

## Evergreen Village Catering Policies

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 Evergreen Village. All food and beverage supplied by Evergreen Village is the property of Evergreen Village and no food will leave the premises without the express permission of management.
- 2) A deposit is required to book and confirm a date for a function.  
***Venue deposit is non-refundable.***
- 3) All services provided by Evergreen Village are subject to Provincial Sales Tax and Goods and Services Tax.
- 4) **PAYMENT OF THE ACCOUNT WILL BE 50% OF REMAINING OWING DUE 4 MONTHS PRIOR TO THE EVENT. FINAL SETTLEMENT AT REHEARSAL OR 48 HOUR BEFORE EVENT.**
- 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) 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 allowed outside of the tent / building on our outdoor patio only. Any liquor not accounted for by the liquor permit will not be allowed on the premises.
- 8) Evergreen Village will not be responsible for supervision of any children or their safety while on Evergreen Village premises.
- 9) Gratuities for serving personnel will be included in the final billing at a rate of 15% of the dinner price.
- 10) Evergreen Village will not be responsible for extreme weather conditions or Acts of God (tornadoes, heavy rain storms, snow storms, mosquitoes, etc.).
- 11) Weddings will be subject to a minimum number of guests: Fridays is 100 Adults, Saturdays is 150 Adults and Sundays will be 100 Adults. The maximum on any day is 300 guests.
- 12) Candles will be allowed only in a container such as a rose bowl (floating candle) or votive. Taper candles will not be allowed.
- 13) 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.
- 14) The wedding party will be responsible for:  
Serviettes, centre pieces, marriage official, liquor permit, beer, wine, spirits, and music man.
- 15) We respect our neighbors; therefore, we require that the music volume be lowered at midnight.
- 16) **EVERGREEN VILLAGE BAR CLOSSES AT 12:45 AM.**
- 17) **ALL GUESTS MUST BE OFF THE PREMISES BEFORE 1:30 AM.**

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