

## **Catering Ordering Guidelines**

**We offer complete Catering solutions for all your meeting and special event needs. Please speak with our Guest Services Department to create the perfect special event.**

### **Contact information**

**Albian Village Guest Services Department @ 780 - 588 - 5400**

**[36732.reception2@compass-canada.com](mailto:36732.reception2@compass-canada.com)**

### **Ordering and Cancellation Notice**

- We require a minimum of 72 hours' notice for all catering orders.**
- Cancellation or changes must be e-mailed no later than 24 hours ahead of the Function date.**
- Late orders will only be accommodated if time and availability of product allows.**
- Any allergies or special dietary needs should be discussed upon placing the order.**

### **Information on Charges**

- All equipment delivered becomes the responsibility of the client therefore, a charge will be levied for any equipment missing or damaged.**
- If delivery is required there will be a \$75.00 fee added to the order**