



PTARMIGAN INN  
HOTELS LTD



# EVENT VENUE

Located in the heart of Hay River, Northwest Territories, Ptarmigan Inn is the premium venue for meetings, conferences, and social occasions in the South Slave region. Inspired by the nearby waterfalls, our stunning full-service venue conveys stylish yet modern elegance with complete versatility.

Whether it's a corporate function, conference, or cocktail reception, our expert event management and catering team helps you create a unique experience fully tailored to your needs. Our convenient downtown location also gives you easy access to gorgeous views of the Hay River and world-class tourism destinations.





# SOCIAL EVENTS

Ptarmigan Inn is your go-to venue for Hay River's finest social events, and we don't mind name dropping. We've hosted Canada's who's who including Prime Minister Stephen Harper and Governor General David Johnston. We've also held the highly-anticipated Fireman's Ball, the Rotary Wine Festival, and many unforgettable Christmas parties, graduations, weddings, and retreats. You won't find another Hay River venue with all we have to offer.

Need hotel accommodations? Ptarmigan Inn offers special booking rates for clients who choose our venue rentals or catering services.

Looking for something more casual? Our versatile facilities can easily transform into the perfect setting for any kind of social gathering, from a low-key luncheon to a spectacular birthday party.



# CORPORATE EVENTS

Ptarmigan Inn's timeless decor lends itself beautifully to make your event shine, no matter what the style or occasion. With versatile furniture setup and adjoining meeting rooms, we can easily transform our facilities into the ideal venue for corporate functions, sit-down dinners, and conference events.

Whatever you envision, our expert event management and catering team can help you make it happen.



# EVENTS MANAGEMENT

When you book an event at Ptarmigan Inn, you get more than just a stunning location. You will reap the benefits of having a dedicated event management consultant to help you create a unique experience through custom event planning, creative cuisine, and cutting edge service.



A unique experience: Our food and beverage manager, Carl Au, brings a wealth of experience creating a wide range of custom events from his extensive background at the RBC Convention Centre in Winnipeg. Whether it's a white glove service banquet or a casual luncheon, our experience and versatility allow us to completely customize an event to your needs.

Planning an event off site? We can help! Choose our off-site catering services and you'll get free access to a dedicated event management consultant. We'll help you create a seamless event with all the quality dining and superior service you expect from Ptarmigan Inn.



# CATERING SERVICES



Ptarmigan Inn offers a premium dining and food culture experience in the heart of Hay River. With traditional and seasonal menus that can be fully customized to your needs, you can savour the gift of regional cuisine that will inspire and enhance your guest experience.

It's all in the details: As masters of versatility and creativity, we offer a wide variety of linens, decorative features and seating arrangements that are carefully selected to help your event shine. We've also got the best chefs in town and a sommelier on hand to give you and your guests a dining experience you won't soon forget.

#### Ordering in?

Our team is fully equipped to extend Ptarmigan's premium catering services to all off-site and in-home events in Hay River.

Savour the occasion: Want to really impress your guests? Our award-winning catering team and sommelier have a full range of innovative menus specially designed to accent your event.

We're especially recognized for our:

- Breakfast buffets
- Themed coffee breaks
- Satisfying luncheons and salad bars
- Unique canapés inspired by local food
- Seasonal entrees and traditional cuisine
- Delicious vegetarian and gluten-free options
- Custom wine pairings

For a copy of our latest food and beverage menus, please contact our Food & Beverage Manager at (867) 874-6781 or fbmanager@ptarmiganinn.com.

# FACILITIES & SERVICES



With its downtown location, Ptarmigan Inn is the most convenient venue for events in Hay River. Our versatile facilities and furniture options can be easily transformed into the ideal setup for your special occasion.

Venue fees: The rental fee for each banquet room is \$295 per 12 hours. If booking for longer than 24 hours, a \$100/day fee will be applied to leave setup overnight.

Bar service (licensed): Licensed bar service is available. Please inquire well in advance if your event requires a license.

Hotel: Do you have clients or guests from out of town? Let us know! We offer block room reservations at a special discounted rate.

ROOM	SIZE	CAPACITY
Alexandra Falls	20-40 square feet	52
Louise Falls	20-32 square feet	40
Escarpment Creek	27-37 square feet	53
Combination Room - Alexandra and Louise	40-72 square feet	92
Total Meeting Rooms	67-109 square feet	145

**NOTE:** Room capacities are listed as maximum, and dependent on client setup requirements.

#### Need more than one room?

When you hold an event at Ptarmigan Inn, you get a 50% discount for each additional room rental. That means if you book all three, you get the third one free.



# EQUIPMENT & RENTALS



## Complimentary:

All tables and chairs onsite - seating under 145 (Tables vary from rounds to rectangle, seating 6-10, and cocktail tables.)	Free
High-end plateware, glassware and flatware	Free
Mobile bar	Free
Podium	Free
Power cords and power bars	Free
WIFI – shared network	Free

## Additional charges:

Banquet speakers and microphone	\$100/day
Flip charts	\$25/day
Projector and screen	\$100/day
Linens and centerpieces	*Request quote
Lighting system	*Request quote
WIFI - dedicated hi-speed connection	*Request quote
Additional tables and chairs (seating over 145)	*Request quote
DJ/Entertainment	*Request quote

# CONTACTS

Ready to start planning with Ptarmigan Inn? We look forward to helping you create an event to remember!

Got a special request? Please let us know! We pride ourselves in ensuring your planning and event run as seamless as possible.



For conferences, banquets and off-site catering please contact for our Food & Beverage Manager: [fbmanager@ptarmiganinn.com](mailto:fbmanager@ptarmiganinn.com)

For hotel reservations, please contact our Front Desk Manager: [reservations@ptarmiganinn.com](mailto:reservations@ptarmiganinn.com)

For General or other inquiries, please contact our Operations Manager, Terrance Rowe: [manager@ptarmiganinn.com](mailto:manager@ptarmiganinn.com)

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# LAYOUT OF BANQUET ROOMS





