



Royal Roads
UNIVERSITY

Venue Planning Tool

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

Wedding couples name

Name of wedding planner or designate

Event date: (mm,dd,year)

Estimated adult guest number

Please provide any supplier name(s), i.e. decor company & item

Venue Logistics

Ceremony location

Number of ceremony chairs for guests

Wedding registry table (chair & table included)

Public address system

Live musicians

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 12 persons. Grant Quarterdeck no maximum)

Dinner reception set up

Number of round tables (5ft) maximum guests 10 for buffet service and 8 for plated service

Number of guest chairs (banquet)

Do you require a cake table?

Dance floor required

Gift table

Are you using standard linen included in your package?

If yes, what colour?

Will you be having a slideshow presentation?

Floor Plans

A floor plan will be developed by the Event Coordinator based on the information provided above. A final floor plan will be provided at the time of signing the Banquet Event Order approximately 2 week prior to your event date.

Catering Selections

Please reference the catering menus for pricing and menu details

Bar Service

Host Bar for duration of event

Cash bar for duration of event

Combination of host and cash bar

If yes, please describe

Deluxe bar

Premium bar

Liqueurs

Dinner white wine selection

Please confirm number of bottles

Dinner red wine selection

Please confirm number of bottles

House sparkling wine

Please confirm location

Please confirm number of bottles

Special order alcohol as pre-arranged with Truffles. Please specify

Reception Options

Hors D'Oeuvres & Beverage Package

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

*Henkell Trocken sparkling wine &
chocolate dipped strawberries -
(number based on guest count)*

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

Seafood

Quantity/dozen

*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 slaw, chipotle creme fraiche*

Meat

Quantity/dozen

*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

Quantity/dozen

*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

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

Vegan

Quantity/dozen

Moroccan chickpea ragout, papadum crisp, baby cilantro

Falafel kofta, spicy tomato sauce

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

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>Quantity</i>
	<i>Medium</i>	
<i>Artisan cheese</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	
<i>Meat & cheese</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	
<i>Marinated flank steak</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	
<i>High-tea sandwiches</i>	<i>Per doz (min 3)</i>	<i>Quantity/doz</i>

Garden Variety

<i>Garden vegetables</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	
<i>Heirloom tomatoes</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	
<i>Mezze platter</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	
<i>Antipasto spreads</i>	<i>Small</i>	<i>Quantity</i>
	<i>Medium</i>	

<i>Grilled marinated vegetables</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Root vegetable chips</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>Saffron shrimp salad rolls</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>Smoked & candied seafood</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 (min 3)</i>	<i>Quantity/doz</i>
<i>Artisan gelees</i>	<i>Per doz (min 3)</i>	<i>Quantity/doz</i>
<i>Decorated fresh sliced fruit</i>	<i>Small Medium</i>	<i>Quantity/doz</i>

Dinner Selections

*Please confirm adult numbers
(including vendor meals)*

Please confirm children (0-4 years)

Please confirm children (5-12 years)

Hatley Castle Buffet - based on a minimum of 50 guests

Salads - no selection required

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

Smashed beets & endive - red wine molasses, Moonstruck feta

String bean salad - green & yellow wax beans, pickled cucumber, confit heirloom gem tomatoes, grilled spring onion dressing

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

Vegetarian options (choose 1)

Entrees (choose 2)

Rosstown Farms chicken breast - free run, tomato & basil bruschetta, crispy onions, olive oil

Roasted Fraser Valley pork loin - apple, savoy cabbage, pan jus

Rosstown Farms chicken marbella - free run, dried plums olives, capers, fresh thyme

Oceanwise BC wild salmon - tomato & leek ragout, herb creme fraiche

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

Dessert - no selection required

Fresh sliced fruit - seasonal fresh berries

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

Cheesecake globes - blueberry cheesecake with lemon-tarragon crust, semi-sweet chocolate cheesecake with caramel-graham crust

Tiramisu - layered ladyfingers, espresso mascarpone, chocolate ganache

Artisan bread, coffee & tea included

Island Buffet based on a minimum of 50 guests

Salad - no selection required

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

Smashed beets & endive - red wine molasses, Moonstruck feta

String bean salad - green & yellow wax beans, pickled cucumber, confit heirloom gem tomatoes, grilled spring onion dressing

Yam & sweet potato salad - arugula, caramelized onion, sea salt

Platter

Chilled poached prawns - tomato & horseradish chutney

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

Vegetarian options (choose 1)

Entrees (choose 2)

Rosstown Farms chicken breast - free run, tomato & basil bruschetta, crispy onions, olive oil

Roasted Fraser Valley pork loin - apple, savoy cabbage, pan jus

Rosstown Farms chicken marbella - free run, dried plums olives, capers, fresh thyme

Lamb loin chops - gremolata gratin & roasted tomato, mushroom butter sauce

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

Oceanwise BC wild salmon - tomato & leek ragout, herb creme fraiche

Rockfish - gremolata, fresh herb butter sauce

Dessert - no selection required

Fresh sliced fruit - seasonal fresh berries

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

Cheesecake globes - blueberry cheesecake with lemon-tarragon crust, semi-sweet chocolate cheesecake with caramel-graham crust

Pavlova - lemon curd, seasonal fruit, meringue hearts

Tiramisu - layered ladyfingers, espresso mascarpone, chocolate ganache

Artisan bread, coffee & tea included

Buffet Menu Enhancements

Hatley Castle Buffet additional salad or accompaniments

Hatley Castle Buffet additional entree selection

Island Buffet additional salad or accompaniments:

Island Buffet additional entree selection

Premium Add-ons - (chef labour not included)

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

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

Deep fried mac and cheese pops - housemade ketchup

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

Mini donuts - fried fresh to order, sugar & cinnamon dusted

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

Quantity/dozen (min 3 doz)

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*

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. If yes, an Event Coordinator will contact you to discuss

Are there additional logistical details that are not reflected in this document. If yes, an Event Coordinator will contact you to discuss