

MARY WINSPEAR CENTRE

# WEDDING PACKAGE



ORANGE  
FROG  
STUDIO INC

CLIENT SERVICES WEDDING REPRESENTATIVE  
INFO@MARYWINSPEAR.CA  
250-656-0275 EXT 224



Mary Winspear Centre  
Conferences | Special Events | Live Theatre

# WHAT'S INCLUDED

- Room Rental 10:00am-2:00am
- Next day vendor take down 8:00am-12:00pm
- Bodine Family Hall, Commercial Kitchen, Gallery, Outdoor Courtyard
- Four 20x20 tents with patio lights and fencing
- Set-up & take-down of tables and chairs
- Scissor lift (certificate required)
- Floor plan design
- Black bar tops
- Free first come first serve parking

Maximum Capacity: 520

# RENTAL TIMELINE

Room Rental: 10:00am-1:00am

- Bodine Hall, Gallery, Kitchen, Courtyard

Last Call at Bar: 12:00am

Music Ends/Lights On: 12:15am

Guests Depart: 12:30am

Vendor Take Down: 12:30-2:00am

Vendor Take Down/Cleaning: 8:00am-12:00pm the following day

The Mary Winspear Centre is a multi-purpose facility. The rooms you have rented may be booked by other clients before or after your function. Please ensure that the IN times are adequate for your suppliers (DJ, Caterer, Decorator, AV Company) to set-up, dress tables, decorate, prepare/stage food etc.

The IN time is the actual time the room will be unlocked for your access. Additional fees will be charged if your arrival time is earlier and/or your guests remain longer than the specified time on your contract. Please review these IN and OUT times with your Client Services representative.

# EVENT ADD ONS

- Ceiling Mounted Projectors
- Additional Rooms
- Early Access for Vendor load in
- Risers, lecterns, or other equipment
- Microphone

ADD ONS PROVIDED DEPENDING ON AVAILABILITY AND MUST BE REQUESTED BEFORE THE DAY OF EVENT.  
PRICING AVAILABLE UPON REQUEST.

## WEDDING PACKAGE RATE

\$5000 Rental  
\$2000 Refundable damage deposit  
\$250 GST  
\$7250 Total

### Payment Schedule:

\$500 non-refundable deposit due at time of booking  
\$2700 due six months before event date  
\$4050 due 30 days before event date



## CANCELLATION POLICY

If Client cancels this Agreement, Client will provide written notice to the Centre, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below:

From the booking date to six months prior to event date: \$500 non-refundable deposit  
Six months to 30 days prior to event date: 50% of total rental fee  
Less than 30 days 100% of total rental fee

## RULES/REGULATIONS

**DAMAGE DEPOSIT:** Damage deposit is collected to cover any potential damages to property or to cover additional fees such as personnel, cleaning, equipment etc. not anticipated in the scope of your event. Staff will complete a damage report at the end of the event during tear-down. If there are no damages or additional fees the deposit will be refunded within 10 business days.

Damages and incidentals are usually caused by the vendors like the caterer or decorator. It is important that the rental client confirms all the Centre's rules and regulations with their vendors to avoid damages. We recommend withholding a portion of your final payment to your vendors in case they cause damages and your damage deposit is not refunded.

Damage fees are determined by cost of replacement, repair, excessive cleaning or staff hours. Deposit refunds are at the discretion of Mary Winspear Centre management.

**NOISE:** MWC reserve the right to request that the Client reduce the sound levels of music should it interfere with another function in the building or impact the neighbours. Failure to cooperate with a request to reduce the sound levels may result in the immediate termination of the lease and function at the full expense of the Client, and/or forfeit of the damage deposit.

**BAR:** The client will be responsible for obtaining their own Special Event Permit. No alcohol is permitted at any event without an approved license. License must be displayed at the bar during the event. It is suggested that that client hire a bartending service for the night and the company take out the SEP on the clients behalf.

Anyone serving alcohol must have Serving It Right designation who will be responsible for following all alcohol service rules as outlined in the Serving it Right program. This person must be in attendance and may not consume alcohol.

It is important that your guests follow all event rules. Any consumption of alcohol outside the designated areas may result in the immediate cancellation of your event.

**COURTYARD/TENTS:** Due to fire regulations tents must be positioned 10 feet from the building overhang. Some tent positions may not be available due to safety. The courtyard is fenced to contain guests and for liquor license guidelines. Alcohol is not permitted on the outside of the fence. Cooking is strictly prohibited on the courtyard and under the tents.

**SECURITY:** Security is required for all weddings, large parties or events serving alcohol. MWC will hire security for your event. The number of guards is based on the number of guests and areas of the building being used by your event. Security fees will be charged back to the rental client.

**INSURANCE:** You are required to purchase Third Party Liability Insurance in the amount of \$5,000,000. Please list the Saanich Peninsula Memorial Park Society as an additional insured. This additional coverage protects the Client and Centre in the event of bodily injury, death or property damage that may occur while on the property. A copy of the certificate of insurance is required for our files at least two weeks prior to the event date. Your event will not take place without insurance.

We will need the following at least two weeks prior to your event.

- List of vendors with their contact information
- Floor Plan
- Special Event Permit
- Third Party Liability Insurance

Please provide your Client Services Representative (CSR) with an on site contact person who will be available to answer questions, make decisions and coordinate with vendors the day of your event. This person should be an event planner or family member not the bride or groom.





# APPROVED WEDDING CATERERS & DECORATORS

Vendors not on the approved vendor list will not be permitted.

## Decorators and Event Planners

- Decorate Victoria
- Magical Moments
- Glimmer Decor
- Party Mood
- The Good Party
- Rock Paper Square
- Details Planning and Event Design
- Designer Weddings

## Caterers

- Fresh Tandoori Flavour
- Sizzling Tandoor
- Royal Spice
- Kuku's
- Island Culinary Service
- Truffles Catering
- Food For Thought Catering
- Beaumont Catering

# DECORATOR NOTES & CHECK LIST

**Floor Plan** - Floor plan provided no later than two weeks before event.

MWC staff must approve floor plan for capacity and safety.

**Ceiling Treatment** - Ceiling treatment must be approved by MWC staff who will coordinate with the decorator when the ceiling treatment can be installed and dismantled.

Scissor lift can only be operated with a valid scissor lift certificate. Please make arrangements with MWC staff to verify your certificate. If you don't have certification MWC staff may assist with installation for an additional fee.

**Dance Floor** - If you are installing a vinyl dance floor arrangements for installation will need to be coordinated around the set-up of tables/chairs. The dance floor adhesive should not leave any residue and must be easy to remove. Any damage to the floor may result in deductions of your damage deposit.

**Galley/Foyer** - The Gallery and Foyer are common areas and there may be other events happening in the Centre on the day of your event. Please confirm with your client services representative if you are planning on putting up any decor in the gallery or foyer.

**Courtyard & Tents** - Please confirm use of the courtyard and the number of tents required and indicate if you would like the sides of the tents up, if yes what tents require them. Cooking under the tents is prohibited.

**Stage** - Please confirm if you are using the stage and for what purpose and if you will need the screen down and the stairs.

**Hanging/Displaying** - Tape, nails or staples are not permitted to hang or display any decor.

**Exits** - Emergency exits must remain unobstructed at all times. No tables, chairs, staging or decor may be in the direct path of the exit doors.

**Sparklers/Candles** - NO Pyro, candles, sparklers or flame allowed in the building under any circumstances. This includes Cold Spark Blitzz FX Machines.

**Loading In/Out** - Loading in/out must be done through the courtyard not the front entrance. Please abide by the event times unless you have written permission from the CSR. Early load in or late load out is not permitted.

# DJ & AUDIO VISUAL

- \_\_\_\_\_ **Floor Plan** - Please confirm placement of the DJ booth and any other entertainment on your floor plan.
- \_\_\_\_\_ **Equipment** - All entertainment vendors are responsible for providing all their own equipment including speakers, monitors, laptops, screens, mics, power cords. etc.
- \_\_\_\_\_ **Projectors** - The projectors are not included in the wedding package. They can be added on for an additional fee. Please confirm if you will be using the projectors with your CSR. If you are using any MWC A/V a technician will be on site to run the equipment at an extra cost.
- \_\_\_\_\_ **Risers/Stage** - Risers and staging are not included in the wedding package. They can be added on for an additional fee. Please confirm if you will be using the risers with your CSR.
- \_\_\_\_\_ **Tables/chairs** - Indicate if you need tables and chairs for your DJ booth set up.
- \_\_\_\_\_ **Other Entertainment** - If you are having other entertainment please confirm with your CSR, this includes live music, photobooth, videographer etc.
- \_\_\_\_\_ **Sound** - It is the Centre's right to request the music or bass to be turned down at any time.
- \_\_\_\_\_ **Sparklers/Candles** - NO Pyro, candles, sparklers or open flame allowed in the building under any circumstances. This includes Cold Spark Blitzz FX Machines.

# CATERING GUIDELINES

1. The kitchen is provided in a clean state and it is expected that it will be in a clean state when you depart. Spillage cleaned from the stove countertops, cupboard doors and waste removed from the drain boards and sinks and the floors swept and mopped. These rules apply to the buffet area, outdoor cooking area and service hallway as well. The Centre will provide a mop/bucket and cleaning supplies.
2. Garbage, recycling and compost bins are provided in the kitchen. It is the caterers responsibility to dispose of all waste in the proper garbage dumpsters in the parking lot. Do not over fill the cans so that the bags are too heavy or break.
3. Electrical: plugging two coffee makers or other high draw appliances in the same receptacle will trip the circuit breakers. All plugs have a number and the control breaker panel is located outside the door leading to the gallery.
4. Patio/Outdoor Courtyard: a) Please ensure NO GREASE/OIL is emptied into the drains and b) Tarps & Cardboard are used to capture all grease spillage. C) NO COOKING on the courtyard/patio. All cooking must be done on the grass area between the building and parking lot.
5. It is the caterer's responsibility to take all oil/grease with them. It should not be disposed of in our garbage's or down the drain.
6. MWC does not provide cooking tents, waters hoses, extension cords, or lights. It is the caterer's responsibility to provide these items and set them up.

\*\* At times more than one client may require access to kitchen equipment.  
Your cooperation and understanding is appreciated.

Wedding package subject to change without notice.

Failure to cooperate with rules and regulations in the Wedding Package may result in the immediate termination of the lease and function at the full expense of the Client, and/or forfeit of the damage deposit.

I have read and reviewed the rules and regulations, and have reviewed them with my vendors. By signing below I fully understand and agree to the terms in the wedding package.

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Client Signature	Client Name (Print)	Date
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