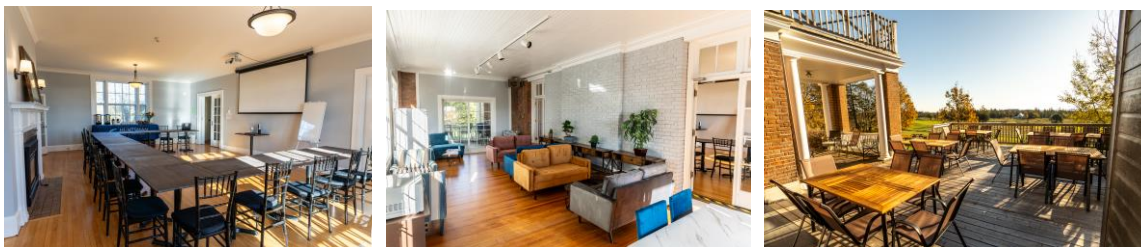


Welcome to Huntsman Marine Hospitality!

(Below details are not applicable to host a student focused field trip or workshop. Please reach out for these!)

We provide the perfect location to focus and recharge your team in our Upper Campus facilities in beautiful St. Andrews by-the-Sea! Professionally curated spaces, coupled with options for authentic maritime experiences, are offered to increase employee engagement, enhance teammate collaboration, create strategic visions, develop corporate leadership, conduct a Board meeting or workshop, or simply build mental wellness.



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

- ✓ Meeting Space – The heart for hosting small corporate retreats, workshops or focused group meetings exists within the newly renovated *Links Crest Room* with adjacent *Sunroom* in the *Anderson House* estate on the Huntsman Marine Upper Campus. Recent upgrades to this facility provides a winterized space for year round gatherings comfortably seating up to 18 participants in a horseshoe arrangement, catered nutrition breaks and lunch, modern audiovisual with virtual attendance capacity, and high speed Wi-Fi internet access while overlooking the 9th Hole of the Algonquin Golf Course.
 - Let us know your preferred meeting dates to secure the space and number of expected participants @ \$350.00 half day or \$500.00 full day rental rates.
- ✓ 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
 - Continental breakfast options are outlined below (with pricing) for multi-day meeting participants who choose to also stay with us overnight
- ✓ Don't forget to ask about:
 - Our overnight accommodations to host multi-day meetings
 - Curated team-building activities

Nutrition Break SELECTIONS (minimum order of 10 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 near your meeting in the *Links Crest Room*. Dining may occur at your meeting work area or on the nearby *9th Deck* if the weather cooperates.

Lunch offerings are provided as **(minimum order of 10 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****

Overnight Accommodations (minimum stay of 10 participants)

Multi-day meetings and workshops are easily convened at Huntsman Marine by booking within our block of 20 modern rooms, each with ensuite bathrooms, in *Anderson House* and the adjacent *Nancy Hall*.

- ✓ Rooms may be booked @ \$115.00 per night double occupancy rate



Continental Breakfast (minimum order of 10 participants; 15% gratuity applied to all food services prices)

Guests staying with us overnight may also have a continental breakfast @ \$12.00 per person, including:

- ASSORTED CEREALS AND MILK
- TOAST STATION WITH ASSORTED PRESERVES
- COFFEE AND ASSORTED TEAS
- WHOLE FRUIT SELECTION
- APPLE AND ORANGE JUICE
- CHEF'S CHOICE OF PASTRIES



Huntsman Marine Bus

We operate an 11-passenger + wheelchair accessible bus that may also be booked to facilitate activities associated with your meeting.

- ✓ 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



R/V Fundy Spray

Huntsman Marine berths and operates the *R/V Fundy Spray* from the St. Andrews Market Wharf (<https://www.huntsmanmarine.ca/oceanassets>). The vessel is a 15.24 m (50 feet) converted offshore lobster boat certified by Transport Canada to carry 20 passengers and two crew. Day-to-day, the vessel provides a spacious platform for scientific diving and well appointed for biological sampling...but also suitable to take a daytime or sunset cruise as a memorable activity for your meeting.



- ✓ 2-hour minimum rental (note that this includes 30 minutes before and after the actual cruise to load and unload the *R/V Fundy Spray*)
- ✓ \$375/hr rental rate includes vessel and 2-person crew
- ✓ fuel surcharge may apply for cruises booked outside of Passamaquoddy Bay

Team-Building Activities

Don't forget to ask about our specially curated and unique team-building or group activities to provide inspiration, build team cohesion, and clear your mind!

- ✓ discover Bay of Fundy marine life aboard the Huntsman *R/V Fundy Spray* (<https://www.huntsmanmarine.ca/citizenscientistmarinecruise>)
- ✓ walk on the seafloor with a Huntsman Marine Naturalist followed by an informative lab session (<https://www.huntsmanmarine.ca/walkbetweenthetides>)
- ✓ weave repurposed rope in a workshop setting in support of a #DebrisFreeFundy (<https://www.huntsmanmarine.ca/debrisfreefundy>)
- ✓ explore the Fundy Discovery Aquarium with a self guided or guided tour (<https://www.huntsmanmarine.ca/aquarium>)
- ✓ learn about marine life in a lab activity from our Family Explorer program (<https://www.huntsmanmarine.ca/childrenandfamilies>)
- ✓ listen to a lecture from a Huntsman Marine Research Scientist on a topic of interest to your group (<https://www.huntsmanmarine.ca/research>)

Or you can take the short walk from *Anderson House* directly to the nearby Algonquin clubhouse to play a round on their world class golf course (<https://www.algonquinresort.com/golf>).

Catering Overview

Guarantee

Huntsman Marine must be notified of the guaranteed number of guests to be served, function details and menu selections at least **7 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 10 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 function is hosted at Anderson House:

- 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 function date to provide your firm commitment.
- The **final 50% payment** is due 7 business days before the function 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 7 business days prior to your function. Please advise our Event Coordinator 7 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 may operate a cash bar at Anderson House at the request of the function organizer and 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.
- Participants staying with Huntsman Marine overnight may consume personal alcohol during evening social activities in designated areas.