

HOTEL OVERVIEW

DIRECTIONS FROM AIRPORT

Exit onto Highway 102
Exit onto Highway 118 to Highway 111
Exit 3 to Burnside Industrial Park on to Commodore Avenue
Turn left onto Spectacle Lake Drive

LOCATION

Located at 15 Spectacle Lake Drive, right off Commodore Drive
In the heart of Burnside Business Park
Easy access to Dartmouth Crossing
15 minutes from Robert L. Stanfield International Airport
Minutes from the A. Murray Mackay Bridge and downtown Halifax

FACILITIES & SERVICES

Indoor Swimming Pool
Fitness Center
24 hour accessible Business Center
Laundry facilities
24 hour fax & photocopy services available

GUEST ROOMS

125 spacious guest rooms- 28 two room executive suites, 7 accessible rooms, 6 long term stay suites, 6 jacuzzi suites, 37 business class rooms and 41 queen bedded rooms
Complimentary hot breakfast buffet each morning
Coffee maker, iron and ironing board, alarm clock and radio, hair dryer and more
32" flat panel television
Mini refrigerator in each guest room
Membership reward program
Complimentary daily newspaper delivered each morning
In-room movies
Complimentary local calls

RESTAURANT & BAR

Trendz Café & Wine Bar
Our on-site café offers a full range of culinary delights
Our wine bar offers an extensive wine list for business or pleasure in a relaxing atmosphere.
Upscale dining premiering the freshest of local ingredients

FUNCTION SPACE

2000 square feet of flexible meeting space
Our Great Room can accommodate up to 200 people combined
Studio one, two and three can accommodate groups of 10 - 70
Full catering service is available for all meetings

CATERING OVERVIEW

SERVICES, TERMS & CONDITIONS

MENU SELECTIONS

Final decisions on your menu selections should be discussed 10 days prior to your event. Our standard menus are provided as a starting point. We encourage you to meet with us well in advance of your event and we would be pleased to customize our menus to your liking.

Due to provincial health regulations, The Best Western Dartmouth Hotel & Suites must supply all food products served on our premises. Specialty items can be purchased and prepared by our culinary team should our normal menu selections not meet your needs.

SERVICE FEES

A gratuity of 16% is applied to all food or beverage products prior to applicable taxes. A minimum charge of \$100.00 will be applied to all bar services with revenues below \$300.00. All charges are subject to gratuity and taxes.

ALCOHOLIC BEVERAGES

The Best Western Dartmouth Hotel & Suites is responsible for upholding and administering the Liquor Laws of the Province of Nova Scotia with regard to 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 Law. The hotel also reserves the right to terminate any event before its scheduled ending time for such reasons. Please be advised that all alcohol must be purchased through Best Western Dartmouth Hotel & Suites or Trendz Café & Wine Bar.

SMOKING

The Halifax Regional Municipality's Smoking By-Law #S-200, prohibits smoking in public places such as hotel lobbies and foyers

GUARANTEE

Guaranteed number of attendees is required seventy-two (72) hours or three (3) working business days prior to event. If the guaranteed numbers are not confirmed at this time, the estimated number of attendance will be considered the guaranteed number. Guaranteed number or actual attendance number, whichever is larger, will be charged. The hotel has based all price quotations on volumes reflected in the above event details, expected attendance and reserved guestrooms. Any change in current requirements could result in price changes based on a change in volume. All bookings must be confirmed on or before 30 days prior to the event. A contract will be sent out at this time for a signature. All accounts must be set up and a method of payment must be retrieved.

CREDIT

An application for credit can be obtained unless credit has been previously established with the Best Western Dartmouth Hotel & Suites. The hotel will utilize credit reporting services to attempt to confirm your credit. In the event that credit cannot be approved, pre-payment of all estimated charges will be required at least 7 business days prior to the event.

DEPOSITS

For all social events a non-refundable deposit of \$500.00 is required within 30 days of confirming the booking. Fifty percent of the estimated cost for your event is required 30 days prior to the event day, the remaining balance, is due 7 days prior to the event. Any outstanding balance will be paid 7 days following the event.

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CANCELLATION

Cancellations not received at least 14 days prior to the scheduled event will be subject to full payment of contract and all anticipated food and beverage charges. A cancellation fee of the price of the room will apply for all cancellations 15-30 days prior to the event.

TIME EXTENSION

It is agreed and understood between the parties that the time frame for the function must be adhered to subject to the convenor receiving express permission from the hotel to arrive prior to, or remain after, an event other than the time stated in this contract.

DELIVERIES OF MATERIALS

Any materials sent to the hotel must be appropriately labeled and addressed to ensure deliveries are not refused and to ensure materials are available when required. Please ship materials to arrive at least three days in advance of the event. The Best Western Dartmouth Hotel & Suites does not accept liability for equipment, goods, displays, or other materials which arrive or fail to arrive at the hotel. Your group is responsible for insuring its property for loss or damage. Please address shipments to:

Hold for Arrival (guest/on-site contract)
Your organization, date of event, hotel contact name
c/o Best Western Dartmouth Hotel & Suites
15 Spectacle Lake Drive
Dartmouth, Nova Scotia
B3B 1X7

ENTERTAINMENT & MUSIC FEES

SOCAN, the Society of Composers, Authors and Music Publishers of Canada, levy fees for all events in which music or entertainment are employed. These fees, ruled by the Copyright Approval Board of Canada range between \$20.56 and \$174.79 depending on the number of people in your party. These fees are automatically applied to your hotel invoice.

SECURITY

Your organization acknowledges that the Best Western Dartmouth Hotel & Suites cannot be responsible for the safe-keeping of equipment, supplies, written materials or other property left in function rooms. Accordingly, your group acknowledges that it is responsible for providing security of any such property, and hereby assumes the responsibility for loss thereof.

MANAGEMENT RIGHT

The Best Western Dartmouth Hotel & Suites reserves the right to cancel any function deemed by the management to reflect poorly on the integrity or safety of its staff and other guests of the hotel.

LIABILITY

The Best Western Dartmouth Hotel & Suites assumes no responsibility for personal property or equipment brought to the premises. Any damage to hotel property from function participants is the responsibility of the convenor for that event.

ROOM CAPACITY

ROOM	PRICE	AREA	RECEPTION	BANQUET	THEATRE	CLASS ROOM	BOARD ROOM	U-SHAPE	HOLLOW SQUARE	½ ROUNDS
Studio 1	\$100 per day	400	N/A	N/A	12	N/A	10	N/A	N/A	N/A
Studio 2	\$100 per day	400	N/A	N/A	12	N/A	10	N/A	N/A	N/A
Studio 3	\$300 per day	1200	N/A	72	90	45	30	45	30	54
Studio 1 & 2	\$200 per day	800	N/A	32	30	25	20	24	16	16
Great Room	\$500 per day	2000	200	140	150	70	50	60	55	100

OUR ONSITE AUDIO VISUAL CHARGES:

Screen- \$50.00
 Flip Charts- \$25.00
 LCD Projector-\$75.00
 Conference Phone- \$85.00
 Podium - \$25.00

If you should require anything that is not noted above, please contact us & we will be happy to arrange on your behalf. (902) 463-2000