



"Your Home Away From Home"

REVISED
Conference and Special Events Guide

2020

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Conference & Special Events
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Dear Guest,

Thank you for your interest in the Yukon Inn. Our goal is to provide the friendliest and most comfortable atmosphere possible, while handling everything in a professional and efficient manner. We value the time you spend with us, and work to ensure that your event is a success and that no detail is overlooked.

In planning a meeting or special event at the Yukon Inn, our efforts go toward making it simple for you. Our hotel offers a broad range of function rooms to accommodate both the small and large meetings and events. Included in this information are floor plans, meeting space information, menus and policies, all to ensure that your event becomes stress free.

Should you require something that is not outlined in this package, or have any questions, please feel free to ask. Our friendly and professional staff would be happy to assist and advise you on all aspects of creating a successful event.

Sincerely,

Joe Beckett,
General Manager
on behalf of the
Owners, Management & Staff of the Yukon Inn



Policies

1. Tentative Booking

All bookings will be held for a period of 7 days, after which time all space will be released if signed confirmation and deposit for booking have not been received.

2. Room Booking Deposit

An initial non-refundable deposit of 25% will be requested at the end of the 7th booking day.

3. Additional Charges

A customary service gratuity of 15% will be automatically added to all food and beverage service. As well, a 5% Goods and Services Tax (GST) will apply to the final total, except to GST exempt organizations.

4. Prices

Prices will be confirmed in writing along with the final function details. Every endeavor is made to maintain prices as printed in this package, but these may be subject to change.

5. Payment

All function accounts are to be paid in full within 30 days of the event.

6. Security

The Yukon Inn will not accept responsibility for loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function.

7. Final Details

Menus, beverage arrangements, entertainment, audio visual requirements, room set up, starting and finishing times and guaranteed numbers **must be confirmed in writing 7 days prior** to the event. We are, however, happy to accommodate last minute bookings, subject to availability.

9. Commencement and Vacating of Rooms

The organizer agrees to begin the function and vacate the function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, the Hotel reserves the right to add a labour charge for each hour and part hour that the function space is occupied.



10. Additional Labour Charges

The Yukon Inn will set-up and clean-up meeting rooms. Additional labour to change the meeting room set-up after it has already been confirmed and completed according to the signed event order, will be \$25.00 per hour. (One-hour minimum charge)

11. Cancellation Policy

Cancellations not received at least 3 days prior to the date of the event will be charged 50% of the meeting room rental. Cancellations not received within 2 days of the event will be charged 50% of the room rental fee as well as 50% of the food charges. Any cancellations within 24 hours of the event will be charged 100% of the room, as well as 100% of the food charges.

12. Compliance

Clients will be responsible to ensure the orderly behavior of their guests and the Hotel reserves the right to intervene where it sees fit.

13. Displays and Signage

No items are to be attached, pinned or glued to the wall surface of any area in the Hotel unless prior approval has been received. Signage in public hotel areas must be approved in advance by the Food and Beverage Manager or General Manager.

14. Exporting Food

No food will be able to leave premises without a signed Food Waiver form. The Yukon Inn does not provide take-out containers for the removal of leftover items. Guests may provide their own containers if wishing to take leftovers with them.

15. Importing Food

No food or beverage items (including alcohol), purchased from other suppliers, can be brought into the Yukon Inn for any events, meetings, or functions. Wild game is only permitted with prior signed approval and is the only exception.

16. Smoke Free

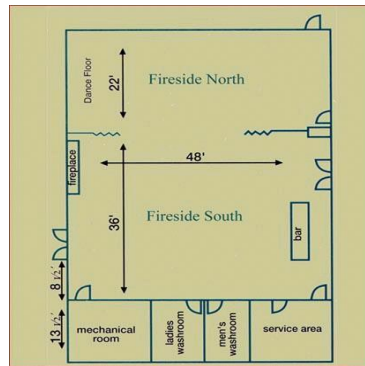
All public areas of the Hotel are smoke free environments.



Facilities

Fireside Room

This 3000 square foot room has a 12-foot ceiling, gas fireplace, private washrooms and bar. A dividing wall transforms this facility into two smaller meeting rooms. The Fireside Room has a casually elegant atmosphere and is perfect for any function.



Fireside Room South

The south side of the Fireside Room is 1900 square feet. This room includes the fireplace, bar and washroom facilities.

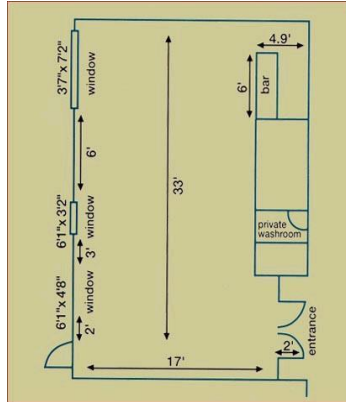
Fireside Room North

The north side of the room is 1100 square feet. This room has its own entrance and is ideal as a breakout or dining space.



Willow Room

The 10-foot ceiling combined with large windows and excellent lighting make this 670 square foot room quite attractive for smaller meetings and private dinners. The Willow Room has its own private entrance and washroom.



Alder Room

Our newest meeting room is located just down the hall from our restaurant. It is 723 square feet and seats up to 50 people "theatre style".

All meeting rooms have complimentary wireless internet access – please inquire at Front Desk for the password.



Room Costs and Seating Capacities

<u>ROOM</u>	<u>ROOM RENTAL CHARGE</u>	<u>SEATING CAPACITY</u>
Fireside Room	Full Day (Max 9 Hours) \$350.00 Half Day (Max 5 Hours) \$250.00	Maximum Capacity – 40ppl
Fireside South	Full Day (Max 9 Hours) \$275.00 Half Day (Max 5 Hours) \$225.00	Maximum Capacity – 15ppl
Fireside North	(used as “breakout room” - ONLY in conjunction with meeting being held in Fireside South)	
Alder Room	Full Day (Max 9 Hours) \$225.00 Half Day (Max 5 Hours) \$150.00	N/A
Willow Room	Full Day (Max 9 Hours) \$225.00 Half Day (Max 5 Hours) \$150.00	Maximum Capacity – 8ppl

Please be advised that the numbers listed for capacity reflect **“Theatre Style”** seating (chairs only) and are to be used as a guide. Seating capacity will vary depending upon the type of seating and table setup required for your function. We will be more than pleased to discuss and assist in setting up the most appropriate seating style to suit your needs.

Room rental rates are non-negotiable



Equipment Rentals

Screen (floor base)	\$35.00 per day
L.C.D. Projector	\$65.00 per day
External Speakers	Complimentary
Conference Phone	\$30.00 per day
Floor Screen/LCD Projector/External Speakers	\$95.00 per day
Flip Chart w/ paper & markers	\$15.00 per day
Staging	\$80.00 per day
Dancefloor	\$80.00 per day
Chair Covers (Black only)	\$3.00 per cover/chair
Podium	Complimentary
Microphone System	\$25.00 per day
- Wireless Microphone	

In order to guarantee availability, equipment rentals required for functions must be arranged prior to the meeting date.



Food Services

Beverages

All Day Coffee/Tea Service	\$4.75/person
Coffee	\$25.00 per carafe
Teas	\$12.50 per carafe
Assorted Canned Juice or Pop	\$2.50 per can

Baked Goods (Individually Wrapped)

Assorted Muffins	\$20.95 per dozen
Assorted Scones	\$21.95 per dozen
Assorted Pastries	\$25.95 per dozen
Croissants (Plain, Multigrain)	\$23.95 per dozen
Mini Muffin Loaves (Banana, Lemon Poppyseed, Blueberry)	\$20.95 per dozen
Assorted Cookies	\$17.95 per dozen
Dessert Squares	\$24.95 per dozen

Additional Choices

Fresh Fruit Salad	\$4.95 per person
Whole Fruit	\$2.75 per person
Individual Yogurts (assorted)	\$1.95 per person
Granola Bars (assorted)	\$1.75/bar



Bagged Breakfast - minimum 10ppl

Includes coffee & tea

served in take-out containers

**Continental Legend
Breakfast**

Muffin and Croissant
Fresh Fruit Salad
Granola Bar

\$13.95 per person

**Legend
Breakfast**

Bacon OR Sausage
Scrambled Eggs
Hash Browns
White OR Brown Toast
Butter and Jams

\$14.95 per person

Lighter Legend Breakfast

Individual Yogurt
Granola Bar
Muffin OR Croissant
2 x Hard-boiled Eggs
White OR Brown Toast
Fresh Fruit Salad

\$16.95 per person



Bagged Lunches

served in take-out containers

Sandwiches	\$9.95 per person
Wraps	\$12.95 per person
Soup and Sandwiches	\$15.95 per person
Soup and Wraps	\$17.95 per person
Salad and Sandwiches Choice of one salad: Garden, Greek Pasta OR Caesar	\$15.95 per person
Salad and Wraps Choice of one salad: Garden, Greek Pasta OR Caesar	\$17.95 per person
Soup, Salad, and Sandwiches Choice of one salad: Garden, Greek Pasta OR Caesar	\$18.95 per person
Soup, Salad, and Wraps Choice of one salad: Garden, Greek Pasta OR Caesar	\$19.95 per person

Sandwich/Wrap Options: Ham & Cheese, Egg Salad, Tuna Salad, Chicken Salad, Turkey, Salmon Salad, Corned Beef, Grilled Vegetables, Garden (wrap only), Chicken Club (wrap only)

****Sandwiches and/or Wraps may contain: Lettuce, Mayo, Butter and/or Mustard**

Soup Options: Beef Barley, Beef Vegetable, Beef Noodle, Chicken Noodle, Chicken Vegetable, Cream of Mushroom, Italian Wedding, Cream of Tomato, Potato & Bacon, Chicken & Sausage Gumbo, Garden Vegetable, Loaded Baked Potato

*****groups of 20ppl+ may choose TWO soup options*****



Bagged Hearty Options – minimum 10ppl
Choice of salad: Garden, Greek Pasta OR Caesar
served in take-out containers

Shepherd's Pie with Garlic Toast	\$19.95 per person
Three Cheese Tortellini with Garlic Toast (Choice of Sauce: Pesto, Alfredo, Marinara) (Chicken Tetrazzini OR Carbonara – add \$2.95 per person)	\$19.95 per person
Spaghetti Dinner with Meatballs and Garlic Toast	\$19.95 per person
Beef Stew with Fresh Dinner Rolls Substitute Garlic Toast for \$1.00/person	\$19.95 per person
Stir-Fry with Rice Pilaf: Chicken, Crispy Pork OR Vegetarian with Garlic Toast	\$19.95 per person
Beef Chili with Fresh Dinner Rolls Substitute Garlic Toast for \$1.00/person	\$18.95 per person
1/2 Roasted Chicken with Roasted Potatoes OR Rice	\$23.95 per person