



Royal Roads
UNIVERSITY

Venue Planning Tool

Classic Hatley Castle Package or Classic Hatley Quarterdeck Combination Package

This tool is intended for our contracted clients to support their planning stages in consultation with their wedding planner. It will capture all your necessary logistical information to support venue set up and Truffles Catering. Please ensure your selections are relevant to your specific contracted wedding package. Complete and save the interactive PDF in your records, then email the form no later than 45 days prior to your event day.

Wedding couples name

Name of wedding planner or designate & contact info

Event date: (mm/dd/year)

Estimated adult guest number
**including couple*

Estimated Children (5-12)

Estimated Children (0-4)

Please provide a full list of suppliers, e.g. decor company & item

Will you be renting a dance floor?
If yes, please list rental company.

Venue Logistics

Ceremony location

Wedding registry table
(chair & 2x3 table included)

Public address system

**Includes lectern, 1 podium mic, 1 wireless hand-held mic, 1 wireless lapel mic, CD player, MP3/iPod ready, built in speaker*

Live musicians

**Musicians must provide own equipment*

*If yes, number of chairs required
for musicians*

Cocktail reception location

Dinner reception location

Do you require a head table?

*How many are seated at the head
table (Hatley Castle Drawing
Room maximum of 10 persons.
Grant Quarterdeck no maximum)*

Dinner reception set up

*Number of round tables (5ft)
Buffet service - Max 10 per table
Plated service - Max 8 per table*

*Number of rectangular tables (6ft)
for harvest style seating. 6 per table
for buffet. Toppers required for
plated service.*

Number of high chairs (2 available)

Number of guest chairs (banquet)

*Do you require a cake table?
2x3 table

Do you require a gift table?

*Will you require Truffles standard
linens on your guest tables?*

If yes, what colour?

Will you be having a slideshow presentation?

Catering Selections

Please reference the catering menus for pricing and menu details found on [our website](#).

Bar Service

Bar Structure

Bar Wine Selection

Bar Spirits Selection

Liqueurs

Cocktail Bar (choose 2)*

**Optional*

Twisted 75 – Ampersand Gin, fresh squeezed lemon juice, rosemary skewered blueberries

Vodka maple old fashioned – Sheringham vodka, maple syrup, orange bitters

Whiskey Sour – Bulleit bourbon, lemon juice, orange slice

Cuba Libre Blanco – de Vine honey shine, Phillips craft cola, lime

Blackberry bubbles – Henkel Trocken with a splash of Salt Spring blueberry port

Special order alcohol as prearranged with Truffles. Please specify

Reception Options

Additional Beverage Service

House sparkling wine

Please confirm number of bottles

** Approx. 6 glasses per bottle*

Non-alcoholic punch

Ice Water Station

Hors D'Oeuvres & Beverage Package

**Based on a minimum of 50 guests*

Beverage (choose 1)

Hors D'Oeuvres (choose 2)

Beet cured salmon - spiced rice cake, pickled cucumber

*Rosemary-current palmier - duck prosciutto,
creme fraiche, micro arugula*

*Grilled beef flank steak - cauliflower puree,
roasted mushroom*

*Pan seared polenta - herb chevre & sun-dried
tomato*

Watermelon & feta - sweet balsamic fluid gel

*Brie bread pudding - red wine & pear fluid gel,
apple crisp*

Strawberries and Bubbles Package

** Based on a minimum of 50 guests*

*Henkell Trocken sparkling wine
& chocolate dipped strawberries*

Quantity

Hot Hors D'Oeuvres (Minimum 3 dozen per item)

Seafood

Sockeye salmon, sobisse, micro arugula

Dungeness tortellini, parmesan cream sauce, green onion

Sablefish brandade, tobiko aioli, pickled shallot, chervil

Seared scallop, chive oil, lemon vierge

Halibut fish tacos, pico de gallo, pickled law, chipotle creme fraiche

Meat

Duck confit flatbread, compressed pear, blue claire, red wine gastrique

Semolina gnocchi, braised beef, moustarda

Thai pork belly, fresh chili, pineapple, kaffir lime salt

Torch seared beef, polenta, horseradish aioli

Beef kafta, chili, mint, smoked paprika raita

Vegetarian

Crispy risotto, heirloom tomato, bocconcini, basil bites

Tomato tart, onion jam, whipped goat cheese, baby basil, balsamic fluid gel

Black truffle sachetti, ratatouille, parmesan cream sauce, micro basil

Baked ricotta cake, spiced eggplant relish, carrot chip, cumin salt

Quantity/dozen

Quantity/dozen

Quantity/dozen

*Artisan onion rings, romesco,
smoked cauliflower and herb aioli
dips*

Vegan

Quantity/dozen

*Moroccan chickpea ragout,
poppadum crisp, baby cilantro*

Falafel kofta, spicy tomato sauce

Cold Hors D'Oeuvres (Minimum 3 dozen per item)

Seafood

Quantity/dozen

Grilled prawn, caesar sip

*Dungeness crab salad, pickled shallot,
smoked aioli*

*Salmon poke, lime zest & house nori-
sesame cracker*

*Ahi tuna nigiri, sushi rice cake, pickled
cucumber*

*Beet cured salmon, spiced rice cake,
pickled cucumber*

*Potato buttermilk blini, dungeness
crab, scallion caviar, lemon confit*

Meat

Quantity/dozen

*Grilled beef flank steak, cauliflower
puree, roasted mushroom*

*Potato pave, elk rilette, yam chip,
currant sauce*

*Beef carpaccio, white polenta,
micro arugula, parmesan, truffle oil*

*Compressed melon, prosciutto,
creme fraiche, micro arugula*

*Rosemary-currant palmier, duck
prosciutto, pear marmalade, thyme
aioli*

*Beetroot choux puff, chicken liver
mousse, island sea salt*

Vegetarian

Quantity/dozen

Avocado gazpacho sip, papaya

*Port infused grapes, pistachio & blue
claire crusted, port pipette*

Polenta, herb chevre, sun dried tomato

*Watermelon & feta, sweet balsamic
fluid gel*

*Brie bread pudding, red wine, pear
fluid gel, apple crisp*

Vegan

Quantity/dozen

*Ratatouille, compressed zucchini,
baby basil*

*Vietnamese rolls, rice noodle, mango
avocado, pepper, sweet chili sauce*

Dessert Hors D'Oeuvres (Minimum 3 dozen per item)

Quantity/dozen

*Dessert pops, cheese cake, bavoise,
house-made marshmallow*

*Raspberry mimosa sips, raspberry
consumme, champagne*

*van Gogh vodka shots, coffee
flavoured, cocoa infused Truffles,
dark chocolate & Baileys, white
chocolate & Amaretto*

Chocolate dipped strawberries

*Artisan gelees, marinated fruit
filling*

French petite fours

Macaroon pop, chocolate drizzle, nut crusted

Dark chocolate brownie cupcake, cardamom brown butter icing

Platter Menus

Meat & Cheese

<i>Charcuterie</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Artisan cheese</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Meat & cheese</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Cheese Fondue</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>High-tea sandwiches</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>

Vegetarian & Vegan

<i>Garden vegetables</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Polenta Fries</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Mezze platter</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Antipasto spreads</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Forest mushroom pate</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>

Seafood

<i>Prawns</i>	<i>35 Pieces</i> <i>70 Pieces</i>	<i>Quantity</i>
<i>Coast sushi</i>	<i>50 Pieces</i> <i>75 Pieces</i>	<i>Quantity</i>
<i>Vegetable sushi</i>	<i>50 Pieces</i> <i>75 Pieces</i>	<i>Quantity</i>
<i>Wild BC salmon lox</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Haida Gwaii tuna nicoise</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>West Coast seafood selection</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>

Dessert

<i>Traditional desserts</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>
<i>Something for everyone</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>
<i>Patisserie</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>
<i>Tartlettes</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>
<i>Truffles</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>
<i>Churros</i>	<i>Per doz</i> <i>(min 3)</i>	<i>Quantity/doz</i>
<i>Decorated fresh sliced fruit</i>	<i>Small</i> <i>Medium</i>	<i>Quantity/doz</i>

Dinner Selections

Dinner Wine Selection

Dinner white wine selection

Please confirm number of bottles

**Approx 5 glasses per bottle*

Dinner red wine selection

Please confirm number of bottles

**Approx 5 glasses per bottle*

Seasonal Rose

Please confirm number of bottles

**Approx 5 glasses per bottle*

Sparkling Wine

Time of sparkling wine service

Confirm number of bottles

**Approx 6 glasses per bottle*

Hatley Castle Buffet - based on a minimum of 50 guests

Salads (choose 3)

Gathered greens - Saanich organics field greens, quinoa, strawberries, sunflower seed praline, goat cheese, white balsamic vinaigrette

Roasted beets & endive - red wine molasses, goat feta, frisse

Ancient Grains – Braised kale and radicchio, sweet onion, cucumber, grannysmith apple, sunflower seeds, fresh herb, tandoori dressing

Sun wing tomato & coriander salad – picked red onions, top soil arugula, toasted coriander seeds, anise vinaigrette

Soba noodle salad – soba noodle, bell pepper, snap peas, purple cabbage, cilantro, sesame, tari dressing

Bruleed Saanich figs (August – September) – Qualicum blue Claire, red wine molasses, top soil arugula, lemon candied pecans

Accompaniments (choose 2)

Nugget potatoes - BC grown, fresh herbs, dijon, olive oil, sea salt

Steamed seasonal vegetables - herb garlic butter

Grilled vegetables - asparagus, artichokes, zucchini, bell peppers, eggplant, fennel, olives, basil oil, parmesan

Broccolini - roasted bell pepper, garlic, chili oil, parmesan

Saanich organics squash gratin (June – October) – roasted bell pepper, garlic, chili oil, parmesan

Roasted heirloom carrots (June – October) – Qualicum brie crisps, crème fraiche, sherry and Butler Farm hazelnut vinaigrette

Vegetarian options (choose 1)

Entrees (choose 2)

Oceanwise BC Wild Salmon – roasted Silber Rill corn tarragon sauce

Oceanwise BC Steelhead – sustainably farmed, citrus gremolata, lemon herb beurre blanc

Lamb Loin Chops – gremolata gratin with roasted tomato, mushroom butter sauce

AAA Top Sirloin medallions - Alberta raised, braising greens, bacon lardons, pearl onion, tomato, demi

Rosstown Farms Chicken Marbella – free run, dried plums, olives, capers, fresh thyme

*Sablefish – sautéed shitake & green tea miso
\$7 surcharge*

Halibut & sidestripe shrimp (April – September) – Salt Spring Island mussels, Hertels bacon cream sauce, Saanich Farms banana potatoes, fried leeks. \$7 surcharge.

Rosstown Farms Chicken Breast (August – October) – spring onion puree, locally foraged mushrooms, confit garlic

Dessert - no selection required

Fresh sliced fruit - seasonal fresh berries

*Dark & white chocolate truffles - housemade,
crusted in coconut & cocoa powder*

Select Additional 2

*Brule Lemon Tart – fresh berries, lavender
meringue, macaron*

*Tiramisu - layered ladyfingers, espresso
mascarpone, chocolate ganache*

Seasonal fruit hand pies – mascarpone chai frosting

*Pavlova – lemon curd, stewed Saanich Farms
rhubarb, pistachio crumb, meringue*

Artisan bread, coffee & tea included

Buffet Menu Enhancements

*Hatley Castle Buffet additional salad
or accompaniments*

*Hatley Castle Buffet additional
entree selection*

*Premium Add-ons - (chef labour not
included)*

Food Stations

Plated Dinner Menus

Appetizer or Soup (choose 1)

Entrees (choose 1)

Desserts (choose 1)

*Additional pre-selected entree choice
(maximum of 1 entree)*

*4 course option of soup or appetizer
(choose 1)*

Plated Menu Enhancements

Appetizers (show plates)

Desserts (show plates)

Palate cleanser

*Dark & white chocolate truffles with
coffee & tea*

Late Night Add-ons

*Quantity/
dozen*

*Late night add-ons -
(minimum quantity applies
& chef labour not included)*

*Halibut fish tacos - grilled tortillas, crispy
halibut, pico de gallo, pickled slaw, chipoli
creme fraiche*

*Deep fried mac and cheese pops -
housemade ketchup*

*Mini grilled cheese - edam, cheddar,
mozzarella, short rib & raclette, ham &
gruyere*

*Churros – warm house-made, served with
dolche de leche and crème fraiche*

*Chocolate fondue - fresh marshmallow,
strawberries, sponge cake, cream puffs,
pretzels*

Wedding Cake

Please select option

Please confirm service time

Please list any dietary allergies or
requirements along with guest names
(e.g., gluten free or vegan requests)

Are there additional catering
requirements that are not reflected in
this document?

Are there additional logistical details that are not reflected in this document?

Next Steps

Based on the information above the Event Coordinator will create a final floor plan, Client Confirmation and updated estimate within two weeks of receiving the completed Venue Planning Tool .
