



10300 Franklin Ave
Fort McMurray, Alberta T9H 0A5

Meetings



Thank you for choosing the Franklin Suite Hotel to host your meeting.
Our 220 sq.ft Executive Boardroom seats 10-12 guests & is fully
equip with all your audio visual needs

To make your booking or for further
information please contact

Annie Hachac

Phone 780 788 2199

Fax 780 788 2159

Email ahachac@franklinfortmcmurray.com

Website www.franklinfortmcmurray.com

Booking Policies

Confirmed Booking – a booking is deemed confirmed when the booking coordinator receives the signed event contract & credit card information to secure the space

Contract – must be clearly signed by the event organiser including credit card details. The hotel reserves the right to assign a different room should numbers or the set up change

Guaranteed Number of Guests – total is required 72 hrs prior to the booking

Cancellation – if contract is cancelled within 7 days of booking, FULL Room Charge & 50% of Total Catering costs apply

Tariffs – standard industry tariffs are 18% Gratuity & 5% GST on Banquet/Meeting Space & Catering services

Decorations – items are not permitted tacked, taped or hung from the banquet/meeting room walls. Sparkles, candles, confetti & glitter are prohibited. All decorations must be removed at the end of the event

Invoicing – a final invoice will be issued to the event organiser, the following business day of the event. Please note: Direct Billing applications are available to receive invoicing & must be approved prior to date of booking

Payment – accepted methods of payment are credit card or cash. Payment is required for guaranteed number of guests regardless of actual attendance for per head options. In the event of any outstanding balance on your account at the end of your booking, this amount will be charged to your credit card.

Late Payment – a fee of \$25 per day will be applied to your credit card for payments made past your invoice date

Food & Beverage – all catering items must be finalised 7 days prior to the event. The hotel catering group will be the sole supplier of all Food & Beverage. Due to Alberta Health regulations, we specifically prohibit the removal of any food from the premise by patrons. Pricing & menu options are subject to change without prior notice

Lost Property - the staff & management of the booking venue do not accept responsibility for any lost, stolen or damaged property left at the venue prior to, during or after your booking

Damage – clients assume full responsibility for their guests & will therefore will be held liable for any costs associated to the repair of any damage that may occur to hotel property as a result of a booking

Designated Outdoor Smoking Area – smoking is not permitted inside or near the entrance of the hotel. Please see your meeting coordinator for directions to the designated outdoor smoking area

Rates

Borealis Boardroom (220sq.ft)	
Full Day	285
Half Day	185
Audio Visual Rental	
LCD Projector with Screen	185
Screen	20
Whiteboard/Flipchart with Markers	20

Refreshments

(per person)



Muffins	3
Apple or Orange Juice	3
Bottled Water	3
Soft Drink	3
Coffee & Tea	2.75

**All items are subject to 18% gratuity/service charge & a 5% GST
Items & Pricing are subject to change**