

# The Heritage Centre

---



## THE HERITAGE CENTRE by Mountain View Events LTD.

Wedding Events Pricing – 2018/2019



# The Heritage Centre

---

## Contents

Introduction .....	3
CONTACT INFORMATION .....	4
Social Media Information .....	4
The Event Centre .....	5
Historic Barn .....	5
Pricing 2018 - Event Centre & Historic Barn .....	6
CONTRACT TERMS & CONDITIONS .....	7
Confirmation of Reservation .....	7
Payment Schedule .....	7
Cancellation .....	7
Guest Confirmation .....	7
Wedding Details .....	7
Damages /Security .....	7
Staff Charge and GST .....	8
Availability .....	8
Agreement .....	8
Bar Options .....	9
Corkage .....	9
Liquor Service .....	9
Catering Service .....	11
SPECIAL EVENT INSURANCE .....	11
DECORATION GUIDELINES .....	12
MEMORABLE EXTRAS .....	13
Horse Drawn Carriage Rides .....	13
Antique Cars .....	13
Photo Booth .....	13
Fairytale Lights .....	13
The Heritage House .....	14

# The Heritage Centre

---



## Introduction

Congratulations on your engagement and upcoming wedding. We also would like thank you in advance for choosing The Heritage Centre to spend your special day at.

The Heritage Centre was homesteaded in 1903 before Alberta became a Province. This century old property heralds the rich agricultural history of Alberta. Lovingly restored to its former glory, the original house is available for smaller gatherings and weddings hosting up to 40 people.

The original historic barn has been restored and through fine craftsmanship and design, incorporated into the larger Heritage Event Centre capable of hosting up to 650 guests. Together, the new event centre and the historic barn provide 12,000+ square feet of indoor space for your event with an additional 2,000+ square feet of covered deck for your guest to enjoy.

Large or intimate, The Heritage Centre by Mountain View Events is a stunning location set just 28 minutes North of Cochrane or 40 minutes from the bustling city of Calgary.



# The Heritage Centre

---

## CONTACT INFORMATION

Debora Rice-Salomons  
President, Mountain View Events Ltd.  
403-651-6090  
[Debora@mvetheheritagecentre.com](mailto:Debora@mvetheheritagecentre.com)

Maribeth Wilson  
Director, Marketing and Events  
403-829-6435  
[Maribeth@mvetheheritagecentre.com](mailto:Maribeth@mvetheheritagecentre.com)

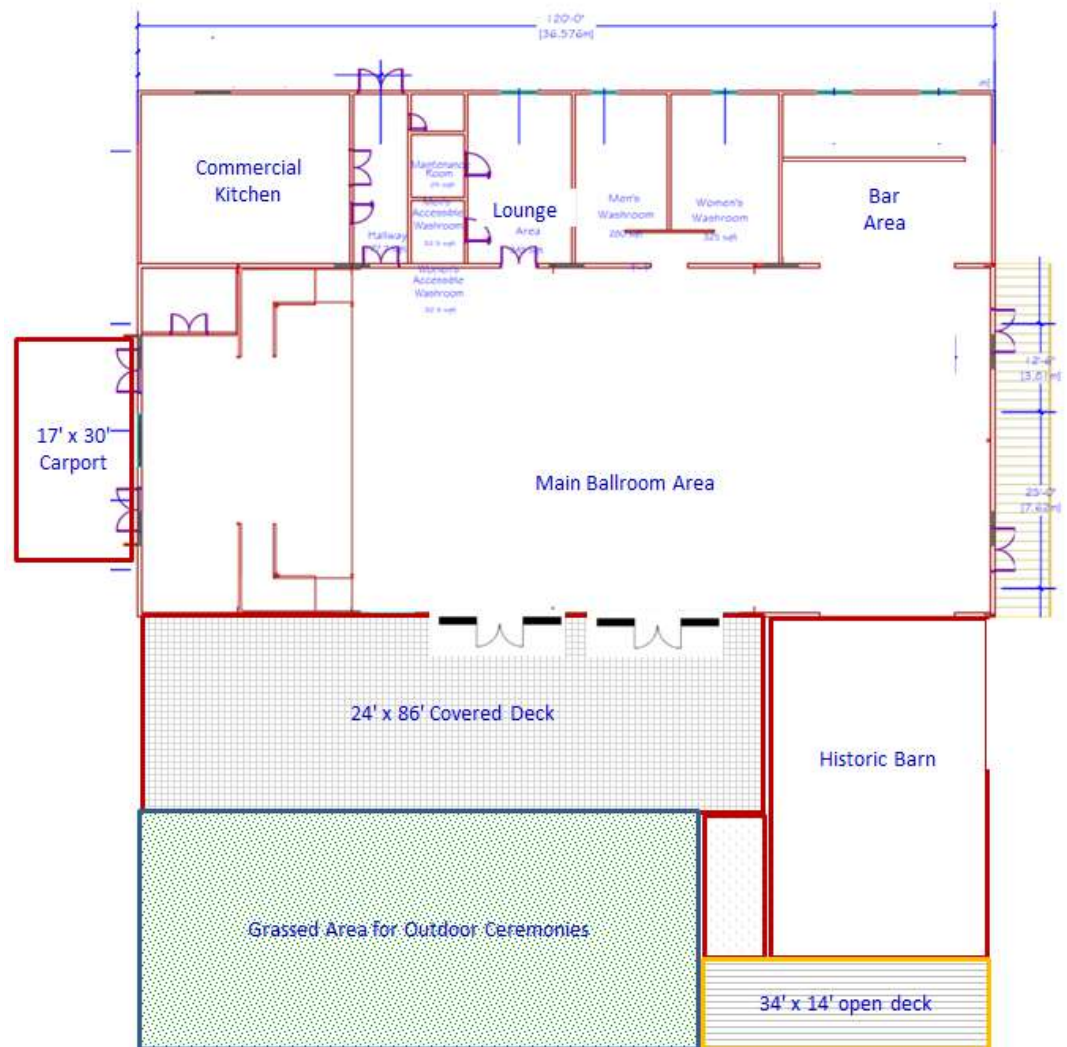
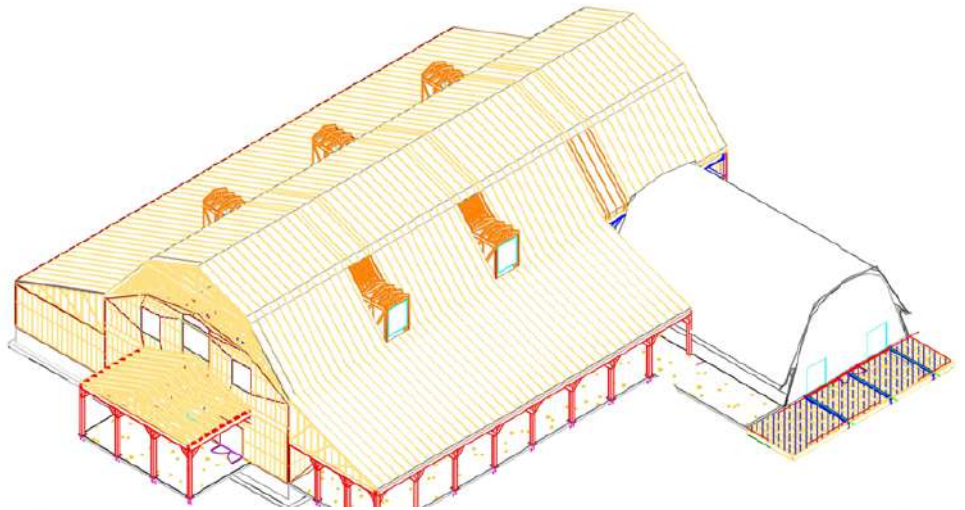
## Social Media Information

Website: <https://www.mvetheheritagecentre.com/>  
Facebook: <https://www.facebook.com/mvetheheritagecentre/>  
Instagram: <https://www.instagram.com/mvetheheritagecentre/> #mvetheheritagecentre  
Pinterest: <https://www.pinterest.ca/mountainvieweventsLtd/>

# The Heritage Centre

## The Event Centre

- 50' x 120' (6,000 square feet) main ballroom with fireplace and access to east and south deck areas
- 50' x 30' (1,500 square feet) mezzanine on west end overlooking the ballroom
- 25' x 30' (750 square feet) dedicated bar area
- 25' x 16.5' lounge / reception area for those who need a little quiet time away from the celebration
- Washroom facilities including accessible washrooms
- 25' x 30' Commercial Kitchen
- 30' x 17' Covered Carport for guest drop off - West Side
- 25' x 86' Covered Deck – South Side
- 50' x 10' Open Deck - East Side



## Historic Barn

- 50' x 34' (1,700 square feet) ceremony / dance space with wooden floor for kicking up your heels the way they did back in 1918
- 34' x 14' raised deck – South Side

# The Heritage Centre

## Pricing 2018 - Event Centre & Historic Barn

### April to October Pricing

Maximum Capacity		Saturday	Friday or Sunday	Midweek Monday to Thursday
Square Feet	Persons	Fees	Fees	
12,080 - Indoor	Pricing based on up to 250 persons	Facility Rental \$5,500	Facility Rental \$5,000	Facility Rental \$4,000
2,064 – Covered Outdoor		Amenities: \$10 Per Person – Minimum \$1,000 (100 Persons)	Amenities: \$10 Per Person – Minimum \$1,000 (100 Persons)	Amenities: \$10 Per Person – Minimum \$1,000 (100 Persons)
	Maximum capacity 650 persons	Ceremony: \$1,000 (up to 200 persons)	Ceremony: \$750 (up to 200 persons)	Ceremony: \$500 (up to 200 persons)

### November to March Pricing

Maximum Capacity		Saturday	Friday or Sunday	Midweek Monday to Thursday
Square Feet	Persons	Fees		Fees
12,080 - Indoor	Pricing based on up to 250 persons	Facility Rental \$4,400	Facility Rental \$4,000	Facility Rental \$3,500
2,064 – Covered Outdoor		Amenities: \$10 Per Person – Minimum \$1,000 (100 Persons)	Amenities: \$10 Per Person – Minimum \$1,000 (100 Persons)	Amenities: \$10 Per Person – Minimum \$1,000 (100 Persons)
	Maximum capacity 650 persons	Ceremony: \$800 (up to 200 persons)	Ceremony: \$600 (up to 200 persons)	Ceremony: \$400 (up to 200 persons)

Note: If Client supplied caterer wishes to use the MVE Kitchen – they will be invoiced directly by MVE. Generally, Kitchen charge is 15% of food invoice to client (also noted under catering services below).

### Facility Rental Includes:

- Use of Event Centre and Historic Barn (11:00 AM to 1:00 AM)
- Our venue is non-smoking; fully heated and airconditioned with wheelchair access
- Designated Smoking area with fire pit
- Use of outdoor facilities for pictures
- On-Site Parking (Overnight)

### Amenity Fee Includes:

- Room set up and take down including customer supplied center pieces or table décor
- 5' Round tables
- Gold Resin Chiavari Banquet Chairs
- 6' Rectangular Tables
- Gift and Cake Tables (Specialty Barrel Tables (2))
- Microphone and podium
- LCD Projector & projection screen (or Smart TV)
- Custom 20' cocktail for outdoor deck area (2019)
- Manager on duty during your event
- Fee is \$1,000 minimum plus \$10 Per Person for all persons over 100.

### Ceremony Fee Includes:

- Set up / take down of outdoor or historic barn ceremony area
- Seating for up to 200 guests
- Signing Table with chairs
- Microphone and outdoor/indoor speakers
- Wedding Altar / Archway
- Access to ceremony area for client decorating
- If additional chair inventory is required – price is rental cost + 10%
- Bride Groom preparation area
- Rehearsal on site (booking based on availability) as a result of multiple bookings there is no rehearsal guarantee

# The Heritage Centre

---

## CONTRACT TERMS & CONDITIONS

### Confirmation of Reservation

- MVE requires a signed contract and payment of \$1,000 in order to hold the wedding date. This amount is non-refundable on the date the event is booked.

### Payment Schedule

- 35% non-refundable payment of your forecast facility; amenity and ceremony fees is due 6 months prior to your wedding day. Payment can be by cheque; cash or bank transfer.
- 35% non-refundable payment of your estimated spend will be taken 3 months prior to your wedding day. Payment can be by cheque; cash or bank transfer.
- The final non-refundable invoice balance is due 2 (two) weeks prior to the wedding date. Payment can be by cheque; cash or bank transfer.
- Any outstanding balance (bar service) is due the morning following your wedding day. Payment will be secured by credit card prior to the wedding and cleared by cash or credit card only.

### Cancellation

- All payments made (except as noted above) are non-refundable.

### Guest Confirmation

- Guest confirmation must be issued to MVE at least 14 days prior to your wedding day (or as required by the caterer chosen) and upon settlement of the final balance. Guest cancellations after this date will not be refunded. Additional unexpected guests will be charge as an addition on the day of the event and payable as part of the “outstanding balance” noted above.

### Wedding Details

- All wedding details and services required are subject to availability and must be confirmed 3 months prior to the wedding date. MVE reserves the right to make alterations if product is unavailable at the time of the event.

### Damages /Security

- The Client is responsible for any damages to or on MVE property and/or injury to the staff and/or guests. Please note that verbal and physical abuse will not be tolerated towards any of our staff. If any such behavior is displayed, guests will be asked to leave – no exceptions.
- **Damage/Security Deposit:** The Client agrees to pay MVE a Damage/Security Deposit in the amount of \$2,000. The Damage/Security Deposit is due **sixty (60)** days prior to the Event. The Damage/Security Deposit shall be returned in whole or in part as applicable no later than thirty (30) days following the Event if the Venue is returned in the same condition as existed prior to the Event and if all fees, charges, rents and penalties have been paid. Any amount

# The Heritage Centre

---

from the Security Deposit withheld by the Company for damage shall be summarized in writing and the actual or estimated cost for repairs shall be deducted from the deposit along with any outstanding amounts owed to MVE by the Client and the balance refunded to the Client.

- We will not assume liability or responsibility for damage or loss of personal property or equipment left at the venue. We will hold lost property for 3 months – after this time it will be donated to charity.

## Staff Charge and GST

- GST (5%) will be automatically applied to your bill.
- Staff charge (see catering service)

## Availability

- Access to the facility is at 11:00 AM to 1:00am on the day of your event. Enjoy this time to get it “just right” by adding your own final touches to the day.
- Day before decorating access may become available two weeks prior to the event date, pending availability.
- MVE is available for drop off of client supplied centerpieces and your approved additional decor the day before your event (time to be arranged with MVE Management). All items must be picked up the day after your event (time to be arranged with MVE Management).
- Wedding rehearsals are arranged based on facility availability; there is no day before guarantee.

## Agreement

The performance of this contract is contingent upon the ability of MVE to complete the same and is subject to weather, government restrictions, acts of god, and other causes beyond control of MVE preventing or interfering with performance whether enumerated herein or not.

In no circumstances shall MVE be liable for loss or profit or for other similar consequential damages, whether based on breach of contract, warranty or otherwise.

### Unforeseeable Circumstances

If for any reason MVE is unable to perform the services as set out in the contract due to unforeseeable circumstance (weather, power outages, etc), MVE reserve the right to contact the client and make alternate arrangements.



# The Heritage Centre

---

## Bar Options

- Cash Bar – all beverages are served and your guests pay full expense (note guests will buy drink tickets from a separate location from the bar(s)).
- Toonie Bar – your guests pay a toonie for all drink tickets and the rest of the drink price is charged to the client bar service account.
- Host Bar – all alcohol served is charge to the client bar service account.

Note: MVE will work with clients to arrange bar options to suit the event.

## Corkage

Wine corkage is available at a charge of \$15 per 750 ml bottle. Please note in accordance with AGLC law, all opened bottles will be charged for and opened bottles are not allowed to be taken off the premises.

Please note that aside from wine for corkage no other outside liquor/beverages are allowed on the premises. This includes wedding favours.

To comply with AGLS law, no beverages are allowed to be taken off the premises during the event (no exceptions). Guest's breaking these rules will be asked to leave.

## Liquor Service

- All liquor is provided by Mountain View Events (MVE) except as noted. MVE management will work with the client to ensure requirements are met. MVE will provide pricing based products selected by client e.g.

	<u>2018</u>	<u>2019</u>
Beer (Domestic)	\$5.50	\$6.00
Coolers	\$5.50	\$6.00
Spirits	\$5.50	\$6.00
Scotch	\$6.50	\$7.00
~Red Wine/glass	\$6.50	\$7.00
~White Wine/glass	\$6.50	\$7.00

- Bar service will be provided by MVE or outsourced to Caterer as required – Standard bar service is included in the price of the drink(s). Signature Drinks or other specialties may lead to additional charges.

## The Heritage Centre

---

- MVE practices responsible alcohol management practices. We work to ensure the safety of our guests. Our bartending service provides the right to cease service to any individual pursuant to the responsibilities outlined under the Gaming and Liquor Act and the Gaming and Liquor Regulations. For important details on this responsibility see:
  - <http://www.assembly.ab.ca/lao/library/egovdocs/2005/algl/165714.pdf>

# The Heritage Centre

---

## Catering Service

Mountain View Events (MVE) is currently working to finalize contracts with local Catering Companies.

- Our clients will work with an approved caterer to provide all food and beverage service.
- The client is responsible for making these arrangements directly with the caterer. MVE will work with you to ensure all detail meet your requirements and expectations.
- MVE charges the caterer a service charge of 15% of the total food invoiced for use of the kitchen.
- Kitchen use for set up only – MVE will charge the caterer \$200. Full use of the kitchen (e.g. use of stoves/micro-waves etc. will be charged as noted above)

## SPECIAL EVENT INSURANCE

A Special Event Liability Insurance policy is required for all events where live music is used; this policy must also provide for mandatory \$2 million party alcohol liability coverage.

- The policy shall name Mountain View Events LTD as the insured. Proof of insurance is required two weeks prior to the event. Failure to provide a copy of the insurance may result in cancellation of your booking.
- Special Events/PAL insurance may be purchased through your own insurance agent or at [www.palcanada.com](http://www.palcanada.com)

# The Heritage Centre

---

## DECORATION GUIDELINES

1. All client supplied décor must receive approval by Mountain View Events staff.
2. Contracted décor companies: (a) must be WCB compliant; (b) carry General Liability Insurance; (c) supply their own set up equipment; (d) work within the client agreed set up and tear down time-line.
3. Due to fire regulations, open flames (candles, fireworks and sparklers) are **not** permitted.
4. Fog machines; confetti, bird seed, and rice are **not** permitted on site.
5. Outsourced rental tables and chairs are **not** permitted.
6. Fabric used for events must follow the Alberta Fire Code regulations and is subject to waiver signature.
7. Mountain View Events is not responsible for any lost or damaged items.

### *Linen:*

- Clients may provide their own linen. Clients are responsible for the placement and removal of this linen.
- Client may provide their own chair covers and sashes. The clients are responsible for the placement and removal of chair covers and sashes.
- If requested MVE will engage a Linen / Specialty Item Rental Service on behalf of the Client as required to provide specialty items – rental items will be provided at Cost + 10% administration fee

### *Ceiling Décor:*

- Clients are NOT permitted to install their own ceiling décor. If required MVE will provide labour to install items at our cost.

Note: MVE requests permission for use of your photographs for possible future promotions.

# The Heritage Centre

---

## MEMORABLE EXTRAS

Pricing will be available by early 2018

### Horse Drawn Carriage Rides

- MVE management is working with local teamsters to provide the opportunity for the bride and bridal couple to include a horse drawn carriage ride as part of their special day.
- Details will be provided upon request.

### Antique Cars

- MVE management is working with local antique car clubs to provide couples to include a ride in an antique car as part of their special day.
- Details will be provided upon request.

### Photo Booth

- **Frame and Props**
  - Set up and tear down of booth (before and after event)
  - Available for the entire evening
  - Variety of “Photo Props”
  - White board to write your “hashtag” or preferred method for guest to send/upload their photos
  - **Pricing to be determined**

### Fairytale Lights

- Our fairytale lights add that little “extra” to your special evening. Available for both the Heritage Centre Ballroom and the Historic Barn area these romantic lights will enhance the romance of your special day.
  - **Pricing to be determined**

# The Heritage Centre

## The Heritage House

A lovely historic 1915 Eaton's catalogue house is available on the property. This special event centre offers a beautiful and historic backdrop for your once in a lifetime event. The "Heritage House" can be rented in conjunction with the "Heritage Centre" or can be rented separately for smaller functions.



The "Heritage House" is currently under renovation.

Once renovations are complete the historic home will be available for weddings; receptions; bridal showers and rehearsal dinners.

A bridal suite; bridesmaids suite and guest room are under construction and will be available during 2019.

MVE management is working on the fee schedule and will have it completed shortly.

### April to October Pricing

Maximum Capacity		Weekend Pricing Friday to Sunday	Midweek Monday to Thursday
Square Feet	Persons	Fees	Fees
624 - Indoor	Pricing based on up to 30 persons (summer only – includes use of verandah's) Maximum capacity 30 persons	Facility Rental -TBD	Facility Rental - TBD
256 Sq. Ft – Covered Outdoor		Amenities: TBD	Amenities: TBD
256 Sq. Ft – Uncovered Outdoor		Ceremony: TBD	Ceremony: TBD
122 Sq. Ft	Bridal Suite	Price: TBD	Price TBD

### November to March Pricing

Maximum Capacity		Weekend Pricing Friday to Sunday	Midweek Monday to Thursday
Square Feet	Persons	Fees	Fees
624 - Indoor	Pricing based on up to 20 – 25 persons	Facility Rental	Facility Rental
256 – Covered Outdoor		Amenities:	Amenities
		Ceremony	Ceremony
122 Sq. Ft.	Bridal Suite	Price: TBD	Price: TBD

### ACCESS

- Bridal suite will be available from 11:00 AM to 10:00 AM the following day. Late check out may be available depending upon availability.
- Access to the facility is at 11:00 AM to 1:00am on the date(s) of your event. Enjoy this time to get it "just right" by adding your own final touches to the day.
- Day before decorating access may become available two weeks prior to the event date, pending availability.

## The Heritage Centre

---

- Wedding rehearsals are arranged based on facility availability; there is no day before guarantee.