

Hudson
Bay
Lodge

Smithers, B.C.

meeting & banquet facilities

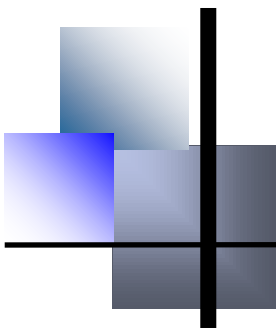
Thank you for choosing Hudson Bay Lodge in Smithers.

We offer a variety of modern facilities, innovative cuisine and exceptional service providing a seamless event tailored to accommodate your needs.

Whether you are hosting a conference demanding the latest audio-visual and communications technology, an executive meeting in a private dining room, an elegant wedding reception for several hundred guests, or a professional training session requiring a versatile space, Hudson Bay Lodge will work closely with you to personalize every detail.

While the experienced chefs at Zoer's Restaurant create signature dishes and themed menus, our banquet professionals will organize and coordinate the perfect set-up and service options, ensuring a dynamic and successful function.

Our reputation is based on genuine hospitality, culinary inspirations and outstanding amenities. We invite you to discover the difference at Hudson Bay Lodge in Smithers.



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meeting room information

executive boardroom

\$150

conference room 1

\$125

conference room 2

\$100

babine room

\$150

driftwood room

\$150

yellowhead room

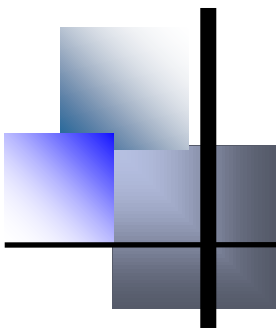
\$150

glacier room

The Glacier Room offers a private restaurant setting for intimate gatherings. making the Glacier Room ideal for a working breakfast, lunch, or dinner meeting.

\$150

meeting room & equipment rates are subject to 12% HST



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meeting room information

summit ballroom

Located just off our Main Lobby, the Summit Ballroom is large enough to seat 400 people. This room is ideal for weddings and social functions.

\$750

hudson room

Located just off our Main Lobby, the Hudson Room is split off the Summit Ballroom with the use of dividing walls and is great for meetings or small social gatherings.

\$200

ferguson room

Located just off our Main Lobby, the Ferguson Room is split off the Summit Ballroom with the use of dividing walls and is large enough to host a moderate reception or conference.

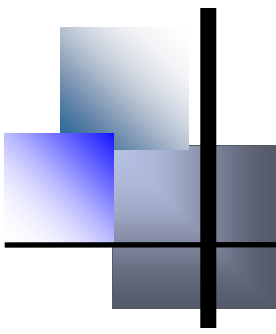
\$300

summit room

Located just off our Main Lobby, the Summit Room is part of the ballroom, equipped with a stage and sound system.

\$500

meeting room & equipment rates are subject to 12% HST



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room dimensions & capacities

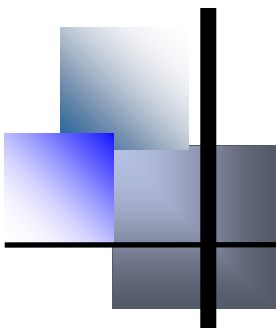


	Hollow Sq.	Boardroom	U-Shape	Classroom	Theatre	Banquet
Conference Room #1 12 x 13 Ensuite washroom	n/a	8	n/a	n/a	n/a	n/a
Conference Room #2 12' x 23' Ensuite Washroom	n/a	10	n/a	n/a	n/a	n/a
Executive Boardroom 18' x 24' Ensuite Washroom	20	15	12	n/a	n/a	n/a
Babine Room 23' x 24' Ensuite Washroom	20	15	20	20	30	n/a
Driftwood Room 34' x 23'	40	30	30	40	60	50
Yellowhead Room 47' x 23'	45	40	40	50	100	60
Glacier Room 25' x 45'	20	20	20	n/a	n/a	65
Hudson Room 17' x 37'	n/a	25	25	25	60	40
Ferguson Room 40' x 39'	60	50	50	60	107	65
Summit Room						
Summit Ballroom	70		60	350	375	200

The equipment listed below is available for rent:

- Flip Charts
- Dry Erase Boards
- TV/VCR
- DVD Player
- LCD Multimedia Projector
- Projector Screen
- Overhead Projector
- CD/Cassette Stereo
- Podium
- Clear One Wireless Speaker Phone
- Wireless Microphone
- Lapel Microphone
- Dance Floor
- Wet Bar

maximum meeting room capacities do not include space for head tables, buffets, or special equipment
please discuss specific seating requirements at time of booking



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policies & guidelines

Hudson Bay Lodge reserves the right to inspect all events held on the premises. For the protection of our guests, all food & beverage must be purchased through the Catering Department. In addition, removal of food & beverage from the Hotel is strictly prohibited. All federal, provincial, and local laws with regard to food & beverage purchase and consumption are strictly adhered to and enforced.

Hudson Bay Lodge is licensed for sale and service of alcoholic beverages with the BC Liquor Control Board. It is a requirement that all liquor, beer, and wine be supplied by Hudson Bay Lodge.

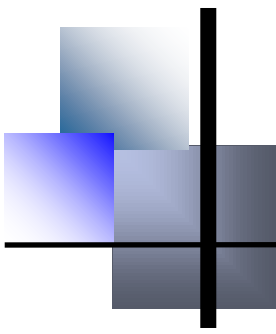
Final menus and wine selections are required 10 days prior to your function. We reserve the right to modify menus due to the non-availability of certain food items. If you have a special menu or specific requests, please feel free to discuss them with our Catering Department.

GUARANTEES: The number of attendees must be confirmed 48 hours in advance. If the guaranteed number has not been received, the charge will be based on the previously discussed attendance figure or the actual number attending, whichever is greater.

PRICING: Prices are subject to change and can be confirmed a maximum of six months prior to the date of service.

ESTABLISHMENT OF ACCOUNTS: To apply for direct billing of a master account, a credit application must be completed and approved by our Accounting Department (please allow 8-10 days for processing). For all other bookings, a Credit Card Authorization Form must be completed and returned 10 days prior to the date of function. For social bookings and weddings, a non-refundable deposit of \$500 is required to confirm a booking. The remaining balance is due 10 business days prior to function date.

CANCELLATION POLICY: A cancellation charge will be levied if an event is cancelled within 72 hours of the function date. A deposit becomes refundable only when the room has been re-scheduled in which case the deposit will be applied to the new bookings.



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DECORATING: Please discuss your decorating plans, including the hanging of any signs, with our Banquets Department. Meeting Room fees include set up and take down, tablecloths and skirting.

OUTSIDE CONTRACTS: Hudson Bay Lodge reserves the right to advance approval of all outside contractors hired for use by a convention group. The hotel will, upon reasonable notice, cooperate with outside contractors. Hotel facilities are available to outside contractors to the extent that their function does not interfere with the use of the facilities by other guests. All outside contractors must submit proof of insurance, engineering and electrical needs and fire department permits to the hotel fourteen (14) days prior to their setup. The customer is responsible for any charges and damage an outside contractor incurs while in the employ of the customer. The hotel will give customers a preferred vendor list on request.

GRATUITY: A gratuity of 15% will be added to all food and beverage service.

HOST & CASH BAR: A setup fee of \$50 will apply for a private bar, this includes one bartender.

SOCAN (SOCIETY OF COMPOSERS AND AUTHORS): An additional fee will be charged for SOCAN when you have an event with recorded or live music. The fee is based upon the number of attendees, please discuss with banquet staff.