



2018 WEDDING PACKAGE

We take care of everything

100 – 111 2nd Avenue South, Niverville, MB R0A 0A1

events@heritagecentre.ca | 204-388-5000

The Ceremony

Wedding Ceremony (with booked reception)

\$1000

Your choice of timber atrium with grand staircase or elegant ballroom ceremony also includes:

- 💡 Set up and clean up of ceremony*
- 💡 Seating for guests (200-300 depending on arrangement)*
- 💡 Aisle décor*
- 💡 Sound system with operator to play pre selected ceremony music, lapel microphone and up to three additional microphones for live music performances*
- 💡 Wedding rehearsal (1 hour) up to two days prior to wedding day*
- 💡 An event hostess to oversee your rehearsal & wedding day*
- 💡 Host room for you and your bridal party*
- 💡 Early arrival for photos up to 1 hour prior to guest arrival*

Wedding Ceremony (no reception)

\$1500

Ceremonies held without a reception will be subject to available start times and at our discretion.

Ceremony in Reception Setting (Fridays & Sundays only)

\$1600

For the more casual style event, say 'I do' in your reception setting and continue straight into your evening dinner and dance.

Subject to a 6pm start time on Fridays. Only available with a plated, buffet, or light buffet meal service.

The Reception

Wedding Reception *\$1200*

Saturdays from June through September and Stat Holidays *\$1600*

Your choice of timber atrium with grand staircase or elegant ballroom reception includes:

- 💡 *Consultation with our event planner including;*
 - *Consultations and viewing of our venue*
 - *Menu tasting for two*
 - *Advice and guidance as requested from experienced professionals*
 - *Estimates, timelines and room diagrams*
 - *A letter with all updated information sent out to you during the planning process*
 - *An easy payment process*
- 💡 *All necessary set up and cleanup of your reception*
- 💡 *All necessary chair covers in white, black or ivory*
- 💡 *All necessary tables, chairs, flatware and glass ware*
- 💡 *A choice of a variety of vases for your centrepieces with any necessary tea lights*
- 💡 *Head table back drop & staging with two LED lights in the colour of your choice*
- 💡 *Dinner music, a podium and microphone for speeches*
- 💡 *An event hostess to oversee your reception*

Table Linens *\$2 per guest*

Includes a variety of standard tablecloths and napkins

Additional Reception Options

| | |
|---|--------------|
| <i>Satin floor length guest tablecloths</i> | <i>\$15</i> |
| <i>Table runners</i> | <i>\$6</i> |
| <i>Chair sashes</i> | <i>\$2</i> |
| <i>Chandeliers</i> | <i>\$50</i> |
| <i>Ceiling Lanterns</i> | <i>\$50</i> |
| <i>Candy bar – Decorated table includes containers, scoops and tongs</i> | <i>\$50</i> |
| <i>Cake table – Decorated table includes necessary plates & cutlery</i> | <i>\$50</i> |
| <i>LED Lighting package – Pillar up-lighting in your choice of colour</i> | <i>\$200</i> |
| <i>In-House DJ Services – Platinum Productions (6pm-1am)</i> | <i>\$750</i> |

Plated Dinner Service

Coffee & tea included

| | |
|---|-------------|
| <i>Stuffed Pork Loin</i> | <i>\$37</i> |
| <i>Prime cut pork loin rolled with a savoury bread stuffing</i> | |
| <i>Chicken Kiev</i> | <i>\$37</i> |
| <i>Herbs & cheese stuffed chicken breast with hollandaise sauce</i> | |
| <i>Chicken Cordeon Bleu</i> | <i>\$37</i> |
| <i>Ham & cheese stuffed chicken breast with hollandaise sauce</i> | |
| <i>Honey Glazed Ham & Meatballs</i> | <i>\$33</i> |
| <i>Smoked ham lightly glazed, served with slow cooked meatballs</i> | |
| <i>Roasted Turkey</i> | <i>\$35</i> |
| <i>Traditional slow roasted turkey, served with homemade stuffing & cranberry sauce</i> | |
| <i>Roast Chicken Supreme</i> | <i>\$37</i> |
| <i>Marinated & spiced, roasted in your choice of sauce</i> | |
| <i>Prime Rib</i> | <i>\$43</i> |
| <i>Herb crusted & slow roasted, served with horseradish</i> | |
| <i>Children's Meal (10 & under)</i> | <i>\$16</i> |
| <i>Chicken fingers & fries, served with special children's dessert</i> | |

Salads (choose one)

- *Garden*
- *Caesar*
- *Greek*
- *Spinach*

Potatoes & Rice (choose one)

- *Baked Potato*
- *Mashed Potatoes & Gravy*
- *Roasted Potato*
- *Scalloped Potato*
- *Rice Pilaf*

Vegetables (choose one)

- *Honey Glazed Carrots*
- *Sweet Kernal Corn*
- *Steamed Broccoli & Cauliflower*
- *Green Bean Almondine*
- *PEI Vegetable Mix*

Desserts (choose one)

- *Cheesecake*
- *Trifle*
- *Strawberry Shortcake*
- *Orange Cream Shortcake*
- *Other options available*

Special menu requests can be accommodated upon consultation.

Buffet Dinner Service

Coffee & tea included

| | |
|--|-------------|
| <i>Buffet Meal – One Entree</i> | <i>\$39</i> |
| <i>Buffet Meal – Two Entrees</i> | <i>\$46</i> |
| <i>Children’s Buffet Meal (10 and under)</i> | <i>\$19</i> |

Entrees

| | | |
|--------------------------|-----------------------------------|--------------------------|
| <i>Honey Glazed Ham</i> | <i>Roasted Chicken Supreme</i> | <i>Roast Beef</i> |
| <i>Stuffed Pork Loin</i> | <i>Roast Turkey with dressing</i> | <i>Bolognese Lasagna</i> |

Salads (choose two)

| | | |
|---------------------|------------------------|---------------------|
| <i>Pasta Salad</i> | <i>Greek Salad</i> | <i>Potato Salad</i> |
| <i>Caesar Salad</i> | <i>Creamy Coleslaw</i> | <i>Garden Salad</i> |

Hot Side Dishes (choose one)

| | | |
|----------------------|---------------------------|-----------------|
| <i>Cabbage Rolls</i> | <i>Meatballs in Gravy</i> | <i>Perogies</i> |
|----------------------|---------------------------|-----------------|

Potatoes & Rice (choose one)

| | | |
|------------------------------------|------------------------------|---------------------|
| <i>Scalloped Potatoes</i> | <i>Oven Roasted Potatoes</i> | <i>Baked Potato</i> |
| <i>Mashed Potatoes & Gravy</i> | <i>Rice Pilaf</i> | |

Vegetables (choose one)

| | | |
|-----------------------------|---|----------------|
| <i>Honey Glazed Carrots</i> | <i>Sweet Kernel Corn</i> | <i>PEI Mix</i> |
| <i>Green Bean Almondine</i> | <i>Steamed Broccoli & Cauliflower</i> | |

Desserts (choose one)

Assorted Cheesecakes, Cakes, Trifles and other dessert options available.

Light Buffet Service

Coffee and tea included

Not available for Saturday receptions from June through September

Breakfast \$24

Apple, Orange or Cranberry Juice Waffles Hash Browns
Ham, Bacon or Sausage (choose 2) Fresh Fruit Platter Scrambled Eggs

Dessert \$24

Choose three desserts from assorted trifles, cakes, tarts & cookies
Accompanied with a Fresh Fruit Platter
Add Cheesecake as a dessert option for an additional \$3

Light Luncheon \$24

Choice of potato salad, pasta salad or coleslaw accompanied with:
Cold Cuts & Cheeses Vegetables & Dip Dill Pickles
Fresh Fruit Platter Dainty Platter Assorted Buns

Classic Cocktail \$26

Spring Rolls Assorted Crackers & Cheese Mushroom Quiche
Vegetables & Dip Assorted Dainties Fresh Fruit Platter

Hors d'oeuvres

By the dozen, minimum order of three dozen
Available with purchase of a buffet or plated meal service

| | |
|-------------------------------|-------------|
| <i>Bacon Wrapped Scallops</i> | <i>\$35</i> |
| <i>Cucumber Tomato Bites</i> | <i>\$18</i> |
| <i>Cocktail Shrimp</i> | <i>\$27</i> |
| <i>Quiche</i> | <i>\$24</i> |
| <i>Salmon Crostini</i> | <i>\$37</i> |
| <i>Spring Rolls</i> | <i>\$22</i> |
| <i>Meatballs</i> | <i>\$18</i> |

Stationary Appetizers

Priced per person
Available with purchase of a buffet or plated meal service

| | | |
|--|---------------------------------------|--------------------------------|
| <i>Antipasto</i> | <i>\$10</i> | |
| <i>Prosciutto, Salami & Capicola</i> | <i>Assorted Crackers & Cheese</i> | <i>Olives & Artichokes</i> |
| <i>Classic</i> | <i>\$14</i> | |
| <i>Spinach & Artichoke Dip</i> | <i>Assorted Crackers & Cheese</i> | <i>Fresh Fruit Platter</i> |

Night Lunch Service

Required with alcohol service; based on 75% of final guest count

| | |
|--|-------------|
| <i>Classic Deli</i> | <i>\$5</i> |
| <i>Selection of assorted cold cuts, cheeses, pickles, buns</i> | |
| <i>Poutine Bar</i> | <i>\$12</i> |
| <i>Your guests can create their own with crispy fries, cheese, gravy, bacon & onions</i> | |
| <i>Perogie Bar</i> | <i>\$7</i> |
| <i>Potato cheddar perogies served with sides of sour cream & onions</i> | |
| <i>Pizza</i> | <i>\$10</i> |
| <i>Choose two from our selection</i> | |

Beverage Service

Cash Bar

Includes a variety of spirits, cocktails, wine, domestic & premium beer available for purchase to your guests. All necessary bartenders, mix and garnishes are included at no extra cost.

Host Bar (Open Bar)

Review and choose from a variety of spirits, cocktails, wine, domestic & premium beer to have available to your guests. All necessary bartenders, mix and garnishes are included at no extra cost.

Punch Fountain

\$300

Sparkling fruit punch available to your guests throughout the duration of your event served in elegant fountain on skirted table to compliment your colour scheme.

Drink Dispensers

\$300

Choose two from lemonade, iced tea or sparkling fruit punch to be have available to your guests throughout the duration of your event served in our decorative dispensers.

**Requests for specific wine, champagne, specific brands or other items to be made available at the bar will be priced dependent on the item and its availability.*

General Policies

Date Inquiries

We will hold inquiries for one week at which time a deposit will be required to secure the date. If we receive another inquiry for the same date within the one week you will be given first right of refusal. We require a deposit to secure the date.

The NHC reserves the right to book events for a minimum of 100 guests on Saturdays from June through September.

Booking & Cancellation

A \$1000 non-refundable deposit is required to book your event date. Once a deposit is received the policies contract is in effect. If cancellation occurs by the booking party NHC reserves the right to retain the deposit and re book the original event date.

Confirmation & Payment Policies

A guaranteed number of guests attending is required **THREE WEEKS** prior to the event date. An additional deposit of 50% of the total estimated value is required four months prior to your event date. This amount is **NON-REFUNDABLE**. The final balance is due the Monday prior to your event date.

Meal & Alcohol Service

The NHC has a fully equipped banquet kitchen managed by a Red Seal Chef and therefore does not allow outside caterers. All food and beverage selections in the contract are provided and owned by the NHC and therefore no food shall be removed from the venue.

As per NHC policy, when serving alcohol at an event a night lunch must be served. All services, food and beverages are subject to gratuities and applicable taxes. A separate alcohol contract with credit card information will be signed by the party responsible for payment. The contract must be signed prior to the event date. The NHC provides all alcohol for events. No outside alcohol will be allowed in the facility.

Damages & Loss

NHC reserves the right to inspect and control all events. The booking party will be responsible for any malicious damages or losses caused by guests at their event. The NHC assumes no responsibility for the personal property of guests or clients. The booking party is solely responsible for all gifts and presentation received at the event. No rice, confetti, real rose petals or bubbles will be allowed for use at the NHC. No candles or alcohol may be used as party favours. Fireworks will not be permitted on the property of the NHC.

Sound & Multi-Media Equipment

The NHC uses Platinum Productions as our in-house DJ service, from 6pm to 1am which includes your first dance, and other specified music. If booked you will be contacted by the DJ service directly regarding music selections. If you are using an outside DJ service a separate contract will be required by the party providing your music ensuring that they are responsible for all equipment needed and arranging appropriate set up times. A \$250 surcharge will apply for set up and clean up when supplying an outside DJ service. Please note that proper licensing is required. Live bands must supply their own sound system. A \$250 surcharge will apply for set up and clean up when using a live band.

NHC will provide an in house PA system for all speeches and ceremonies including wireless and lapel microphones, and up to three additional microphones for live music performances during the ceremony. Any extra sound equipment must be provided by the booking party at their own expense and someone to run it. A projector, screen and DI box can be rented for \$100. The

booking party must provide their own laptop and cords for hook up. Slideshows using the NHC equipment must be tested at the rehearsal prior to the wedding day.

SOCAN (www.socan.ca) collects a royalty fee for the music played at any event. This fee is collected from the booking party and sent to the SOCAN organization. The fee is \$29.56 without a dance and \$59.17 with a dance.

Wedding Ceremony

No ceremonies will take place in the atrium between 11:30am-12:30pm or 4pm-5pm.

Ceremonies include a one hour rehearsal which will be held no more than 3 days prior to your event. Securing a marriage license and commissioner for the ceremony is the responsibility of the booking party.

Any event occurring on a statutory holiday may be subject to an additional surcharge.

When booking your ceremony and reception at the NHC the time lapse between ceremony and reception will be restricted to 1.5 hours or less.

Wedding Receptions

NHC reserves the right to book more than one event for the same date when there is no conflict in time frames and planned activities. Access to areas of the building other than the rented space is strictly prohibited.

Access to the venue for a wedding ceremony will be 30 minutes prior to the event for guests and one hour prior for the wedding party.

All set up and decorating will be facilitated by the NHC. All rented décor must be approved by the event planner before proceeding. Set up may be done up to two days prior to the function by appointment only. Large item set-up or floral arrangements are the responsibility of the booking party or rental company and may be delivered/set up to two days prior to the function by appointment only. Service charges may apply for additional set up appointments and labour for NHC staff. All candles will be provided by the booking party with the exception of tea lights which will be provided by the NHC.

Assigned or reserved seating will be the responsibility of the client. Final seating plans must be submitted 3 weeks prior to the event date.

No smoking permitted within the facility. Guests wishing to smoke must do so in the designated outdoor areas.

Start and end times must be adhered to. No event will run longer than 1:00am. Weddings with no reception or dance may be subject to earlier end times.

Children must be supervised at all times and all guests must remain in the designated areas.

All items not belonging to the NHC must leave with the booking party on the night of the event or an appointment set for pick up on the Monday following the event. All gifts and presentation are the responsibility of the booking party.

Event Services Contract

The booking party agrees with the Niverville Heritage Centre (herein 'NHC') to comply with and be bound by the following conditions, policies and procedures:

1. A guaranteed number of guests is required three (3) weeks prior to the event date. This is the minimum the booking party will be invoiced for. Increases in guest count will not be accepted after this date.
2. The booking party agrees to read in full the event details sent by the NHC and inform the event planner of any omissions or errors to the arrangements prior to the event. Once the final details of the contract have been put in place the NHC will follow these agreed upon arrangements and will not be held responsible for changes or errors outside this correspondence. This letter will be sent to the booking party after the final guest count has been submitted.
3. The booking party agrees to pay NHC a \$1000 non-refundable, non-transferrable deposit to guarantee the booking date. This deposit will be applied to the final invoice. Booking will only be confirmed upon receipt of deposit. The signed contract signifies that the NHC general policies as stated in the wedding package will be adhered to.
4. The booking party agrees to pay a second deposit of 50% of the total invoice four months prior to the event. This amount is non-refundable. Final payment is due the Monday prior to the event.
5. The NHC is a licensed facility and therefore will provide all alcohol for all events.
6. The booking party agrees to follow all rules in accordance with the Alcohol Policies of the NHC which are listed as:
 - a. The booking party will be responsible to provide designated drivers for the event at a ratio of one driver for every 50 guests.
 - b. All unauthorized alcohol will be confiscated and disposed of.
 - c. A night lunch is required when providing bar service.
 - d. Alcohol must remain in designated areas and cannot be consumed outdoors.
 - e. All NHC events with alcohol service will run no later than 1:00am.
7. The booking party shall hold blameless the NHC and/or its employees from claims for any personal injury, loss or damages to persons on the premises or personal property suffered by guests. The booking party agrees to accept personal and collective liability for any damages or theft to the property of the NHC or neighbouring properties caused by an event guest. Children must be supervised at all times and all guest must remain in the designated event area.
8. All services, food and beverages are subject to a 15% gratuity and all applicable taxes.
9. Prices and policies are subject to change without notice. All events in 2018 are subject to pricing as set in the 2018 package regardless of booking date.

Client Name: _____

Event Date: _____

Signature: _____

Est. Guest Count: _____