



THE VILLAGE EVENT CENTRE
4039 BRENTWOOD ROAD NW

THE VILLAGE WEDDING PACKAGE



www.TheVillageEventCentre.ca
Jordan.Smuszko@TheVillageEventCentre.ca

THE ROOMS YOUR WEDDING INCLUDES

The Village Event Centre

Approximate Square Footage: 4000

Ceremony Seating: 275

Reception Seating (with tables): 200

This beautiful space is a converted, 70 year old church refurbished for your perfect day.

With stunning acoustics, simple decor and 750 square foot stage, our venue is extremely versatile.

The Village Event Centre Backyard

Approximate Square Footage: 4000

Feel free to bring your party outside into our beautiful backyard. South facing, the backyard attracts sun from dusk to dawn, and when the sun sets the space is lit up with beautiful patio and fairy lights.

Catering Plating Room

Approximate Square Footage: 250

Built specifically for caterers in mind, this space allows catering companies to both prep and clean without ever being a bother to the event taking place in the Event Centre.



WHAT IS ALL INCLUDED?

We believe Time is the most coveted item you could ask for when preparing for your Wedding Day. That is why we added an extra day to your rental agreement, eliminate stress and soak up the entirety of your Wedding Day!

The Day before your Wedding - The Village Event Centre from 10am - 8pm

Your Wedding Day - The Village Event Centre from 9am - 1am

We understand sourcing and ordering rental items can be intimidating, exhausting and expensive. The Village Event Centre takes great pride in ensuring all essential rental items are available for you to use for the entirety of your Wedding, at no extra cost!

250 Standard Banquet Chairs
40 x 6ft Rectangular Banquet Tables
In-house uplighting
5 Channel Professional Sound System
Wireless and Wired Microphones
Projector with in house computer and adapters
Podium for Speeches
Stage Spotlights
Extensive Dance Lights



YOUR VENUE MANAGER

Having your perfect venue is important, but ensuring your venue operates smoothly and stress free during your wedding is essential.

In the months, weeks and days leading up to your wedding, the Village Venue Manager will help in meeting and communicating with caterers, photographers, DJ's, wedding coordinators, and everyone else associated with your venue, ensuring great preparation leads to a smooth and stress free wedding day.

On the day of your wedding, your Village Venue Manager will be there to ensure everything from music to lighting to catering is absolutely perfect. From the moment you arrive until the moment your wedding party dances to their final song, we will be there making sure your perfect day is also our perfect day.





SET UP

We want to make sure our venue looks like everything you ever dreamed of, which is why **we have included an extra day for you to set up our space to be your perfect place.** Whether you hire a professional decorating team, or bring in your friends and family, feel free to turn up the music, grab yourself some food and enjoy turning our venue into your venue

TEAR DOWN

Although we encourage you to set up your space, **we dont expect you to do any of the tear down or clean up!** Simply put away your own items like flowers, signage, etc and your caterers will take care of the tableware and linens, while we at The Village Event Centre will take care of the rest. Have a couple left over rental items? No problem, we will store them in our storage room until Monday at no extra fee!

BAR SERVICE

We want to make this nice and easy for you, so The Village Event Centre gives you access to our bar area, and the ability to bring in your own liquor at no extra cost! To be honest, the idea of a corkage fee confuses us as much as it confuses you, so you don't have to worry about that either!

Your bartenders do need to have their own ProServe, and you must get your liquor license from the AGLC website, but it is quick and affordable to do online!

The Bartenders are expected to clean the bar and put away all drinks at the end of the wedding.

If you are looking to charge people for drinks, the Village Event Centre offers a POS system that hooks up straight to your bank account, so you keep all of the money!



THE LITTLE THINGS

HOW LONG DO WE HAVE THE VENUE FOR?

A. YOU HAVE THE VENUE FOR THE AGREED UPON RENTAL TIME.

Q. HOW MANY BARS DO YOU HAVE?

A. WE HAVE ONE BAR LOCATED IN THE MAIN EVENT CENTRE, BARS CANNOT BE MOVED.

Q. CAN WE BRING IN OUR OWN VENDORS?

A. WE WOULD LOVE FOR YOU TO USE OUR PREFERRED VENDORS AS WE FEEL THEY ARE THE BEST FOR THE VENUE, GREAT AT WHAT THEY DO, AND CAN BRING THE BEST OUT OF YOUR WEDDING...BUT IT'S NOT REQUIRED. PLEASE HAVE YOUR CATERERS, IF NOT OFFERED THROUGH THE BARN, CONTACT US ASAP, FOR REQUIREMENTS AND SERVING THROUGH THE VILLAGE EVENT CENTRE.

Q. DOES THE VILLAGE EVENT CENTRE PROVIDE LINEN AND TABLEWARE?

A. THE VILLAGE EVENT CENTRE DOES NOT PROVIDE LINEN OR TABLEWARE, THAT IS PROVIDED BY THE CATERING COMPANY. THE VILLAGE EVENT CENTRE DOES PROVIDE COMPOSTABLE CUPS FROM THE BAR.

Q. WHAT'S THE MAX CAPACITY FOR TVEC INSIDE?

A. TVEC CAN HOLD 250 STANDING OR SEATED FOR CEREMONY, AND 180 SEATED WITH TABLES FOR RECEPTION

Q. DO YOU NEED SECURITY AT YOUR EVENT?

A. SECURITY WILL BE PRESENT AT ALL EVENTS WHERE ALCOHOL IS PRESENT AND/OR EXCEEDS 150 GUEST, THIS IS TAKEN CARE OF BY THE VILLAGE EVENT CENTRE

Q. CAN WE LEAVE OUR RENTAL ITEMS AT THE VILLAGE EVENT CENTRE OVER NIGHT?

A. SMALLER RENTAL ITEMS MAY BE LEFT OVERNIGHT IN OUR STORAGE ROOM UNTIL NOON THE NEXT DAY AT NO ADDITIONAL COST.

Q. WHAT'S EXPECTED BEFORE/DURING/AFTER EVENT AND CLEAN-UP INSTRUCTIONS:

- NO ROUGH HOUSING, THROWING BALLS, NO CONFETTI IN TVEC .
- WALK THROUGH DONE AFTER EVENT
- ANY PERSON CAN BE ASKED TO LEAVE THE PREMISES IF THE VILLAGE EVENT CENTRE STAFF DEEMS NECESSARY TO PROTECT THE VENUE OR WEDDING PARTY- CATERERS MUST PICK UP ALL TRASH LEFT BY THEIR COMPANY
- ALL PROPERTY OF THE VILLAGE EVENT CENTRE MUST BE ACCOUNTED FOR BEFORE ORGANIZER LEAVES
- IF ASSISTANCE IS NEEDED AT ANYTIME DURING THE EVENT PLEASE ASK A STAFF MEMBER AND HE OR SHE WILL GLADLY ASSIST WHERE NEEDED.
- LIGHTS ARE PRESET, IF ADJUSTMENTS NEED TO BE MADE PLEASE ASK A STAFF MEMBER FOR ASSISTANCE
- TEMPERATURE IS SET BY STAFF ONLY, IF CHANGES NEED TO BE MADE PLEASE ASK A STAFF MEMBER
- VEHICLES ARE PERMITTED TO BE LEFT ON THE PROPERTY/PARKING LOT OVERNIGHT AFTER EVENT, HOWEVER WE DO NOT ENCOURAGE IT IF AVOIDABLE

OUR COMMUNITY

VENDOR LIST

Here is a list of vendors we have really enjoyed working with!

CATERING

WWW.VISIONARYCATERING.COM

CONTACT: LINDSAY CHADDERTON

L.CHADDERTON@VISIONARYCATERING.COM

PHOTOGRAPHY

WWW.RADICALGENTLEMAN.COM

CONTACT: WINIFREY AND STEPHEN

RADICALGENTLEMEN@GMAIL.COM

SPECIAL EVENT RENTALS

WWW.SPECIALEVENTRENTALS.COM

CONTACT: STACIE ROPER

STACIE@SPECIALEVENTRENTALS.COM

OUTRIGHT ENTERTAINMENT (DJ)

WWW.OUTRIGHTENTERTAINMENT.COM

CONTACT: AUSTIN

SERVICE@OUTRIGHTENTERTAINMENT.COM

Please note these are vendors we have enjoyed working with, however you are allowed to bring in any vendor you would like, at no additional cost.