

The Evergreen Village Wedding Catering Policies

The Evergreen Village is pleased to offer a unique Wedding and Banquet facility. We are very proud of our excellent food, service, and staff. This combination is designed to make each event a memorable experience. All functions are subject to the following policies:

- 1) All food and beverage agreed to in the contract is to be provided by The Evergreen Village. All food and beverage supplied by The Evergreen Village is the property of The Evergreen Village and no food will leave the premises without the express permission of the management.
- 2) A \$500.00 deposit is required to book and confirm a date for a function. Deposits are non-refundable unless the date is rebooked and will not be refundable two months prior to the function. Refunded deposits will be subject to a 15% administration fee.
- 3) All services provided by The Evergreen Village are subject to Provincial Sales Tax and Goods and Services Tax.
- 4) **PAYMENT OF THE ACCOUNT WILL BE ONE-THIRD OF BALANCE TWO MONTHS PRIOR TO THE EVENT, ANOTHER ONE-THIRD AS WELL AS CONFIRMATION OF NUMBER OF GUESTS TWO WEEKS PRIOR TO THE EVENT. THE BALANCE WILL BE PAYABLE BY CERTIFIED CHECK OR CASH IMMEDIATELY FOLLOWING THE DINNER AND SPEECHES.**
- 5) The client is responsible for any damage to the premises by his/her guests or independent contractors working on his/her behalf during the time the premises are booked for that event.
- 6) The Evergreen Village will not be responsible for any damage or loss of any articles left on the premises prior to, during or following each function.
- 7) Manitoba Liquor Control Commission Regulations apply to all functions where liquor is served. Liquor is not allowed outside of the tent / building. Any liquor not accounted for by the liquor permit will not be allowed on the premises.
- 8) The Evergreen Village has a \$60.00 charge for extra staff if a cash bar is required. Charges include money float, ticket sales, and extra bartender.
- 9) The Evergreen Village will not be responsible for supervision of any children or their safety while on The Evergreen Village premises.
- 10) Gratuities for serving personnel will be included in the final billing at a rate of 15% of the dinner price.
- 11) The Evergreen Village will not be responsible for extreme weather conditions or Acts of God (tornadoes, heavy rain storms, snow storms, mosquitoes, etc.).
- 12) Weddings will be subject to a minimum number of guests: Fridays is 150 Adults, Saturdays is 150 Adults and Sundays will be 150 Adults. The maximum on any day is 300 guests..
- 13) Candles will be allowed only in a container such as a rose bowl (floating candle) or votive. Taper candles will not be allowed.
- 14) Paper confetti, rose petals, birdseed or bubbles will be allowed. A \$100 will be charged to the customer if guests throw metal or plastic confetti.

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- 15) We respect our neighbors, therefore, we require that the music volume be lowered at midnight.
- 16) **THE EVERGREEN VILLAGE BAR CLOSSES AT 12:15 AM.**
- 17) **ALL GUESTS MUST BE OFF THE PREMISES BEFORE 1:00 AM.**