

WEDDINGS AT THE VANCOUVER CONVENTION CENTRE

FOOD & BEVERAGE QUALITY & STANDARDS

The Vancouver Convention Centre proudly operates a 'scratch' kitchen where everything is prepared in house with the finest and freshest ingredients using a wide variety of local products. We provide customized, creative service for all events and guarantee the highest possible standards of performance. Our function rooms are licensed premises and all food and beverage must be exclusively supplied by the Vancouver Convention Centre. Food and beverage products may not be brought into the building from outside; and food and beverage not consumed may not be taken off the premises.

ENVIRONMENTAL COMMITMENT

As part of our "green" policy, the Vancouver Convention Centre uses fresh local ingredients without additives. The Vancouver Convention Centre avoids disposable utensils and dishes, canned goods and whenever possible, donates excess food to various local charities.

YOUR WEDDING BOOKING INCLUDES:

- Portable dance floor, staging, lectern (microphone is not included), round tables for 10 guests, chairs, white or black table linens, Royal Doulton bone china, sparkling glassware and flatware, votive candles, table numbers, cocktail tables and other tables as required for guest book, gifts, etc.
- Buffet labels (indicating food items).
- All set-up and banquet labour costs are included in your menu price (with the exception of ceremony set up).
- Possible wedding ceremony location within your space – please speak with your Catering Professional for further details & fees.

BOOKING WINDOW

Our booking window for weddings is a maximum of one year, but up to 14 months out should you wish to book in the months of July and August.

HOURS OF ROOM RENTAL

Subject to availability, you may have access to your function space as early as 6:00 am on the day of the event for set-up. The latest end time of your event is 1:00 am, with move-out to finish as late as 2:00am.

HOURS OF MEAL SERVICE

Breakfast	6 am to 9 am
Lunch	11 am to 2 pm
Dinner	5 pm to 9 pm

If you wish to serve outside of these hours a menu surcharge of 20% will apply to menu items served outside the above time frame.

STATUTORY HOLIDAYS

For any wedding scheduled on a Canadian Statutory Holiday, a menu surcharge of \$10.00 per person will apply.

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WEDDING CEREMONY

As each signature space is different, please check with your Catering Professional for details. A ceremony set-up fee starts at \$750 – pending the complexity of your needs. Outdoor ceremony spaces must have an indoor room booked as an inclement weather back-up.

WEDDING REHEARSAL

We can offer a wedding rehearsal based on space availability; however we cannot confirm this until two weeks before the rehearsal date.

PRICES AND APPLICABLE TAXES

Food and beverage prices cannot be guaranteed more than 90 days prior to the event. Menu prices are established for ten (10) guests per table – if you wish to lower this number additional charges may apply.

Food & Non-Alcoholic Beverages	19% Taxable Service Charge and 5% GST
Hosted Alcoholic Beverages	19% Taxable Service Charge and 5% GST and 10% PST

*Please note that taxes are calculated on top of the service charge

MENU PLANNING

To assist with our planning and to allow us to offer our best services, we require that you provide your menu selection and an estimated number of guests thirty (30) days prior to each meal function. After this time, a maximum variance of twenty (20) percent will be allowed (up to 200 guests) or an attrition penalty may apply, calculated at 50% of the difference in value. The Vancouver Convention Centre may re-assign your event to another event space pending substantial increases or decreases in expected attendance.

WINE/LIQUOR

We can operate a host bar or cash bar as per your request. You will be responsible for paying for all of your guests' drinks at the Host Bar, charged on a consumption basis. Alternatively, guests can buy their own drinks at a Cash Bar. For all Cash Bars, a cashier charge applies at \$35.00 per cashier per hour, with a minimum of 4 hours. Should the bar revenue be less than \$500.00 per bar, an additional bartender charge of \$35.00 per hour will apply based on a minimum of 4 hours.

We proudly offer an exclusively British Columbia wine list. Selections from our regular wine list will be charged on consumption basis.

CORKAGE

Recently the Province of British Columbia changed laws to allow patrons to bring their own wine into restaurants. While this has proven popular, the law does not apply to those establishments holding "Liquor Primary" licenses such as we hold at the Vancouver Convention Centre. Under our liquor license, all alcoholic beverages served at your event must be purchased via the Vancouver Convention Centre. Any request for wine corkage will be respectfully declined.

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TIMES OF ALCOHOL SERVICE

Vancouver Convention Centre's Liquor Primary license allows service of alcoholic beverages from 11am to 1am, seven days a week. Normally "last call" is given one hour prior to stopping service. Following the conclusion of "last call", we are permitted another half hour prior to stopping service. All alcohol and entertainment must end no later than 1am.

GUARANTEED ATTENDANCE

For events larger than 500 guests or for a pre-selected choice of entrée menu, a minimum of five (5) business days' notice is required for any change request to the food and beverage order or the original quantities will be considered as guaranteed and billed in full. For events smaller than noted above, three (3) business days' notice is required. Actual attendance will be billed if it is higher than the original guarantee number, provided that the additional meals have been served.

SURCHARGES FOR NEW ORDERS OR INCREASES

Since we make everything from scratch, we do not carry extra inventory and it takes time to prepare a great quality product. If the guaranteed attendance number is increased after the above deadlines, a menu surcharge will apply on the additional meals. This is calculated at 20% of the original menu price, assuming that we are able to accommodate the request.

ALLERGY, ALTERNATE DIETARY MEALS & OVERAGES

Handling alternative dietary requests demands careful attention – particularly when it comes to allergies that result in serious, sometimes life- threatening reactions.

The Vancouver Convention Centre is committed to offering a wide range of food options for all of our guests. Part of this commitment includes meeting the needs of guests who have special dietary restrictions (such as a food allergy, including intolerance, or other medically restricted diet) and we recognize that many of our guests may also adhere to a vegetarian or vegan diet. However, please note that the Vancouver Convention Centre will make every effort to accommodate dietary requests pertaining to cultural and medical restrictions with advance notice, to be received no later than the final guarantee deadline. We will prepare a 5% overage to a maximum of 30 guests above your alternate meal requirements for potential on-site, additional orders. Please note that charges will apply if these extra alternate meals are served.

If at the time of service the number of alternate meals (including vegetarian) required exceeds the number on your dietary list, an additional fee of \$40 per entrée (exclusive of tax and service charge) will be applied. We cannot guarantee that we will be able to meet all requests but we will attempt, to the best of our ability, to satisfy our guest's needs.

With the increasing demand of "gluten free" and "wheat free" requests, we strongly recommend that you provide a small percentage by building these items into your order.

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FOOD ALLERGIES

Please note that we do not have a separate kitchen to prepare allergen-free items, nor separate dining areas for guests with allergies or intolerances. Thus, it is possible for an allergen to be introduced inadvertently during food preparation, handling or service.

By way of example; the Vancouver Convention Centre will accommodate nut-free and wheat-free alternative meals however, please note that we are not a certified nut or wheat-free facility.

We strive in our food sourcing, preparation and handling procedures to avoid the introduction of particular allergens into your menu choice, as you requested. While we take steps to minimize the risk of cross contamination, we cannot guarantee that any of our products are safe for people with allergies or intolerance to particular ingredients.

CHILDREN

For children under the age of ten (10) years, special plated children's menus are available or they are eligible for a 50% discount for buffet menus. For children up to three years of age there is no charge for buffets only.

WEDDING CAKE

The Centre does not provide wedding cakes. Should you wish to supply your own wedding slab cake; a charge of \$3.00 per guest will apply for our service to cut, plate and serve the cake individually as a handling fee. We respectfully decline the cutting of any tiered wedding cakes. All wedding cakes must come from a reputable commercial Bakery that practices FoodSafe.

DÉCOR

Our services include the supply of white or black linens, stemware, Royal Doulton Bone china, flatware and votive candles. You are welcome to bring in a decorator and/or florist to supply a wider selection of linens and centerpieces for your event.

Generally there are no restrictions to any free-standing or table top décor. The use of nails, staples, glue, tape or any like material is not permitted on any walls, glass, doors, posts or ceilings at the Vancouver Convention Centre. Candles must be safely contained and cannot be an open flame.

Hanging of any item from the ceiling must be done by our exclusive rigging supplier, Riggitt Services. Your Catering Professional can assist you with obtaining a quote.

It is the responsibility of the wedding party to set up, take down and remove all decorations within the hours of room rental. We are not responsible for damage or loss of any external items.

MUSIC

You can arrange for your own DJ or live band for your wedding. A SOCAN and Resound fee will apply for any event where music will be played, up to \$187.55 and \$78.66 respectively.

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PARKING

There is plenty of parking nearby the Vancouver Convention Centre however it is not operated by the Vancouver Convention Centre. The West Building parking is operated by Impark – (604) 681-7311. The East Building parking is operated by WestPark – (604) 684-2251, please contact for parking rates & advance parking arrangements.

DEPOSIT REQUIREMENTS

A 10% deposit is required to confirm your booking. A second deposit of 50% is due thirty (30) days prior to your event and the remaining balance ten (10) days prior to the event.

Your Catering Professional will work with you to tabulate all of your expected costs and deposit requirements. Any overpayment will be promptly refunded post -event. Any additional charges incurred during the function will be due upon completion of the event. All deposits are payable by certified cheque, wire transfer, or credit card. Please note there is a maximum limit of \$10,000 for credit card payments per event.

OTHER SERVICES

The Vancouver Convention Centre along with its Official Suppliers can assist you with:

- Coat Check
- Production Lighting and Rigging
- Security Guards
- Audio Visual Equipment
- Telecommunications
- Electrical Power

Please note that additional charges will apply for any of the Services listed above.

For more information, please visit www.vancouverconventioncentre.com/services/food-and-beverage or email catered@vancouverconventioncentre.com