



Banff National Park, Alberta  
**Group Meeting Package**

With its charming splendor, intimate setting and warm hospitality, The Juniper is the perfect setting for your groups meeting and retreat. Set amidst backdrops of magnificent mountains and lakes with awe-inspiring views, The Juniper Hotel creates an ambiance of inspiration and serenity to fuel creativity, ingenuity and importantly teamwork.

***What sets the Juniper Apart – a Unique Meeting Destination***

***We get it:***

At The Juniper we know that your corporate meeting agenda is not the only thing on your mind. A corporate get together in Banff is more than gathering around flipcharts and board-room style tables. It's about your group having meaningful meetings as well as memorable, fun and exceptional experiences outside the meeting room.

***Focused Environment:***

The Juniper is located just 2 kilometres from downtown Banff which affords spectacular views and in an intimate woodland setting. Your group can enjoy the splendour of Banff National Park with only a short trip to downtown. We often hear that The Juniper is preferred for its location so that delegates contribute to the success of the meetings without the distraction of a busy city centre – after all that's why you chose the Rockies.

***The Layout:***

The Juniper Hotel's fifty-two (52) boutique style guest rooms have the comforts of the big city with the warm character of a mountain oasis. The Juniper offers the perfect setting for your groups retreat for 12-110 persons. The size of the hotel affords a friendly atmosphere that is conducive to team bonding and increased interaction.

***Our Stories:***

The Juniper Hotel can tell stories dating back to 4,000 years of early people's history to current day stories of wildlife sightings from guest rooms. The hotel's heritage hallway showcases some of the stories of the old property, the early people's history and mountain culture. Your guests will also get to experience the National Park on the Juniper's property with a walk through the interpretive woodland trails – opening spring 2008.

***Green Meetings:***

Being in Banff National Park, The Juniper believes in best practices for the environment. Meeting venues at The Juniper promote recycling, energy and water conservation and reduction of paper. Onsite walking trails with interpretive displays will heighten environmental awareness while allowing attendees to stretch their legs during coffee breaks.

***One Stop Location:***

It is possible to do it all at The Juniper Hotel. Few destination venues can offer it all in one convenient location. From designer style guest rooms with magnificent mountain views, spacious and unique meeting rooms, outstanding food and drink, as well as on property activities and walking trails - at The Juniper your group can have it all.

***An Invitation for you:***

We are so pleased that you are considering our mountain oasis for your group. Please accept our invitation to join us for a personalized tour and discover why The Juniper has gained a world wide reputation as one of the best meeting venues in Banff and the Rocky Mountains.



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**Property Features & Amenities**

Juniper guests enjoy:

- The Juniper Bistro & Lounge for breakfast, lunch, dinner, lounge and patio
- Banff's largest patio
- Year-round outdoor hot tub
- Art Gallery & Heritage Hall
- Concierge & Guest Services
- Shuttle Service to downtown Banff (available by pre-booking)

**Venues**

Venues	Size	Max Capacity	Daily Rental Rate
<b>Juniper Bistro &amp; Lounge</b>	<b>870 sq feet</b>	<b>110</b>	<b>negotiable</b>
<b>Juniper Terrace</b>	<b>1506 sq feet</b>	<b>110</b>	<b>\$500</b>
<b>The Kiguli Conference Room</b>	<b>1457 sq feet</b>	<b>100</b>	<b>\$600</b>
<b>Vermilion Lakes Room*</b>	<b>555 sq feet</b>	<b>40</b>	<b>\$600</b>
<b>Yamoria Library</b>	<b>235 sq feet</b>	<b>10</b>	<b>\$100</b>

**Note:** The Vermilion Lakes Room is not available for Saturday night venue rental year-round.

***Juniper Bistro & Lounge***

Unquestionably the best views of Banff's iconic Mountain Ranges and Vermilion Lakes. The Bistro & Lounge features an entire wall of panoramic windows, grand log fireplace with original copper hood; an interior that is minimalist in style, yet vibrant and naturally opulent as well as a walk out to Juniper Terrace. The Vermilion Lakes Room provides an extension of the Bistro for groups larger than 75. This space is a must see and is booked well in advance for its stunning views and interior style.

***The Juniper Terrace***

Known as one of the ideal barbecue or outdoor dining locations in Banff, The Juniper Terrace can accommodate up to 100 persons. Booking The Juniper Terrace includes The Kiguli Room as an indoor weather alternative in the event of in climate weather.

***The Kiguli Conference Room***

The Kiguli Room (pronounced kee-goo-lee, meaning gathering place) is The Juniper's largest meeting room and is popular for larger meetings and banquet-style functions. Renovated in the summer of 2008, The Kiguli Room now boasts floor to ceiling windows, stylish interiors with dimmed lighting and double doors to a walk out patio, perfect for lunch barbecues. The Kiguli Room offers more flexibility for set up and configuration of your meeting and/or banquet. Working meals, a private bar and dance floor is available to be pre-set in The Kiguli Room.

***The Vermilion Lakes Room***

The Vermilion Lakes Room is a spectacular room which offers an intimate meeting and/or dining experience adjacent to the Bistro. Very popular for smaller meetings or a break out room, this space has an inviting and cosy atmosphere. Artwork by famous Bow Valley mountaineer, Bruno Engler is showcased. The Vermilion Lakes Room features a walk out door to the Juniper Terrace and stunning mountain vistas.



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***The Yamoria Library***

The Library is a cozy intimate environment perfect for groups of 10 persons or less. With dark oak wood panels, large windows and comfortable seating, the Library offers private dining or a break out area for groups.

**Included in Venue Rental**

- Set up and removal of tables and chairs
- White table linen and napkins (table skirting additional charge)
- Flip chart with markers
- note pads and pens
- Podium (microphone additional charge)
- Complimentary screen in the Vermilion Lakes Room

**Venue Rates and Policies**

***Daily Rates:***

- Venue daily rental rates are subject to 5% goods and services tax.
- Venue closing time is 1:00 a.m. Last call is at 12 midnight and music is to be off by 12:30 p.m. No extensions are available unless the group has booked all rooms in the hotel.
- Additional charges may apply for multiple set ups in one venue space

**Venue Enhancements** – fees are established by respective suppliers

- Outdoor events marquee tent (maximum size: 30' X 50')
- Additional or different style tables and chairs
- Floral arrangements and decorations
- Food and beverage special requirements (i.e. ice carvings, chocolate fountains, etc)
- Additional venues for reception line or registry table

**The Juniper’s A/V & Amenity Rental List**

A range of audio visual equipment is available for rent from The Juniper;

20'X 20' wood dance deck	\$400.00
LCD projector	\$250.00
8' projection screen	\$40.00
DVD or CD Player	\$50.00
Television with remote	\$60.00
Speaker with wireless microphone & stand	\$75.00
* rates applicable to 15% service charge & 5% GST	

If you require audio visual equipment outside of the Juniper’s complement, your Coordinator can arrange your requirements through a supplier. A service charge of 15% is applicable to the supplier’s price.



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**2010 Group Accommodation Rates**

Room Types	Jan 04 – June 24	June 25 – Sept 05	Sept 06 – Oct 10	Oct 11 – Dec 22	Dec 23 – Jan 02
<b>Mount Norquay Guest Rooms</b>	<b>\$127 - \$144</b>	<b>\$209</b>	<b>\$152</b>	<b>\$130</b>	<b>\$152</b>
<b>Deluxe Guest Rooms</b> balcony & mountain view	<b>\$147 - \$172</b>	<b>\$229</b>	<b>\$172</b>	<b>\$150</b>	<b>\$172</b>
<b>Luxury Suite Studio</b> couples Jacuzzi, balcony, mtn view	<b>\$187 - \$204</b>	<b>\$269</b>	<b>\$212</b>	<b>\$190</b>	<b>\$212</b>
<b>Two Bedroom Luxury Chalets</b> three queen beds, full kitchen Living room, private deck Wood burning fireplace	<b>\$227 - \$244</b>	<b>\$309</b>	<b>\$252</b>	<b>\$230</b>	<b>\$252</b>
<b>Three Bedroom Penthouse</b> full kitchen, dining room living room, couples Jacuzzi balcony & BBQ	<b>\$318 - \$360</b>	<b>\$523</b>	<b>\$380</b>	<b>\$325</b>	<b>\$380</b>

- \* Rates vary based on stay date by season and are negotiable
- \* Two night minimum stays apply to holidays and long weekends.
- \* Rates are listed in Canadian funds and are subject to 4% Alberta Tourism levy, 2% Banff Tourism Fee and 5% Goods and Services Tax

**Discount Eligibility**

- Rates listed in this document are based on minimum of 206 guaranteed group room bookings.
- Additional discount available for 20 or more group room bookings.
- Group discounts are not available on Alberta statutory holiday weekends. Regular room rates apply with two night minimum stay requirement during these periods.

**Accommodation**

- Guest Rooms:** Mount Norquay north facing views with one king bed or two double beds.
- Deluxe Guest Rooms:** Panoramic mountain views with walk out or balcony – one king bed, two queen beds or two double beds.
- Luxury Suites:** Panoramic mountain views with large balcony - one king bed, seating area, bar servery, in-room couples Jacuzzi tub, 42" TV and DVD player and gas fireplace.
- Luxury Chalets:** Woodland setting about 200 yards from hotel building. Chalets feature a full kitchen, dining room, living room with wood-burning fireplace, DVD player and private deck. The main bedroom is on the first floor with queen size bed and adjacent full bathroom with jetted tub. The upper loft bedroom area has two queen size beds.
- Executive Penthouse:** Certainly the grandest of our suites, the three-bedroom Penthouse boasts the best views, in-room couples Jacuzzi tub, full kitchen, dining room, private balcony with barbecue, ample-sized living room with 42" TV with DVD player and gas fireplace.



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## **Hotel Booking Policies**

**Booking Deposit:** A \$1,000 deposit is required to hold the venue space and block hotel rooms. This deposit can be made via cash, certified cheque or credit card and is non-refundable if cancelled inside 10 months of the event date. Cancellation notice is required in writing to the Group Services Manager.

**Group Cancellation:** Cancellation notice of 45 days is required in writing to the Group Services Manager. Should the group cancel the event within 45 days of the scheduled date, the deposit and 50% of all room, venue, rental, food and beverage charges will be charged.

**Room Bookings:** A block of guest rooms will be allocated for the group based on the signed contract. Guests can call in to book available rooms or use the group code provided by the hotel to book online through the hotel's website. A valid credit card is required to guarantee the reservation.

**Room Cancellations:** 5 days notice of cancellation is required for all individual guest room bookings else a one night's room and tax will be applied.

**Black Out Dates:** Christmas Day to New Years Day is unavailable for group bookings.

**Bistro Buy Out Minimum:** Groups buying out the Juniper Bistro & Lounge for an event are required to guarantee a minimum of 20 guest rooms per night. These guest rooms will be in the west wing of the hotel on the evening of the event. The required guest rooms are held for the group up to 5 days prior to the arrival date and then released back to the Juniper hotel inventory for open sale. This benefits the group so that the group can fill the minimum requirement of the desired room types for late bookings. Should the total number of guest rooms be less than the minimum requirement on the evening of the event, charges apply up to 20 guest rooms.

## **Hotel Policies**

- The Juniper is pleased to be a non-smoking establishment
- Check-in time is 4:00 pm. Check-out is 11:00 am. Baggage storage is limited.
- Rooms occupied after 12 noon on the day of check out are subject to \$50 per hour charge until checked out.
- Quiet times at The Juniper are observed from 11:00 pm - 8:00 am.
- Last call is at 12:00 am. At 12:30 am the music must be turned off.
- Venue closing time is 1:00 a.m. No extensions will be granted.
- The Juniper Staff & Management reserve the right to deny alcoholic beverage service to persons who are unable to present proper identification or who appear intoxicated. No food or beverages may leave the function room.
- A clean up charge of \$275 will be applied if your event causes above average maintenance and housekeeping clean up.
- The Juniper has designated pet friendly rooms. A \$25 per pet, per day charge applies. Pet guest rooms must be planned in advance. Pets are not permitted in the restaurant or patio area.



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### **Food and Beverage Policies**

The Juniper will be the sole provider of all food and beverage.

In order to ensure that all catering and beverage requirements are confirmed by both parties, we ask that you sign a copy of the final meeting planner and return a copy to The Juniper at least 10 days prior to the event.

The Juniper kitchen must be notified of the guaranteed number of guests attending the function no later than 12:00 noon 10 days prior to the event.

Prices quoted may be subject to alteration, although every effort is made to honour them. Please note if booking two or more years out; expect price increases for each successive year. Food and drinks are charged at the prevailing rates on the date of your event.

#### **Wine & Corkage:**

The Juniper Bistro & Lounge offers an extensive wine selection. However, should you wish to bring your own wine a corkage fee of \$18 per opened bottle (750 ml wine or champagne) applies, plus 18% service charge and 5% GST. Any remaining bottles after the function are your responsibility to take away. Spirits and liquor items are not available for corkage. Under legislation, homemade wine, cider, and/or beer may not be served or consumed at any licensed function. Homemade products can only be legally served in a private residence. You may; however, provide a bottle of wine to your guests as a gift for consumption in their room or off the hotel property.

#### **Beverage Service:**

The Juniper Bistro & Lounge's service team is committed to serve alcoholic beverages in a responsible manner and will adhere to all Alberta liquor laws and regulations. Please note that persons under the age of 18 are not permitted to consume alcohol. The Juniper Staff and Management have the right to refuse alcohol service to persons who are unable to present proper identification or who appear intoxicated. No food or beverages may leave the function room.

Soft drink alternatives will be available to any adult or child. This will be charged on a consumption basis including reception drinks and drinks with the meal.

A bartender charge of \$25.00 per hour (minimum of three hours) will be applied if sales are less than \$150.00 per hour for both cash and host bar. Includes liquor, beer, wine, spirits, soft drinks and juice.

#### **Receiving & Storage:**

Storage space in the hotel is the discretion of the Food & Beverage Manager and Group Services Manager. The Juniper is not responsible or liable for items received on behalf of the group nor liable or responsible for the storage of them.

#### **Set Up:**

We are pleased to help with recommendations for set up style and configuration. The Juniper; however, is not responsible for set up of table decorations, place settings, gifts, etc.