

MEETINGS & EVENTS

2024



THE PARK HOTEL LONDON

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THE PARK HOTEL
LONDON

AN ALL SUITE HOTEL

MEETING + EVENT SPACE



BIRCH ROOM



CHESTNUT ROOM



OAK BOARDROOM



WILLOW BOARDROOM



THE PARK SUITE



ROOM	DIMENSIONS	SQ FT	THEATRE	BANQUET	RECEPTION	CLASSROOM	BOARDROOM	HOLLOW SQ	U-SHAPE
Birch	27x22	600	40	40	40	14	14	16	14
Chestnut	27x22	600	40	40	40	14	14	16	14
Willow	21x14	300	16	-	16	-	10	-	-
Oak	21x14	300	-	-	-	-	8	-	-
The Park Suite	40x20	800	-	-	20	-	8	-	-

GENERAL INFORMATION

Birch & Chestnut rooms feature natural light with wall-to-wall and floor-to-ceiling windows as well as 12" ceilings.

Chestnut, Willow and Oak rooms are equipped with flat screen TVs.

The Park Suite is located on the 12th floor and offers beautiful views of the downtown London skyline, a gas fireplace, table seating up to 8, kitchen with full fridge, microwave, Keurig, bar seating, separate bedroom with king size bed and cheater en-suite bath.

Audio visual equipment pricing available upon request.

Underground parking, in and out privileges and access via elevators to the lobby floor available for \$10.00/vehicle + tax.

BREAKFAST + À LA CARTE

BREAKFAST

THE CONTINENTAL | \$21.00

assorted muffins, croissants, danishes, mini cinnamon rolls
bagels with butter, jams & cream cheese
cold meats and cheeses
fresh fruit, yogurts
chilled juices, coffee & tea

All prices are per person. All prices subject to 15% gratuity and 13% HST.

À LA CARTE

WHOLE FRESH FRUIT | \$3.00 each

bananas, oranges, apples, pears

SNACKS | \$3.50 each

chips, smartfood popcorn, doritos, pringles, chocolate bars, nuts

YOGURT | \$2.50 each

individual yogurts (honey, peach, strawberry, raspberry pomegranate, vanilla)

PASTRY PLATTER | \$13.00/person

an assortment of muffins, croissants, Danishes, cinnamon rolls

All prices subject to 15% gratuity and 13% HST.

SANDWICH & SOUP | \$29.00

assortment of gourmet sandwiches on wraps, croissants, and artisanal buns
chef inspired soup and buns
dessert platter
freshly brewed coffee, tea, juices, soft drinks

SANDWICH & SALAD | \$29.00

assortment of gourmet sandwiches on wraps, croissants, and artisanal buns
choice of potato, pasta, Caesar OR garden salad
dessert platter
freshly brewed coffee, tea, juices, soft drinks

BUILD YOUR OWN SALAD BAR | \$31.00

assortment of greens and lettuces, turkey, ham, egg salad, tuna salad,
hard boiled eggs, chick peas, cheddar and feta cheese,
cucumber, peppers, onions, carrots, tomatoes, dried cranberries and croutons
*add chicken breast or salmon for \$5 extra
freshly brewed coffee, tea, juices, soft drinks

PASTA & SALAD | \$31.00 (minimum 10)

beef or zucchini lasagna OR beef or spinach and cheese stuffed jumbo pasta shells with tomato sauce
Caesar salad (bacon, parmesan cheese, croutons on side)
dessert platter
freshly brewed coffee, tea, juices, soft drinks

SOMETHING A BIT MORE | \$32.00 (minimum 10)

roasted chicken (jerk, bbq, maple paprika or chipotle lime)
quinoa rice pilaf, seasonal vegetables, buns
*add salmon or pork tenderloin for \$5 extra
dessert platter
freshly brewed coffee, tea, juices, soft drinks



CUSTOM MENUS AVAILABLE | OUR LUNCHES ARE PROVIDED BY N.O.A.H. CAFE

All prices are per person. All prices subject to 15% gratuity and 13% HST.

BREAK + RECEPTION

BREAK

MILK & COOKIES | \$8.00/person

assorted cookies
individual 2% milk and chocolate milk

MUNCHIES | \$10.00/person

assorted chips, smartfood popcorn, chocolate bars, nuts
soft drinks, bottled water

HEALTHY BREAK | \$12.00/person

assorted granola bars, tropical fruit salad
san pellegrino mineral water and sparkling fruit beverages

COFFEE AND TEA SERVICE | \$40.00/service *serves 10

urns of regular and decaffeinated coffee, selection of gourmet teas
milk, cream, sugar and sugar substitutes (almond milk substitute available upon request)

RECEPTION

GARDEN VEGETABLE PLATTER | \$16.00/person

a variety of bite-sized garden vegetables
with a selection of gourmet dips

CHEESE & FRUIT PLATTER | \$20.00/person

assortment of cheeses
grapes, strawberries, melons & assorted crackers

EXOTIC FRUIT PLATTER | \$19.00/person

sliced mango, pineapple, strawberries, melons, kiwi & grapes

CHARCUTERIE BOARD | \$100.00/board *serves 10

an assortment of cured meats and cheeses, olives, grapes, crudités,
assorted baguettes and gourmet crackers, nuts, mustards, chutneys & dips

All prices subject to 15% gratuity and 13% HST.

NON-ALCOHOLIC

fruit juice (orange, apple) \$3.50
milk (white, chocolate) \$4.00
canned soft drinks \$3.50
gatorade \$4.50
naya bottled water \$3.50
Flow bottled alkaline spring water \$4.50

Charged on consumption. All prices subject to 15% gratuity and 13% HST.

BAR

HOST BAR

house red & white wine \$35.00/750ml bottle
domestic beer (molson canadian, coors lite, budweiser) \$8.00/can
imported beer (heineken, corona, stella artois) \$9.00/bottle

CASH BAR

house red & white wine \$9.00/5oz glass
domestic beer (molson canadian, coors lite, budweiser) \$9.00/can
imported beer (heineken, corona, stella artois) \$10.00/bottle

**For private events, a bartender fee of \$30/hr for a minimum of 4 hours will apply,
unless the total bar sales are over \$500 before taxes.**

Charged on consumption. All prices subject to 15% gratuity and 13% HST.

TERMS & CONDITIONS

QUOTES | Prices quoted are in effect for 30 days and are subject to change thereafter. Function space is not tentatively held until a 'Meeting Room Agreement' is provided to the client.

AGREEMENT & CONFIRMATION | The 'Meeting Room Agreement' (and credit card authorization form must be signed by both The Park Hotel London and the client, and returned to The Park Hotel London by the indicated date in order to confirm your function.

MENU & FINAL NUMBERS | All menu items must be finalized two weeks prior to the date of the functions and guaranteed numbers for meals are required 3 business days in advance.

BILLING & PAYMENT | All function pricing provided and listed is subject to a 15% service charge and 13% HST. Existing accounts of The Park Hotel London have billing privileges of net 30 days upon receipt of the function invoice. Non-established accounts require a credit card guarantee. A completed Credit Card Authorization Form must be submitted with the signed meeting room agreement in order to guarantee the function. Credit cards will be authorized for no less than 80% of the expected charges 72 hours prior to the function.

CANCELLATION | All meetings and functions must be cancelled or rescheduled two weeks prior to the first date of the function. If the event is not cancelled or rescheduled prior to the two week cancellation period the full room rate, HST and service charge will apply. If a function is cancelled within 3 business days of the start date all charges including room rental, food and beverage, HST and service charges will apply.

LIABILITY | Due to liability insurance, all food and beverage items served must be provided by The Park Hotel London. The removal of any and all food and beverage from the hotel premise is prohibited. In the event that an exception is made, The Park Hotel London will not be held responsible for any misfortune resulting from the transportation, refrigeration, or preparation of any food or beverage item(s) removed from the premises. Liability for any damages to the premises will be charged accordingly.

Conveners for functions are held responsible for other members of their group. The Park Hotel London assumes no responsibility for any personal items or equipment brought into the function rooms. All equipment and personal belongings must be removed from the function rooms by the end time stipulated on the contract. The hotel will not assume responsibility for damage or loss of any merchandise left or sent to into the hotel prior to, during or following a function.

In the event of an accident, mishap, damage or injury of any kind it will be the responsibility of the company or person as outlined on this contract. It is understood that The Park Hotel London will not be held accountable or liable for any such events. Should the company/person require a sub-contractor of any kind, an additional release of liability form must be signed before they enter the premises. It is the responsibility of the company listed on this contract to request the above waiver and ensure it is returned before the sub-contractor enters our premises. Failure to do so will result in the company/person stated on this contract to take full responsibility. Please also note that anyone entering our property to deliver, set-up, repair, pickup anything on our premises must first sign in at our hotel as per the hotels Health and Safety policy.