » Cheese tortellini baked in a tomato cream with asiago cheese **V**
- » Thai tofu & vegetable curry **V, DF**

» *Choice of one accompanying starch:*

- » Whipped garlic potatoes
- » Lemon roasted potatoes
- » Saffron basmati rice

- Chef's seasonal vegetables
- Warm Valley apple crisp with vanilla cream
- Fresh sliced fruit with yogurt dip
- Assorted sweets and squares
- Coffee & tea

***Add a third entrée for 6.00 per person*

Plated Lunch

Select one choice from each course

Minimum 20 guests

Appetizers

- Maple roasted butternut squash soup **GF, V**
- Charred tomato bisque **GF, V**
- Maritime seafood chowder – add 5.00
- Artisanal greens ~ micro greens with garden vegetables & a maple balsamic vinaigrette **GF, Vegan**
- Caesar salad ~ torn romaine leaves, herb croutons, smoked bacon, Parmesan cheese & garlic dressing
- Cucumber salad ~ fresh chopped vegetables with a lemon & cilantro vinaigrette **V**
- Arugula salad with julienne vegetables, fried wontons with sesame dressing **DF, V**
- Honey roasted beets with goat cheese, walnuts & arugula **GF, V**

V - Vegetarian
GF - Gluten Free
DF - Dairy Free

Mains

- Seared chicken breast with forest mushrooms & roasted garlic jus with potato pave **GF 32.00**
- South west chicken breast, chipotle BBQ sauce, Cajun rice 32.00
- Roasted Atlantic salmon, crispy risotto & finished with an Acadian maple cream 32.00 **GF**
- Pan roasted pork tenderloin, caramelized onion demi with garlic whipped potato 32.00 **GF**
- Haddock Provençal with saffron orzo 30.00
- Wild mushroom ravioli in herb cream 28.00 **V**
- Vegetarian tikka masala with tofu over basmati rice 30.00 **V**
- Four cheese tortellini, basil cream with Parmesan 28.00 **V**

Chef's selection of seasonal vegetables

Desserts

- Baileys chocolate crème brûlée
- Chocolate mousse duo cake, Oreo crust & Chantilly cream
- Sorbet & fruit, layers of fresh fruit and berries, mango sorbet & lemon curd **GF**
- Banana chocolate cake with raspberry puree **GF**
- Bumble berry crisp with brown sugar crumble
- Coffee & tea

Power Dinner

39.00 per person

- Chef's soup kettle
- Artisan greens, garden vegetables & a selection of dressings
- Quinoa, goat cheese, cilantro with roasted red pepper dressing
- Seared breast of chicken with mushroom pan gravy
- Oven roasted salmon with shallot and dill cream
- Chef's choice of seasonal vegetables & whipped garlic potatoes
- Warm apple crisp with vanilla cream
- Fresh baked cookies, chocolate bites & cake treats
- Coffee & tea

Taste of India

44.00 per person

- Kachumber salad
- Fried Papadoms
- Lamb Tikka Masala – spiced curry sauce
- Butter Chicken - mild spiced tomato butter yogurt sauce **GF**
- Biryani rice
- Gulab Jamun
- Coffee & Tea

Trattoria at Night

40.00 per person

- Toasted garlic bread
- Caesar salad ~ torn romaine leaves, herb croutons, smoked bacon, Parmesan cheese & garlic dressing
- Antipasto board with sliced salami, prosciutto, mortadella & giardiniera
- Classic chicken parmigiana
- Spaghetti Algio e Olio
- Mascarpone mousse
- Espresso Bavarian with lady fingers
- Coffee & tea

Design your own plated dinner

Select one option from each course
Minimum 20 guests

Appetizers

- Maple roasted butternut squash soup **GF**
- Garlic roasted tomato bisque with gorgonzola crustini **V**
- Charred cauliflower with red Thai curry puree **Vegan**
- Maritime seafood chowder ~ add 5.00
- Artisanal greens ~ micro greens with garden vegetables & a maple balsamic vinaigrette **GF, Vegan**
- Caesar salad ~ torn romaine leaves, herb croutons, smoked bacon, Parmesan cheese & garlic dressing
- Cucumber salad ~ fresh chopped vegetables with a lemon & cilantro vinaigrette **V**
- Arugula salad with julienne vegetables, fried wontons with sesame dressing **DF, V**
- Honey roasted beets with goat cheese, walnuts & arugula **GF, V**

Mains

- Seared beef tenderloin with a stilton crust, roasted garlic mashed potatoes with bearnaise sauce, seasonal vegetables – cooked medium **59.00**
- Fennel crusted salmon, sticky rice, seasonal vegetables, coconut saffron sauce **45.00 GF**
- Pan seared chicken breast, sherry & thyme jus, balsamic mushrooms, smoked cheddar potato pave, seasonal vegetables **40.00**
- Chicken breast stuffed with spinach & artichokes, prosciutto, seasonal vegetables, carrot & coriander puree **41.00 GF**
- Salmon wellington, wilted spinach with goat cheese, garlic mashed potatoes, white wine butter sauce, seasonal vegetables **48.00**
- Sweet potato & chickpea masala with cinnamon scented basmati rice **39.00 V, GF**
- Mushroom ravioli, basil pesto tomato sauce & goat cheese **39.00 V**

Desserts

- Lemon crème brûlée **GF**
- Raspberry cheesecake with shortbread crust & white chocolate ganache
- Double layered brownie, chocolate mousse, French Vanilla ice cream
- Warm bumbleberry fruit crisp with cinnamon cream
- Orange Sorbet with vanilla cream & fresh fruit **GF**
- Bavarian cream, vanilla sponge cake, fresh fruit & strawberry mousse
- Flourless banana chocolate cake with caramelized bananas & chocolate glaze **GF**
- Carrot cake with walnuts & caramel **GF, Vegan**
- Peanut butter cheesecake **GF**

Coffee & Tea

**Two different entrees may be chosen with the third being vegetarian at an additional \$3 per person. Selection needs to be made in advance and place cards indicating the guest choice to be provided. We require the breakdown on entrée selections 5 business days prior.*

Menu items can be modified to accommodate dairy and gluten free requests.

Custom menus available upon request

V - Vegetarian

GF - Gluten Free

DF - Dairy Free

Appetizers

- Chef's soup kettle
- Steamed mussels with white wine & garlic

Choice of four of the following salads:

- ›› Artisan greens, garden vegetables & a selection of dressings **GF**
- ›› Caesar salad with smoked bacon, parmesan cheese & garlic dressing
- ›› Greek pasta salad with crisp vegetables, feta, kalamata olives & lemon oregano dressing **V**
- ›› Sliced potato salad with grainy mustard dressing **V**
- ›› Caprese salad, grape tomatoes & baby mozzarella with basil vinaigrette **V, GF**
- ›› Quinoa goat cheese, cilantro with roasted red pepper dressing **V**
- ›› Waldorf salad - fresh apples, celery, walnuts, and grapes, dressed in mayonnaise served on a bed of lettuce **GF, V**
- ›› Cucumber salad, fresh chopped vegetables tossed in lemon and cilantro **V**
- ›› Red cabbage and carrot slaw with sesame dressing **GF, Vegan**

Mains

Please choose two of the following options:

- Korean Barbeque pork with red chili, ginger & sesame
- Atlantic salmon filet with Acadian maple cream **GF**
- Seafood risotto - shrimp, scallops & mussels with lemon & garlic **GF**
- Slow roasted beef with roasted garlic & rosemary jus

continued...

- Herb roasted breast of chicken with wild mushroom ragout
- Maple chicken curry tossed with penne
- Tomato pesto chicken with melted Bocconcini
- Stewed lamb with winter vegetables
- Wild mushroom ravioli with portabella cream & asiago **V**
- Thai Red curry marinated tofu & vegetable **V, DF**
- Chef's seasonal vegetables
- *Your choice of whipped garlic potatoes or lemon & herb roasted potatoes or saffron basmati rice*

Desserts

- A selection of Decadent Desserts
- Warm Valley apple crisp with vanilla cream
- Fresh fruit with yogurt fondue
- Coffee & Tea

49.00 per person

Add a Carving station

- › Roast prime rib, thyme demi & accompaniments
\$14 per person
- › Roast turkey breast with cranberry chutney & summer savoury 'bread pudding', homestyle gravy
\$10 per person
- Whole side of Atlantic salmon with herb seed crust, tomato chutney & mustard sauce
\$11 per person

Reception Items

Priced per dozen.
Minimum three dozen of each selection.

Cold

- Antipasto skewers tortellini with fresh mozzarella **V**
\$27
Fresh shucked oysters, apple mignonette sauce
Market Price **DF, GF**
- Smoked salmon mousse canape \$27 **GF**
- Lobster salad bite on brioche \$37
- Scallop ceviche spoons with micro greens & garlic aioli \$32 **GF, DF**
- Prosciutto wrapped cucumber with whipped feta **GF**
\$28
- Forked shrimp cocktail \$27 **GF, DF**
- Caprese salad skewers \$25 **GF**
- Tomato & basil bruschetta \$25 **V**

V - Vegetarian

GF - Gluten Free

DF - Dairy Free

Hot

- Crispy lobster risotto cakes \$35 **GF**
- Polenta & goat cheese brûlée \$27 **GF, V**
- Vegetable spring rolls \$25 **V**
- Chicken & sweet potato samosa \$29
- Loaded potato croquettes \$29
- Sirloin sliders with garlic mayo & smoked Cheddar \$29
- Arrancini - crispy fried risotto balls stuffed with mozzarella \$27 **V**
- Bacon wrapped scallops with maple mustard sauce \$32 **GF, DF**
- Mini pulled chicken tacos \$31
- Shrimp tempura with pineapple chili sauce \$30 **V**
- Pulled pork sliders with house made coleslaw \$29
- Mini sourdough grilled cheese \$27 **V**
- Arrabiata meatball stuffed with bocconcini \$31
- Beef satay with peanut sauce **DF** \$29

SMALL (10-15 ppl)

LARGE (25-30ppl)

Charcuterie

- Selection of cured & smoked meats, rilletes, olives & vegetables. Crackers & breads with an assortment of mustards & spreads

Small \$150 Large \$275

In The Garden

- Selection of garden vegetables with cucumber yogurt dip and buttermilk ranch

Small \$85 Large \$150

From the Orchard

- Fresh sliced fruit & berry selections with flavored yogurt dip

Small \$100 Large \$175

Dips

- Various dips & spreads from around the globe with flat breads, crisps & breads

Small \$100 Large \$175

Cheese Please

- › International & domestic cheese with baguettes, crackers & fruit garnish

Small \$125 Large \$225

From the Sea

- Hot & cold smoked fish, poached shrimp, pickled herring, marinated mussels, calamari salad

Small \$150 Large \$275

Mexican Fiesta

- › Black bean dip, guacamole, pico de gallo, salsa roja, sour cream & crisp corn chips

Small \$100 Large \$175

Little Sandwiches

- A selection of cocktail sandwiches & mini wraps on 24 Carrot Bakery breads

Small \$100 Large \$175

Sweet Tooth

- Mini crème brûlée, chocolate bark, cakes & chocolate bites, cheesecake squares, mousses

Small \$150 Large \$275

Reception

Pizza Corner

- Pepperoni, The Works, Vegetarian, Donair or Garlic fingers - **\$28 each**

Poutine

- Crisp French fries, beef gravy & cheese curds **\$10 per person**

or

- Sweet potato fries, masala curry & paneer **\$12 per person**

Taco Bar

Hard and soft shell tacos with an array of garnishes: green onion, crumbled bacon, sautéed mushrooms, caramelized onions, shredded cheese, sour cream, salsa & guacamole

Ground Beef - \$12 per person

Chicken - \$14 per person

Maritime Kitchen Party

Minimum 25 people

Seafood chowder, ale braised local mussels, mini donairs & crispy mini fish & chips
\$25 per person

Cooks in action

Minimum 50 people

- » Prawns, pine nuts, grapes with Pernod & cream **\$12 per person**
- » Seared scallops with white wine and bacon **\$13 per person**
- » Local mussels with Thai flavours **\$8 per person**
- » Made to order pasta station:
Basil pesto cream, rustic tomato sauce, penne rigate & an array of vegetable garnishes **\$10 per person**

Carvery

Minimum 50 people

- Roast beef tenderloin (cooked medium rare), with caramelized onions, grain mustard, horseradish & 24 carrot mini kaisers **\$18 per person**
- Roast turkey breast with cranberry chutney, summer savoury 'bread pudding' & homestyle gravy **\$12 per person**
- Whole side of Atlantic salmon with herb seed crust, tomato chutney & mustard sauce **\$13 per person**

For Chef attended stations, a \$75 labour fee will be added to the above per person pricing

- Liquor \$5.00
- Liquor Premium \$6.09
- Beer \$5.00
- Imported Beer \$6.09
- House Wine \$6.09
- Imported Wine \$7.83
- Liqueurs \$6.09
- Coolers \$6.09
- Soft Drinks \$3.25
- Bottled Water \$3.25
- Fruit juices \$3.25
- Sparkling Water \$3.75
- Fruit Punch \$10 per litre
- Liquor Punch \$23 per litre
- Champagne Punch \$29 per litre

Cocktail/Martini pricing available upon request

Wine list available upon request

17% Gratuity & HST will be added for host bars

HST will be added for cash bars

A labour charge of \$25 per hour (minimum 3 hours) will apply if net sales of \$400 is not met.

Menu Selection

Menu selections should be discussed three to six weeks prior to the start of your event.

All menu prices quoted are for 90 days & are subject to change thereafter.

Our Executive Meeting & Conference Service Manager would be pleased to assist you, should you prefer to personalize a custom menu to accommodate your guests/tastes. Alternative meals are available for guest(s) with special dietary needs (vegetarian, allergy, etc.).

Food & Beverage Regulations

Due to liability insurance, the Atlantica Hotel Halifax must provide all food & beverage items (with the exception of wedding cakes). Therefore, the removal of any & all food & beverage from the hotel premises is prohibited.

Atlantica Hotel Halifax is responsible for upholding & administering the Liquor Laws of the Province of Nova Scotia regarding the dispensing of alcoholic beverages. As such, the hotel reserves the right to refuse to serve any person or group that would result in the hotel being in conflict with the Liquor Laws. Atlantica Hotel Halifax reserves the right to terminate any event before its scheduled ending time, for such reasons.

Nova Scotia Smoke Free Places Act

Atlantica Hotel Halifax is a non-smoking hotel & prohibits smoking in all guest rooms & meeting space.

Guaranteed Numbers & Cancellations

A guaranteed number of people attending your function is required three business days prior to the start of your event date (seven business days applies to Weddings/Social Events). Atlantica Hotel Halifax will charge for the number of guaranteed people or for the number of people served, whichever is greater. To maintain high service standards all food & beverage items which are priced per person cannot be ordered for any amount less than the total number of guaranteed attendees.

Should the final guaranteed number of attendees fall short of the guarantee originally stipulated on the function contract, Atlantica Hotel Halifax reserves the right to bill for the original guarantee stipulated on your contract, or impose an additional room rental charge & applicable tax. The hotel reserves the right to re-assign function space if the guaranteed number of attendance is lower than originally stipulated on the function contract.

Cancellations must be made with your Executive Meeting & Conference Service Manager between the hours of 8:00 am & 5:00 pm, Monday to Friday. Cancellation fees will apply in accordance with the Hotel's policies. Please see your contract for details.

Service Fees

A service fee of 17% is applied to all food & beverage products prior to applicable tax.

A minimum three-hour labour charge of 25.00 per hour applies to all bar services with revenues below 400.00, prior to tax.

A 45.00 labour charge is applied to all hospitality suite set-ups for ice & glass service.

A 50.00 labour charge applies to groups numbering less than twenty (20) persons for served meals. All charges are subject to a 17% service fee & applicable tax.

Seating arrangements for social functions are based upon 60-inch round tables that seat 8-10 guests. Functions requiring complete table set-up earlier than one hour prior to the event start time may be subject to an additional labour charge.

Deposits

Social events require a deposit of 500.00 – 1000.00 within 14 days of confirming your function space, with the remaining balance due three business days prior to the event. Should the function be cancelled, the deposit is forfeited.

Credit Information

All existing accounts of Atlantica Hotel Halifax have billing privileges of net 30 days upon receipt of the function invoice. New accounts are required to establish credit with our accounting department by submitting a fully completed credit application at least two weeks prior to the function date to allow adequate time for processing.

Damages & Lost Items

Liability for any damages to the premises will be charged accordingly. Convenors of the function are held responsible for other members of their group. Atlantica Hotel Halifax assumes no responsibility for any personal items or equipment brought into the hotel. Unless a function room has been reserved on a 24-hour basis, any & all personal items & equipment must be removed from the function space at the function's contracted ending time.

Security

Atlantica Hotel Halifax can provide security arrangements from an outside security company for your function at an additional cost. The hotel will require two weeks notification to your Executive Meeting & Conference Service Manager to ensure security personnel for your event date.

Management Right

Atlantica Hotel Halifax reserves the right to refuse or cancel any function deemed by the management to reflect poorly on the integrity or safety of its staff & other guests of the hotel.

SOCAN Fee

On behalf of SOCAN (Society of Composers, Authors & Music Publishers of Canada), Atlantica Hotel Halifax is obligated to charge an entertainment fee based on the capacity of the function room (NOT on the number of attending guests):

Room Capacity Fee Per Event (Standing or Seated)	Without Dancing	With Dancing
Guild Hall	31.72	63.49
Guild East	22.06	44.13
Guild West	22.06	44.13
Commons	31.72	63.49
Citadel/Cunard	22.06	44.13
Cabinet	20.56	44.13
Campaign	22.06	44.13
Citadel	22.06	44.13
Cunard	22.06	44.13

NOTE: This fee is submitted directly to SOCAN, is non-negotiable & is not a hotel fee.

Re:Sound - Music Licensing Company

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining compensation for artists and record companies for their performance rights. On behalf of Re:Sound, the Atlantica Hotel Halifax is obligated to charge a fee based on the following chart:

Room Capacity Fee Per Event (Standing or Seated)	Without Dancing		With Dancing	
	1-100 people	101-300 people	1-100 people	101-300 people
Guild Hall	9.25	13.30	18.51	26.63
Commons	9.25	13.30	18.51	26.63
Guild East	9.25	13.30	18.51	26.63
Guild West	9.25	13.30	18.51	26.63
Citadel/Cunard	9.25	-----	18.51	-----
Cabinet	9.25	-----	18.51	-----
Campaign	9.25	-----	18.51	-----
Citadel	9.25	-----	18.51	-----
Cunard	9.25	-----	18.51	-----

NOTE: This fee is submitted directly to Re:Sound, is non-negotiable & is not a hotel fee.

Decorations & Rentals

Decorations, floral arrangements, entertainment & limousine rentals may be arranged & ordered through your Executive Meeting & Conference Service Manager. Streamers & confetti are prohibited in the function rooms. If these items are used a cleaning charge will apply. Masking tape & putty are the only materials permitted for hanging items in function space.

Audiovisual Equipment

Atlantica Hotel Halifax recommends Freeman Audio Visual Canada for rental of audiovisual equipment & services. Orders are placed through your Executive Meeting & Conference Service Manager & Freeman Audio Visual Canada will contact you directly for billing. If required, Atlantica Hotel Halifax will provide one microphone & podium at no cost for your function.

Display & Exhibits

Atlantica Hotel Halifax does not provide storage space for displays, materials & exhibits. Your Executive Meeting & Conference Service Manager must approve the arrival of all displays, materials & exhibits. The hotel does not provide labour or equipment (i.e.: dollies, carts, etc.) for the unloading, moving or loading of displays, materials & exhibits.

Displays, materials & exhibits will be brought into the hotel via the receiving entrance located at the north end of the hotel (Quinpool Road). Shipments are received at this entrance between the operational hours of 8:00 am – 4:00 pm, Monday to Friday. Atlantica Hotel Halifax reserves the right to refuse exhibits, equipment or display material of excessive weight.

Please notify your Executive Meeting & Conference Service Manager of any equipment requiring amperage beyond a standard electrical power supply to ensure correct voltage & amperage is available. Extra power can be provided through an outside supplier at an additional charge if notification is provided to your Executive Meeting & Conference Service Manager two weeks prior to your function date.

Shipping & Receiving

Atlantica Hotel Halifax has limited storage space & cannot guarantee the security of any materials shipped in advance for your function. Should storage be required please contact your Executive Meeting & Conference Service Manager. In some cases, a storage fee may apply. Items shipped to Atlantica Hotel Halifax must be clearly labeled. It is the responsibility of the convener and/or meeting room guest to make arrangements to have any meeting room materials returned to their company. Items left at the hotel will be kept for a maximum of 30 days from the date of the function. After 30 days, the parcels are opened by the hotel receiver to ensure safe disposal according to contents.

Please place the following label to all packages to ensure quick handling:

Contact Name
C/O Atlantica Hotel Halifax
1980 Robie Street
Halifax, Nova Scotia B3H 3G5