



Quaaout Lodge & Spa at Talking Rock Golf Resort
 Toll Free: 1.800.663.4303
 Office: +1.250.679.3090 x 401
 1663 Little Shuswap Lake Rd
 Chase, BC V0E 1M2
www.quaaoutlodge.com



Process

Please complete as much of the information below as possible and return to:
 Caitlin Thompson, Event Coordinator
cthompson@quaaoutlodge.com

Please note that events are not secured until we receive the deposit required for your type of event.

Securing Your Event

In order to secure your event dates, venue spaces and requirements, we require the following:

1. Event Information Form
2. Credit Card Authorization Form & Deposit
3. Signed Contract

Deposit & Payment

In order to secure your event, we require a 30% non-refundable deposit on the catering/banquet costs. If you wish to pay your final invoice with a Purchase Order (PO), we require a credit card on file for the booking/deposit, and you can send a PO# for final billing.

Payment Schedule Corporate & Golf Group Events:

- To secure 30% deposit required
- 7 days prior to event payment on invoice balance

Payment Schedule Weddings:

- To secure 30% deposit required
- 6 months prior to event 50% payment on balance
- 3 months prior to event 75% payment on balance
- 7 days prior to event payment on remaining balance

Corporate payment schedule applies to Golf Groups with event space/venue or catering

Step 1: Event Details

[Click here to view our CORPORATE PACKAGE](#)

Select from the following options:

- Wedding
- Corporate Event
- Retreat
- Golf Group
- Other: _____

Event Name	
Company/Organization	
Date(s) of Event	
Number of guests	
Contact Name	
Phone	
Email	
Mailing Address	

Step 2: Payment Details

Credit Card required for 30% deposit, please select one:

Visa

Mastercard

Amex

Select types of payment authorized:

30% Deposit

Final billing

Hotel rooms + taxes

Hotel room incidental charges (i.e., pet fee, etc.)

Step 3: Venue & Catering

DAY 1 – EVENT REQUIREMENTS

DATE	START TIME	END TIME	NUMBER OF GUESTS	VENUE NAME(S)

Select AV Options:

Chief's Package

Skwlax Package

Add-ons & Options:

Flip chart w/ markers (# Required_____)

Whiteboard w/ markers (# Required_____)

One Speaker Sound System

Wireless mic (Indoor only)

LCD Projector

8" Screen (comes with cart and extension cord)

HDMI cable (# Required_____)

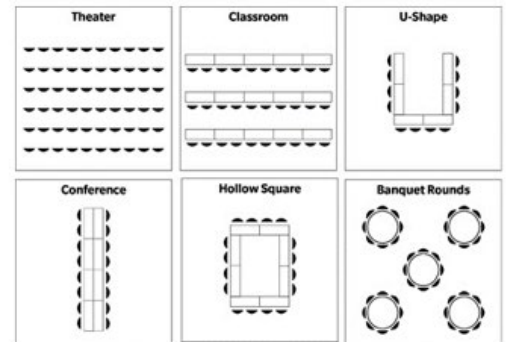
Extension Cord/ Power Bar (# Required_____)

Any additional set up notes:

Any vendors, entertainers or musicians attending (please list)?

Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre



DAY 1 – CATERING REQUIREMENTS

[Click here to view our CORPORATE CATERING BROCHURE](#)

MEAL TYPE	MEAL SELECTION	START TIME	END TIME	NUMBER OF GUESTS	ALERGIES/ DIETARIES
BREAKFAST					
MORNING SNACK BREAK					
LUNCH					
AFTERNOON SNACK BREAK					
DINNER					

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Hot Chocolate
- Assorted juice, bottled water & soft drinks
- Artisan Sparking Water
- Fresh Fruit Smoothies

Bar Options:

- Cash Bar
- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

Multi-day Event: Do you require catering for all dates?

Yes

No

If Yes, would you like to repeat your venue and catering order for the other event days?

Yes (Notes: _____)

No

Included:

- Water on tables will always be included (unless otherwise specified by event organizer)

Please note: Buffet orders require a minimum of 15 ppl for lunch & 20 ppl for dinner orders. Groups with less than 15ppl, can order meals a-la-carte off our Jack Sam's restaurant menu.

[CLICK HERE](#) to see Jack Sam's menus.

A-la-carte breakfast/lunch/dinner orders for Day 1 are required 48hrs in advance.

Step 4: Cultural Activities/Experiences

ACTIVITIES & EXPERIENCES

We offer unique and authentic experiences that can be added to your event. You can add a cultural experience every day, or more than once per day. These must be booked in advance.

Please refer to our [Cultural Brochure](#) for more details and options.

DATES	CULTURAL ACTIVITY	START TIME	NUMBER OF GUESTS

Step 5: Room Block

Do you require hotel rooms?

Yes (please fill out section below)

No

Room Block Expiry: Room blocks are held for 30 days before a Corporate Event/Golf Groups or 90 days

before a Wedding date. After the expiry date, all remaining un-claimed rooms will be released back into hotel inventory.

Please select one of the options:

- Guests will call to book their own rooms
- Rooming list will be provided prior to room block expiry date

CHECK IN DATE	CHECK OUT DATE	NUMBER OF ROOMS	ROOM TYPE REQUESTED	NUMBER OF GUESTS PER ROOM	SPECIAL REQUIREMENTS

MULTI-DAY EVENTS

Please complete if your event will run longer than one day.

DAY 2 – EVENT REQUIREMENTS

DATE	START TIME	END TIME	NUMBER OF GUESTS	VENUE NAME(S)

Select AV Options:

- Chief's Package
- Skwlax Package

Add-ons & Options:

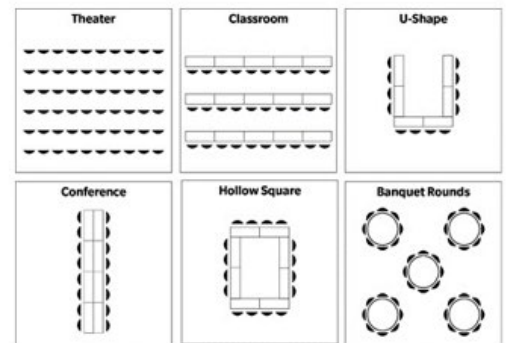
- Flip chart w/ markers (# Required_____)
- Whiteboard w/ markers (# Required_____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector
- 8" Screen (comes with cart and extension cord)
- HDMI cable (# Required_____)
- Extension Cord/ Power Bar (# Required_____)

Any additional set up notes:

Any vendors, entertainers or musicians attending (please list)?

Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre



DAY 2 – CATERING REQUIREMENTS

MEAL TYPE	MEAL SELECTION	START TIME	END TIME	NUMBER OF GUESTS	ALERGIES/ DIETARIES
BREAKFAST					
MORNING SNACK BREAK					
LUNCH					
AFTERNOON SNACK BREAK					
DINNER					

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Hot Chocolate
- Assorted juice, bottled water & soft drinks
- Artisan Sparking Water
- Fresh Fruit Smoothies

Bar Options:

Cash Bar

Host Bar

Tickets (# Required _____)

Wine on Tables (# Required _____ RED _____ WHITE per table)

MULTI-DAY EVENTS

DAY 3 – EVENT REQUIREMENTS

DATE	START TIME	END TIME	NUMBER OF GUESTS	VENUE NAME(S)

Select AV Options:

Chief's Package

Skwlax Package

Add-ons & Options:

Flip chart w/ markers (# Required _____)

Whiteboard w/ markers (# Required _____)

One Speaker Sound System

Wireless mic (Indoor only)

LCD Projector

8" Screen (comes with cart and extension cord)

HDMI cable (# Required _____)

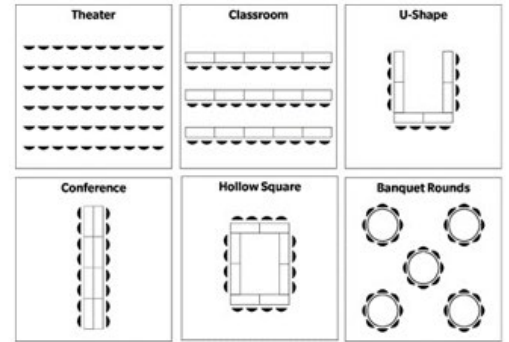
Extension Cord/ Power Bar (# Required _____)

Any additional set up notes:

Any vendors, entertainers or musicians attending (please list)?

Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre



DAY 3 – CATERING REQUIREMENTS

MEAL TYPE	MEAL SELECTION	START TIME	END TIME	NUMBER OF GUESTS	ALLERGIES/ DIETARIES
BREAKFAST					
MORNING SNACK BREAK					
LUNCH					
AFTERNOON SNACK BREAK					
DINNER					

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Hot Chocolate
- Assorted juice, bottled water & soft drinks
- Artisan Sparking Water
- Fresh Fruit Smoothies

Bar Options:

- Cash Bar
- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

DAY 4 – EVENT REQUIREMENTS

DATE	START TIME	END TIME	NUMBER OF GUESTS	VENUE NAME(S)

Select AV Options:

- Chief's Package
- Skwlax Package

Add-ons & Options:

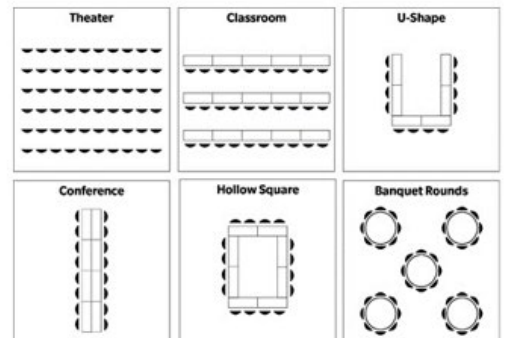
- Flip chart w/ markers (# Required_____)
- Whiteboard w/ markers (# Required_____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector
- 8" Screen (comes with cart and extension cord)
- HDMI cable (# Required_____)
- Extension Cord/ Power Bar (# Required_____)

Any additional set up notes:

Any vendors, entertainers or musicians attending (please list)?

Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre



DAY 4 – CATERING REQUIREMENTS

MEAL TYPE	MEAL SELECTION	START TIME	END TIME	NUMBER OF GUESTS	ALERGIES/ DIETARIES
BREAKFAST					
MORNING SNACK BREAK					
LUNCH					
AFTERNOON SNACK BREAK					
DINNER					

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Hot Chocolate
- Assorted juice, bottled water & soft drinks
- Artisan Sparking Water
- Fresh Fruit Smoothies

Bar Options:

- Cash Bar
- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

DAY 5 – EVENT REQUIREMENTS

DATE	START TIME	END TIME	NUMBER OF GUESTS	VENUE NAME(S)

Select AV Options:

- Chief's Package
- Skwlax Package

Add-ons & Options:

- Flip chart w/ markers (# Required _____)
- Whiteboard w/ markers (# Required _____)

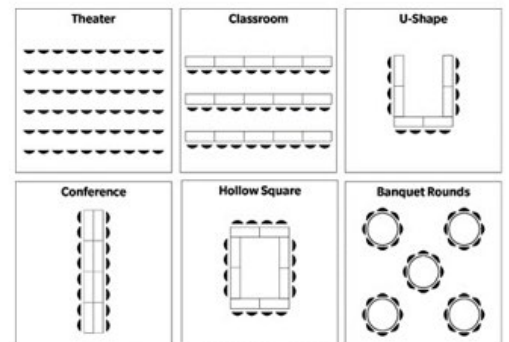
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector
- 8" Screen (comes with cart and extension cord)
- HDMI cable (# Required_____)
- Extension Cord/ Power Bar (# Required_____)

Any additional set up notes:

Any vendors, entertainers or musicians attending (please list)?

Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre



DAY 5 - CATERING REQUIREMENTS

MEAL TYPE	MEAL SELECTION	START TIME	END TIME	NUMBER OF GUESTS	ALERGIES/ DIETARIES
BREAKFAST					
MORNING SNACK BREAK					
LUNCH					
AFTERNOON SNACK BREAK					
DINNER					

Beverage Options (billed on consumption):

Coffee & Organic Tea
Hot Chocolate
Assorted juice, bottled water & soft drinks
Artisan Sparking Water
Fresh Fruit Smoothies

Bar Options:

Cash Bar
Host Bar
Tickets (# Required _____)
Wine on Tables (# Required _____ RED _____ WHITE per table)

Kukstsémc (Thank you) for your event inquiry!

We look forward to working with you. Please visit our [website](#) for more information. We also have a [Le7ke Spa](#) and [Talking Rock Golf Course](#) should your guests wish to enjoy these amenities while at the lodge.