

NIVERVILLE HERITAGE CENTRE

*weddings*

• 2021 •

*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 -**

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# The Ceremony

## 1 - REVERENCE

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 - \$1200

## 2 - HALLELUJAH

CEREMONY IN RECEPTION SETTING

**FRIDAYS AND 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.

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, time lines + 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 - \$1200

SATURDAYS + STAT HOLIDAY SUNDAYS - \$1600

## ADD IN A LITTLE AMBIANCE

### TABLE LINENS

VARIETY OF STANDARD SIZE LINENS + NAPKINS _____	\$4 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

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

\*additional back drops/room décor available at variable costs

### DJ SERVICES

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

# The Hospitality

## PLATED DINNER SERVICE

COFFEE + TEA INCLUDED | PRICED PER GUEST

One entrée selection per service, additional entrée selection available at \$2 per guest.  
Family Style Sides available at \$3 per guest.

### PRIME RIB \$42

CHEF'S CHOICE - EXCLUSIVE RATE!

*Herb crusted and slow roasted, served with Yorkshire pudding*

### FRENCHED PORK CHOP \$38

*Grilled and presented on a bed of Apple Cranberry Chutney served with Signature Stuffing*

### HONEY GLAZED HAM + MEATBALLS \$35

*Lightly glazed smoked Ham served with slow cooked Meatballs & Signature Stuffing*

### ROASTED CHICKEN \$38

*Marinated + spiced, roasted in your choice of Sauce & Signature Stuffing*

*Choose from Marsala Sauce, White Wine Sauce, or African Red Pepper Sauce*

### PREMIUM STUFFED CHICKEN \$40

*Served with Signature Stuffing*

*Choose from Roasted Red Pepper & Asiago Cheese or Prosciutto & White Cheddar*

### ORANGE GINGER GLAZED SALMON \$36

*Orange Marmalade, Fresh Ginger Root & Orange Juice Glaze, drizzled over Salmon and baked*

### EGGPLANT PARMESAN \$36

*Panko crusted, topped with Marinara Sauce and Parmesan Cheese. -Vegetarian*

### CHILDREN'S MEAL (12 + UNDER) \$16

*Chicken Fingers + Fries or Classic Mac & Cheese served with Kid's Dessert*

#### SALADS

(CHOOSE 1)

- GARDEN
- CAESAR
- GREEK
- SPINACH

#### POTATOES+ RICE

(CHOOSE 1)

- MASHED POTATOES+  
GRAVY
- ROASTED POTATOES
- RICE PILAF
- TURMERIC RICE

#### VEGETABLES

(CHOOSE 1)

- HONEY GLAZED CARROTS
- GREEN BEAN ALMONDINE
- CALIFORNIA MIX
- SUNRISE MEDLEY
- HERITAGE HONEY  
GARLIC SPROUT  
MEDLEY

#### DESSERTS

(CHOOSE 1)

- CHOCOLATE PEANUT BUTTER  
CREAM PIE
- SILK CHOCOLATE TRUFFLE
- RED VELVET LAYER CAKE
- TURTLE CREAM
- CLASSIC CHEESECAKE

SPECIAL MENU REQUESTS CAN BE ACCOMMODATED UPON CONSULTATION.

ALL SERVICES, FOOD + BEVERAGES ARE SUBJECT TO GRATUITIES + APPLICABLE TAXES.

## BUFFET DINNER SERVICE

COFFEE + TEA INCLUDED | PRICED PER GUEST

BUFFET MEAL – ONE ENTRÉE \$40

BUFFET MEAL – TWO ENTRÉES \$45

CHILDREN'S BUFFET MEAL (12 + UNDER) 50% off

### ENTRÉES

HONEY GLAZED HAM • ROASTED CHICKEN • SLOW ROASTED ROSEMARY BEEF  
BUTTER CHICKEN • ROASTED TURKEY WITH DRESSING • PORK ADOBO

### SALADS

(CHOOSE 2)

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

### HOT SIDE DISHES

(CHOOSE 1)

CABBAGE ROLLS • MEATBALLS & GRAVY • PEROGIES • PANCIT • EGGPLANT CHANA MASALA

### POTATOES + RICE

(CHOOSE 1)

SCALLOPED POTATOES • ROASTED POTATOES  
MASHED POTATOES + GRAVY • RICE PILAF • TURMERIC RICE

### VEGETABLES

(CHOOSE 1)

HONEY GLAZED CARROTS • SWEET KERNEL CORN • SUNRISE MEDLEY  
GREEN BEAN ALMONDINE • CALIFORNIA MIX • HERITAGE HONEY GARLIC SPROUT MEDLEY

### DESSERTS

(CHOOSE 1)

DISPLAY OF ASSORTED CAKE, CHEESECAKE BITES & COOKIES  
CHOOSE 1 CAKE: Black Forest • Cookies & Cream • Strawberry Cream • Carrot Cake

*For \$3 more choose a plated dessert to be served to your Guests*

ALL SERVICES, FOOD + BEVERAGES ARE SUBJECT TO GRATUITIES + APPLICABLE TAXES.

## LIGHT BUFFET SERVICE

*COFFEE + TEA INCLUDED | PRICED PER GUEST*

### **CLASSIC COCKTAIL \$27**

YOUR CHOICE OF TWO HORS D'OEUVRES ALONG WITH OUR CHEF'S POPULAR CHARCUTERIE PLATTERS OF ITALIAN MEATS, BOTHWELL CHEESES, FRUITS & ITALIAN VEGETABLES

### **DESSERT \$25**

YOUR CHOICE OF ASSORTED DESSERTS ACCOMPANIED BY ASSORTED FRUITS AND LOCAL GOURMET CHEESES

### **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

## HORS 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 | GOUDA + GRAPE SKEWERS \$20 | SAMOSAS \$27**  
**SPRING ROLLS \$22 | PINEAPPLE CURRY MEATBALLS \$18**

## SNACKS & PLATTERS

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

### **CHARCUTERIE PLATES \$12**

PROSCIUTTO, SALAMI & CAPICOLA \ LOCAL GOURMET CHEESES, OLIVES + ARTICHOKE

### **FRUIT PLATTERS \$5**

SEASONAL FRUIT ASSORTMENT

### **FANCY TEA SANDWICHES \$8**

CUCUMBER DILL, CRANBERRY CHICKEN SALAD & PINWHEELS

## NIGHT LUNCH SERVICE

### **POUTINE STATION \$8**

FRIES, GRAVY, BOTHWELL CHEESE CURDS, GREEN ONIONS & BACON

### **PEROGY STATION \$10**

POTATO CHEDDAR PEROGIES, GARLIC SAUSAGE, BACON, GREEN ONIONS & SOUR CREAM

### **CLASSIC SOCIAL PLATTER \$10**

DELI MEATS, PICKLES, BOTHWELL CHEESE CURDS & BUNS



## BEVERAGE SERVICE

All alcohol must be purchased and sold under the Niverville Heritage Centre liquor license. Outside wine, liquor and beer are prohibited. Unlimited Host Bars will operate for a maximum of 6 hours. Bar service will be closed for dinner/speeches and service will end at 12:30am. Prices subject to GST, PST and 15% Gratuity.

### Unlimited Domestic Host Bar \$35

Domestic Beer: *Budweiser, Bud Lite, Coors Lite, Kokanee, MGD, Labatt's Lite*  
Premium House Brand Liquor: *Rye, Vodka, Gin, and White, Spiced, & Dark Rums*  
Table Wine & Wine by the Glass | Caesars | Soft Drinks

### Unlimited Premium Host Bar \$42

*Includes Domestic Host Bar package as well as:*  
Premium Beer: *Rickard's Red, Stella, Corona, Keith's IPA, Shock Top, Farmery Prairie Berry, TransCanada Brewery*  
Deluxe Brand Liquor: *Scotch, Tequila, Crown Royal & Bourbon*  
Coolers: *Farmery Pink Lemonade, Smirnoff Ice, Okanagan Cider, Farmery Iced Tea*  
Cocktail Menu: *Caesar, Long Island Iced Tea, Whiskey Sour, Paralyzer*

## Pricing

**\$5.36 Domestic Beer/Premium Liquor | \$6.25 Cocktails/Wine/Premium Beer/ Deluxe Liquor/Coolers**

## Host Bar

Sponsored by the client with the final bill based on actual consumption during the event. Ask your coordinator about budget friendly options for hosting a partial host bar. Several options are available to fit varying needs and budgets.

Host bars will operate for the hours declared by the client to a maximum of 8 hours. Bar service may remain open or closed during dinner/speeches at the client's discretion and service will go no later than 12:30am.

## Cash bar

Served on a cash basis, your coordinator will make all the arrangements. Prices subject to GST and PST. Cash Bars are subject to a bartender fee of \$20 per hour, minimum of four (4) hours per bartender if sales do not exceed \$500 before taxes.

## Wine Selections

HOUSE WINE BY THE LITRE

*Peller Family Vineyards Cabernet Merlot \$28 | Peller Family Vineyards Chardonnay \$28*

BY THE BOTTLE

*Black Cellar Malbec Merlot or Cab Sav \$20 | Black Cellar Pinot Grigio \$20 CANADA*

*Bodacious Smooth Red \$20 | Bodacious Smooth White \$20 CANADA*

*Apothic Red \$25 | Apothic White \$25 USA*

*The Little Penguin Shiraz | The Little Penguin Chardonnay \$25 AUSTRALIA*

*Jacob's Creek Simply Red \$25 | Jacob's Creek Moscato \$25 AUSTRALIA*

*Wolf Blass Yellow Label Cabernet Sauvignon \$30 | Wolf Blass Yellow Label Chardonnay \$30 AUSTRALIA*

## PUNCH & LEMONADE SERVICE

PUNCH & LEMONADE SERVED IN DECORATIVE DISPENSERS TO YOUR GUESTS

<100 GUESTS \$195 | >100 GUESTS \$295 UNLIMITED



## Event Services Contract

Contract Date: \_\_\_\_\_

BETWEEN: Niverville Heritage Centre (herein "NHC")

- and -

\_\_\_\_\_ (herein the "Booking Party")

The Booking Party and NHC hereby agree to comply with and be bound by the following terms, conditions, policies and procedures:

### Event Details

1. Date: \_\_\_\_\_ (herein the "Event Date")
2. Time: \_\_\_\_\_
3. Event Type: \_\_\_\_\_
4. Estimated Guest Count: \_\_\_\_\_

### Food and Beverage

5. The Booking Party shall provide NHC with a guaranteed number of guests at least three (3) weeks' prior to the Event Date. This number of guests represents the minimum that the Booking Party will be invoiced for and no increases in guest count will be accepted after this date.
6. NHC is a licensed facility and will provide all alcohol for events. Alcohol will only be served in accordance with the regulations of Manitoba Liquor and Lotteries.
7. The Booking Party agrees that they are responsible for adhering to NHC's policies as they pertain to alcohol, including:
  - 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; and
  - e. All NHC events with alcohol service will run no later than 1:00 a.m.

### **Deposits, Event Billing and Payment**

8. All services, food and beverages are subject to a 15% gratuity plus all applicable taxes.
9. The Booking Party hereby agrees to pay NHC a \$1,000 non-refundable, non-transferrable deposit to guarantee their booking of the Event Date. This deposit will be applied towards the final invoice. No booking will be confirmed until NHC has received the deposit.
10. The Booking Party hereby agrees to pay a second deposit in the amount of 50% of the total invoice no later than 4 months' prior to the Event Date. This second deposit is non-refundable and non-transferable.
11. The Booking Party hereby agrees to pay the final invoice no later than the Monday prior to the Event Date.

### **Terms, Conditions and Cancellation Policies**

12. In the event that the Booking Party elects to cancel the booking, all deposits paid to NHC shall remain non-refundable and non-transferrable.
13. The Booking Party hereby agrees that they are solely responsible for planning their event with the knowledge that restrictions may be imposed by provincial health authorities or governmental bodies that could have an impact on the event planned.
14. In the event that NHC is restricted from hosting the event entirely due to provincial health measures and/or government restrictions, the deposits will be made transferrable to a new booking date.
15. In the event that provincial health measures restrict or change the gathering size or general circumstances of an event but NHC is still able to host the event within the current restrictions, even if on a smaller scale, the deposits remain non-refundable and non-transferrable. For greater certainty, the Booking Party acknowledges that if NHC is able to hold the event, regardless of its size, the Booking Party remains bound by the terms of this contract.
16. The Booking Party hereby agrees to review, in detail, the event plan letter sent to it by NHC within five (5) business days of the date it is sent by NHC. For greater certainty, the letter shall be sent by NHC to the Booking Party after the final guest count has been confirmed. The Booking Party shall confirm that the letter sets forth the agreed upon arrangements between the parties. The Booking Party shall notify NHC, no later than five (5) business days after receipt of the letter of any omissions or errors contained therein. Once the letter is in final form, the Booking Party shall sign and return a copy of the letter to NHC. NHC will not be held responsible for any changes or errors outside of the letter.
17. The Booking Party hereby agrees to hold blameless the NHC and/or its employees from any and all claims for any personal injury, loss or damages to persons on the premises or personal property suffered by guests. The Booking Party agrees to be jointly and severally liable for any damage or theft to the property of NHC or neighbouring properties caused by an event guest. Children must be supervised at all times and all guests must remain in the designated event area.
18. The Booking Party acknowledges that they are required to obtain event liability insurance that meets the following requirements:
  - a. A minimum of \$2 million for Commercial General Liability;
  - b. If alcohol is being served at the event, Host Liquor Liability must be included;

- c. A minimum of \$500,000 for Tenant's Legal Liability; and
- d. The Niverville Heritage Centre must be named as an additional insured.

At least three (3) weeks' prior to the Event Date, the Booking Party shall provide NHC with a certificate of insurance which confirms that they have placed this coverage.

- 19. The Booking Party hereby agrees to abide by the NHC General Policies set forth in Schedule "A" to this contract.
- 20. The Booking Party acknowledges that the prices and policies of NHC are subject to change without notice. All events to be held in 2021 are subject to pricing as set out in the 2021 package, regardless of the date on which the event booking is placed.
- 21. If either the Booking Party or NHC is unable to perform the duties in this contract by reasons of acts of God, domestic war, or disaster, this contract may be terminated by either party by written notice. For greater certainty, a pandemic or public health emergency does not constitute an act of God.
- 22. Both parties hereby agree that they have read, understood and agree to the terms of this contract.

**BOOKING PARTY**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**N H C**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_