

MARY WINSPEAR CENTRE, SIDNEY BC

2023

# WEDDING PACKAGE



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## CAREY SALVADOR

CLIENT SERVICES WEDDING REPRESENTATIVE  
CSALVADOR@MARYWINSPEAR.CA  
250-656-0275 EXT 247



Mary Winspear Centre  
Conferences | Special Events | Live Theatre

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# WHAT'S INCLUDED

- Room Rental 11:00 am - 1:00 am  
1:00 - 3:00 am Tear Down
- Bodine Family Hall
  - Kitchen
  - Myfanwy Pavelic Gallery
  - Patio
  - 4 x White Tents (20'x20')
- Set-up & Tear Down of Tables and Chairs
  - Clean up
  - Man Lift (for ceiling decorations)
  - SOCAN Music licensing fee
  - We do not provide any audio/visual tech or equipment, please arrange with your DJ.

PLEASE PROVIDE THE FOLLOWING 4 WEEKS PRIOR TO EVENT DATE:

- Floor Plan
- Copy of Insurance
- Copy of Liquor License
- Security Guards Confirmed

## IN AND OUT TIMES

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 on your Event Order (BEO) 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 and the OUT time is when your last guest departs. Additional fees will be charged if your arrival time is earlier and/or your guests remain longer than the specified time on the Banquet Event Order. Please review these IN and OUT times with your Client Service representative.

### TIMELINE

Bar Closes..... 12:30 am  
Music Ends..... 12:45 am  
Lights On & Guests depart by.... 1:00 am  
Suppliers Tear Down.... 1:00 am - 3:00 am

NO Pyro, sparklers or open flame allowed in the building under any circumstance. This includes Cold Spark Blitzz FX Machine.

## NOISE

We reserve the right to request that the Client reduce the sound levels of music should it interfere with another function in the building. 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.

## PATIO/TENTS

Due to fire regulations tents must be positioned 10 feet from the building overhang.  
Tents are not available for cooking under. Lighting and rain gutters not provided. Tents are usually used as the bar space or additional seating.  
NO cooking on the patio.

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## BAR

The client will be responsible for obtaining their own Special Occasion License. No alcohol is permitted at any event without an approved license.

It is suggested that that client hire a bar tending service for the night. Anyone serving alcohol must have Serving It Right designation.

WE RECCOMEND:  
Cat's Butler Service  
Catriona McHattie  
catmch@shaw.ca

## DAMAGE DEPOSIT

Staff will complete a damage report at the end of the evening during tear down and give it to the Building Maintenance Supervisor. If there is no damage reported the deposit will be refunded within 30 days.



## SECURITY

The Mary Winspear Centre requires 1 security guard per 100 guests. The Client is responsible for hiring security guards.

Your event will not take place without security. Please provide your client services representative with confirmation of security four weeks before your wedding.

We require all clients use Elite Security & First Aid Services.

Chris Childerhose, Director of Operations  
Elite Security & First Aid Services  
Cell: 250-686-9717 |  
esfa.operations@gmail.com

## INSURANCE

The Mary Winspear Centre has its own insurance coverage. You are required to purchase Third Party Liability Insurance in the amount of \$5,000,000. It is often a Rider on an existing insurance policy, check with your insurer.

Please list the Saanich Peninsula Memorial Park Society as an additional insured.

This additional coverage protects the client 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 10 days prior to the event date. This event can not take place without insurance.

SeaFirst Insurance Brokers in Sidney are familiar with what we require. 250-656-9886 <https://www.seafirstinsurance.com/>

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# WEDDING RATE

\$4,500.00+ \$225.00 tax = \$4,725.00

\$4,725.00 + \$2,000.00 damage deposit =  
\$6,725.00

Payment Schedule:

\$500.00 Non-refundable deposit due at  
time of confirmation

\$1,862.50 Due 6 months prior to event

\$4,362.50 Full balance due 30 days prior to  
event - price includes damage deposit

Total = \$6725.00

Additional Charges (paid by client directly  
to supplier):

- a) Liquor License: Approximately \$25.00
- b) Third Party Liability Insurance:  
Approximately \$250.00 (depends on # of  
guests)
- c) Security Guards (must use MWC  
exclusive security company)

A non-refundable booking fee equal to  
\$500 will be due within 7 days of booking.  
An additional deposit equal to 50% of the  
remaining balance will be due 6 months  
prior to the event date. The remaining  
balance (50%) will be due 30 days prior to  
the event.

CANCELLATION POLICY (see Lease  
Agreement)

90 days prior to the event date: The  
Deposit (less the booking fee) will be  
returned.

60-90 days prior to the event date: 50% of  
the deposit will not be recovered.

30-59 days prior the event date: The full  
deposit is forfeit.

Less than 30 days prior to the event date:  
The balance of the contract is forfeit



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# LIQUOR LICENCE

## SPECIAL OCCASION LICENCE: FAMILY EVENT (WEDDINGS)

If serving alcohol clients are required to obtain a liquor licence. To obtain a licence please follow these guidelines:

Apply online for a Special Occasion Licence for FAMILY EVENT (WEDDINGS).

**SECURITY PLAN:** The Liquor Control & Licencing Branch (LCLB) requires a security plan for 500+ guests (30 days prior to your event).

**Note:** If your event is less than 500 you are not required to complete this process Online unless the local RCMP request a security plan, it is at their discretion. It is very important you apply for your license several weeks in advance of your event in case there are any hiccups.

**DESIGNATED LICENCED DRINKING AREAS(s):** You must clearly describe the area(s) on your application where Liquor Will Be Consumed. All alcohol consumption must occur in the rental space indicated. To simplify this process please list the following on the liquor license: MARY WINSPEAR CENTRE - Bodine Hall, MyFanway Pavelic Gallery, Outdoor Courtyard, Lobby.

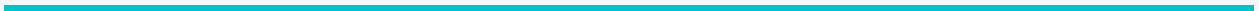
**Note:** The maximum amount of alcohol is determined by the number of guests attending the event. The alcohol to be purchased is to be indicated on the application form. Please read the suggested quantities in the guide supplied by the Liquor store.

**HOURS OF SERVICE:** The RCMP may restrict the number of hours you serve alcohol, it is at their discretion. This is another reason it is important you submit your application well in advance.

**HOST:** "The licensee, or host, is responsible for the liquor services provided under this licence and must be at the event all the time unless the licensee delegates another person to be responsible for liquor service. Even if the licensee has delegated another person to be responsible, the licensee remains legally responsible for the liquor service."

The person designated to take out the liquor licence cannot be consuming any liquor at the event.

The approved liquor license document must be posted at the bar (with signature) at your function as per the LCLB. Otherwise your event could be shut down.



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# CATERERS REQUIREMENTS

Please provide your caterer with a copy of the MWC requirements.

NOTE: It is advisable NOT to pay your caterer in full until after your damage deposit has been returned. This is to protect you in case your caterer should leave grease stains on the patio and/or pour grease down the drains and/or damage tables etc.

1. Garbage & Cardboard: dumpsters are located at the end of the drive leading from the patio. It is the responsibility of the caterers/users to transport all kitchen waste to the dumpsters.
2. When filling the provided garbage cans please do not overfill with wet waste. If you cannot lift the cans with your fingers it is time to change bags. It is suggested if the cans do become overfilled that you transport the bag in the can to the dumpster.
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. The kitchen is provided in a clean state and it is expected that it will be in a "reasonably" clean state when you depart. To this end the following shall be observed: spillage cleaned from the stove countertops, cupboard doors and waste removed from the drain boards and sinks.

5. Patio/Outdoor Courtyard: a) Please ensure NO GREASE is emptied into the drains and b) Tarps & Cardboard are used to capture all grease spillage. NO COOKING ON THE PATIO. COOKING MUST BE ON GRASS AREA PROVIDED.

6. Tent(s): The MWC does not supply cooking tents, please review these details with your caterer.

7. MWC will not provide utensils and crockery for any in-house use. At times more than one client may require access to kitchen equipment. Your cooperation and understanding are appreciated.

Any questions should be directed to the on duty facilities staff. They can be contacted at 250-888-0100.

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