



Royal Roads
UNIVERSITY

Venue Planning Tool

Classic Hatley Castle Package or Classic Hatley Quarterdeck Combination Package

All activities are subject to the Provincial Health Orders on Events and Gatherings

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)

Guaranteed adult guest number
**including couple*

Guaranteed Children (5-10)

Guaranteed Children (0-4)

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

*Will you be renting a dance floor? *A dance floor is required for any dancing inside Hatley Castle*

Venue Logistics

Ceremony location

Wedding registry table
**Includes linen, chair and 2x3 table*

Number of guest ceremony chairs
(150 available)

Public address system
**Includes lectern, 1 podium mic, 1 wireless hand-held mic, 1 wireless lapel mic, CD player, MP3/iPod ready, built 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*

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, Max 54 guests.

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 Spirits Selection

Liqueurs

Cocktail Bar (choose 2)*

**Optional. Must select Local Libations Spirits*

Island 75

Pimm's Cup

Sea Cider Sangria

Whisky Sour

Pink Lady

Non-Alcoholic Signature Cocktails

Lumette Fizz

Paloma

Please Specify any custom alcohol orders prearranged with Truffles.

Reception Options

Additional Beverage Service

House sparkling wine

Please confirm number of bottles

**Approx. 6 glasses per bottle*

Beverage Station

Ice Water Station

Bubbles & Canapés Package

**Based on a minimum of 50 guests*

Quantity

Beverage

Pergolo Prosecco Extra Dry

Sparkling Apple Juice

Passed Canapés (choose 2)

Watermelon and Feta

Polenta

Duck Prosciutto

Beet cured salmon

Beef short rib

Tomato Tart

Bubbles and Strawberries Package

**Based on a minimum of 50 guests*

*Pergolo Prosecco Extra Dry &
chocolate dipped strawberries*

Self Serve Beverage Station

**Located at Bar*

**Full bar in the Italian Garden
(extra fee)**

HOT Canapés (Minimum 3 dozen per item)

Seafood

Quantity/dozen

Miso Sablefish

Dungeness Tortellini

Smoked Cedar Plank Salmon

Halibut Fish Tacos

Grilled Scallop

Chargrilled Spot Prawn

Meat

Quantity/dozen

Pork Tenderloin Medallion

Duck Confit Croquette

Braised Short Rib

Thai-Chili Pork Belly Beef

Kofta

Southern Fried Chicken

Vegetarian

Quantity/dozen

Risotto Arancini

Chickpea Ragout Black

Truffle Tortellini

Baked Ricotta Cake

Brie Bread Pudding

Cauliflower Pakora

Grilled Asparagus

**August to September only*

Mushroom Ragout

Vegan

Quantity/dozen

Avocado Tempura

Falafel

Gnocchi

COLD Canapés (Minimum 3 dozen per item)

Seafood

Quantity/dozen

Smoked Salmon-Mascarpone Crêpe

Smoked Pacific Octopus

Dungeness Crab Salad

Ahi Tuna

Beet Cured Salmon

Side Stripe Shrimp (May to July only)

Vegetarian

Quantity/dozen

Butter Butter Poached Beet

Polenta with Whipped Chèvre

Watermelon & Feta

Fava Bean Bruschetta

Tomato Tart

Brûléed Peninsula Fig

Meat

Quantity/dozen

Beef Carpaccio

Beef Short Rib Rilette

Parma Ham

Duck Prosciutto

Beef Tartar

Duck Confit

Vegan

Quantity/dozen

Quinoa-Cashew Fritter

Polenta with Cashew Chèvre

DESSERTS

Something Sweet

Quantity/dozen

Sweet Lollipops

Shaft Shots

Truffles

Chocolate Dipped Strawberries

Parisienne Petit Gateau

Dark Chocolate Cupcake

Grilled Peach (July to August only)

Platter Menus / GRAZING

<i>The Grazing Board</i>		<i>Quantity</i>
<i>Meat & Cheese</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<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>Grilled Okanagan Peaches & Parma Ham</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Chicken Puttanesca</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>House-Smoked Brisket</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Berryman Farms Pork Loin Medallions</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
 <u>Vegetarian & Vegan</u>		
<i>Garden vegetables</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Polenta Fries</i>	<i>50 pieces</i> <i>70 pieces</i>	<i>Quantity</i>
<i>Mezze</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Spiced Corn Fritters</i>	<i>50 pieces</i> <i>70 pieces</i>	<i>Quantity</i>
<i>House Made Root Vegetables Chips</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Chargrilled Vegetables</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Coconut Red Lentil Dahl</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Vegetarian Maki Rolls</i>	<i>50 pieces</i> <i>70 pieces</i>	<i>Quantity</i>
<i>Avocado Salad Rolls</i>	<i>50 pieces</i> <i>70 pieces</i>	<i>Quantity</i>
<i>Mediterranean Spreads</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>

Seafood

Seacuterie Grazing Board		Quantity
SSI Mussels and Clams		Quantity
Poached Prawn Buckets	35 Pieces 70 Pieces	Quantity
Coast Sushi	50 Pieces 100 Pieces	Quantity
Vancouver Island Poke	Small Medium	Quantity
Smoked & Candied Seafood	Small Medium	Quantity
Haida Gwaii Tuna Nicoise	Small Medium	Quantity
West Coast Seafood Selection	Small Medium	Quantity
Tuna Conserva	Small Medium	Quantity
<u>Dessert</u>		
Traditional Desserts Brulee	Per doz (min 3)	Quantity/ dozen
Lemon Tart	each (min 6)	Quantity
Patisserie	Per doz (min 3)	Quantity/ dozen
Apple Cardamom Hand Pies	each (min 6)	Quantity
Truffles	Per doz (min 3)	Quantity/ dozen
Churros	Per doz (min 3)	Quantity/ dozen
Fresh Sliced Fruit	Small Medium	Quantity
Honey Cornmeal Cake		Quantity
Gluten Free Options		Quantity

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*

Island Buffet - based on a minimum of 50 guests

Salads: choose 3

Gathered Greens

Watermelon-Ancient Grain Salad

Sun Wing Tomatoes and Buffalo Mozzarella

Not Your Traditional Caesar

Spring Vegetable Pasta Salad

Smoked Albacore Tuna Niçoise

Sprouted Lentil Salad

Grilled Okanagan Peaches [August to September]

Brûléed Saanich Figs [August to September]

Cowichan Valley Asparagus [May to June]

Accompaniments: Choose 3

Chargrilled Vegetables

Yukon Gold Potato Pavé

Tagliatelle

Broccolini

Warm Seasonal Vegetables

Roasted Baby Beets

Pan Seared Gnocchi

White Bean Cassoulet

Saanich Peninsula Banana Potatoes [June to October]

Roasted Heirloom Carrots [June to October]

Saanich Organics Summer Squash [June to October]

Entrees: Choose 2

Rosstown Farms Chicken Bruschetta

Ocean Wise Wild BC Salmon

Alberta "AAA" Top Sirloin Medallions

Berryman Farms Pork Chop

Alberta 'AAA' Short Ribs

Haida Gwaii Sablefish

Rack of Lamb

Northern Pacific Arctic Char

Rosstown Farms Chicken Breast [August to October]

Ocean Wise BC Spring Salmon [May to June]

Halibut and Sidesripe Shrimp [April to September]

Add on:

Chef Attended Carving Station

Alberta "AAA" Beef Carvery

Smokehouse Carvery

Porchetta

Add on: Desserts

Truffles

Fresh Sliced Fruit

Brûlée Lemon Tart

Miniature Delights

Tiramisu Shots

Seasonal Fruit Hand Pies

Pavlova

House Made Donuts

Coffee, Tea and Bread included

Buffet Menu Enhancements

*Hatley Castle Buffet additional salad
or accompaniments*

*Hatley Castle Buffet additional
entree selection*

*Optional Carveries - (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)*

Palate cleanser

Coffee, Tea and Bread included

Late Night Add-ons

Quantity

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

The Grazing Board

*Soul Food Martinis *chef attended*

*Yucatan Taco Bar *chef attended*

Filling Choice #1

Filling Choice #2

House Made Donuts

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. Your signature will be required for approval.
