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WEDDINGS AT THE DUNES

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## FREQUENTLY ASKED QUESTIONS:

### **WHAT IS THE COST OF THE Dunes Room?**

The cost of the Dunes Ballroom is \$500 base rent with special requirements to be negotiated. If you have 120 adult guests or more in the room, and you have chosen a buffet or plated dinner, we will waive this fee. If your party has 30 or more golfers playing the same day and you have chosen a buffet or plated dinner we will waive this fee.

### **WHEN CAN WE ACCESS THE FACILITY FOR DECORATING?**

You will be able to access the room 7 AM the morning of your event. If the banquet room has not been rented to another group then you will be able to set up/decorate 1 day prior to your wedding with the authorization of the Events Coordinator

### **WHAT TABLES, CHAIRS & LINENS ARE PROVIDED?**

The Dunes Catering will provide and set up the following: Round tables (54 inch) with 6-8 banquet chairs per table; white linen tablecloths, and white or black linen napkins; china, cutlery & glassware. We will provide and set up table for a cake, DJ, gifts if required with white linen. If you choose to have these tables decorated, you must undertake this yourself.

### **ARE WE ALLOWED TO BRING IN CANDLES?**

Contained flame candles are allowed (t-lites & votive) on guest tables. Candles cannot be in candelabras, or in a situation where an open flame has the possibility to start a fire.

### **WHO WILL PROVIDE FLOWERS & WEDDING DECORATIONS?**

These are the responsibility of the wedding party to provide, set up, and take down.

### **ARE THERE VENUES FOR AN OUTDOOR WEDDING?**

Yes. We have an area set aside for outside ceremonies that will accommodate up to 200 guests. The Dunes will provide 150 white folding chairs, table and linens for registration and two tables and linens for flower arrangements. The Bridal Party needs to provide flowers for the tables and any other wedding decorations for the ceremony. Outdoor wedding cost and set up is \$500

### **CAN WE BRING IN OUR OWN LIQUOR?**

The Dunes at Kamloops is a licensed facility and as such **CANNOT** allow groups to bring in alcohol of their own or serve homemade wines. All alcohol must be ordered and served by The Dunes staff. If you don't find your favorite wine on our wine list, you can order it through us from the BC liquor store. The Dunes Catering will charge liquor store cost per bottle, plus a \$7 corkage fee per bottle, maximum of two bottles per table. All additional wines will be charged at our standard rates.

## **WHERE CAN OUR GUESTS PARK?**

We have an upper and lower level parking lot that guests can use free of charge. The upper level parking would most likely be preferred as it is on the same level as the main entry to the banquet room.

## **TERMS CONDITIONS POLICIES & PAYMENT METHODS**

### **MINIMUMS & LABOUR CHARGES**

Dinner Buffets are designed and priced for a minimum of 50 persons

Plate Service Dinner Menus are designed and priced upon request less than 40 people

Menu service is also available from our restaurant selections less than 30 people

In any event, meal choice (buffet, plated, restaurant menu) cannot be combined

### **GUARANTEED NUMBERS**

A guaranteed number is required 7 business days prior to the event.

All service charges will be based on actual numbers of guests served if more than the guaranteed guests are served prices can change without notice, but will be guaranteed 60 days prior to the function

### **INVOICING DEPOSITS & PRICING**

For all groups, a deposit is required at booking of \$500 and is non-refundable

75 % of the estimated Food & Beverage payment is required 14 business days before the event.

A credit card will be held on file for the balance of the event invoice due within a week of the event.

### **SOCAN FEE**

Is a government licensed fee that must be paid for when there is music playing with any or no dancing, this fee is the responsibility of the bride & groom

### **CANCELLATION POLICY**

Cancellations can occur up to 14 days prior to the event; however the full deposit will be forfeited.

Cancellations 13 days or less from the event will be billed for all food costs associated with the event plus applicable taxes. Cancellations must be made in writing to the Event Coordinator

### **LIQUOR SERVICE**

Under the terms of the BC Liquor License Act, The Dunes management is prohibited from allowing any individual or group to provide their own alcohol at catered events

### **FOOD & BEVERAGE POLICY**

The Dunes will be the sole supplier of all food & beverages items, the only exception will be wedding & special event cake. The Dunes Food & Beverage selection are required 1 week prior to event. *All Food & Beverage charges are subject to:*

15% gratuity & 5% GST for Food & 15% (GST & PLT) for any Liquor

Buffets for children 5-12 years are half price, toddlers 4 & under are no charge

There is also a children's menu available, if the buffet is not an option

**FOOD & BEVERAGE SUPPLIER MARKET PRICES CAN CHANGE WITHOUT NOTICE. ANY CHANGE IN SUPPLIERS COST, WHICH MAY EFFECT YOUR CATERING PRICE, WILL BE REVIEWED WITH YOU IN ADVANCE. YOUR PRICE GUARANTEED 60 DAYS PRIOR TO YOUR EVENT.**

## **FACILITY POLICIES**

- We request that no confetti be used on the premises.
- Additional fees may be applied in the event of broken dishes, upholstery stains, or any additional damage. Liability or Damage to the premises will be charged accordingly and is the responsibility of the person booking the event.
- DJ's bring additional speakers with the consent of the Event Coordinator. DJ equipment list must be approved by the Events Coordinator 30 days prior to the event.
- Audio Visual equipment is not to be used by any person unless the express written consent of the Event Coordinator is given. Wireless microphone can be used by all persons during the event but remains the responsibility of the person booking the event.
- To ensure all requirements are agreed upon a confirmation contract is required to be signed by the client and Event Coordinator
- All events must be completed by 1:30am and vacated by 2:00am.
- A minimum of \$50 per hour for each hour a function is late will be levied plus additional \$16 per staff member
- In the case of unforeseen circumstances that prohibit the use of the banquet room we reserve the right to substitute a comparable room size or outside tent.
- Should unforeseen circumstances prohibit The Dunes from hosting an event altogether all deposits will be reimbursed and The Dunes will not be liable for providing alternative options or catering.
- We reserve the right to inspect & regulate all private parties, meetings & receptions.
- Space for the event is booked only for the times indicated. Set up & dismantle times, if required, must be requested at the time of booking and agreed upon by the Event Coordinator.
- For displays, exhibits or products that are used, arrangements for their arrival, unloading & departure must be made through the Event Coordinator. Such displays, exhibits, or products are the responsibility of the exhibitor & we accept no liability whatsoever for the loss, damage or handling regarding same
- The Dunes is not responsible for damages to or loss of any articles left prior to, during or following any function by the customer or their guests.
- We reserve the right to require the costs for security should the event warrant the use of security
- One 8 foot ladder will be provided for the use of hanging decorations up to 10 feet. Any decorations that are requested higher than 10 feet must be put up and taken down by Dunes Staff at a rate of \$10.00 per hour per person (maximum 2 staff members). The Dunes assumes no responsibility whatsoever for any injury occurring from the use of the ladder provided.
- Smoking is prohibited in the building or within 3 meters of any door. A designated smoking area will be set up in the corner of the patio.
- It is expressly agreed that the wedding party and their guests will not walk onto any of the putting surfaces on The Dunes property. Severe damage from high heels can result. Photos may be taken in areas designated by Dunes Management.