

**2009**

# **Conexus Arts Centre Wedding Package**

**The Conexus Arts Centre Wedding Package includes a comprehensive guide to the Centre's services that will make your day special**



**For a Perfectly Romantic Wedding...**



*Dear Bride and Groom to Be,*

*Congratulations!*

*Thank you for your interest in the Conexus Arts Centre for your upcoming wedding. I'm sure that right now you are overwhelmed with the endless possibilities of planning your wedding. We would love to make this the most unforgettable occasion you will ever have. We have an experienced and professional staff that will cater to your every need. From rehearsal dinners and intimate ceremonies, to magnificent receptions, let the Conexus Arts Centre be your special place.*

*The Conexus Arts Centre, located in picturesque Wascana Park, will create a spectacular backdrop for a breathtaking wedding reception. We have unique spaces that will accommodate the most intimate or large wedding celebrations.*

*Our staff will pamper you with skillful attention to detail and service that will ensure a day to remember. Catering menus are available, but if you do not find exactly what you are looking for, our Executive Chef, Leo Pantel, will create unique menus to fit your special occasion.*

*If you should have any further questions, please feel free to give us a call at 306-565-4500. We look forward to the possibility of hosting such a memorable event.*

*Sincerely,*

*Wendy Ottenson  
Event Coordinator*

# Wedding Package

- Beautiful Banquet Room (provided at no charge with minimum dinner guests)
  - Ring Stand Number Holders and Table Numbers
  - Linens and Napkins – available in a variety of colors
    - Chair covers available at an additional fee
  - Votive Candles, Mirrors , and Vases to Create Your Perfect Centerpiece(Samples below) – Floating Candles available at an additional fee
- Head Table (raised), Cake Table, Guest book table, as well as a DJ Table
  - Podium with Microphone
  - Your Choice of Plated or Buffet Dinner service
    - Table Service for Head Table (buffet dinners)
- Special Children’s Meal Pricing for children 10 years and under
  - Complimentary Parking for you and your guests



# Banquet Room Description and Rental Rates

**Theatre Lobby**- The Theatre Lobby has interior and exterior balconies and five magnificent windows complemented by the pristine beauty of the view of Wascana Park. This spacious and elegant room accommodates up to 300 people for a reception, 225 people for a banquet, with a dance floor 200 people  
Cost: \$450.00, or Complimentary room with catering for over 150 people.

Note: Due to Theatre bookings this room will not be guaranteed until 30 days prior to the wedding.

**Jacqui Shumiatcher Room**- The Jacqui Schumiatcher Room is a versatile space ideal for weddings and more intimate gatherings. This room's warmth and intimacy enhances any occasion. This room can accommodate up to 300 people for a reception, 225 people for a banquet, with a dance floor 200 people.  
Cost: \$450.00, or Complimentary room with catering for over 150 people.

**Convention Hall**- Convention Hall is a remarkably flexible banquet hall, which can accommodate up to 1400 people for a reception, 1100 people for a banquet, with a dance floor 250-750 people  
Cost: \$1450.00, or Complimentary room with catering for over 300 people.

If you wish to use the facility for your ceremony as well, there will be an additional \$350.00 fee.

# Conexus Arts Centre

## Catering Information and Policies

### Food & Beverage Policies

#### Start to Finish Time- Room Setup

Start to finish time of all functions must be strictly adhered to. Your space is booked for the time indicated on your contract and confirmation sheet. Setup and dismantling times are to be specified at the time of booking. Functions incorporating music must end by 2:00 AM.

#### Deposit

A deposit of \$500 is required on the date of the signed contract. This is a non-refundable deposit and will be credited to your final bill.

#### Guarantees

The Guaranteed number of attendance is required 48 hours or 2 business days prior to the date and time of the function (a business day is defined Monday-Friday by 12 noon). If the guarantee is not received as stated, the number specified on the contract or the actual number in attendance whichever is greater will be your guarantee. The guarantee is not subject to reduction after the 48-hour deadline. Increases in attendance given after the final guarantee deadline may be subject to a 20% surcharge over the selected menu price. The Catering Department will make every effort to service additional guests based upon availability of product and labor, however; the Catering Department will not be responsible or liable for servicing these additional guests. The Catering Department will prepare food product for seated functions 5% over the guarantee to a maximum of 30 people. Additional seating will only be placed if needed.

#### Pre-Payment

The Conexus Arts Centre also requires a full estimated pre-payment 72 hours prior to the wedding. An estimate will be calculated, and the difference after the wedding will be charged or credited accordingly.

#### Cancellations

Cancellations of confirmed bookings must be in writing and must be received by the Conexus Arts Centre no later than 90 days prior to the wedding date. If the bride and groom cancel the booking later than 90 days prior to the Wedding date, the Centre may, in its sole discretion, retain as liquidated damages any monies paid by the bride and groom and they shall nevertheless be liable to the Centre for any additional damages suffered by the Centre by reason of such cancellation. If more than 90 days' notice of cancellation is given by the bride and groom, but the date or dates cancelled were "challenged" by another party prior to receipt of the cancellation, or were on a Friday, Saturday or Sunday, the Centre may, in its sole discretion, retain as liquidated damages any monies paid by the bride and groom

and they shall nevertheless be liable to the Centre for any additional damages suffered by the Centre by reason of such cancellation

### **Menus**

No food or beverage of any kind, other than your wedding cake, or dainties (which must be pre-cut and pre-trayed), will be permitted to be brought into the facility by the patron or patron's guests or invitees. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at the Centre's sole discretion. Menu pricing is subject to change based on the current market; once contracted, menu pricing is guaranteed for 90 days. The Centre's menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that your Client Services Representative welcomes the opportunity to customize menus and services to create specialty or thematic events. Menus and all final arrangements will be made 4 weeks before function is to take place.

Wedding Cake/Pastries and Cake Cutting Fee: Due to the delicate nature of wedding cakes it is the convener's responsibility to have the cake delivered and set up. The Centre does not charge a cake cutting fee based on catering.

### **Beverage Service**

We offer a complete selection of beverages to compliment your function. The Saskatchewan Liquor and Gaming Authority regulates alcohol and beverage service. As the licensee we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from outside sources. In compliance with SLB regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage services and we reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises.

Due to Saskatchewan Liquor laws alcohol service is not permitted prior to 9:30 AM, or after 2:00 AM (noon to 2:00 AM on Sunday and Holidays). A Toonie Bar is acceptable, with the host paying the difference in price from the listed beverage prices.

The cost of the Bartenders will be charged if sales at the bar are under \$450.

### **Pricing**

All catering and beverages are subjected to applicable taxes and a service charge of 15%. Prices are subject to change without notice. The Centre will guarantee prices for three (3) months, or 90 days, prior to the wedding.

### **Labour**

Catering personnel are scheduled in four-hour shifts for each meal period. These shifts include set-up, service and breakdown. Events requiring additional time for service will incur an overtime charge of \$18.00 per waiter per hour. All functions held on a statutory holiday are subject to additional labour surcharges.

### **A/V Equipment**

The Conexus Arts Centre can provide everything for your wedding from microphones to lighting and sound packages for full productions. Your equipment requirements can be reserved through our Client Services Department. Your representative can provide you with current rental fees. A free podium and microphone is included with your room rental. Should you wish to cancel an audio visual equipment order a twenty-four (24) hour cancellation notice is required, otherwise the equipment

ordered will be charged accordingly. Evolution Audio is the Centre's supplier of A/V services. Other companies supplying equipment may be subjected to electrical fees, and/or audio technician charges.

### **General**

The Conexus Arts Centre reserves the right to provide an alternate function room suited to the group's requirements.

The Conexus Arts Centre does not accept liability for any loss or damage to goods stored prior to arrival and during stay.

### **Damage or Loss**

The bride and groom shall be liable to the Centre for any damage to the premises or any portion of the building caused by the act, default or negligence of the bride and groom, servants, agents, contractors, members, patrons, invitees, licensees, customers or concessionaires, or any person admitted to the premises or to any portion of the building by or with the consent of the bride and groom or by or with the consent of any person acting for or on behalf of the bride and groom.

### **Decorations**

The Conexus Arts Centre does not allow the use of staples, nails, or tapes of any kind for display of materials on the walls. Due to fire regulations, tapered candles are not permitted. Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are not permitted on any carpeted areas. All decorations, including but not limited to, drapes, table coverings, skirts, carpet, signs, banners, acoustical materials, straw, bamboo, fabric, linen and similar decorative materials must be rendered flame retardant.

### **Pyrotechnics and Special Effects**

All pyrotechnics and special effects must be approved in writing prior to your wedding. In order to be considered your Client Services Representative requires the name of your pyrotechnic operator, a copy of the operator's license, a copy of suitable insurance, and the number and type of pyrotechnic devices and materials to be used.

The Centre will also need to have the material Safety Data sheets for the materials to be used, and the time of display. The licensee will be legally responsible for any damages caused by pyrotechnics and special effects- The Conexus Arts Centre is not liable for any damages caused by unauthorized use of pyrotechnics

### **Animals**

With the exception of service animals, animals are not permitted in the Facility. A service animal is defined as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

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*Client Signature*

*Date*