

NIVERVILLE HERITAGE CENTRE

*weddings*

• 2023 •

*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 **CEREMON.** 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 - \$1600

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

FRIDAYS & SUNDAYS - \$1200

SATURDAYS + STAT HOLIDAY SUNDAYS - \$1600

## ADD IN A LITTLE AMBIANCE

### TABLE LINENS

VARIETY OF STANDARD SIZE LINENS + NAPKINS _____	\$5 PER GUEST
VARIETY OF SATIN FLOOR LENGTH LINENS + NAPKIN _____	\$6 PER GUEST
VARIETY OF SATIN FLOOR LENGTH LINENS, NAPKINS + RUNNER _____	\$7 PER GUEST
VARIETY OF SPECIALTY LINENS, NAPKINS, CHAIR SASHES + RUNNER _____	\$8 PER GUEST

### DJ SERVICES

BOOK OUR TOP RANKED IN-HOUSE DJ – D&G ENTERTAINMENT \_\_\_\_\_ \$850

All décor that is owned by NHC is included. This includes canopy lighting in the atrium.

# 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 \$44

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 \$36

*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*

### ORANGE GINGER GLAZED SALMON \$38

*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 LAYERCAKE
- 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

*Availability of buffet service is dependent on current COVID-19 restrictions and public health measures.*

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*

## LIGHT BUFFET SERVICE

*Availability of buffet service is dependent on current COVID-19 restrictions and public health measures.*

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**  
**CHEESEBURGER BITES \$22**

## 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 + ARTICHOKES

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

SEASONAL FRUIT ASSORTMENT

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

CUCUMBER DILL, CRANBERRY CHICKEN SALAD & PINWHEELS

## NIGHT LUNCH SERVICE

*All night lunch service is served by staff at a food station.  
Night lunch is required with any bar service for 75% of your guest count.*

### **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

Specialty Baking (cakes, cupcakes, etc) is permitted from an outside source  
upon pre-approval by NHC.

A \$70 service and set up fee applies per 8' display table.



## 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*

## UNLIMITED PUNCH / LEMONADE SERVICE

SPARKLING RED PUNCH **OR** INFUSED LEMONADE SERVED IN DECORATIVE DISPENSERS

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

# General Policies

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## **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 October.

## **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 a minimum of 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 unless a permit is obtained and permission given by NHC.

## **SOUND + MULTI-MEDIA EQUIPMENT**

The NHC uses D&G Entertainment 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. A \$150 cancellation fee will apply for all cancellations of their services. 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 minimum \$100 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 \$75. 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](http://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 non-NHC 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 no later than 1 week 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

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 estimated 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, neighbouring properties or rentals brought in for the event 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 2023 are subject to pricing as set out in the 2023 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:** \_\_\_\_\_