



NIVERVILLE HERITAGE CENTRE

Weddings

• 2019 •



Did you know?

The NIVERVILLE HERITAGE CENTRE
is a community non-profit social enterprise.
Your patronage helps to provide appropriate housing
and care for older adults in our community.

At the Niverville Heritage Centre,
YOUR SUPPORT MAKES A DIFFERENCE!

- CONTACT -

E: EVENTS@HERITAGECENTRE.CA
PH: 204.388.5000
W: NIVERVILLEEVENTCENTRE.COM

The Ceremony

1 - REVERANCE

YOUR CHOICE OF TIMBER ATRIUM WITH GRAND STAIRCASE
OR ELEGANT BALLROOM **CEREMONY** ALSO INCLUDES...

- 1** SET UP + CLEAN UP OF CEREMONY
- 2** SEATING FOR GUESTS (200-300 DEPENDING ON ARRANGEMENT)
- 3** AISLE DÉCOR, ALL NECESSARY CHAIR COVERS (IN BLACK, WHITE, OR IVORY),
BACKDROP DESIGN + ANY REQUIRED STAGING
- 4** SOUND SYSTEM WITH OPERATOR TO PLAY PRE-SELECTED CEREMONY MUSIC,
LAPEL MICROPHONE + UP TO THREE ADDITIONAL MICROPHONES FOR
LIVE MUSIC PERFORMANCES
- 5** WEDDING REHEARSAL (1 HOUR) UP TO TWO DAYS PRIOR TO WEDDING DAY
- 6** AN EVENT HOSTESS TO OVERSEE YOUR REHEARSAL + WEDDING DAY
- 7** HOST ROOM FOR YOU + YOUR BRIDAL PARTY
- 8** EARLY ARRIVAL FOR PHOTOS UP TO 1 HOUR PRIOR TO GUEST ARRIVAL

CEREMONY ONLY - \$1500

WITH BOOKED RECEPTION - \$1000

2 - HALLELUJAH

CEREMONY IN RECEPTION SETTING

FRIDAYS + SUNDAYS ONLY

FOR THE MORE CASUAL STYLE EVENT, SAY 'I DO' IN YOUR RECEPTION SETTING
+ CONTINUE STRAIGHT INTO YOUR EVENING DINNER + DANCE.

SUBJECT TO A 6PM START TIME ON FRIDAYS.

AVAILABLE WITH A PLATED, BUFFET, OR LIGHT BUFFET MEAL SERVICE.

\$1600

The Reception

1 - CELEBRATION

YOUR CHOICE OF TIMBER ATRIUM WITH GRAND STAIRCASE OR ELEGANT BALLROOM **RECEPTION** ALSO INCLUDES...

1 CONSULTATION WITH OUR EVENT PLANNER INCLUDING;

- Consultations + viewing of our venue
- Advice + guidance as requested from experienced professionals
- Estimates, timelines + room diagrams
- An event document with all updated information sent to you during the planning process
- An easy payment process

2 ALL NECESSARY SET UP + CLEANUP OF YOUR RECEPTION

3 ALL NECESSARY CHAIR COVERS IN WHITE, BLACK OR IVORY

4 ALL NECESSARY TABLES, CHAIRS, FLATWARE + GLASS WARE

5 VARIETY OF VASE CHOICES FOR YOUR CENTREPIECES WITH ANY NECESSARY TEA LIGHTS

6 HEAD TABLE BACK DROP + STAGING WITH TWO LED LIGHTS IN THE COLOUR OF YOUR CHOICE

7 DINNER MUSIC, A PODIUM + MICROPHONE FOR SPEECHES

8 AN EVENT HOSTESS TO OVERSEE YOUR RECEPTION

FRIDAY + SUNDAYS - \$1200

SATURDAYS + STAT HOLIDAY SUNDAYS - \$1600

ADD IN A LITTLE AMBIENCE

TABLE LINENS + DECOR

VARIETY OF STANDARD SIZE LINENS + NAPKINS _____	\$3 PER GUEST
VARIETY OF SATIN FLOOR LENGTH LINENS + NAPKIN _____	\$5 PER GUEST
VARIETY OF SATIN FLOOR LENGTH LINENS, NAPKINS + RUNNER _____	\$6 PER GUEST
VARIETY OF SPECIALTY LINENS, NAPKINS, CHAIR SASHES + RUNNER _____	\$7 PER GUEST

LED LIGHTING PACKAGE

PILLAR UP-LIGHTING IN YOUR CHOICE OF COLOUR _____ **\$200**

DJ SERVICES

BOOK OUR TOP RANKED IN-HOUSE DJ - PLATINUM PRODUCTIONS _____ **\$750**

The Hospitality

1 - PLATED DINNER SERVICE

COFFEE + TEA INCLUDED | PRICED PER GUEST

Featured Entree

PRIME RIB **\$38**

Herb crusted and slow roasted, served with Yorkshire pudding

CHEF'S CHOICE - EXCLUSIVE RATE!

STUFFED PORK LOIN **\$38**

Prime cut pork loin rolled with a savoury stuffing

CHICKEN KIEV **\$38**

Herb + cheese stuffed chicken breast with hollandaise sauce

CHICKEN CORDON BLEU **\$38**

Ham + cheese stuffed chicken breast with hollandaise sauce

HONEY GLAZED HAM + MEATBALLS **\$35**

Lightly glazed smoked ham served with slow cooked meatballs

ROASTED CHICKEN SUPREME **\$38**

Marinated + spiced, roasted in your choice of sauce

CHILDREN'S MEAL (10 + UNDER) **\$16**

Chicken fingers + fries, served with special children's dessert

SALADS

(CHOOSE 1)

- GARDEN
- CAESAR
- GREEK
- SPINACH

POTATOES+ RICE

(CHOOSE 1)

- MASHED POTATOES + GRAVY
- ROASTED POTATO
- RICE PILAF

VEGETABLES

(CHOOSE 1)

- HONEY GLAZED CARROTS
- GREEN BEAN ALMONDINE
- CALIFORNIA MIX
- SUNRISE MEDLEY

DESSERTS

(CHOOSE 1)

ASK YOUR COORDINATOR
ABOUT OUR ENDLESS
DESSERT OPTIONS!

SPECIAL MENU REQUESTS CAN BE ACCOMMODATED UPON CONSULTATION.
ALL SERVICES, FOOD + BEVERAGES ARE SUBJECT TO GRATUITIES + APPLICABLE TAXES.

2 - BUFFET DINNER SERVICE

COFFEE + TEA INCLUDED | PRICED PER GUEST

BUFFET MEAL - ONE ENTREE \$40

BUFFET MEAL - TWO ENTREES \$45

CHILDREN'S BUFFET MEAL (10 + UNDER) \$19

ENTREES

HONEY GLAZED HAM • ROASTED CHICKEN SUPREME • ROASTED TOP-SIRLOIN
• STUFFED PORK LOIN • ROASTED TURKEY WITH DRESSING • BOLOGNESE LASAGNA

SALADS

(CHOOSE 2)

PASTA SALAD • GREEK SALAD • POTATO SALAD
• CAESAR SALAD • CREAMY COLESLAW • GARDEN SALAD

HOT SIDE DISHES

(CHOOSE 1)

CABBAGE ROLLS • MEATBALLS IN GRAVY • PEROGIES

POTATOES + RICE

(CHOOSE 1)

SCALLOPED POTATOES • ROASTED POTATOES • BAKED POTATO
MASHED POTATOES + GRAVY • RICE PILAF

VEGETABLES

(CHOOSE 1)

HONEY GLAZED CARROTS • SWEET KERNEL CORN • PEI MIX
• GREEN BEAN ALMONDINE • STEAMED BROCCOLI + CAULIFLOWER • CALIFORNIA MIX

DESSERTS

(CHOOSE 1)

ASK YOUR COORDINATOR ABOUT OUR ENDLESS DESSERT OPTIONS!

3- LIGHT BUFFET SERVICE

COFFEE + TEA INCLUDED | PRICED PER GUEST
NOT AVAILABLE FOR SATURDAY RECEPTIONS FROM JUNE THROUGH SEPTEMBER

BREAKFAST \$25

APPLE, ORANGE OR CRANBERRY JUICE (CHOOSE 2)

WAFFLES • HASH BROWNS

HAM, BACON OR SAUSAGE (CHOOSE 2)

FRESH FRUIT PLATTER • SCRAMBLED EGGS

DESSERT \$25

(CHOOSE 3)

ASSORTED TRIFLES, CAKES, TARTS + COOKIES

ACCOMPANIED WITH A FRESH FRUIT PLATTER

ADD CHEESECAKE AS A DESSERT OPTION FOR AN ADDITIONAL **\$3**

LIGHT LUNCHEON \$25

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 \$27

SPRING ROLLS • ASSORTED CRACKERS + CHEESE • MUSHROOM QUICHE

VEGETABLES + DIP • ASSORTED DAINTIES • FRESH FRUIT PLATTER

4 - HOR'S D'OEUVRES

*BY THE DOZEN, MINIMUM ORDER OF THREE DOZEN
AVAILABLE WITH PURCHASE OF A BUFFET OR PLATED MEAL SERVICE*

BACON WRAPPED SCALLOPS _____	\$35
CUCUMBER TOMATO BITES _____	\$18
COCKTAIL SHRIMP _____	\$27
QUICHE _____	\$24
GOUDA + GRAPE SKEWERS _____	\$18
SALMON CROSTINI _____	\$37
SPRING ROLLS _____	\$22
PINEAPPLE CURRY MEATBALLS _____	\$18

5 - STATIONARY APPETIZERS

*PRICED PER PERSON
AVAILABLE WITH PURCHASE OF A BUFFET OR PLATED MEAL SERVICE*

ANTIPASTO \$10

PROSCIUTTO, SALAMI + CAPICOLA • ASSORTED CRACKERS + CHEESE • OLIVES + ARTICHOKE

CLASSIC \$14

SPINACH + ARTICHOKE DIP • ASSORTED CRACKERS + CHEESE • FRESH FRUIT PLATTER

6 - NIGHT LUNCH SERVICE

REQUIRED WITH ALCOHOL SERVICE; BASED ON 75% OF FINAL GUEST COUNT

CLASSIC DELI \$5

SELECTION OF ASSORTED COLD CUTS, CHEESES, PICKLES, BUNS

POUTINE BAR \$10

YOUR GUESTS CAN CREATE THEIR OWN WITH CRISPY FRIES, CHEESE, GRAVY, BACON + ONIONS

PEROGY BAR \$8

POTATO CHEDDAR PEROGIES SERVED WITH SIDES OF SOUR CREAM + ONIONS

PIZZA \$10

CHOOSE TWO FROM OUR SELECTION

7 - BEVERAGE SERVICE

CASH BAR

INCLUDES A VARIETY OF SPIRITS, COCKTAILS, WINE, DOMESTIC, PREMIUM + CRAFT BEER AVAILABLE FOR PURCHASE TO YOUR GUESTS. ALL NECESSARY BARTENDERS, MIX + GARNISHES ARE INCLUDED.

HOST BAR (OPEN BAR)

REVIEW + CHOOSE FROM A VARIETY OF SPIRITS, COCKTAILS, WINE, DOMESTIC, PREMIUM + CRAFT BEER TO HAVE AVAILABLE TO YOUR GUESTS. ALL NECESSARY BARTENDERS, MIX + GARNISHES ARE INCLUDED.

BEVERAGE SERVICE (NON-ALCOHOLIC) - \$300

YOUR CHOICE OF; LEMONADE, ICED TEA, OR SPARKLING FRUIT PUNCH TO HAVE AVAILABLE TO YOUR GUESTS THROUGHOUT THE DURATION OF YOUR EVENT SERVED IN OUR DECORATIVE DISPENSERS.

Those Little Extras

ASK US ABOUT **PREFERRED RATES** FROM SOME OF OUR FAVOURITE VENDORS

IN HOUSE FLORIST- PURPLE PEONY WEDDING + EVENT FLORALS

WEB: WWW.PURPLEPEONY.CA | EMAIL: INFO@PURPLEPEONY.CA

NIVERVILLE HERITAGE CENTRE GUEST SUITES

PHONE: 204-388-2132

SOULPIX PHOTOBOOTHS

WEB: SOULPIXPHOTOBOOTH.CA/ | PH: 204-770-3237 | EMAIL: INFO@SOULPIXPHOTOBOOTH.CA

CHANTELLE DIONE PHOTOGRAPHY

WEB: CHANTELLEDIONEPHOTOGRAPHY.COM |

EMAIL: HELLO@CHANTELLEDIONEPHOTOGRAPHY.COM | PH: 204 461 0532

TOUCH OF GLASS - LINENS + DECOR

WEB: TOUCHOFGLOSS.CA | PH: 204 388 5500

PLANNED PERFECTLY SPECIALTY LINENS + DRAPING

WEB: WWW.PLANNED-PERFECTLY.COM | EMAIL: PLANPERF@MYMTS.NET

PLATINUM PRODUCTIONS

WEB: WWW.PLATINUM-PRO.CA | PH: 204.269.5535 | EMAIL: INFO@PLATINUM-PRO.CA

CAPO COFFEE LOUNGE

TREAT YOUR GUESTS TO SPECIALTY COFFEE BEVERAGES SERVED BY TRAINED BARISTAS!

WEB: CAPODIGRANDE.COM | PH: 204 272 0600

ASK US ABOUT **TRANSPORTATION, ACCOMMODATIONS, OFFICIATES** AND MORE....

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

All items served are prepared by the NHC. NHC allows no outside food or beverage service on the premises and does not allow any food to leave the facility for health and safety reasons. 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 is a licensed facility. All alcoholic beverages must be purchased and consumed on the premises.

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, sparklers, confetti 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 \$\$31.72 without a dance and \$63.49 with a dance.

WEDDING CEREMONY

Ceremonies on Fridays take place no earlier than 6pm. 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. You must have someone on site to greet your guests. All set up and decorating will be facilitated by the NHC.

All rented décor must be approved by the event coordinator 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.

All Services, Food and Beverages are subject to gratuities and applicable taxes.

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 2019 are subject to pricing as set in the 2019 package regardless of booking date.

CLIENT

NAME: _____

SIGNATURE: _____

DATE: _____

EVENT DATE: _____

EST. GUEST COUNT: _____

NHC

NAME: _____

SIGNATURE: _____

DATE: _____