

Welcome to Huntsman Marine Hospitality!

(Academic and non-profit symposium rates are also available. Please reach out to discuss!)

At Huntsman Marine, your symposium will provide a memorable venue within our Fundy Discovery Aquarium that is equipped with the 218-seat *Dunn Theatre* and the most unique surroundings on the shores of the Bay of Fundy. The Aquarium *Galleries* will also provide a special ambiance for lunch, provide break out session spaces throughout the facility, or attend an evening reception or banquet ceremony!

This document summarizes our offering to ease our communication while we plan your symposia together! A cost estimate will follow for you to approve and book your symposia dates.



- ✓ Meeting Space – Our Fundy Discovery Aquarium offers the only modern lecture theatre in all of St. Andrews-by-the-Sea to host symposia for up to 218 attendees with comfortable theatre seating, professional audiovisual equipment, and exclusive access to the underwater life of the Bay of Fundy during your meeting!
 - Let us know your preferred meeting dates to secure the space and number of expected participants. Exclusive rental rates for the Fundy Discovery Aquarium:
 - Closed season October – May = \$2,000.00 per day rental rate
 - Monday-Wednesday in June – September = additional \$3,000 per day rental rate
 - Thursday-Sunday in June – September = additional \$10,000 per day rental rate
- ✓ Catering – Huntsman Marine Hospitality serves more than 10,000 meals each year to satiate the appetite of students, visiting scholars and professionals alike. A variety of nutrition break and lunch choices are offered with accommodation for special dietary restrictions available to ensure your participants are well fed, both body and mind.
 - Decide whether you require morning and afternoon nutrition breaks then choose options below (with pricing) based on beverage only or one vs two food selection items
 - Lunch options are also outlined below (with pricing) for meetings planning to stay with us throughout the day
- ✓ Don't forget to ask about our special educational experiences to provide a truly unforgettable meeting at the Fundy Discovery Aquarium.

Nutrition Break SELECTIONS (minimum order of 50 participants; 15% gratuity applied to all food services prices)

BEVERAGES

- ✓ Beverage only option @ \$5.00 per person
 - INCLUDES COFFEE, ASSORTED TEAS, MILK, CREAM, SUGAR, AND SPLENDA.
 - MORNING BREAKS ALSO INCLUDES ORANGE AND APPLE JUICE.
 - AFTERNOON BREAKS ALSO INCLUDES ICED TEA & LEMONADE

BEVERAGES + FOOD SELECTIONS

- ✓ Beverage (as above) + 1 snack @ \$7.50 per person
- ✓ Beverage (as above) + 2 snacks @ \$9.00 per person

MORNING SNACK CHOICES:

- ASSORTED MUFFINS AND DONUTS
- BANANAS AND ORANGES
- CHEFS CHOICE ASSORTED PASTRIES
- VARIETY INDIVIDUAL YOGURT

AFTERNOON SNACK CHOICES:

- CHEFS CHOICE ASSORTED COOKIES
- ASSORTED APPLES
- CHEFS CHOICE ASSORTED PASTRIES

ADDITIONAL ASSORTED SOFT DRINKS | \$2 / EACH

ADDITIONAL ASSORTED SPARKLING WATERS | \$3 /EACH

****Please indicate any food allergies or dietary restrictions****

Lunch SELECTIONS

Lunch is presented in a self-serve buffet style and set out within the *Flemer Gallery* with seating to dine provided in the adjacent *Anderson Gallery*.

Lunch offerings are provided as (**minimum order of 50 participants; 15% gratuity applied to all food services prices**):

- ✓ Sandwiches with soup **OR** salad option, chips, beverages and dessert @ \$25.00 per person
- ✓ Sandwiches with soup **AND** salad option, chips, beverages and dessert @ \$28.00 per person

“SEAWORTHY” SANDWICH LUNCH OPTIONS: CHOOSE THREE

- DELI STYLE HAM AND SWISS WITH MILD DIJONNAISE
- ROAST BEEF WITH HORSERADISH MUSTARD
- ROAST TURKEY WITH CRANBERRY MAYO
- TUNA SALAD WITH RED ONION AND CELERY
- EGG SALAD WITH CELERY AND CHIVE
- CHICKEN SALAD WITH WALNUTS, CELERY, AND DRIED CRANBERRIES
- VEGGIE OR ITALIAN SUB STYLE
- DILLED CREAM CHEESE AND CUCUMBER TRIANGLES

“SHIP- TO- SHORE” SOUP DU JOUR OPTIONS: CHOOSE ONE

- ROASTED TOMATO BASIL
- GARDEN MINISTRONE
- CREAM OF MUSHROOM
- SAVOURY CHICKEN NOODLE
- HERBED BUTTERNUT SQUASH

“STARBOARD” SALAD OPTIONS: CHOOSE ONE

- TRADITIONAL GARDEN SALAD - SERVED WITH FRENCH, CREAMY RANCH, AND ITALIAN DRESSING
- SUN ‘N’ SEA - ASSORTED CRISP GREENS, ROASTED ALMONDS, MANDARIN SECTIONS, GREEN ONION, SUNFLOWER SEEDS, AND DULSE FLAKES, WITH HOUSE POPPY SEED AND SWEET ONION DRESSING
- CONFETTI SLAW - CABBAGE, CARROT, BELL PEPPERS, AND ONION, IN A SWEET CELERY SEED VINAIGRETTE
- GREEK PASTA - PASTA, TOMATOES, CUCUMBER, ONION, PEPPERS, OLIVES, FETA, IN AN OREGANO VINAIGRETTE

“ALLURING AFTS” DESSERT OPTIONS: CHOOSE ONE

- DOUBLE CHOCOLATE BROWNIES
- 14 CARROT CAKE WITH CREAM CHEESE ICING
- TRIPLE CHOCOLATE CAKE SQUARES
- ASSORTED CUPCAKES WITH BUTTERCREAM ICINGS

****Please indicate any food allergies or dietary restrictions****

Huntsman Marine Bus

We operate an 11-passenger + wheelchair accessible bus that may also be booked to facilitate transfer of your meeting participants from their accommodations within the Town to the Fundy Discovery Aquarium.

- ✓ 3-hour minimum rental
- ✓ \$100/hr rental rate includes bus and driver
- ✓ \$0.35/km fuel surcharge applied to all travel outside of St. Andrews further than the Ghost Road connector for Highway 127



Special Educational Experiences

Don't forget to ask about our specially curated and unique educational experiences to provide a truly unforgettable meeting for your participants!

- ✓ engage your participants through interpretive interactions with our naturalists and interpreters (Program Length: Up to 3 hours timed with your breaks or lunchtime)
- ✓ interact with our seal mascot and provide fantastic photo opportunities for your participants (Program Length: Two 30-minute appearances possible timed with your breaks or lunchtime)
- ✓ enhance your symposium by providing an opportunity for your participants to touch and hold a series of tide pool animals, such as sea stars, sea urchins, sea cucumbers, etc. under careful observation by one of our naturalists or interpreters (Program Length: Up to 2 hours timed with your breaks or lunchtime)

We offer many other large group activities that might be of interest as an optional excursion before or following your symposium.

Catering Overview

Guarantee

Huntsman Marine must be notified of the guaranteed number of guests to be served, function details and menu selections at least **14 business days** before the function to ensure availability, proper staffing and co-ordination of your function. The client will be billed for the guaranteed number of guests or the actual number of guests in attendance whichever is greater (note that food services have a **minimum order for 50 participants**). Huntsman Marine does not assume responsibility to provide food service for more than 5% above the guaranteed number.

Catering

Under certain circumstances, Huntsman Marine may allow outside catering to be provided to events held in any of our venues. Individual needs and desires will be reviewed on an individual basis. Under no circumstances will clients be permitted to remove food and beverages from the premises in accordance with Provincial Health recommendations.

Deposits and Payments

You will make three separate payments before your symposium is hosted at the Fundy Discovery Aquarium:

- The **initial 15% non-refundable deposit** based on the estimated total is due upon signing the contract to save your date.
- The **second 35% non-refundable deposit** based on the estimated total is due three months before the symposium date to provide your firm commitment.
- The **final 50% payment** is due 14 business days before the symposium date and coincides with your final participant count. This payment will be adjusted based on your final participant count.

Cancellations

The convener shall be liable for any ancillary services and expenses incurred by Huntsman Marine to host your event even if the event is cancelled.

Menu

Whether you choose from our suggested menus or create a custom bill of fare, the finalization of your decision must be made as soon as possible but certainly a minimum of 14 business days prior to your symposium. Please advise our Event Coordinator 14 business days prior to the event of any special dietary considerations or allergies to ensure a safe and enjoyable event for all your guests. All food and beverages are subject to a fifteen percent (15%) Gratuity Service Charge.

Beverages

Huntsman Marine supports the responsible service and consumption of alcoholic beverages in compliance with the regulations of the New Brunswick Alcohol Authority. Huntsman Marine reserves the right to discontinue service to patrons who violate the principle of responsible alcohol consumption. All beverages served must be provided by the NBLC under Huntsman Marine license.