

# WEDDINGS & LARGE BANQUETS

## RENTAL RATES:

Less than 100 attending	\$1400
More than 100 attending	\$14 per person, \$10 per child (ages 5-10)
Banquet	See Banquet menu for options and prices

## YOU AND YOUR GUESTS WILL HAVE ACCESS TO:

- The main hall, deck area, amphitheater, recreation room and nature room.
- Preparation rooms for bride and groom.
- Basic sound system (one microphone, two speakers and sound board).
- Podium and two music stands.
- Screen for projector use.
- 18, 60" round tables with room for 8 at each table.
- Up to 25 additional rectangle tables with room for 8 at each table.

## CAPACITY

- Approximately 180 guests can be seated at tables in the main hall.
- Approximately 230 guests can be seated in rows in the main hall.
- Approximately 150 guests can be seated in rows at the Amphitheatre.  
*Please note that outdoor chairs for the amphitheater are not provided.*

## FOOD AND BEVERAGES

- For banquet costs and options please see separate Banquet Menu.
- Served buffet style for all guests.

## A FEW IMPORTANT ITEMS TO NOTE ABOUT THE FOOD SERVICES:

- The regular supper menu is not available for weddings.
- Outside caterers are not permitted under any circumstances.
- Alcohol is not permitted anywhere on site.
- Please let us know if you are bringing your own cake or dessert for night lunch.
- We will need final numbers for the meal and event communicated to the office no later than 2 full weeks prior to the booking.

### **SET UP AND CLEAN-UP**

- Set-up and clean-up of tables and chairs, and all indoor decorations (as well as a basic sweep/clean of the main hall area) are the rental party's responsibility.
- Please ensure you and your guests are taking care of the grounds as well by ensuring garbage and outdoor decorations are cleaned up.

### **DECORATING**

- The Timber Lodge is a beautiful space for a wedding. We encourage you to come for a tour and speak to our staff about the decorating possibilities.
- All decorations are the rental party's responsibility.
- White Table Linens can be rented from Shekinah for \$2/tablecloth.
- Confetti and sprinkles are not permitted.
- Masking tape ONLY is permitted on the timber frame beams.
- No tape or attachment of any kind is permitted on painted walls or floors.

### **SITE POLICIES**

- Alcohol is not permitted anywhere on site at any time.
- Fireworks and lanterns are not permitted on site.
- Please contact the office if you would like to use candles as an additional damage deposit may be required.

### **AVAILABILITY ON BOOKING DATE**

- At the time of booking if there is no prior booking the day before that day will be reserved for you to be able to set up.
- Start times on the day of the event are flexible, however check out time by midnight must be adhered to unless overnight accommodations have been utilized.

### **ADD OVERNIGHT ACCOMMODATIONS**

- Depending on availability accommodations can be added on the night before and the night of the wedding. If booking the night of the wedding, checkout is 12pm the following day.
- \$20/room
- \$30/larger suite

### **BOOKING AND PAYMENT**

- A non-refundable deposit must be made at the time of booking in the amount of \$750.
- Please read and fill out a Facility Rental form and send into the office at the time of booking. This is important additional information regarding your booking.

*For more Information, please contact us at [office@shekinahretreatcentre.org](mailto:office@shekinahretreatcentre.org) or 306-945-4929*

(All prices are subject to applicable taxes)