

GROUP TOURS, CONFERENCES AND MEETINGS ROOM AND EQUIPMENT RENTAL AND MENU SELECTIONS 2009

Welcome to a venue with a view!

The Joggins Fossil Cliffs World heritage Site offers some of the best views from any meeting room anywhere in the world and is the perfect place to entertain and inspire.

The team at the Roundhouse Cafe have developed some delicious menus for pre-booked groups, which make the very best of produce, harvested from the fields and the waters around the coastline of Nova Scotia.

Group tours will welcome a change from the usual lunch fayre and enjoy a wide selection of main dishes and prices, starting at only \$9.00 per person.

If you are looking to host an evening event, dinner guests will enjoy some delicious fine dining and some spectacular sunsets over the Bay of Fundy. With a menu tailored specifically for your group.

Tel: 902-251-2727

Fax: 902-251-2502

Email: info@jogginsfossilcliffs.net



MENU SELECTIONS

MENU OPTION ONE

BROWN BAG LUNCH TO TAKE OUT

A SIMPLE BUT DELICIOUS SANDWICH, CORN
CRACKERS, HOMEMADE COOKIE, HOT OR COLD
BEVERAGE AND FRESH FRUIT

\$10.50

MENU OPTION TWO

SANDWICHES OF YOUR CHOICE

(HAM & SWISS, EGG SALAD OR CHICKEN)

HOMEMADE SWEET

ORGANIC FRESHLY GROUND FAIR TRADE COFFEE
OR TEA

\$9.00

MENU OPTION THREE

DELICIOUS BOWL OF SEASONAL SOUP

OR

MIXED SALAD

SANDWICHES OF YOUR CHOICE

(HAM & SWISS, EGG SALAD OR CHICKEN)

HOMEMADE SWEET

ORGANIC FRESHLY GROUND FAIR TRADE COFFEE
OR TEA

\$12.50

MENU OPTION FOUR

A HEARTY HOMEMADE CHICKEN STEW, SERVED
WITH FRESHLY BAKED BREAD ROLL OR BISCUIT

HOME BAKED SWEETS

ORGANIC FRESHLY GROUND FAIR TRADE COFFEE
OR TEA

\$14.00

MENU OPTION FIVE

HONEY MUSTARD HAM OR CHICKEN SALAD WITH
MIXED GREENS, TOMATOES, CUCUMBER, CARROT,
CHEDDAR CHEESE, CANDIED PECANS AND HONEY
MUSTARD DRESSING, SERVED WITH A FRESH
BREAD ROLL

HOME BAKED SWEETS

ORGANIC FRESHLY GROUND FAIR TRADE COFFEE
OR TEA

\$14.00

MENU OPTION SIX

A CREAMY HOMEMADE LOCAL BAY OF FUNDY
SEAFOOD CHOWDER, SERVED WITH A FRESHLY
BAKED BREAD ROLL OR BISCUIT

HOME BAKED SWEETS

ORGANIC FRESHLY GROUND FAIR TRADE COFFEE
OR TEA

\$14.00



ROOM HIRE & CATERING REQUEST FORM 2009

Please complete this form and return it to the Joggins Fossil Institute either by email or by fax.

Details at the foot of this form

Section 1

CONTACT DETAILS

Last Name: _____ First Name: _____ Salutation: _____

Organisation: _____

PO Box #: _____ Street

Address1: _____

Town/City: _____

Postal Code: _____

Telephone: [_____] _____ - _____ ext _____

Fax: [_____] _____ - _____

email: _____

Section 2

GROUP REQUIREMENTS

1st choice of date: _____ Time: _____

Type of Group: Educational (K-12) Educational (college/university) Life-long learners Bus Tour Other

Age Range (if Educational Group K-12) K-6 G7-9 G 10-12

Number in Party: _____

Number of Chaperones: _____

Guided Tour of Centre Required (1/2 hour) Y [] N []

Guided Tour of Cliffs Required (1 hour) Y N

Please indicate if tour required before or after your meal Before After

Section 3

CATERING REQUIREMENTS

Coffee \$12.50 pot for 10 people Tea \$12.50 pot for 10 people Cookies \$1.00 each Muffins \$1.50 each

Time Refreshments required: _____ -am _____ -pm

Menu option selected: One Two Three Four Five Six

Time required: _____ Number required: _____

Please indicate any special dietary requirements (please indicate if options required for vegetarian/ceciac/low sodium etc)

Section 4

ROOM HIRE REQUIREMENTS

Number of People attending Meeting: _____

Please indicate Room Layout requirement:

Board Room U-Shaped Theatre-style Other

Top Table required for _____ people Glasses and Water Floral Arrangements (cost to be confirmed)

Section 5

EQUIPMENT REQUIREMENTS

Data Projector Screen (\$10.00 per day) Microphone (\$5.00 per day) Podium (Free) Flag poles (Free)

Video Conferencing Equipment (\$50 per hour) Wireless Internet Access (\$3.00 per hour)

Other

Section 6

INVOICING REQUIREMENTS

Invoices are usually sent out the week following a booking. If you would like to be invoiced prior to your booking please advise

Purchase Order Number (if required): _____

Please send invoice to: _____

Authorisation:

Signed: _____ Date: _____

Print Name: _____

Please mail this form to:

Operations Coordinator, Joggins Fossil Institute, 100 Main Street, Joggins, NS, B0L1A0

or email to info@jogginsfossilcliffs.net

or fax to 902-251-2502. You will then receive a confirmation notification of receipt of your form and your booking reference number, which must be quoted on all correspondence related to this booking.

IMPORTANT INFORMATION FOR HIRERS OPTING FOR A GUIDED TOUR

- There is a moderate risk of an accident or injury to visitors to the beach and cliffs. Common sense, consideration for others, respect for the natural environment and adherence to safety signage and instruction will reduce this risk considerably.
- Health and Safety procedures are reviewed and safety inspections carried out on a regular basis.
- You should allow a minimum of 2 hours for your visit and all guided tours are subject to tides and weather.
- Visitors are requested to follow the advice of the Joggins Fossil Institute (JFI) team should an evacuation of the building or beach be required.
- It is recommended that group organisers make a preliminary visit to carry out their own risk assessments.
- It is important that educational groups understand the aims and objectives of their visit, how to avoid specific dangers, what to do if they are separated from the group and why they have to follow rules. It is the responsibility of the group organiser to ensure that this information is conveyed to their group.
- Coaches and buses must park in the designated parking bays. Parking is free.
- We request that school parties allow only 10 children in the Gift Shop at any one time and these must be accompanied by an adult.
- What to wear for a guided tour of the beach: Sensible footwear (no open-toed shoes), a jacket (the wind can be cold on the beach even on warm days), sun-block and hat if very warm. Prepare for all types of weather as the weather systems can change rapidly in the Bay of Fundy.
- The Gallery Tour meeting place is opposite the Gift Shop. The Beach Tour meeting place is at the top of the staircase.
- All interpreters are trained in First Aid and CPR and carry equipment for basic First Aid as well as a kit, which includes chocolate for diabetics, water and a radio in case of emergencies.
- We cannot guarantee the use of a room for groups to consume packed lunches. If our meeting room is free this room can be used. Organisers should check in advance the availability of the room if required.

Terms and Conditions of Booking

1. The designated main contact, as named on the Booking Form, is responsible for the safety and conduct of all group participants.
2. The Interpreter assigned to your party has the right to terminate any activity or tour if he/she believes that improper conduct by any member of the party may result in risk of injury where warnings have been issued and not heeded.
3. The Joggins Fossil Institute is not responsible for any property, which is damaged, lost or stolen whilst on site.
4. The group must arrive on time to avoid disruption to the schedules of other groups.
5. No tickets are issued.
6. All members of a party undertaking a Guided Tour of the beach and cliffs must sign a release and Waiver of Claims Form. These must be signed by the parents or guardians of any persons under 18.
7. Unsupervised children will be asked to return to the group's bus to await a chaperone.
8. Bookings cancelled within 48 hours will incur a cancellation fee of 25% of the total cost of the booking