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:
sales@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. 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, unless you are a preferred partner then this is not required, and you can send a PO# for final billing.

Payment Schedule Corporate, Elopement & Golf Group Events:

- To secure a 30% deposit is required
- 7 days prior to event payment on the invoice balance
- Post event – final billing

Payment Schedule Weddings:

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

Step 3: Venue & Catering

DAY 1 – EVENT REQUIREMENTS

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

Select AV Options:

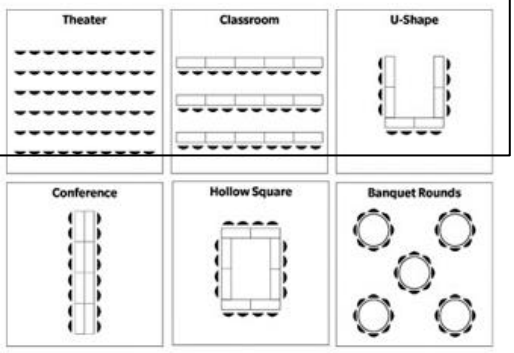
- ☐ Chiefs Package
- ☐ Skwlax Package

A La Carte Options:

- ☐ Flip chart w/ markers (# Required_____)
- ☐ Whiteboard w/ markers (# Required_____)
- ☐ One Speaker Sound System
- ☐ Wireless mic (Indoor only)
- ☐ LCD Projector (come with HDMI Cable)
- ☐ 8' Screen (comes with cart & extension cord)
- ☐ HDMI cable (# Required_____)
- ☐ Extension Cord/ Power Bar (# Required_____)
- ☐ Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

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



Select room set up:

- ☐ Rounds
- ☐ U-Shape
- ☐ Hollow Square
- ☐ Boardroom
- ☐ Classroom
- ☐ Theatre
- ☐ Custom Set-up:

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DAY 1 – CATERING REQUIREMENTS

Click here to view our Catering Menu

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
- ☐ Assorted juice & soft drinks

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 will always be included (unless otherwise specified by the event organizer).

Please note: Our buffets have minimums. Please reach out to your event coordinator for options if you do not reach these minimums.

MULTI-DAY EVENTS

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

DAY 2 – EVENT REQUIREMENTS

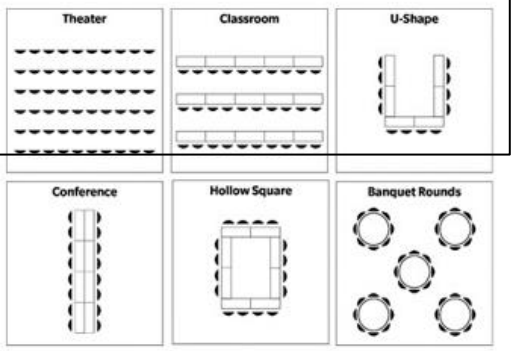
DATE	START TIME	END TIME	NUMBER OF GUESTS	VENUE NAME(S)

Select AV Options:
☐ Chiefs Package
☐ Skwlax Package

A La Carte Options:
☐ Flip chart w/ markers (# Required_____)
☐ Whiteboard w/ markers (# Required_____)
☐ One Speaker Sound System
☐ Wireless mic (Indoor only)
☐ LCD Projector (comes with HDMI Cable)
☐ 8' Screen (comes with cart & extension cord)
☐ HDMI cable (# Required_____)
☐ Extension Cord/ Power Bar (# Required_____)
☐ Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

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



Select room setup:

- ☐ Rounds
- ☐ U-Shape
- ☐ Hollow Square
- ☐ Boardroom
- ☐ Classroom
- ☐ Theatre
- ☐ Custom setup:

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DAY 2 – CATERING REQUIREMENTS

Click here to view our Catering Menu

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
- ☐ Assorted juice & soft drinks

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:

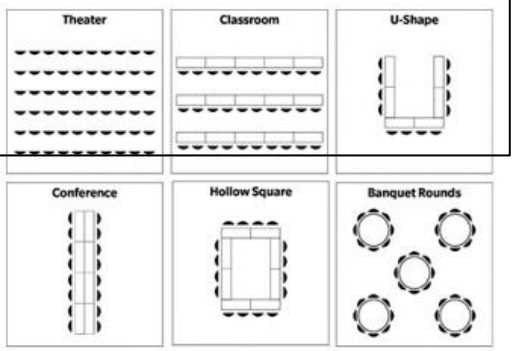
- ☐ Chiefs Package
- ☐ Skwlax Package

A La Carte Options:

- ☐ Flip chart w/ markers (# Required_____)
- ☐ Whiteboard w/ markers (# Required_____)
- ☐ One Speaker Sound System
- ☐ Wireless mic (Indoor only)
- ☐ LCD Projector (come with HDMI Cable)
- ☐ 8' Screen (comes with cart & extension cord)
- ☐ HDMI cable (# Required_____)
- ☐ Extension Cord/ Power Bar (# Required_____)
- ☐ Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

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



Select room set up:

- ☐ Rounds
- ☐ U-Shape
- ☐ Hollow Square
- ☐ Boardroom
- ☐ Classroom
- ☐ Theatre
- ☐ Custom Set-up:

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DAY 3 – CATERING REQUIREMENTS

Click here to view our Catering Menu

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
- ☐ Assorted juice & soft drinks

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:

- [ ] Chiefs Package
- [ ] Skwlax Package

A La Carte Options:

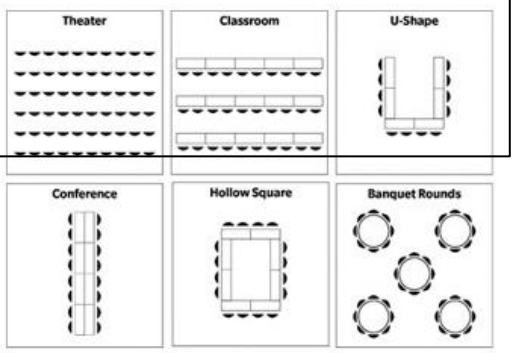
- [ ] Flip chart w/ markers (# Required_____)
- [ ] Whiteboard w/ markers (# Required_____)
- [ ] One Speaker Sound System
- [ ] Wireless mic (Indoor only)
- [ ] LCD Projector (come with HDMI Cable)
- [ ] 8' Screen (comes with cart & extension cord)
- [ ] HDMI cable (# Required_____)
- [ ] Extension Cord/ Power Bar (# Required_____)
- [ ] Conference Owl (video conferencing camera with microphone & speaker)

Any additional set up notes:

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

Select room setup:

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



☐ Custom Setup:

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DAY 4 – CATERING REQUIREMENTS

Click here to view our Catering Menu

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

☐ Assorted juice & soft drinks

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:

- ☐ Chiefs Package
- ☐ Skwlax Package

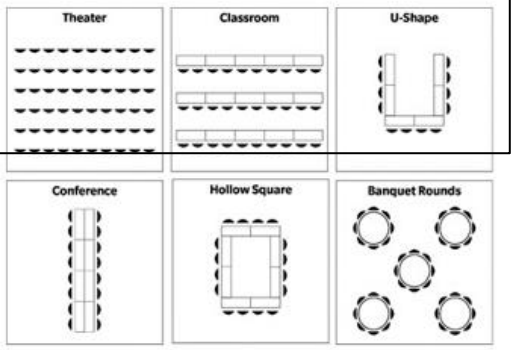
A La Carte Options:

- ☐ Flip chart w/ markers (# Required_____)
- ☐ Whiteboard w/ markers (# Required_____)
- ☐ One Speaker Sound System
- ☐ Wireless mic (Indoor only)
- ☐ LCD Projector (come with HDMI Cable)
- ☐ 8" Screen (comes with cart & extension cord)
- ☐ HDMI cable (# Required_____)
- ☐ Extension Cord/ Power Bar (# Required_____)
- ☐ Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

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

Select room setup:



- ☐ Rounds
- ☐ U-Shape
- ☐ Hollow Square
- ☐ Boardroom
- ☐ Classroom
- ☐ Theatre
- ☐ Custom Setup:

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DAY 5 – CATERING REQUIREMENTS

Click here to view our Catering Menu

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
- ☐ Assorted juice & soft drinks

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 about our resort. We also have a Le7ke Spa and Talking Rock Golf Course should your guests wish to enjoy these amenities while at the lodge.