



CORPORATE PLANNER 2008

#1 BREW CREEK ROAD • WHISTLER • BC • CANADA • VON 1B1
TEL: (604) 932-7210 • FAX: (604) 932-7223 • WWW.BREWCREEKLODGE.COM

TABLE OF CONTENTS

CORPORATE ACCOMMODATIONS	3
CORPORATE RATES	4
THE MEETING HOUSE	4
ACCOMMODATION DESCRIPTIONS	5
ADDITIONAL BOOKING INFORMATION	7
CORPORATE FOOD AND BEVERAGE	8
SAMPLE MENUS	8
CONTINENTAL BREAKFAST	8
HOT BREAKFAST	8
SAMPLE LUNCH MENU	8
FRESH BAKED SNACKS	9
SAMPLE DINNER MENUS	9
BAR SERVICE	10
RENTALS AND BUSINESS SERVICES	11
AUDIO VISUAL EQUIPMENT RENTALS	11
INTERNET ACCESS	11
BUSINESS SERVICES	11
FUNCTION AGENDA	12
CORPORATE BOOKING AGREEMENT	13
BREW CREEK LODGE ROOMING LIST	14
APPENDIX – BREW CREEK LODGE SITE MAP & UNIT LAYOUTS	15

CORPORATE ACCOMMODATIONS

Tucked away in the forest, Brew Creek Lodge is a twelve-acre piece of paradise awaiting your discovery.

Newly renovated accommodations with a rustic elegance and custom décor showcase Brew Creek's natural splendor.

Six attractively appointed lodge rooms with private bathrooms, two unique, completely self-contained private houses with fireplaces, two guest suites, one deluxe cabin and a snug Tree House.

We have 15 private rooms with private bathrooms.

With shared rooms & bathrooms, we can accommodate up to 27 singles (includes 5 sofa beds & 1 day bed) with potential of an additional 13 on rollaway beds)

The ultimate hideaway with a peaceful atmosphere where guest rooms are without the distraction of televisions, telephones, radios or alarm clocks. (A pay phone is available in the main lodge and wireless / high speed internet access is available in the Meeting House)

Main lodge dining room with wooden floor and a comfortable hearth lounge features a river rock fireplace, an over-stuffed sofa and easy chairs and full-service yellow pine bar. Seating capacity for up to 70 guests.

Our Meeting House, spanning Brew Creek, offers a secluded environment with unique log craftsmanship and a river rock fireplace.

Workshops, seminars and brainstorming sessions attain a new level of focus in this, natural, distraction-free setting.

Well-groomed lawns and gardens for memorable outdoor strolls and undisturbed relaxation.

Four beautiful outdoor decks complete with patio furniture give ample opportunity for guests to relax and enjoy the surrounding pristine forest.

Coffee makers in select guest rooms.

Full housekeeping service provided daily.

Outdoor hot tub, the gentle flowing waters of Brew Creek, and a glacier fed pond for those seeking a more natural dip.

CORPORATE RATES

Each corporate retreat is quoted individually, based on a per person, per day rate geared to your organization's unique needs.

Our standard corporate rate is \$195.00 per person based on 6-15 people with private rooms / bathrooms.

Our shared room rate is \$160.00 per person
For groups of less than ten people who choose to use the Guest House, a surcharge of \$250.00 per night will also apply.

This rate includes one night accommodation, three meals (continental breakfast, hot lunch and a three-course dinner), two fresh baked snacks (mid-morning and mid-afternoon) with coffee/tea service during each meal and in the Meeting House.

This rate is subject to 5% GST, 8% hotel tax on accommodations and 15% gratuity on all food and beverages.

THE MEETING HOUSE

We offer several meeting room set-up styles:

U-Shape seating for up to 20 people
Boardroom or classroom seating for up to 26 people.
Theatre seating for up to 56 people.

**The rental fee for the Meeting House is \$150 per day plus 5% GST
(Half-day rentals are available)**

The Meeting House is equipped with complimentary high speed / wireless Internet access.

ACCOMMODATION DESCRIPTIONS

THE MAIN LODGE

10 beds (4 queen, 4 twin, 1 double sofa bed & 1 day bed)

All 6 rooms have private 3-piece bathrooms & no room for cots

- Rooms 1 & 2 have two single beds each
- Rooms 3 & 4 each have one queen bed
- Room 5 has a queen bed and a double pull-out sofa bed in the sitting area
- Room 6 has a queen bed and a single day bed in the sitting area

TRAPPERS CABIN

2 beds with 2 cots (1 queen bed, 1 queen sofa bed, 1 bathroom & room for cots)

- One bedroom deluxe cabin with a queen size bed plus a queen size pull-out sofa bed by the fireplace in the living room. There is a five piece bathroom with a shower and a large soaker tub. The cabin has a small kitchen nook equipped with a mini-fridge, a microwave and a coffee maker. There is also a small porch and a fully furnished deck out front.

GUEST HOUSE

4 beds & 4 cots (3 bedrooms, 1 double sofa bed, 3 bathrooms & room for cots)

- The Guest House is a fully self-contained house. The main floor has a full kitchen with fridge, dishwasher, mid-sized microwave / convection oven, stove top and dishware for up to 10 people. The house has a large dining area and a comfortable living room with a river rock fireplace. There is a double sofa bed in the living room.
- The main floor boasts a large bathroom with walk-in shower and double-sized whirlpool tub. The three bedrooms are located upstairs. The master bedroom has a queen bed and a 3-piece en suite bathroom. The other two bedrooms each have a double bed. A second 3-piece bathroom is also located upstairs. The outdoor hot tub is just outside the front door and the Brew Creek flows behind it. This house is equipped with an iron & ironing board.

EXECUTIVE SUITE

2 beds & 1 cot (1 double bed, 1 double sofa bed, 1 bathroom & room for a cot)

- The Executive Suite has one double bed, a full bathroom, and a sitting area with a double pull-out sofa bed. A mini fridge and coffee maker are also provided. This self-contained suite is attached to the Guest House with an adjoining door that is lockable on either side for complete privacy. This suite is equipped with an iron & ironing board.

ACCOMMODATION DESCRIPTIONS

NORTH SUITE

1 bed & 2 cots (1 queen bed, 1 bathroom & room for cots)

- The North Suite has a queen bed, a 3-piece bathroom and a sitting area. A mini fridge and coffee maker are also provided. There is room for a rollaway cot if requested. The suite is attached to the Guest House without an adjoining door. This suite is equipped with an iron & ironing board.

TREE HOUSE

1 bed (1 double, no bathroom)

- The Tree House is a quaint little cabin built up off the ground. A staircase leads up to its small balcony. There is a double bed in the loft, accessible by ladder. Guests in this unit share bathroom facilities next door in either the Guest House or Trapper's Cabin.

ADDITIONAL BOOKING INFORMATION

We offer the option of holding booking dates tentatively for up to 7 days. A 25% deposit is due to secure booking dates. Deposit to secure is 100% non-refundable. Changes to booking dates require a minimum of 30 days notice. At that time, 50% of the deposit will become non-refundable; the remaining 50% will be applied to the deposit on the new dates. The new booking date is required to be within 1 year of the original booking.

The final number of guaranteed attendees & related meal service is required 72 hours prior to arrival. The final invoice is based on this information. Corporate retreats are invoiced on a group basis. Brew Creek Lodge does not bill corporate guests individually, except for bar service, if necessary. Final payment is due within 30 days of the retreat. Balance due on the final invoice is subject to 2% interest per annum after 30 days.

Please forward the following information to participants prior to their arrival:

All indoor areas are non-smoking & a 'No Pets' policy is firmly in place.

Please advise us of any allergies/dietary restrictions a minimum of 3 days prior to arrival, & we will do our very best to provide for your needs. There is no restaurant on the property & the nearest food source is in Whistler, 17kms north on Hwy 99. There are no vending machines at the lodge, & our kitchen closes soon after the end of evening meals.

We do not require a damage deposit in advance, however, the company is held responsible for any damage to the property, including linens, furnishings, carpets, hot tub, etc. To avoid an additional cleaning fee, the company is required to ensure the kitchen is clean with dishes done or in the dishwasher, garbage & left over food bagged / disposed of, and recycling bagged / boxed & left inside the house.

Our kitchens are equipped with all necessary cleaning supplies.

Attendees are advised to bring flashlights, clothing, footwear, & insect repellent appropriate for the season.

Please note that guest rooms are not equipped with hair dryers, alarm clocks, televisions or telephones. There is a pay phone located in the main foyer & most cellular telephones are within service range on the property.

Please bring any adaptors necessary for hairdryers or electric razors.

Brew Creek Lodge will supply all required wood for our two wood burning fireplaces for ambiance only. To ensure that the house remains smoke-free & that the fire does not pose a hazard to our guests, please ensure that only a modest amount of wood is added at one time.

Brew Creek Lodge is located 17 km south of Whistler Village. Please be aware that snow tires or tire chains are mandatory on the Sea to Sky Highway in winter.

Please be sure to check for current road conditions or possible construction times prior to departing for Brew Creek Lodge.

CORPORATE FOOD AND BEVERAGE *

SAMPLE MENUS

(Catered by Brew Creek Lodge ~ Served in the Main Lodge)

CONTINENTAL BREAKFAST

(Included with per person daily rate)

Fresh Fruit Platters
Assorted Cold Cereals and Granola
Assorted Toasts and Jam
Apple & Orange Juice, Coffee, Tea, Herbal Teas and Hot Chocolate

HOT BREAKFAST

(Available for an additional \$5.00 per person)

Waffles served with Maple Syrup and Blueberry Jam
Assortment of Egg Dishes
Bacon or Sausages
Fresh Fruit Platters
Yogurt
Assorted Cold Cereals and Granola
Assorted Toasts and Jam
Orange Juice, Apple Juice, Coffee, Tea, Herbal Tea and Hot Chocolate

SAMPLE LUNCH MENUS

(Catered by Brew Creek Lodge, served in the Main Lodge Dining Room)

(One per meal period)

Spinach & Ricotta Cheese Cannelloni with Mixed Green Salad
Warm Vegetable & Cheese Wraps served with Soup or Salad
Grilled Chicken Caesar Salad served with Garlic Toast

Tea / Coffee Service & Dessert offered with Meal

* Please advise us in advance of any **dietary restrictions or allergies** that we should be aware of, & we will do our best to accommodate these particular needs.

FRESH BAKED SNACKS

(Catered by Brew Creek Lodge, served either in the Meeting House or the Main Lodge)

Tea and Coffee Service

offered along with both mid-morning & mid-afternoon fresh baked snack

Please advise us in advance if you would like soft drinks, bottled water or juice to be available to participants during the function.

Soft drinks are charged based on consumption at a charge of \$1.65 per beverage.

*(*Price is before tax & gratuity)*

SAMPLE DINNER MENUS

(Catered by Brew Creek Lodge & served in the Main Lodge)

Homemade Soup

Wild Coho Salmon with Lemon Dill Sauce

Rice Pilaf

Mixed Grilled Peppers and Zucchini

Chilled Chocolate Mousse

Or

Fresh Green Salad

Grilled Chicken Breast

Roasted Potatoes

Broccoli, Cauliflower & Carrot Medley

Specialty Pie a la Mode

Dinner Rolls and Butter Served with Dinner

Tea and Coffee is offered with Meal Service

BAR SERVICE

(Available in Main Lodge)

We offer our corporate guests full bar service in the Main Lodge dining room.

All alcohol consumed while the licensed dining room & Hearth Lounge is open will be offered through the Brew Creek Lodge bar.

House Wine by the Bottle

~ \$26.25 ~

Premium Wine by the Bottle

~ 38.50 ~

Bottled or Canned Beer

~ \$4.60 ~

Cocktails or Wine by the Glass,

~ \$5.35 ~

Soft Drinks

~ \$1.65 ~

All alcohol sales are subject to 5% GST, 10% liquor tax and 15% Gratuity.

Soft drinks are subject to 5% GST and 15% gratuity.

Please advise us in advance whether a company tab or individual billing for retreat participants is preferred for bar services.

RENTALS AND BUSINESS SERVICES

AUDIO VISUAL EQUIPMENT RENTALS

Extension Cord with Power Bar	\$5 / day
Speaker Phone	\$5 / day
Flip Chart with Paper & Pens	\$15 / day
White Board with Pens	\$15 / day
Projection Screen	\$25 / day
13" TV/ VCR	\$25 / day
24" TV/ VCR/DVD	\$75 / day

- Please advise us of any audio/visual requirements a minimum of 1 week prior to retreat.
- If you require additional specialty equipment, please let us know and we will do our best to locate them for you. Please be aware that a delivery/set-up/pick-up fee of \$50-\$75 applies to some specialty equipment. This cost will be included on the final invoice from Brew Creek Lodge upon check-out.
- The Meeting House is equipped with 7 power outlets.

INTERNET ACCESS

The Meeting House is equipped with high speed / wireless Internet access for the convenience of group participants. Those requiring wireless access will need to provide the necessary device / card for their laptop.

BUSINESS SERVICES

Photocopies (1-50 copies)	\$0.25 per page
Photocopies (50+ copies)	\$0.20 per page
Outgoing Fax Transmissions	\$2.00 for 1st page \$1.00 per additional page \$1.50 per minute for long distance within North America
Incoming Fax Transmissions	complimentary for first 10 pages \$1.00 per additional page

PLEASE NOTE:

- Prices are subject to change without notification.
- Please confirm costs with BCL Corporate Events Co-ordinator at time of booking.

BREW CREEK LODGE 2000 LTD

CORPORATE BOOKING AGREEMENT

To ensure that all information supplied in our Corporate Planner has been read, understood & is fully agreed upon by the company described below, we require an authorized individual to sign this contract on behalf of the company.

TODAY'S DATE: _____

BOOKING DATE(S): _____

COMPANY NAME: _____

MAILING ADDRESS: _____

CONTACT INFO: _____

Phone #: _____ Fax #: _____

Email: _____

SIGNATURE: _____

ESTIMATED RATE: _____

EST. MTG HOUSE RATE: _____

BOOKING REQUIREMENTS:

We will hold your booking date(s) tentatively for 1 week without obligation. To secure your booking, we require a deposit representing 25% of your estimated final balance due. Exclusive use of the property is based on the size of the group.

Payment in full of the invoice for your retreat is due within 30 days of receipt.

PLEASE NOTE: DEPOSITS ON CANCELLED BOOKINGS ARE 100% NON-REFUNDABLE.

Changes to booking dates require a minimum of 30 days notice. Outside of 30 days, 50% of the deposit will become non-refundable; the remaining 50% will be applied to the deposit on the new dates. The new booking date is required to be within 1 year of the original booking.

The final invoice issued to the company will be based on the 'guaranteed numbers', confirmed with us a minimum of 72 hours prior to arrival. With less than 72 hours notice of changes to your meal service / room requirements, full charges will apply.

Brew Creek Lodge may hold a signed credit card imprint as a security deposit. This deposit is held as a security against any damage or missing items in the units. Provided that there are no deductions, the credit card imprint will be returned within 30 days of departure

Thank you for your business!

(1 copy for BCL file, 1 copy to company)

BREW CREEK LODGE ROOMING LIST

NAME: _____ DATE: _____

MAIN LODGE (sleeps max of 10 individually) *Each lodge room has a 3-piece private bathroom; no cots*

Room 1. Twin Bed _____ Twin Bed _____

Room 2. Twin Bed _____ Twin Bed _____

Room 3. Queen Bed _____

Room 4. Queen Bed _____

Room 5. Queen Bed _____ Double Sofa Bed _____

Room 6. Queen Bed _____ Single Day Bed _____

(Rooms 5 & 6 each have a queen bed, private bathroom & sitting area with sofa bed or day bed)

EXECUTIVE SUITE – (sleeps max of 3 individually) *Attached to Guest House with locking adjoining door. 1 dble bed, 1 bathroom, fridge & coffee maker, sitting area with double sofa bed, room for a cot.*

Double Bed _____ Double Sofa Bed _____

NORTH SUITE – (sleeps up to 3 individually) *Attached to the Guest House; no adjoining door. One queen bed, private 3-piece bathroom, sitting area, mini fridge & coffee maker, with room for 2 cots.*

Queen Bed _____

TRAPPERS CABIN - (sleeps max of 4 individually) *One queen bed in bedroom, 5-piece bathroom with shower & soaker tub. Queen deluxe sofa bed in living room. Mini fridge, microwave & coffee maker. Room for 2 cots.*

Queen Bed _____

Queen Sofa Bed _____

GUEST HOUSE (sleeps max of 8 individually) *3 bedroom, 3 bathroom house (main floor bathroom with Jacuzzi tub) with double pull-out sofa bed in living room, full kitchen, & rock fireplace. Room for 4 cots.*

Master Bedroom w. Ensuite Bathroom: Queen Bed _____

Room 2: Double Bed _____

Room 3: Double Bed _____

Living Room: Double Sofa Bed _____

TREEHOUSE (sleeps 1 max individually) *Unique little unit featuring a double loft bed with ladder access. No bathroom facilities (share with Guest House or Trapper's Cabin)*

Loft: Double Bed: _____

(1 copy for BCL file, 1 copy for Guest)

APPENDIX

THE FOLLOWING MAPS AND ROOM LAYOUTS ARE AVAILABLE IN
A SEPARATE DOCUMENT ENTITLED: CORPORATE PLANNER
APPENDIX

BREW CREEK LODGE SITE MAP & UNIT LAYOUTS

SITE MAP – GROUNDS

LAYOUT – DINING ROOM

LAYOUT – MEETING HOUSE

LAYOUT – MAIN LODGE

LAYOUT – GUEST HOUSE / EXECUTIVE SUITE / NORTH SUITE

LAYOUT – TRAPPER'S CABIN

LAYOUT – TREE HOUSE