



BANQUET MENU



CANAAN VALLEY RESORT
STATE PARK

304-866-2213 / CanaanResort.com

WELCOME

When planning a conference, family vacation, wedding or golf retreat, Canaan Valley Resort State Park offers you a truly memorable event. Whether you are looking for a wintertime adventure or a gathering when the temperatures are a little warmer, Canaan Valley Resort State Park has something for everyone at any time of the year.

Canaan Valley Resort State Park is located on a 6,000 acre state park in Davis, West Virginia. The resort is centrally located to Charleston, West Virginia, Washington, DC and Pittsburgh, Pennsylvania.

Our mission is to provide exceptional hospitality services and unique lodging products to our valued guests. We will carry out our vision through our commitment to our core values: Integrity, Teamwork, Individual Worth, Consistent Standard of Excellence and Personalized Guest Service.

Whether you are planning a corporate meeting, wedding, family reunion or group event, we offer a variety of food and beverage options to suit your needs. Throughout the following sections we have assembled our most popular menu choices, however, if you don't see something that you crave, we are happy to customize a menu specifically for your event or special occasion.

Canaan Valley Resort offers

- » 160 guestrooms and suites
- » 23 cabins & cottages
- » 61 campground sites
- » 17,000 square feet of meeting space
- » 8,250-square foot outdoor pavilion
- » natural outdoor amphitheater
- » Geoffrey Cornish 18-hole championship golf course
- » driving range
- » sporting clays
- » hiking/mountain biking trails
- » geocaching
- » fitness center
- » basketball
- » volleyball
- » soccer field
- » scenic chairlift rides
- » indoor/outdoor swimming pool
- » 26 winter slopes trails for skiing and snowboarding
- » snow tubing park
- » ice skating





REFRESHMENTS

Decaf coffee available upon request.

MORNING BREAK

5.95 / PERSON

Coffee & Hot Teas (30-minute break)

HALF-DAY HOT BEVERAGE BREAK

8.95 / PERSON

Coffee & Hot Teas

ALL-DAY HOT BEVERAGE BREAK

10.95 / PERSON

Coffee & Hot Teas

AFTERNOON BREAK

11.95 / PERSON

Coffee & Hot Teas, Assorted Coke Products,
Water Station (30-minute break)

ALL-DAY HOT & COLD BEVERAGE BREAK

14.95 / PERSON

Coffee & Hot Teas, Assorted Coke Products,
Water Station

A LA CARTE BREAK SUGGESTIONS

Assorted Coke Products (20oz.)	4.00 each
Bottled Water (16oz.).....	4.00 each
Punch or Lemonade (2.5 gallon)	40.00
Red Bull	5.00 each
Danish, Muffins, or Cinnamon Rolls	5.00 each
Freshly Baked Cookies	30.00 per dozen
Freshly Baked Chocolate Brownies or Blondies	36.00 per dozen
Potato Chips with Dip.....	22.00 per pound
Granola or Fruit Bars.....	4.00 each

++ Prices quoted are per person. Age 6-12 years buffets are half price. A 6% WV state tax and an 22% service charge will apply. All prices are subject to change due to availability or market price.



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BREAK PACKAGES

All break package pricing is based on a 30-minute break. Decaf coffee available upon request.

SWEET & SALTY 12.95

- » Regular Popcorn with Toppings
- » Chocolate Chip & Sugar Cookies
- » Assorted Coke Products
- » Water Station

MORNING STRETCH 14.95

- » Assorted Fresh Baked Danish & Muffins
- » Coffee & Hot Teas
- » Assorted Coke Products
- » Water Station

HEALTHY 13.95

- » Whole Fruit (Apples, Oranges & Pears)
- » Assorted Granola Bars
- » Coffee & Hot Teas
- » Bottled Water

FRESH BAKED BREAK 15.95

- » Fresh Baked Brownies & Blondies
- » Chocolate Chip & Sugar Cookies
- » Coffee & Hot Teas
- » Assorted Coke Products
- » Water Station

NAUGHTY & NICE 13.95

- » Assorted Donuts
- » Assorted Fruit Yogurts with Granola
- » Coffee & Hot Teas
- » Assorted Coke Products
- » Water Station

I WANT S'MORES 9.00

Build Your Own, Roast Your Own:

- » Chocolate Bars
- » Marshmallows
- » Golden Honey Graham Crackers

WV SPECIAL 11.95

- » Pepperoni Rolls with House Made Marinara
- » Assorted Coke Products
- » Water Station

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BREAKFAST BUFFETS

Requires a minimum of 30 people.

Decaf coffee available upon request.

THE TRADITIONAL 24.95

- » Scrambled Eggs
- » Breakfast Potatoes
- » Bacon & Sausage
- » Sausage Gravy
- » Fresh Biscuits
- » Assorted Danishes
- » Cereals with Milk
- » Orange Juice
- » Coffee Station: Coffee & Assorted Hot Teas

THE EXECUTIVE CONTINENTAL 16.95

- » Assorted Danishes
- » Muffins & Breakfast Breads
- » Cereals with Milk
- » Freshly Sliced Fruit Display
- » Apple & Orange Juices
- » Coffee Station: Coffee & Assorted Hot Teas
- » Water Station

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BREAKFAST PLATED

THE VALLEY 21.95

- » Farm Fresh Scrambled Eggs
- » Choice of One Meat:
 - › Bacon
 - › Sausage
 - › Ham
- » Seasoned Breakfast Potatoes
- » Home-Style Biscuits
- » Orange Juice
- » Coffee, Decaf Coffee & Assorted Teas

THE DOLLY SODS 21.95

- » French Toast with Butter & Syrup
- » Choice of One Meat:
 - › Bacon
 - › Sausage
 - › Ham
- » Fresh Fruit Cup
- » Orange Juice
- » Coffee, Decaf Coffee & Assorted Teas

BREAKFAST CROISSANT 17.95

- » Fresh Fruit Cup
- » Flaky Croissant filled with Scrambled Eggs, Virginia Ham, and Colby Cheese
- » Seasoned Breakfast Potatoes
- » Orange Juice
- » Coffee, Decaf Coffee & Assorted Teas

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LUNCH PLATED

All lunches include a salad, two sides, chef's choice of dessert, fresh baked rolls and butter, iced tea, and coffee service.

ONE ITEM ENTRÉE / 24
TWO ITEM ENTRÉE / 29

CHOICE OF ONE SALAD:

MIXED FIELD GREENS

Tomato, Cucumber, Onion, and Choice of Dressing

CLASSIC CAESAR

Fresh Romaine, Caesar Dressing, Croutons, and Parmesan Cheese

TOMATO CAPRESE

Slices of Tomato and Mozzarella with Basil finished with a drizzle of Balsamic Reduction

CHOICE OF TWO SIDES:

- » Steak Fries
- » Rice Pilaf
- » Au Gratin Potatoes
- » Broccoli, Carrot, Yellow & Green Zucchini Shoestring Medley

CHOICE OF ENTRÉE(S):

GRILLED VEGETABLE PRIMAVERA

Julienne of Zucchini, Yellow Squash, Haricot Verts, Fresh Herbs and Fusilli Pasta tossed with Garlic and an Extra Virgin Olive Oil

BRUSCHETTA GRILLED CHICKEN

Grilled Breast of Chicken served on Bed of Three Cheese Linguini Alfredo topped with Tomato Bruschetta and finished with a sprinkling of Parmesan

STUFFED SHELLS

Ricotta and Mozzarella Cheeses stuffed into a large Pasta Shell and topped with a Wild Mushroom Marinara

ALL AMERICAN BURGER

Angus Burger topped with Cheddar Cheese and served with Lettuce, Sliced Tomato, Red Onion and accompanied by a Pickle Spear

MUSHROOMS & SWISS

Angus Burger loaded with Sautéed Mushrooms, Onions and melted Swiss Cheese, served on a Kaiser Roll and served with a Pickle Spear

CUBAN PORK SLIDERS

Slow-Roasted and Shredded Pork, Deli Ham Swiss Cheese and a Thick Slice of Dill Pickle on a Freshly Baked Slider Roll topped with Dijon Mustard and Baked

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LUNCH BUFFET

Requires a minimum of 30 people. All lunch buffets are served with the chef's choice of dessert and a beverage station featuring coffee, water, and iced tea with lemon slices.

SOUP, SALAD & SANDWICHES 32

- » Field Greens Salad with Choice of Dressings
- » Cream of Potato & Vegetarian Vegetable Soups
- » Build-Your-Own Sandwich
 - › Assortment of Deli Meats
 - › Assortment of Cheeses
 - › Assortment of Breads
 - › Condiment Tray: Lettuce, Sliced Tomato, Red Onion, Mustard & Mayonnaise, Dill Pickle
- » Kettle Chips

SOUP, SALAD & BAKED POTATO BAR 32

- » Homemade Chili
- » Homemade Vegetable Soup
- » Tossed Salad with Assorted Dressings
- » Rolls & Butter
- » Baked Idaho Potatoes & Sweet Potatoes
- » Toppings: Crumbled Bacon Bits, Shredded Cheddar, Steamed Broccoli Florets, Sour Cream

PIZZA BUFFET 26

- » Garden Salad with Assorted Dressings
- » Cheese, Pepperoni, Vegetarian & Meat Lovers Pizza
- » Garlic Breadsticks

PICNIC AT CANAAN 30

- » Grilled Hamburgers
- » Hot Dogs with Chili
- » Potato Salad
- » Coleslaw
- » Pasta Salad
- » Sliced Cheddar, Swiss and Monterey Jack Cheeses
- » Condiment Tray: Lettuce, Sliced Tomato, Red Onion, Mustard & Mayonnaise, Dill Pickle
- » Kaiser Rolls & Buns
- » Kettle Chips

LITTLE ITALY 32

- » Caesar Salad
- » Penne Pasta
- » Marinara and Alfredo Sauce
- » Grilled Chicken
- » Fresh Vegetable Medley
- » Garlic Breadsticks

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DINNER PLATED

All dinners include a salad, two sides, chef's choice of dessert, fresh baked rolls and butter, iced tea, and coffee service.

TWO ENTRÉE SELECTIONS / 47.95

CHOICE OF ONE SALAD:

MIXED FIELD GREENS

Tomato, Cucumber, Onion, and Choice of Dressing

CLASSIC CAESAR

Fresh Romaine, Caesar Dressing, Croutons, and Parmesan Cheese

TOMATO CAPRESE

Slices of Tomato and Mozzarella with Basil finished with a drizzle of Balsamic Reduction

CHOICE OF TWO SIDES:

- » Baked Potato with Sour Cream & Butter
- » Roasted Red Mashed Potatoes
- » Scalloped Potatoes
- » Wild Rice
- » Char-Grilled Vegetables

CHOICE OF ENTRÉE(S):

VEGETABLE PENNE ALFREDO

Broccoli, Yellow Squash and Diced Red Peppers sautéed in White Wine and tossed with a Penne Pasta topped in a Creamy Alfredo and garnished with Shaved Parmesan

CAPRESE STUFFED CHICKEN

Spinach, Sun-Dried Tomatoes and Mozzarella Cheese stuffed and Sautéed Chicken Breast

HERB RUBBED LOIN OF PORK

Marjoram, Rosemary, Sage and Thyme encrusted Loin of Pork baked until golden and sliced

MAPLE GLAZED SALMON

Grilled Salmon Filet topped with a Local Maple Syrup and House Made Whole Grain Mustard Glaze

SHRIMP SCAMPI

Shrimp sautéed in a Garlic Wine Sauce and served on a bed of Linguini

SIRLOIN

Marinated with Garlic, Fresh Herbs and Red Wine, seared and served medium

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DINNER BUFFET

Requires a minimum of 30 people. All dinner buffets include a salad, two sides, chef's choice of dessert, fresh baked rolls and butter, iced tea, and coffee station.

Decaf coffee available upon request.

ONE ITEM ENTRÉE / 45.95

TWO ITEM ENTRÉE / 49.95

CHOICE OF ONE SALAD:

MIXED FIELD GREENS

Tomato, Cucumber, Onion, and Choice of Dressing

CLASSIC CAESAR

Fresh Romaine, Caesar Dressing, Croutons, and Parmesan Cheese

STRAWBERRY FIELDS

Sliced Strawberries, Blackberries, Raspberries, Crumbled Goat Cheese and Candied Pecans finished with a Balsamic Vinaigrette

BROCCOLI HARVEST

Broccoli, Red Onion, Red Grapes, Chopped Pecans and Bow Tie Pasta topped with Chopped Bacon

CHOICE OF TWO SIDES:

- » Baked Potato with Sour Cream & Butter
- » Roasted Red Mashed Potatoes
- » Scalloped Potatoes
- » Rice Pilaf
- » Broccoli, Carrot, Yellow & Green Zucchini Shoestring Medley

CHOICE OF ENTRÉE(S):

VEGETABLE PENNE ALFREDO

Broccoli, Yellow Squash and Diced Red Peppers sautéed in White Wine and tossed with a Penne Pasta topped in a Creamy Alfredo and garnished with Shaved Parmesan

CHICKEN MARSALA

Sautéed Breast of Chicken finished in a Creamy Mushroom Marsala Wine Sauce

SPINACH & ARTICHOKE CHICKEN

Spinach, Artichokes, Mozzarella, Cream Cheese and Fresh Herbs, stuffed into a Breast of Chicken and sautéed

PORK MEDALLIONS

Pan-roasted and sliced, finished with a Honey Garlic Glaze made with Crown Royal Apple

CORNBREAD STUFFED PORK LOIN

Loin of Pork pounded and rolled with a layer of Cornbread Dressing, Baked and Sliced, finished with a Cranberry Crème

MAPLE GLAZED SALMON

Grilled Salmon Filet topped with a Local Maple Syrup and House Made Whole Grain Mustard Glaze

BOURBON GLAZED BEEF SHORT RIBS

Seared and braised in our own Special Glaze

PETITE FILET UP CHARGE \$9

Grilled and served medium, choice of Bearnaise Sauce or Red Wine Reduction Sauce

PRIME RIB CARVING ATTENDANT REQUIRED \$175

Slow-roasted, Herb and Garlic Crusted Prime Rib, served medium rare



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HORS D'OEUVRES DISPLAYS

SMALL / SERVES 25

LARGE / SERVES 50

SMALL CHIPS & DIP30.00

CRUDITÉ WITH DIP Small 95 Large 135

DOMESTIC CHEESE DISPLAY Small 115 Large 195
Medium Yellow Cheddar, Monterey Jack,
Sharp White Cheddar, Pepperoni Cheddar,
Assorted Crackers & Flatbreads

IMPORTED CHEESE DISPLAY Large 275
Smoked Gouda, Havarti, Gruyere Cheese, Brie and
Sharp White Cheddar, Assorted Crackers & Flatbreads

FRUIT & BERRY DISPLAY Small 110 Large 150
with Fruit Yogurt Dipping Sauce

BUFFALO CHICKEN DIP Small 90 Large 190
with Pita Triangles and Tortilla Chips

SMOKED SALMON DISPLAY Small 95 Large 190
Cream Cheese, Capers, Fresh Dill

SPINACH & ARTICHOKE DIP Small 75 Large 115
with Crostini & Tortilla Chips

WARM CRAB DIP WITH PITA CHIPS .. Small 125 Large 195

7 LAYER GUACAMOLE DIP Large 110

ANTIPASTO DISPLAY Small 175 Large 275
Prosciutto, Genoa Salami, Sopressata, Mortadella,
Capicola, Provolone, Mozzarella, Smoked Gouda,
Roasted Red Peppers, Sun-dried Tomatoes, Assorted
Olives, Assorted Crackers & Flatbreads

FLATBREAD DISPLAY Small 110 Large 195

CHOICE OF THREE:

- » Pesto, Pinole Nuts, Grilled Chicken topped with
Fresh Arugula and finished with a Balsamic Reduction
- » Mozzarella, Gorgonzola, Garlic Infused Olive Oil,
Sliced Red Grapes
- » Pesto, Sausage, Feta Cheese & Black Olives
- » Buffalo Chicken: Grilled Chicken, Mild Wings Sauce,
Mozzarella
- » Black Beans, Pico de Gallo, Monterey Jack Cheese,
Jalapenos & Cilantro
- » BBQ Pork: Shredded Pork, Jack Daniels BBQ Sauce,
Jalapenos & Monterey Jack Cheese

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HORS D'OEUVRES

25 pieces per order

BUFFALO WINGS WITH CARROT STICKS AND BLEU CHEESE	75
BONELESS BUFFALO WINGS (GF) WITH CARROT STICKS & BLEU CHEESE	75
STUFFED MUSHROOMS WITH CRAB MEAT	90
STUFFED MUSHROOMS WITH FLORENTINE OR SAUSAGE.....	75
MINI CRAB CAKES WITH A CAJUN REMOULADE	90
MINI CRAB CAKE SLIDERS (30Z.)	120
BACON WRAPPED SCALLOPS Small 95 (25 PIECES) Large 175 (50 PIECES)	
COCKTAIL MEATBALLS	55
» Marinara	
» Demi-Glace	
» Hawaiian Sweet & Sour	
SMOKED SALMON & CREAM CHEESE CUCUMBER BITES	95
TOMATO BRUSCHETTA ON TOP OF A CROSTINI WITH A BALSAMIC GLAZE	65
MOZZARELLA CAPRESE SKEWERS	65
ARANCINI BALLS	75
Italian Carnaroli Rice filled with Tomato, Mozzarella and a Signature Vegetable Blend	
FRANKS IN A BLANKET WITH ASSORTED DIPPING SAUCES	55
EGG ROLLS (VEGETABLE OR PORK) WITH SWEET THAI CHILI SAUCE.....	75
SHRIMP COCKTAIL	90
OYSTERS ROCKEFELLER	90

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BEVERAGES

CONSUMPTION BAR (OPEN)

All drinks are billed to the Master Account. \$95/1st hour and \$65 each additional hour bar fee. A 22% service charge and 6% sales tax charge will apply. \$100 Bartender Fee will be applied to the master account if \$500 total bar sales minimum is not met.

- » Call/Premium/Super Premium Brand Liquor
- » Domestic/Imported/Local Beer
- » House Wines

CASH BAR

Guests are responsible for Cash Bar Payments. \$95/1st hour and \$65 each additional hour bar fee will apply to the Master Account. \$250 Bartender Fee will be applied to the Master Account if \$500.00 total bar sales minimum is not met.

- » Call/Premium/Super Premium Brand Liquor
- » Domestic/Imported/Local Beer
- » House Wines

PRICING

Call Brands.....	9 / drink
Premium Brands.....	10 / drink
Super Premium Brands.....	12 / drink
Domestic Beer	6 / bottle
Imported & Micro Brewed Beer	9 / bottle
House Wine.....	9 / glass
Champagne Toast.....	9 / glass

Prices available for others by request

*Note: Wines can be upgraded upon request.

**Note: Cordials can be added at reception prices upon request.

KEG BEER

Please contact your wedding sales manager for an up-to-date detailed list of options.

The following is a list of the most requested call and premium liquors. Standard call and premium brands are stocked at all bars throughout the resort. Additional call and premium brands may be available at one or more bars at the resort or available upon request.

Since we do not warehouse large quantities of liquor at the resort, when planning a group function that includes bar service, please let your Sales Manager, Event Coordinator or Conference Service Manager know what you would like in your bar setup.

STANDARD CALL BRANDS:

- » Absolut
- » Tito's Vodka
- » Bacardi Lite
- » Beefeaters
- » Canadian Club
- » Bacardi Spiced Rum
- » Jim Beam
- » Jose Cuervo Gold
- » Peachtree Schnapps
- » Seagrams 7
- » Seagrams VO
- » Fireball

ADDITIONAL CALL BRANDS AVAILABLE:

- » Absolut Citron
- » Apple Pucker
- » Bailey's Irish Cream
- » Buttershots
- » Campari
- » Canadian Hunter
- » Kahlua
- » Malibu Coconut Rum
- » Malibu Mango Rum

SUPER PREMIUM BRANDS:

- » Tito's
- » Grey Goose Vodka
- » Kettle One Vodka
- » Patron Tequila
- » Johnny Walker Black
- » Grand Marnier
- » Jagermeister
- » Amaretto di Saronno
- » Crown Royal
- » Crown Apple
- » Chivas Regal

STANDARD PREMIUM BRANDS:

- » Ketel One Vodka
- » Makers Mark
- » Stolys Vodka
- » Tangeray Gin
- » Wild Turkey 101

ADDITIONAL PREMIUM BRANDS AVAILABLE:

- » 1800 Reposado
- » Bombay Sapphire
- » Chambord
- » Cointreau
- » Jameson

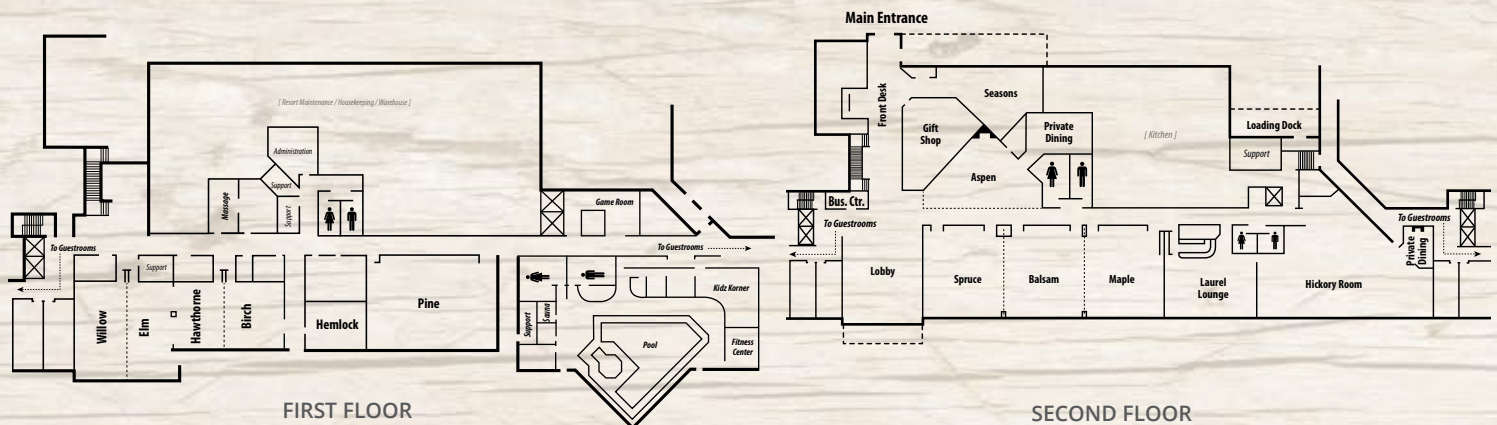


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CONFERENCE ROOM SEATING CHART



ROOM	"U"	THEATRE	CLASS ROOM	ROUND	BANQUET	RECEPTION	BOARD ROOM	HEIGHT	WIDTH	LENGTH	SQ. FT.
ASPEN PRIVATE DINING	—	—	—	—	—	—	—	12'	24'	32'	768
ASPEN HOSPITALITY ROOM	—	—	—	—	—	—	—	16'	33'	59'	1,947
MAPLE	40	200	75	90	150	185	26	20' - 20"	38'	46'	1,748
BALSAM	40	200	75	90	150	185	26	20' - 20"	38'	46'	1,748
SPRUCE	40	200	75	90	150	185	26	20' - 20"	38'	46'	1,748
PINE	50	215	125	120	160	200	26	12'	52'	38'	1,976
BIRCH	25	60	30	40	40-50	60	20	12'	24'	27'	648
HAWTHORNE	20	50	24	20	30-40	50	20	12'	20'	27'	540
ELM	20	50	24	20	30-40	50	14	12'	20'	27'	540
WILLOW	20	50	24	20	30-40	50	14	12'	20'	27'	540
HEMLOCK	25	50	24	30	40-50	60	20	12'	28'	26'	676
BEAR PAW	N/A	750	380	300	550	700	30	20'	90'	75'	6,750
PAVILION	N/A	900	450	350	660	840	N/A	10'	50'	165'	8,250

Please note that this chart does not reflect the addition of head tables, dance floors, water/break stations, a/v cart, etc. Wireless high-speed Internet access is provided at no charge in the lodge meeting rooms. All guest rooms are wired for free high-speed Internet.

AUDIO-VISUAL EQUIPMENT RENTAL

LCD projector	200
65" Smart TV	175
Podium & mic	20
Lavalier mic	20
Projection screen	FREE
Sound System (inside venues only)	125

MEETING EQUIPMENT RENTAL

Flip chart with markers	20
Easel.....	10
Extension cords/power strips	15
AV cords	10
Direct phone line	100
Conference phone	150

CONFERENCE SERVICES

Copies.....	.20 each
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SPECIAL ARRANGEMENTS*

12'x12' Dance Floor	150
Reserved Campfire	100

*Other special arrangements may be made through the Conference Service staff

EXHIBITOR FEE

One 6' skirted table,	
2 chairs..	25 per exhibitor / per day
Electric.....	5 extra

Phone service to exhibitor booth can be provided for an additional fee.



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BANQUET

POLICIES & PROCEDURES

The staff and management at Canaan Valley Resort State Park are pleased to host your catered function(s). Following is information you will find helpful when planning a successful event.

MENU SELECTION, FINAL DETAILS AND GUARANTEE: To ensure the availability of your selection, please submit your menu at least 30 days prior to the date of your function. A **minimum** number of attendees must be submitted 15 days in advance of your function. This number will be considered a minimum guarantee and may be increased, but not decreased. This will be the figure used to prepare your bill even if fewer guests attend. An increase in numbers will be permitted up to 72 hours prior to your scheduled function and will be reflected at the time of billing.

FOOD: All food and beverage items must be supplied, prepared, and served by CVR. Food and beverages cannot be brought into any banquet room/meeting room from sources outside of CVR, excluding wedding cakes. No food and beverage may be removed from the function room.

BEVERAGES: The West Virginia Liquor Control Board regulates the service of all alcoholic beverages. CVR, as a Licensee, is responsible for the administration of and adherence to these regulations. Therefore, all liquor, wine and beer must be supplied and served by CVR. CVR will request proper identification (Photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is under age or proper ID cannot be produced.

ROOM AND MEAL AVAILABILITIES: Food and beverage breaks will be made available to attendees 15 minutes prior to the agreed start time. All meal functions will be available at the agreed start time. A request for early start time and extended time is at the discretion of CVR staff based on other functions taking place. Extended usage of meeting and function space could incur additional charges. Decorations are the responsibility of the group.

SIGNAGE: All displays, exhibits, decorations, signs, banners, posters, directional signs and any other items must conform to the rules and regulations of CVR and the West Virginia State Park Building Code and Fire Ordinances, and should be free standing without attachments to walls, ceilings or floors. Floating displays are not permitted in Bear Paw Lodge.

****PAYMENT POLICY:** Billing arrangements for all events must be made in accordance with Canaan Valley Resort State Park policies. Our accounting department must authorize all requests for direct billing. Deposits are required to initiate function agreements if authorization for direct billing has not been established. Additional deposits may be required prior to event. When a major credit card is used for payment, a credit card authorization form must be completed prior to the event.

An estimated bill will be presented for pre-payment on all social functions. Pre-Payment is due three (3) business days prior to the event and a credit card is required as guarantee for any additional charges incurred during

the function. An additional deposit equal to 50% of estimated F&B is required 30 days prior to function date.

****CANCELLATION POLICY:** Cancellations received at least three months prior to the function date will forfeit 50% of deposit. Cancellations received between one month and three months prior to function date will forfeit 80% of deposit. Cancellations with less than a one-month notice will forfeit total estimate of charges for the function.

SERVICE CHARGES, OTHER FEES AND TAXES: All food and beverage charges are subject to 22% service charge and 6% sales tax. Bartender fees, cocktail server fees, and other fees will be charged as applicable.

SHIPPING AND HANDLING: All shipments are received at our warehouse. Please include the following: The name of the person, group affiliation, and the pick-up date. The warehouse is open Monday thru Friday, 8am - 4:30pm. When shipping materials, make sure all paperwork is complete, material is packed and sealed ready for shipment. We request that shipment not be sent more than three working days prior to event date. For materials larger than three feet long or weighing in excess of seventy pounds, please call our warehouse at 304-866-4121, extension 2606 for special receiving instructions. Federal Express delivery is Monday - Friday at 5pm. UPS delivery is Monday - Friday at 10am. Please note that Federal Express and UPS do not deliver or pickup on Saturday and Sunday at Canaan Valley Resort.





TRACY SHEETS
DIRECTOR OF SALES

(P) 304-866-2213
(C) 304-940-4820
tsheets@canaanresort.com

KAYLA HALLEM
CONFERENCE SERVICES MANAGER

(P) 304-866-2207
(C) 304-642-9143
hallemk@canaanresort.com

JOY ADKINS
SALES MANAGER

(P) 304-866-2214
(C) 304-538-4504
jadkins@canaanresort.com



CANAAN VALLEY RESORT
STATE PARK

304-866-2213 / CanaanResort.com