

E V E N T G U I D E

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BRENTWOOD BAY
Resort & Spa



Brentwood Bay Resort & Spa, a luxury boutique hotel nestled on the Saanich Inlet has 36 beautifully designed OceanSuites and OceanVillas, tailored for the luxury traveler. The resort is conveniently located in the heart of Victoria's wine-country, only 20 minutes from downtown, and just across the bay from the world famous Butchart Gardens.

This award winning resort offers seaside dining in the awe-inspiring Dining Room with floor to ceiling windows overlooking the unique landscape of Brentwood Bay and its surrounding hills. Culinary innovation is a core value at the resort; our chefs exquisitely crafted meals can also be enjoyed in the casual west coast Brentwood Bay Pub.

Discover texture, colour, and culture with the local artwork featured throughout the resort. Spend the day exploring the local marine wildlife by kayak, paddleboard, scuba diving charter, or eco-adventure tour at the Marina.

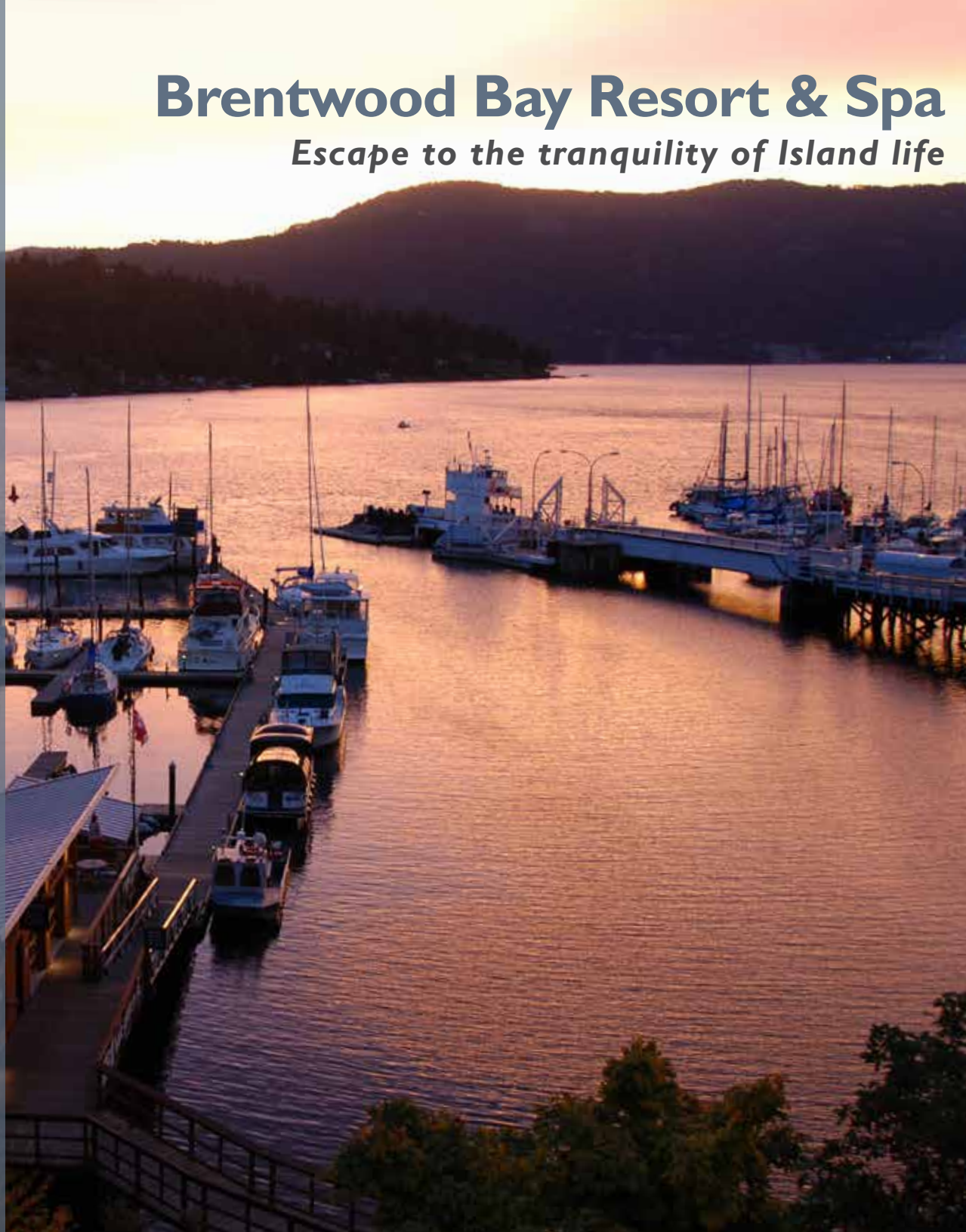
The Brentwood Bay Spa offers a full array of spa treatments promoting relaxation. Massage, nail treatments, skin care and for the ultimate experience book one of our luxurious spa packages. All treatments provided by our talented and nurturing spa team dedicated to promoting wellness through our guest experience and providing an atmosphere where body, mind and spirit simply come together. Slip into the heated outdoor pool or hot tub before falling into a glorious king sized bed.

Brentwood Bay Resort & Spa offers everything needed for a romantic and exciting getaway.



Brentwood Bay Resort & Spa

Escape to the tranquility of Island life



Guest Rooms

Luxury accommodations with spectacular views and all the amenities and services one expects from a five star boutique hotel. Rest easy and enjoy a relaxing West Coast getaway. Every stay in a luxurious OceanSuite includes a complimentary glass of local sparkling apple cider on arrival, parking, long distance calls & wifi.

OceanSuite

Our OceanSuites have luxurious furnishings, a king sized bed with down comforter and fine Italian linens, a fireplace, and floor to ceiling windows. Allow yourself to respond to the elements from a private balcony or terrace overlooking the botanical oceanfront view. Unwind in the tranquil, spa-like ensuite featuring a jetted Jacuzzi tub, separate shower with body massage jets, fluffy bathrobes, slippers and amenities by Deserving Thyme. Complete with air conditioning, a private bar, a 40" flat screen TV with HD channels and pay-per-view movies, a one cup Keurig coffee machine and kettle, an in room safe, an iron and ironing board, and an iHome system.

Deluxe OceanSuite

Elegant and tranquil, our Deluxe OceanSuites offer luxurious furnishings, a king sized bed with down comforter and fine Italian linens, a fireplace, and floor to ceiling windows. Take in the spectacular ocean view of Brentwood Bay and its surrounding hills from the private balcony or terrace. Unwind in the tranquil, spa-like ensuite featuring a jetted Jacuzzi tub, separate shower with body massage jets, fluffy bathrobes, slippers and amenities by Deserving Thyme. Our Deluxe OceanSuites are complete with air conditioning, a private bar, a 40" flat screen TV with HD channels and pay-per-view movies, a one cup Keurig coffee machine and kettle, an in room safe, an iron and ironing board, and an iHome system.

One Bedroom OceanSuite

Luxurious and spacious, our One Bedroom OceanSuites offer a separate bedroom with King sized bed, down comforter and fine Italian linens, a living room with a fireplace, queen sofa bed pull-out, and handcrafted furnishings. The spectacular view of Brentwood Bay and its surrounding hills expands into the living room and bedroom through floor-to-ceiling windows. Unwind in the tranquil, spa-like ensuite featuring a jetted Jacuzzi tub, separate shower with body massage jets, fluffy bathrobes, slippers and amenities by Deserving Thyme. Watch the sunset over the bay from the outdoor hot tub on the balcony or terrace. Our One Bedroom OceanSuites are complete with air conditioning, a private bar, two 40" flat screen TVs with HD channels and pay-per-view movies, a one cup Keurig coffee machine and kettle, an in room safe, an iron and ironing board, and an iHome system.



Private Event Facilities

Gallery Meeting Room

This casual, yet elegant, 27' x 24' event room on the spa level is private and filled with natural light. It can be arranged in several ways from boardroom to classroom to banquet for groups from 5 to 32. Floor to ceiling glass doors open onto a private outdoor terrace where the heated pool, hot tub and aroma garden provide a beautiful oceanfront setting for refreshment breaks and social events. The Gallery Room is fully equipped with audio-visual technology and internet access.

Garden Meeting Room

The airy 40' x 35' Garden Room features vaulted ceilings and is fully equipped with audio-visual technology and internet access. The increased floor space allows for greater flexibility in room set-up for groups from 15 to 70. The Garden Room is the ideal setting for larger events and functions.

Dining Room and Lounge

Our signature waterfront dining room with seating for up to 108, features gas fireplace and floor to ceiling windows with spectacular ocean views. The adjoining winebar and lounge provides a perfect venue for receptions and parties.

Dining Room Terrace

The outdoor Dining Room Terrace seats up to 40. Patio heaters and awnings provide exceptional comfort for outdoor dining and parties.

Eco-Cruise Charter

Charter one or more of our glass-domed eco-cruise boat for a fun and exciting adventure. Charter by the hour including an operator, for groups up to 12 guests. Imagine a floating classroom, boardroom or luncheon meeting cruising the sheltered waters of Brentwood Bay.



ROOM	DIMENSIONS	ROUND	THEATRE	CLASSROOM	BOARDROOM	STAND UP RECEPTION	HOLLOW SQUARE	U-SHAPE
Gallery Room	27' x 24'	32	36	27	22	50	24	21
Garden Room	40' x 35'	48	71	36	24	80	36	27
Dining Room	18' x 51'	96	100	-	-	120	-	-



Frequently Asked Questions

Do you provide discounts for room blocks?

Yes we do, however, they are based on availability and seasonality.

Can we rent different linens, chairs, tableware etc?

If additional linens, decor and/or rental items are required there may be a rental and handling charge.

What equipment do you offer?

Projectors, whiteboard, flip-charts, and conference phone are available for rent. Wi-Fi is complimentary.

Can we buyout the hotel for a corporate event?

We can comfortably seat up to 108 guest in our dining room for large events and parties.

As the Dining Room will be closed to the public, evening events require a minimum food and beverage purchase of \$8,000 before tax and gratuity and a complete resort buy-out of all 33 of our guest rooms. Lunch functions do not require guest-room rental and only require a minimum food and beverage purchase of \$2,000. We are unable to accept full dining room reservations for July or August.

How much does it cost to rent an event room?

Our Gallery or Garden Rooms are \$300 for a partial day or evening event or \$500 for a full day event. These rates may be reduced based on over all catering requirements.



Can we order in catering for our event?

All food and beverage must be provided by Brentwood Bay Resort with the exception of celebratory cakes, unless written permission is provided from the Sales and Catering department.

Do you have projector, screen, flip chart etc, that we can rent?

We provide the following equipment:

Flip Chart	\$15/day
Whiteboard	\$25/day
LCD Projector	\$50/day
Projector Screen	\$25/day
Wireless Mic	\$125/day (Dining Room Only)
Conference Phone	\$25/day

Additional equipment can be rented on an as needed basis.

Do you offer discounts guest room discounts for large group bookings?

Yes, guest room discounts depend on the time of year and the number of rooms required, please contact our sales department for more information.



Policies & Requirements

Brentwood Bay Resort & Spa is designed for adults seeking a tranquil atmosphere and is therefore not recommended for children under the age of 16. Pets are allowed in designated guestrooms and non-foodservice areas of the main building. The Resort is entirely non-smoking. Brentwood Bay Resort & Spa offers the following complimentary services: parking, calling and faxing within North America and high-speed and wireless internet access.

Music

Amplified music and dancing is not allowed, including DJ's and bands, with the exception of a Resort buy-out. Acoustical music and access to the Resort's sound system, to which an IPOD/MP3 player may be connected, is available for a daily rental fee. As a courtesy to other guests, music may not be played past 12 midnight. We collect fees on behalf of SOCAN (Society of Composers, Authors and Music Publishers of Canada) starting at \$42 for music played during events. A fee schedule will be provided for live music and dancing. SOCAN collects license fees and distributes them as royalties to their members and affiliated performing rights organizations worldwide.

Guest Conduct

You, the Client, agree to assume full responsibility for the conduct of the members, guests, and contractors of this group, including physical damage to the property as a result of misuse. Noise in all accommodation areas of the Resort should be kept to a minimum to ensure relaxation and enjoyment of our other guests. If we receive a complaint in relation to noise from members of your group, remedial costs may be billed to your master account. In accordance with BC Liquor Control and Licensing laws, BBR reserves the right to regulate all private functions. Our staff have the right to refuse bar service to anyone showing signs of intoxication. We also have the right to escort any guest off the premise.

Event Spaces

Tacks, staples, tape or any other substance may not be used on the walls. No loose sparkles, confetti or rice may be brought to the Resort. Art may not be removed from the walls without prior written consent - labour charges may apply. All decorations and personal belongings must be removed from the event space at the end of your event. The Resort is not able to store any decorations, flowers, or belongings for you. If decorations, flowers, or belongings are left, the Resort assumes the right to discard these items. If you prearrange storage, a surcharge will apply. We do not assume responsibility for personal property and equipment brought to the Resort. We are not able to accept responsibility for damage to or loss of any merchandise, equipment or articles left at the Resort or left unattended by the members of your group.



Food & Beverage Policies

Brentwood Bay Resort & Spa will be the sole provider of all food and beverage on the premises unless a prior written exception has been made.

Guest Number Guarantee

We require a guarantee for the number of guests attending your event. Guarantees must be submitted via email to the Sales and Catering Manager by 12:00 pm local time, 14 business days prior to an event. If the number of guests served at the event is less than the guarantee, we will charge for the number of guests guaranteed. If the number of guests served is greater than the guarantee, we will charge for the total number of guests served. The agreed upon menu items may not be available for any additional guests added within 48 hours of the event and substitutes may therefore be necessary.

Menu Selections

To ensure the availability of your desired choices, your menu selections must be submitted to the Sales and Catering Manager 21 days prior to your function date unless a written exception has been made.

Allergy & Dietary Restrictions

Your health is of the greatest concern to us. Please inform us 21 days prior to your event date of any group members with allergies or special dietary requirements. Our Sales and Catering Manager will advise on menu selections to best accommodate your needs. Charges will apply to dietary substitutions made on the day of the event or if you require an extensively customized menu.

Special Equipment Rentals and Event Planning

Brentwood Bay Resort and Spa provides white linens; black table mats; our standard plate, table and glassware; and black dining room or banquet chairs. If additional linens, décor and rental items are required there may be a rental and handling charge, with the exception of floral arrangements. All flowers are to be organized by the guest.

The Sales and Catering Manager at Brentwood Bay Resort and Spa will assist you with organizing the details of your event, but they are not a personal event planner. As such, if you require additional services or extensive assistance with event planning you may be subject to a \$50/labour charge.



Statutory Holidays

A surcharge will be applied to events held on Canadian statutory holidays.

Cancellation Policy

In the event of the cancellation of the entire contract or any portions of the contract at any time after the execution of the contract, all monies paid as set out in the payment schedule of the contract are strictly non-refundable 60 days prior to your group's arrival. In the event that the function is cancelled within days of the function commencement date, 100% of the total contracted event charges for guestrooms, event space and food and beverage will be charged to the client and paid by way of pre-authorized credit card as set out in the contract.

Payment Schedule

Deposit One	due upon signing of the contract for all event spaces and rental fees
Deposit Two	due 21 days prior to your event for all estimated food and beverage costs and all estimated equipment rental fees
Final Payment	due upon the completion of your event for all charges applied to the Group Master Account, less deposits.

Applicable Gratuities & Taxes

Food & Non Alcoholic Beverages	18% gratuity	5% GST	
Alcoholic Beverage	18% gratuity	5% GST	10% PST
Meeting Room Rental & Audio Visual		5% GST	





MEETINGS



RETREATS



TEAM
BUILDING



DINING



PARTIES