



**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*

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### **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*

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*If yes, what colour*

*Will you be having a slideshow  
presentation*

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## **Catering Selections**

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

### **Bar Service**

*Bar Structure*

*Bar Spirits Selection*

*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.

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## **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*

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### **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 &amp; 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 &amp; 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>
 <b><u>Vegetarian &amp; Vegan</u></b>		
<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**

<i>Seacuterie Grazing Board SSI</i>		<i>Quantity</i>
<i>Mussels and Clams</i>		<i>Quantity</i>
<i>Poached Prawn Buckets Coast</i>	<i>35 Pieces</i> <i>70 Pieces</i>	<i>Quantity</i>
<i>Sushi</i>	<i>50 Pieces</i> <i>100 Pieces</i>	<i>Quantity</i>
<i>Vancouver Island Poke</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Smoked &amp; Candied Seafood</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 Tuna</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Conserva</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<b><u>Dessert</u></b>		
<i>Dessert Grazing Board</i>	<i>Single (125 pieces)</i> <i>Double (250 pieces)</i>	<i>Quantity</i>
<i>Traditional Desserts</i>	<i>Per doz (min 3)</i>	<i>Quantity</i>
<i>Brulee Lemon Tart</i>	<i>each (min 6)</i>	<i>Quantity</i>
<i>Patisserie</i>	<i>Per doz (min 3)</i>	<i>Quantity/ dozen</i>
<i>Apple Cardamom Hand Pies</i>	<i>each (min 6)</i>	<i>Quantity</i>
<i>Truffles</i>	<i>Per doz (min 3)</i>	<i>Quantity/ dozen</i>
<i>Churros</i>	<i>Per doz (min 3)</i>	<i>Quantity/ dozen</i>
<i>Fresh Sliced Fruit</i>	<i>Small</i> <i>Medium</i>	<i>Quantity</i>
<i>Honey Cornmeal Cake</i>	<i>each (min 6)</i>	<i>Quantity</i>
<i>Gluten Free Options</i>	<i>each</i>	<i>Quantity</i>

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## 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*

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## 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*

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### **Buffet Menu Enhancements**

*Hatley Castle Buffet additional salad  
or accompaniments*

*Hatley Castle Buffet additional  
entree selection*

*Optional Carveries - (chef labour  
not included)*

*Food Stations*

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### **Plated Dinner Menus**

*Appetizer or Soup (choose 1)*

*Entree selection (choose 1)*

*(Vegan Bruleed Avocado substitution available.*

*Advanced notice required.)*

*Dessert (choose 1)*

### **Optional**

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

*Second pre-selected entree selection*

*Third pre-selected entree selection*

*Palate cleanser*

*Coffee, Tea and Bread included*

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**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*

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**Wedding Cake**

*Please select option*

*Please confirm service time*

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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?

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### **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.

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