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EDMONTON
CONVENTION
CENTRE

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Contents:

All Inclusive Wedding Package.....	1
The Rooms.....	2
The Process.....	3
The Menu.....	4
Food Service.....	8
Bar Service.....	9
Included Set Up.....	10
Décor & Rentals.....	11
Move In & Move Out.....	12
On-Site Suppliers.....	13
Budgeting & Additional Fees.....	14
Wedding Policies.....	15

Congratulations on your upcoming marriage.

**We are honoured
to help you celebrate
the best day of your lives.**

Reception

We are pleased to offer an \$80 per guest reception package that encompasses:

- Function space rental *(determined based on your guest count, spaces are listed on page 2)*
- Full physical set up *(detailed inclusions are listed on page 10)*
- Choice of plated dinner, buffet dinner or East Indian buffet dinner *(described on pages 4-7)*
- Unlimited pop and juice
- An experienced event manager to assist you with planning your big day

Children 12 years old and under are \$30 per guest. Please note that our package price does not include an 18% gratuity and 5% GST.

Ceremony

If you are hosting your wedding reception in the Riverview Room and would like to hold your ceremony on the Riverview Patio (up to 100 chairs), a rental fee of \$800 will apply. Please allow for a minimum of one hour in between the end of your ceremony and the start of dinner service for our team to move ceremony chairs from the patio into the reception space. If inclement weather arises, your ceremony will be held inside the Riverview Room (which will be set up for your reception).

If you are hosting your wedding reception in Hall D or in the Salons and would also like to hold your ceremony at the Edmonton Convention Centre, please contact us at (780) 421-9797 or ECCSales@edmonton.com and we would be happy to create a custom ceremony package.



The rooms

Connecting you and your guests to North America's largest urban parkland, there is no greater backdrop than the Edmonton Convention Centre's view of the North Saskatchewan River Valley. We encourage you to set up a site visit to learn more about how we can customize our spaces to best suit your event.

Riverview Room

For intimate events where ambiance is everything, the Riverview Room's panoramic view of the North Saskatchewan River Valley sets the perfect backdrop for your event. Allow your guests to seamlessly transition from your ceremony on the 100-seat patio to the reception in this 4,000 square-foot space.

Our wedding reception package is available for 80 to 140 guests. A food and beverage minimum will apply if your guest count is lower than 80.

Hall D

Boasting an unbeatable view of the North Saskatchewan River Valley, Hall D's floor-to-ceiling windows and sprawling outdoor patio make this the ideal location for your grand reception. The room's 23,600 square feet provides the flexibility of hosting your receiving line or cocktail hour in the foyer and dinner in the main ballroom.

Our wedding reception package is available for 500 to 1,000 guests. A food and beverage minimum will apply if your guest count is lower than 500.

Salons

The possibilities are endless in this grand ballroom. The Salons provide a modern blank canvas that can be completely customized to realize your vision. With more than 15,000 square feet of space, you can enjoy the convenience of hosting your ceremony and reception in separate Salon spaces.

Our wedding package is available for 80 to 400 guests. A food and beverage minimum will apply if your guest count is lower than 80.



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Upon booking your wedding at the Edmonton Convention Centre, you will be introduced to our event manager who will your main point of contact for all food and beverage and venue details. Our experienced event manager will assist, inspire and guide you through every step of the planning process.

Prior to your wedding:

12 months prior or less

You may officially confirm your booking by signing the contract and placing your deposit.

12 to six months prior

You may book a meeting with your wedding manager to create a floor plan, review the wedding finalization document and ask any of your questions.

Six to three months prior

You may book a menu tasting with your event manager.

Two months prior

Your menu selections and wedding finalization document are due.

One month prior

Your event manager will provide you with a detailed event plan outlining all requirements for your review. Please make any changes or edits directly on the event plan and email a signed copy to your event manager.

Two weeks prior

A signed copy of your event plan is due.

One week prior

Final meal guarantee (guest count) and list of allergies and special dietary requirements are due.

Two days prior

Please drop off any rented napkins, runners or tablecloths for our banquets team. If you choose corkage service, please drop off your liquor, license and receipts.

One day prior

Your event manager will email you identifying the banquet captain who will be your onsite contact the day of your wedding. Your event manager will also meet you on your wedding day to ensure the success of your event.



The menu

Edmonton Convention Centre will delight your guests with award-winning fine dining. Our Executive Chef Serge Belair, is considered one of Canada's top culinary experts. Named National Chef of the Year in 2012, he has been a key influencer in building Edmonton's brand and reputation as an international culinary destination. Please choose from our plated menu on the following page or ask your event manager for information on our East Indian buffet menu.

Plated Dinner Menu

Served with freshly brewed regular and decaffeinated Starbucks coffee, a selection of premium Tazo teas and house-made rolls and biscuits.

Choice of soup or salad | *Additional \$5 charge for a four-course menu with both a soup and a salad.*

Forest Scene Farm potato leek soup with lemon crème fraiche
Vegetarian, Gluten Free

Four Whistle Farm tomato potage with crisp sage and pancetta | *Gluten Free*

Mo-Na Food wild mushroom soup with truffle cream

Wedge of iceberg lettuce, parmesan crostini and classic bacon chips with creamy garlic dressing

Mixed greens, strawberries, toasted almonds, cucumbers with Blue Kettle poppy seed dressing | *Vegetarian, Gluten Free, Dairy free*

Artisan greens with asiago, candied walnuts and preserved pears with apple cider vinaigrette | *Vegetarian, Gluten Free*

Choice of one entrée | *Additional \$5 charge for allowing your guests to choose between two entrees (orders must be confirmed one week before the wedding).*

Bruschetta chicken breast, parmesan baked mashed potato and chef's selection of vegetables with pesto sauce

Chicken and mushroom "wellington" with rice pilaf and chef's selection of vegetables with white wine chives cream sauce

Oven roasted Mahi Mahi fish loin, citrus salsa with saffron flavored Arborio rice petit gateau and chef's selection of vegetables

Overnight sous-vide lager beer braised Alberta beef short rib, Canadian cheddar cheese savory bread pudding and chef's selection of market greens

Beef tenderloin topped with charred scallion butter, rosemary potato gratin and chef's selection of vegetables with green peppercorn sauce and onion straws

Upgraded duo entrée | *Additional \$5 charge for an upgraded duo entrée*

Sous-vide Alberta beef short rib and smoked paprika chicken, beef reduction sauce, classic potato gratin and chef's selection of vegetables

Slow-roasted AAA Alberta beef tenderloin with butter poached prawns (2) served with Hollandaise sauce, lemon butter Forest Scene Farm mashed potato and chef's selection of vegetables | *Gluten Free*

Choice of one vegetarian entrée | *Orders must be confirmed one week before the wedding.*

Wild mushroom strudel with umami gravy and rosemary Forest Scene Farm baby potatoes

Fried cauliflower with Four Whistle Farm sweet pepper Romesco sauce, quinoa pilaf and kale chips | *Gluten Free*

Choice of one dessert | *Orders must be confirmed one week before the wedding.*

Double chocolate crunch bars with salted caramel mousse and dark chocolate sponge with strawberry sauce

Raspberry diplomat cream with lemon curd layered with white chocolate sponge finished with raspberry glitter glaze

Baked milk chocolate pot de crème with Saskatoon berry compote and shortbread cookie | *Vegetarian*

Lemon meringue cheesecake with field berry compote | *Vegetarian*

Buffet Dinner Menu

Served with freshly brewed regular and decaffeinated Starbucks coffee, a selection of premium Tazo teas and house-made rolls and biscuits.

Leafy greens

Artisan lettuce blend with Erdmann's Garden crisp beets, carrots, radishes and Four Whistle Farm cucumber with herb vinaigrette and three cheese dressing
Vegetarian, Gluten Free

Baby spinach with red onion, chopped egg, Four Whistle Farm tomatoes, mushrooms and poppy seed dressing | *Vegetarian, Gluten Free*

Vegetable salads

Roasted Erdmann's Garden red beets and kale with red onion, cilantro, pumpkin seeds, red wine vinegar and olive oil | *Vegan, Gluten Free, Dairy Free*

Roma tomatoes, Four Whistle Farm cucumber and bell peppers, red onion, Kalamata olives and Rock Ridge Dairy feta cheese on a bed of crisp romaine in lemon oregano dressing | *Vegetarian, Gluten Free*

Potato and pasta salad

Baby red and yellow potatoes with red and green onions and celery in sour cream dill dressing | *Vegetarian, Gluten Free*

Bowtie pasta with carrots, celery, red and green onion, bok choy, Four Whistle Farm peppers and bean sprouts in ginger sesame vinaigrette | *Vegetarian*

Chef attended carving station

Umami flavoured baron of Alberta beef with horseradish, mustards and red wine jus

Vegetable entrée

Farandole of broccoli, cauliflower, Erdmann's Garden carrots and zucchini with shallots, garlic and extra virgin olive oil | *Vegetarian, Gluten Free*

Potato entrée

Parmesan and chive mashed potatoes | *Vegetarian, Gluten Free*

Starch entrée

Potato and cheddar cheese perogies with sautéed onions, green onions and sour cream | *Vegetarian*

Protein entrées

Orange and maple glazed salmon medallions with toasted sesame and green onions | *Gluten Free*

Pan seared chicken breast with garlic, tarragon and white wine | *Gluten Free*

Dessert

Dessert platters with mini gateau, French pastries, tarts and an assortment of cookies

East Indian Buffet Menu

Please ask your event manager to view a copy of our detailed East Indian buffet menu.

Late Night Snack

You may choose to order a late-night snack (select one) for an additional charge of \$5 person. We suggest ordering a late-night snack for 1/3 to 1/2 of your total

Individual poutine (gluten free, vegetarian available)

Pretzel wall with dips (vegetarian)

Pizza (cheese, pepperoni, deluxe)

Donut wall (vegetarian, assorted flavours)

Children's Menu

We offer a plated children's menu that includes a first course of veggies and dip, a chicken fingers and fries entrée and an ice cream sundae for dessert. For buffet service, children five years and under are complimentary.



Food service

Menu Tasting

We are pleased to offer a complimentary menu tasting for the wedding couple and four guests. A tasting can be booked from Tuesday to Friday at noon or from Thursday to Friday at 5 p.m. Test meals are booked through your event manager three to six months before the wedding. Your event manager will attend the test meal to answer all your questions.

Guaranteed Guest Count

Your event manager requires notification of the guaranteed number of guests attending your wedding along with a list of guest allergies and dietary restrictions five business days prior to your wedding date. Failing this, the estimated number of people at the time of booking will be taken as a guarantee for billing. Actual attendance will be billed if it is higher than the original guarantee number, provided that additional meals have been served.

Surcharges for Additional Orders

Edmonton Convention Centre is prepared to serve five per cent above guaranteed number of people to a maximum of 20 extra meals for potential onsite additional orders. If the guaranteed attendance is increased after the deadline, a \$15 menu surcharge will apply to each additional guest.

Allergies and Dietary Restrictions

Handling alternative dietary requests demands careful attention—particularly when it comes to allergies that result in serious, sometimes life-threatening reactions. Edmonton Convention Centre is committed to accommodating dietary requests pertaining to cultural and medical restrictions with notice, to be received no later than the final guarantee deadline. Additional costs will apply for Halal, Kosher and organic meals. If at the time of service, the number of alternate meals exceeds the requirements on your dietary restrictions list, an additional \$25 fee per alternate meal will apply. We cannot guarantee that we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

Food Safety

Purchase, delivery and storage of food products at the Edmonton Convention Centre are important control steps in the food safety chain. We are a proud partner of Edmonton Food Bank's Second Helping Food Recovery program which donates surplus prepared and perishable food to meal-providing agencies in the city. These items are stored and delivered in a safe manner. To ensure the safety of our guests, we will not permit food to be taken home by our guests.

Banquet Operations

- All buffets will showcase food labels.
- All tray-passed food items are labeled on the tray.
- For plated meals, all servers have a copy of the menu with any allergen information and are briefed before their shift.
- There is a lead banquet manager in charge of the dietary list which is received at the time of the guarantee.
- The server will speak to the on-shift chef if they are unclear on the ingredients. The buffet chef will speak to the guest directly if they are available.
- Guests with dietary requests that have not been pre-ordered will be asked the following information:
 - » Full name
 - » Table number
 - » Dietary request
 - » Disclaimer that we will make our very best efforts, but cross contamination can occur.

Wedding Cakes

Our in-house pastry team lead by Executive Pastry Chef Jason Wang would be delighted to create your wedding cake. Please ask your wedding manager for pricing. Alternatively, you are welcome to provide your own ceremonial cake or cupcakes. Your baker must be licensed and is responsible for delivering and setting up on the day of your wedding. Please provide your own cake knife and server for your cake. Our chefs can cut, individually plate and serve your cake for a charge of \$2.75 per guest. If you would prefer to serve your cake buffet style, our chefs can cut and place your cake on a platter for a charge of \$1 per slice.

Specialty or Ethnic Food

Specialty or ethnic food items from outside suppliers may be served during your wedding reception or late night snack if the following conditions are met:

1. You are also ordering items from the Edmonton Convention Centre menu for your reception or late night snack. Specialty or ethnic food items may be supplied as an addition to ECC's menu offerings and not as a replacement.
2. These items are not available on the Edmonton Convention Centre menu and ECC's kitchen is not able to custom make them.
3. The outside supplier is licensed (homemade foods are not permitted).
4. You are responsible for the sourcing, presentation and service of these items. Additional fees will apply if Edmonton Convention Centre's labour and resources (platters, plates, utensils, etc.) are required to serve these items.
5. You confirm the specific food items with ECC and obtain approval from your event manager.



Bar Service

Bar Menu

Your event manager will be happy to provide you with a bar menu for ordering alcohol through the Edmonton Convention Centre. You can choose a host bar (the client pays for all alcoholic beverages) or a cash bar (guests pay for their own alcoholic beverages). We do not offer a subsidized bar or a toonie bar option.

Dinner Wine Corkage

If you choose to bring your own dinner wine, a corkage charge of \$12 per bottle of wine will be applied and includes receiving inventory, glassware, placement and replenishment. If you prefer butler service for your wine, a corkage charge of \$15 per bottle of wine will apply.

Full Bar Corkage

A corkage charge of \$10 per person will be applied and will include full bar service along with dinner wine service. Edmonton Convention Centre will provide bar units (one for every 125 guests), glassware, ice, mix and bar fruits. It is the client's responsibility to obtain a liquor license from the AGLC (available for purchase at the business the liquor was purchased at).

- All products must be delivered to the Edmonton Convention Centre at least 48 hours in advance of the function.
- The liquor license must be provided when the liquor is delivered.
- Bottles over 1.14 litres will not be served due to Occupational Health & Safety restrictions.
- Edmonton Convention Centre recommends the client purchase "Host Liquor Liability" insurance to cover the event.
- Leftover liquor must be picked up the following day. Empty bottles or cans will be automatically recycled unless otherwise requested.
- The Edmonton Convention Centre will not allow a resale liquor license for any event.
- The Edmonton Convention Centre is required by law to report on any liquor products illegally imported into Alberta. Possession of such products can result in charges under the Alberta Liquor Control Act and/or the (Canada) Customs Act.
- The AGLC does not permit the service or sale of homemade products on our licensed premises.

Beverage Estimates

We suggest estimating a minimum of ½ a bottle of wine per person during dinner service. Please estimate two beverages per person for the first hour of your reception and one beverage per hour until last call.

Additional Bartenders

Bartenders must be provided by the Edmonton Convention Centre at a charge of \$30 per hour per bartender for a minimum of four hours. Please inform your wedding manager if you wish to book additional bartenders over and about the Edmonton Convention Centre standard of one bartender for 125 guests.

Bar Service Time

Last call is at 12:45 a.m. with bars closed at 1 a.m. Guest to depart and lights on at 2 a.m.



Included set-ups

Your event manager will be pleased to assist you in designing a suitable floor plan specifically for your wedding. One set up per day will be set to the agreed specifications. Additional labour charges may be levied should the client request any major last minute physical changes to a previously agreed upon floor plan.

Ceremony Set Up

- Theatre seating with standard banquet chairs
- A table to sign your marriage certificate

Reception Set Up

- Head table: 8' or 6' rectangular tables available
- Guest tables: 6' round (8-10 guests per table) or 8' rectangular (8 guests per table) available
- Specialty tables (including guest book table, gift table, cake table): 6' or 8' rectangular tables or half-moon table or high-top cocktail table
- Cocktail tables: High top tables available (four for Riverview Room and eight for Hall D or Salons)
- Other tables (for DJ, photo booth, ect.): 8' or 6' rectangular tables available
- Standard banquet chairs
- Dance floor
- Staging for your head table, wedding stage or DJ

- Napkins: A selection of colours are available
- Tablecloths: A selection of colours are available (our 85" square tablecloths are not floor length)
- Table numbers: signs and stands
- Table centers: Three votives or one globe per table
- Table settings: glassware, flatware and china
- Adjustable room lighting

Seating Requirements

If you choose to assign tables, please ensure to provide your wedding manager with a breakdown of how many place settings are to be set at each table. Any required highchairs or booster seats should also be included in this count. Your event planner or décor team will be responsible to set out name cards if you choose to assign seats. Round tables must be set with eight, nine or ten guests. If seating is not assigned, Edmonton Convention Centre will set 5% more seats than your guaranteed number of guests to a maximum of 20.



Décor & rentals

Décor Set Up and Tear Down

The Edmonton Convention Centre team is happy to place out the following items if you wish: menus, programs and one party favour per setting. Your décor team will be responsible for setting up and removing all other décor items.

Rented Linen

If you decide to rent linen, please ensure it is onsite at minimum 48 hours prior, already steamed. Our team will be happy to set your rented linen, including table runners, overlays and napkins. Please note that our team does not take down rented linen; your wedding planner or rental company is responsible to remove rental linen. The Edmonton Convention Center is not liable for any missing linen or décor items.

Rented Chairs

Edmonton Convention Centre does not own chiavari chairs. Rented chairs must be set and removed by the rental company or the client.

Candles

Please feel free to bring in your own enclosed candles. Open flames are not permitted.

Confetti and Rose Petals

We are happy to accommodate your request for confetti or rose petals at our venue. There will be a minimum \$350 cleaning fee added to your final invoice.

Move in & move out

Move In

Your function space has been booked as of 8 a.m. the day of your wedding. Your event manager may be able to make special arrangements for early access if the space is not booked the day prior to the wedding. However, early access cannot be confirmed in advance of two weeks before the wedding.

Move Out

Tear down is expected to take place immediately after your event. All items are to be removed at the end of your event by your suppliers, wedding planner, décor company, event rentals, etc.



On-site suppliers

Encore Canada

Edmonton Convention Centre's exclusive internet provider and supplier for in-house audio. Encore Canada can provide a podium, microphone, sound system, as well as screens and projectors for your wedding. Please contact Kasandra Breadner at (780) 917-7667 or kasandra.breadner@encoreglobal.com for more information.

GES

Edmonton Convention Centre's exclusive provider of material handling and decal production, installation and removal. GES can provide soft seating, standard drape or print custom signage for your wedding. Please contact Tod Large at (780) 577-4540 or tlarge@ges.com for more information.

Showtech Power & Lighting

Edmonton Convention Centre's exclusive supplier for electrical services, mechanical connections and rigging. Please contact Peter Whitefield at (780) 429-1162 or pwhitefield@showtech.ca for more information on lighting your stage, pin spot and up-lighting, custom gobos, man-lift and rigging installations and ordering power for your DJ or entertainment.

Budget & additional fees

Deposits

A signed contract and non-refundable deposit (based on the number of guests you are expecting) are required to confirm your wedding.

Riverview Room & Salons:	\$2,000
Hall D:	\$5,000

Your second deposit, 100% of estimated food & beverage, is due one month before your wedding. Outstanding amounts will be due 30 days after your event has concluded.

Gratuity and GST

5% GST and 18% gratuity is charged to the client on all food and service.

Music Licensing Fees

Daily license fees for functions where music will be played must be collected and remitted by the Edmonton Convention Centre. These fees cover both the Society of Composers, Authors and Music Publishers of Canada (SOCAN) and artists and record companies (Re:Sound). Fees are in accordance with the Copyright Board of Canada.

SOCAN	RE:SOUND
1 to 100 people \$44.13	1 to 100 people \$18.51
101 to 300 people \$63.49	101 to 300 people \$26.63
301 to 500 people \$132.39	301 to 500 people \$55.52
Over 500 people \$187.55	Over 500 people \$78.66

Power

Your DJ or entertainment may require additional power. Please contact Showtech at 780.429.1162 or pwhitefield@showtech.ca, or your wedding manager for a quote.

Event Security

You are responsible for security of leased areas during occupancy. Weddings with alcohol service and more than 500 guests are required to book two security guards from 8 p.m. until the conclusion of the event. Booking security for smaller or dry weddings is optional. Security is charged at \$30 per guard per hour (with a minimum of three hours). Edmonton Convention Centre security uniform consists of black pants and a dark blue polo with "security" across the back.

Liability/Insurance

The client will bear full and direct responsibility to reimburse Edmonton Convention Centre for any repair, replacement or excessive cleanup costs incurred through damages to the building and its fixtures in setting up and staging the event. The client is required to maintain, in full force and effect, insurance adequate to meet the following criteria: comprehensive general liability insurance providing at least \$2 million inclusive for bodily injury and/or property damage; Edmonton Economic Development and City of Edmonton are to be named co-insured.

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Wedding Policies

Dance Floor and Wall Graphics

Due to the risk of property damage, dance floor graphics are not permitted. Should you wish to have dance floor graphics, you would have to supply and install the dance floor and graphics.

Wall graphics are not permitted unless provided by GES Canada (contact information provided on page 15).

Drones

To maintain the safety and privacy of our guests and employees, the Edmonton Convention Centre prohibits the use of unmanned aerial systems (UAS) or drones by recreational users and licenced drone pilots inside or outside the venue. This prohibition applies to drones used for commercial or personal use, filming, photography or by media.

Fire Ceremony, Pyrotechnics and Smoke Machines

Requests for a Hindu Fire Ceremony, pyrotechnics and smoke machines must be approved by the ECC safety & security manager. Please discuss your plans to include these items with your wedding manager.

Loading Docks

Edmonton Convention Centre's main loading dock is located on the south west side of the building and can be accessed from Grierson Hill Road. Loading docks must be used for all loading and unloading of materials. There is no parking allowed on the loading dock unless previously approved by your wedding manager. Vehicles left without permission will be ticketed. Please ensure your suppliers book loading dock space through your wedding manager and plan appropriate move in and move out times.

Outside Suppliers

The safety of our guests, clients, staff and contractors is our top priority. To ensure we continue to implement best practices in health and safety, we have developed a contractor package with mandatory guidelines for those working on our property. Your wedding manager will forward you this contractor package. Please share it with your suppliers who will be working at Edmonton Convention Centre. All organizations that will be working on our property are required to sign and return the health and safety agreement and provide a clearance letter from WCB.

Smoking, Vaping and Cannabis

The Edmonton Convention Centre complies with City of Edmonton Bylaw 14614 which prohibits use of cannabis, tobacco, vaping and e-cigarette products within 10 metres (33 feet) from the doorway, window or air intake of a building. This also includes our patios.

Stage Railings

DJ, entertainment, audio visual, head table, ceremony and wedding stages over 32" high must include side rails and back rails as part of the Edmonton Convention Center's safety protocol. If railings are to be removed from the stage, the client is required to sign a liability waiver where the client will assume and accept, without limitation, all risks and dangers associated with the removal of stage railings.

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Photo Credit

Thank you to the following photographers who have been featured in the Edmonton Convention Centre wedding guide.

Crown Photography & Film:
www.crownphotography.ca

Just Married Photography:
www.justmarriedphotography.com

Talent Productions:
www.talentproductions.ca

Curtis Comeau:
www.curtiscomeau.com

Shandro Photo:
www.shandrophoto.com