



**Best Western
Pembroke Inn &
Conference Centre**

A Perfect Day

1 International Drive Pembroke, ON K8A 6W5 • BestWesternPembroke.com



Comfort, Style & Elegance in Pembroke

Best Western Pembroke Inn & Conference Centre and Westwinds Restaurant are the **ideal location** for **your weddings and events**.

Nestled in the heritage town of Pembroke, we are **conveniently located** at the intersection of the Trans Canada Highway (17) and Highway 41 in Pembroke and provide **ample free parking**.

With your choice of several banquet rooms and scenic landscaped gardens, you can **take comfort** in knowing that we will have the **perfect space** for **your special day**.

Our Wedding packages are tailor made to provide **everything you require**. With our onsite wedding coordinator, you can be confident that your day will unfold exactly as you expect - **without the stress**.

For all your wedding inquiries please contact our wedding coordinator, your event expert. We are happy to answer any questions with genuine warmth and personalized service.



**DID YOU
KNOW**



*You can reserve your
rehearsal dinner at
Westwinds Restaurant*

To Contact Us:
TOLL FREE: 800 567 BEST (2378)
EMAIL: Weddings@BestPembroke.com



*All catering prepared by
Westwinds Restaurant.
WestwindsRestaurant.ca*

BestWesternPembroke.com

Updated Aug. 7, 2024



FREQUENTLY ASKED QUESTIONS

Choosing a venue for your special day is a big decision. At the Best Western Pembroke Inn & Conference Centre we make it as easy as possible for you. Here are some frequently asked questions to help you make educated choices on your special day with us.



How many people does the venue hold?

We can accommodate up to 220 people and offer a portable dance floor. The flexibility of the dance floor allows us to create a set up and seating arrangements that best suits your needs.

Do you have round and rectangle tables?

We do, both tables seat 8 people comfortably. If you choose to go with round tables we can accommodate up to 170 people. With rectangle tables we can accommodate up to 220 people.

What does the \$1000 room rental include?

It includes the following:

- The set up and cleanup of the room
- All table linens and napkins
- All cutlery and glasses
- The setup of a bar with bartenders and all servers for the meal

All you would need to bring is any table decorations, flowers etc.

**DID YOU
KNOW**



You can bring your own wine for guests attending the wedding dinner

Can we bring in our own wine?

We do allow you to bring your own wine which can be served with dinner only. We will charge a corkage fee of \$10 per opened bottle. You will also require a Special Occasions permit which is obtained through the LCBO. In addition, our bar cannot be opened while your wine remains on the tables.

What type of menus do you offer?

We offer everything from appetizers for cocktail hour to buffet dinners, plated dinners, light snacks and late lunch menus. If you are looking for something not seen on our menu, let us know and we would be happy to prepare a custom menu with pricing for you.

What type of bar do you offer?

We offer a cash bar in which your guests are asked to purchase their own drinks or an open bar in which the drinks are provided by the host. You can start the celebration with a pre-reception cocktail hour, and then provide your guests with one of our fine wine selections for each table. We can even create a signature cocktail that reflects the personalities of the Bride & Groom!

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FREQUENTLY ASKED QUESTIONS

When can we get into the room to set up?

When renting the room you will have access from 9am the day of your wedding until 2am. If available, we'll provide access the evening before to set up. This is based on availability and cannot be confirmed until the day prior to the scheduled wedding.

What do you require to book the room?

A contract providing the details of our terms and conditions must be signed upon confirmation of your wedding date, along with a \$1000.00 non-refundable deposit. This deposit will be applied to your final invoice.

Are there any other costs aside from room rental and food?

Yes, there are fees assessed to all wedding party locations (hotels, restaurants, night clubs) who provide music (recorded or live) in a commercial environment. These fees are approved by the federal government. The fees are collected by Socan & Resound to compensate music composers, authors and publishers.

DID YOU KNOW ?

You can reserve a block of hotel rooms for you and your guests at reduced rates?

Are we able to bring in outside food?

Unfortunately we do not allow any outside food on the premises, with the exception of your wedding cake.



The team of wedding planners At Best Western Pembroke Inn & Conference Centre help ensure perfection on your Special Day!

Get a clear view of the bride and groom sitting at their sweetheart table. A perfect blend of colours accent the celebration of a new life together.



A serene setting that includes a perfect wedding venue, guest accommodation and emphasis on planning to reality.

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WEDDING PACKAGES



**Package #1 Outdoor Ceremony, Lobby
Cocktail hour, Reception & Dance
Up to 150 guests- \$1700**

- Gazebo or patio rental with white wedding chairs
- Lobby rental for cocktail reception with cash bar set up
- Reception room rental for dinner and dance

**Package #2 Outdoor Ceremony, Luxury
Lobby Cocktail Hour, Reception & Dance
Up to 150 guests-\$2400**

- Gazebo or patio rental with white wedding chairs (Up to 150)
- Lobby rental for cocktail reception with cash bar set up
- Piano player with our baby grand piano for 1 hour
- Reception room rental including chair covers for dinner and dance

**Package #3 Lobby Cocktail Hour,
Reception & Dance
Up to 150 guests-\$1300**

- Lobby rental for cocktail reception with cash bar set up
- Reception room rental for dinner and dance

**Package #4 Luxury Lobby Cocktail Hour,
Reception & Dance
Up to 150 guests-\$1900**

- Lobby rental for cocktail reception with cash bar set up
- Piano player at our baby grand in the lobby for 1 hour
- Reception room rental, including chair covers for dinner and dance

All packages include the assistance of our onsite wedding planner as well as day of coordination.

**DID YOU
KNOW**



You can reserve your rehearsal dinner at Westwinds Restaurant

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BEST WESTERN WEDDING PACKAGES CONT'D

Package #5 Lobby Rental for Cocktail Reception with Cash Bar Set up

100 guests - \$5575.00 / 150 guests - \$6175.00

- Piano player with our baby grand piano
- Reception room rental including chair covers for dinner and dance
- Room with table décor by Crazy Beautiful.
- Ceiling treatment with twinkle lights throughout the hall
- Head table backdrop including lights and sheers, styled to match décor
- Cake and gift entrance table styled to match décor
- Centerpieces (one per table) including votive candles and artificial flowers if required.
- Card Box, table number and easels available.
- Reception with audio by CCDJ Events & Entertainment
- Pre-event planning
- Advance set-up
- Wireless microphone for speeches
- Master of ceremony services
- Use of Vibo cellphone app
- 7 hours of DJ music service



Package #6 Gazebo or Patio Rental with White Wedding Chairs

100 guests - \$6825.00 / 150 guests - \$7575.00

- Lobby rental for cocktail reception with cash bar set up
- Piano player with our baby grand piano
- Reception room rental including chair covers for dinner and dance
- Room with table décor by Crazy Beautiful
- Ceiling treatment with twinkle lights throughout the hall
- Head table backdrop including lights and sheers, styled to match décor
- Cake & gift entrance table styled to match décor
- Centerpieces (one per table) including votive candles and artificial flowers if required.
- Card Box, table number and easels available
- Complete wedding service by CCDJ Events & Entertainment with Ceremony Audio
- Pre-event planning meeting
- Advance set-up
- Half hour of per-ceremony back ground music
- Music for the ceremony on the patio or gazebo
- Wireless microphone for speeches
- Master of Ceremonies services
- Use of VIBO cellphone app and ceremony audio
- 7 hours of DJ music service



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BEST WESTERN WEDDING PACKAGES CONT'D

Rental Prices

- Lobby Rental..... 400/event
- Gazebo or Patio Ceremony..... 400/event
- Reception Room..... 1000/event
- Baby Grand Piano Player..... 225/hr.
- Chair Covers..... 3/ea.
- White Wedding Chairs..... 5/ea.
- Screen and Projector..... 50/event
- Sound System..... 50/event

**Decor Add ons by
Crazy Beautiful Decor**



- Ceremony Arch-\$220.00
- Floral canopy-\$1100.00
- Perimeter draping-\$825.00
- Ceiling draping-\$275.00

Black or Ivory linens are priced per piece. Please ask for details. Special requests for décor.

CCDJ Add-Ons



- Photo Booth- \$700 for 3 hours
- Room Uplighting- 27.50 per light



*3,000 square
foot lobby
area*



*Outdoor gazebo
in Candlelight*



*Outdoor ceremony
on the patio*



*Baby Grand piano
in the lobby area*

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APPETIZER MENU

Please select from the following appetizers to make your ideal combination. A minimum of 3 dozen of each selection is required. All prices are subject to room rental, 18% facility fee and applicable taxes.



- Stuffed Mushroom Caps 23/dozen
- Pickle Spears with Butter Milk Dill Dipping Sauce 18/dozen
- Mini Smoked Meat Sandwiches on Pretzel Buns 39/dozen
- Bruschetta on Crostini's 23/dozen
- Thai Spring Rolls with Sweet Chili Sauce 23/dozen
- Assorted Mini Quiche 23/dozen
- Pork Souvlaki with Tzatziki Sauce.. 33/dozen
- Baked Salmon Flat Bread with Cream Cheese, Caramelized Onions & Balsamic (12-14 pieces) 28/flatbread
- Honey BBQ Meatballs 22/dozen

A LA CARTE MENU

Includes Soup or Salad, Main Meal, Side, Vegetable, Dessert, Tea and Coffee. **Menu prices are based on a minimum of 35 people. For prime time event dates a minimum of 80 people is required. \$2 plating fee applies to all A La Carte menu items.**

- Slow Roasted Prime Rib of Beef with Pan Gravy and Yorkshire Puddings 48
- 6 oz Bacon Wrapped Fillet Mignon with Red Wine and Peppercorn Sauce 48
- Chicken Supreme Stuffed with Spinach and Goats Cheese, with a White Wine Sauce 41
- Chicken Supreme Stuffed with Roasted Red Peppers and Parmesan with Mushroom Cream Cheese Sauce 35
- Breast of Chicken with a Mushroom Herb Cream Sauce 31
- Poached Atlantic Salmon with a Tarragon Sauce 41
- Roast Beef Inside Round with Pan Gravy.. 35
- 10oz French Pork Chop 39

Plated Salad Options

Caesar Salad/Greek Salad/Garden Salad with House made Dressing/Spinach, Pear and Goats Cheese Salad/Asian Salad with Mandarins, Red onions and Sesame seeds.

Plated Side Options

Roasted Potatoes/Seasoned Rice/Garlic Mash/Potatoes Croquette. **NOTE: All meals will come with Vegetable Medley**

Prices are subject to change for reservations beyond 60 days. Saturday weddings from April 1st to October 31st require a \$4,000 minimum pre-order commitment for food and beverage.

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DINNER BUFFET MENU

Includes Bread and Butter, 2 Salads, Side, Vegetables, 3 Desserts, Tea and Coffee

- Slow Roasted Turkey w/ Pan Gravy, Stuffing and Cranberry Sauce..... 38
- Breast of Chicken w/ a Mushroom Herb Sauce..... 33
- Chicken Supreme Stuffed w/ Spinach & Goats Cheese, w/ a White Wine Sauce... 38
- Roast Inside Round of Beef w/ Pan Gravy..... 35
- Slow Roasted Prime Rib of Beef w/ Pan Gravy & Yorkshire Puddings..... 49
- Additional Entrée..... 11

Buffet Salad Options

Caesar Salad/Greek Salad/Garden Salad with Assorted Dressings/Pasta Salad/Potato Salad.

Buffet Side Options

Roasted Potatoes/Seasoned Rice/Garlic Mash/Potato Croquette.

NOTE: All meals will come with vegetable medley.

Buffet and Plated Dessert Options

Assorted seasonal cakes



LATE NIGHT MENU



- Popcorn Bar..... 3
- Fresh Fruit Plate- Small (serves 20)..... 68
Large(serves 40)..... 128
- Vegetables & Dip-Small (serves 20)..... 48
Large (serves 40)..... 93
- Assorted Sandwiches..... 11
- Pierogi Bar-Mushrooms, Onions, Bacon and Sour Cream..... 8
- Cheese and Crackers..... 8
- Homemade Pepperoni Pizza..... 18
- Thai Spring Rolls 23/dozen
- Honey BBQ Meatballs..... 22/dozen
- Poutine Station..... 9
- Pasta Station-Penne Pasta, Tortellini, Cheese, Mushrooms, Onions, Tomato Sauce, Alfredo Sauce, Garlic Toast..... 12
- Popcorn Chicken with Assorted Dipping Sauces..... 10/dozen
- Smoked Meat Sandwich Bar..... 8

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