



Queensbury

CONVENTION CENTRE

| AT EVRAZ PLACE |

THE PERFECT VENUE FOR YOUR PERFECT DAY

Wedding Guide

www.queensburycentre.com

The Perfect Venue for your Perfect Day

Queensbury Convention Centre offers newly renovated spaces to accommodate the most intimate or large wedding celebrations. Our experienced catering team is committed to excellent service led by our Executive Chef Michael Zech. Our professional event coordinators will work with you to plan each detail to ensure your day is memorable.

Room Rental

- Room rental is offered complimentary with a minimum spend of \$40 per person in food and non-alcoholic beverages (taxes and service fee would be additional) . If the minimum requirement in room occupancy and spend are not met, a half-day room rental will apply.
- Ceremony rooms are offered at a flat rate of \$500 (subject to availability). Ceremony rooms include standard banquet chairs, microphone, 16" riser (if desired), black drape backdrop, and dressed tables for displays or signing tables.
- A complimentary wedding party holding room is offered.

Banquet Rooms Include

- Full floor carpeting, dance floor (Grand Ballroom)
- Complete setup:
 - round tables of eight with linens (black or white)
 - gift table with skirting
 - guest book table with skirting
 - cake table with skirting
 - head table with skirting, linens
 - napkins, centerpieces
 - staging for entertainment
 - staging for head table with drape backdrop
 - podium and microphone
 - cocktail tables
 - dancefloor

Room Capacities

Capacities are based on seating with round tables of eight

- Ballroom A: 184 with the dance floor; 232 without dance floor
- Ballroom B: 472 with the dance floor; 536 without dance floor
- Grand Ballroom: 872 with the dance floor; 992 without dance floor

Food and Beverage

- Children aged 6-12 are half the price of the selected menu item price. Children under 5 are complimentary.
- All food and beverage items served within Queensbury Convention Centre must be prepared and presented by the centre's culinary staff.
- Queensbury Convention Centre's master pastry chef will be happy to prepare your wedding cakes or cupcakes however, outside bakeries are welcome. Cake cutting and serving is offered by the culinary staff; the fee is \$1.50/guest. Please inquire about our custom wedding cakes, cupcakes or cake pops.
- 17% gratuity and 5% GST are charged on all food and non-alcoholic beverages.
- All food and beverage specifications are to be received by our event coordinators no later than four weeks prior to event date.

- Final capacity guarantee will be required as per the following:
 - 499 guests or less: three business days by noon prior to the event
 - 500 guests or more: seven business days by noon prior to the event
- Dietary restrictions are due three business days at noon prior to the event
- To view our full catering menu, please visit www.queensburycentre.com.

Bar and Wine Service

- Queensbury Convention Centre provides the best in beverage service. Prices are \$6 per regular alcoholic beverage and \$7 per premium alcoholic beverage (subject to change).
- Cash, host and subsidized bars are available.
- We require liquor sales to be a minimum of \$450 or labour charges will apply.
- Table wine may be placed on banquet tables or can be purchased by the bottle or glass at the bar.
- For a complete list of our wine and alcohol list, please visit www.queensburycentre.com

Décor

- Décor included with room setup includes black or white table linens, black table skirting, variety of colored cloth napkins, and round mirror centerpieces with a votive candle.
- White chair covers with a black sash can be rented at \$3.50/chair or \$3/chair for just the white cover.
- White shear panels with LED lighting are available for rent at a rate of \$200.
- Outside décor and décor companies may be used.
- Confetti and glitter are prohibited. A \$75 charge will be added to the invoice for use of either of these items.
- All décor must be removed from the venue at the end of the event. Next-day pickup is at the discretion of the catering event representative.



Audio/Visual

- Audio/visual equipment may be rented through Queensbury Convention Centre at an additional cost.
- IATSE charges are applied when using an outside AV company.
- Client-owned screens, projectors and laptops are welcome at no extra charge.

Payments and Policies

- Full rental of the reception room is required as a deposit.
- 90% of the total estimated catering costs are due one week prior to the event. Any additional costs will be invoiced after the event.
- SOCAN & Re-Sound Fees will be charged for any recorded music played during the event.

Parking

- Parking is offered complimentary on site for events in Queensbury Convention Centre.

When booking your wedding with us, you will receive access to our Preferred Supplier Network and their associated discounts!



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For more information visit www.queensburycentre.com

For booking information, email queensbury@evrazplace.com
or call 306.781.9200.