

# Kingswood

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GOLF & COUNTRY CLUB

## *Wedding Guide*

Thank you for considering Kingswood Wedding & Event Centre for your upcoming wedding day!

Located just 10 minutes from the perimeter Kingswood Wedding & Event Centre was newly renovated in 2017.

Our banquet room accommodates up to 225 guests and overlooks the 18<sup>th</sup> Fairway with large windows, charming character, chandeliers and a warm décor.

Our Special Events Staff and Culinary Team are excited to work with you to exceed your expectations and wow all of your guests.



## *Ceremony Location:*

**Outdoor Ceremonies** are located in a separate location away from the greens in a lovely outdoor setting with beautiful scenery of the golf course.

**Includes** chairs for your guests, registry table, wooden arbour with 2 flower pots for decor, set up and take down as well as a marshall to escort you throughout the course when taking photos. We also have a life size outdoor Jenga game and putting green your guests can play during cocktail hour while you take your photos!

**The cost for this amazing location is only \$800 plus GST.**

**Indoor Ceremonies** are located in our banquet room. Set up for reception would occur after the ceremony.

**Theatre Style Seating \$500 & GST** (1.5 hours are required between ceremony and reception to transform into reception.)

**Dinner Style Seating \$300 & GST**

If last minute change from outdoor to indoor venue change is required the day of event, the \$800 location charge will still stand due to set up required



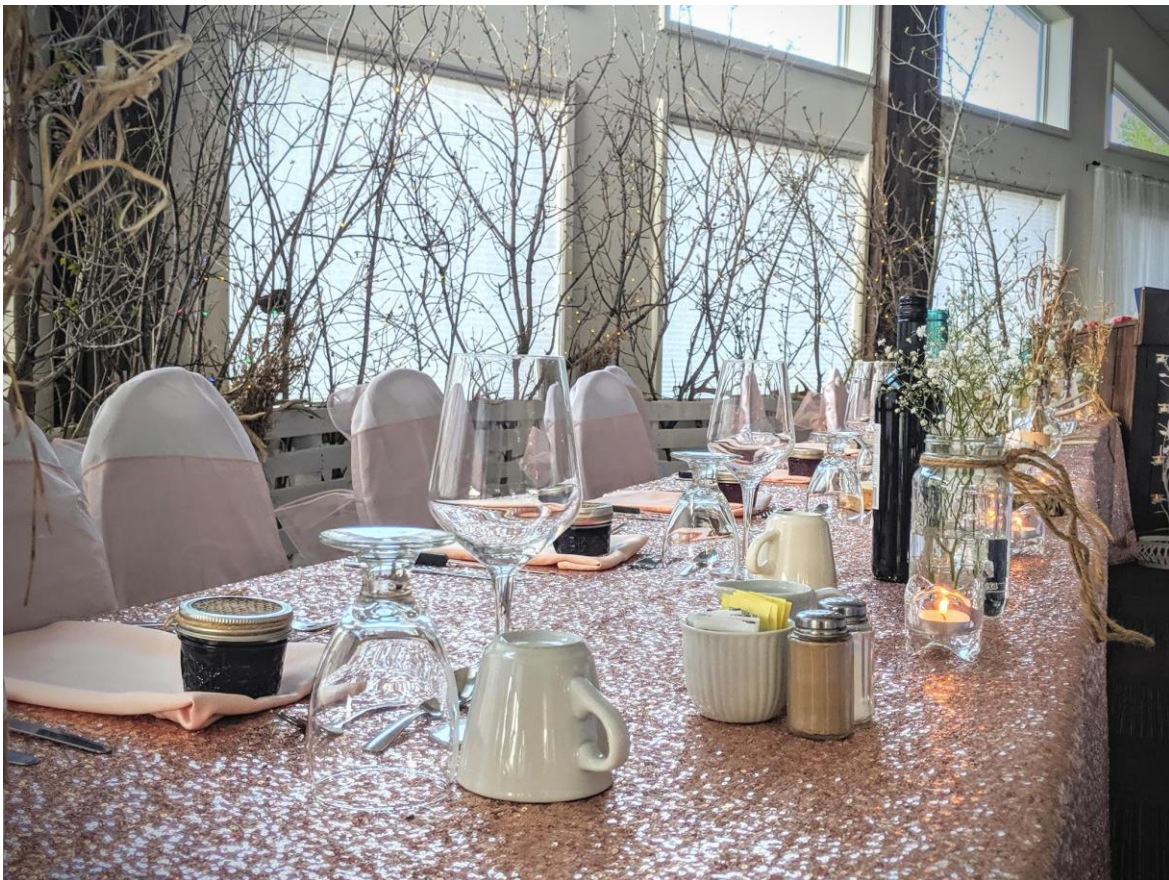
## Reception:

Our banquet room accommodates up to 225 guests and overlooks the 18<sup>th</sup> Fairway. Our large windows overlooking the beautiful prairie skies and sunset make for a breathtaking view and photo opportunity. It's charming character, chandeliers and warm décor will make for a memorable venue for your special day.

Includes white linen and cloth napkins, head table set up, cake table, table number stands & podium. We even have an area for a photo booth!

**The cost for this room rental is only \$800 plus GST (Friday & Saturday)**

There is a minimum charge of \$3,000 for food & beverages. This does not include the room rental fee or a cash bar.





## *Decor & Set Up*

The banquet room will be available to you the day of your event by 9am. Availability of the room the day before may be a possibility, it will be dependant on whether there is an event or not that day. We will notify you two weeks in advance of the availability.

**If you require our Kingswood staff to set up your decor, there is a set up fee of \$200 plus GST (unless you went with a wedding planner package that includes this service. See below for details)**

The use of tacks, screws, nails or any items that will or could mark or damage the walls is prohibited from use. If you would like to hang items on the walls, please check with the Special Events Director for suggestions.

Take down of your decor must be removed by the end of the following day.



## *Wedding Planner Packages:*

**What's included with your Banquet Room Rental:** A planner who will coordinate your food tasting and basic room set up with guest tables, head table, presentation table, chairs (without chair cover), table clothes, cutlery & glassware.

### **Package 1: \$1,000 plus gst & gratuity**

Everything included with the banquet room rental as well as:

A detailed time line of event created by the Wedding Planner that they will adhere to ensuring your wedding runs smoothly and on time from your ceremony, photos and dinner. The Wedding Planner will also design a floor plan that best suits your needs (approved by the couple) one month prior to your event. Golf carts will be provided for the couple & wedding party to drive too and from the ceremony site. Your Wedding Planner will also be present during dinner and dessert.

### **Deluxe Package: \$1,500 plus gst & gratuity**

Everything included with the banquet room rental and Package 1 as well as: 4 weeks prior to wedding, couple meets with wedding planner to go over all details, and again with the wedding party for a rehearsal at Kingswood. Decor (provided by the couple) set up done by Kingwood staff including centre pieces, head table & presentation table. Kingswood will provide 2 golf carts to use during the ceremony to usher guests from the parking lot to ceremony and then to the reception area (ushers provided by the couple) Wedding Planner will be present during the ceremony to direct guests and wedding party to ceremony site and back to reception. Wedding Planner will also stay until dancing starts ensuring a smooth time line of event.

### **Additional Golf Carts: \$50 each plus gst**



## Audio Visual & Sound Equipment

The banquet room is equipped with a podium, cordless microphone, LCD projector and speaker system. Client is required to provide their own laptop with windows to be compatible with the LCD projector for slideshows or presentations. Client must provide own DJ with equipment.

**The cost for this service is \$150 plus GST**



## Photography

You will be able to take photos on the golf course as well as around the clubhouse. We will organize in advance with you where you would like to take photos. It is recommended to have your photographer come to the course a week before to become familiar with the area and the most picturesque locations.

If you are in need of booking a Photographer, we have partnered up with Manitoba's Award Winning Chris Jensen, and he will offer you a discounted price on his packages since you are booking with Kingswood! Feel free to contact him at <https://www.chrisjensenstudios.com/>



## *On Site Baker*

We are proud to announce that we have an on-site cake decorator and can customize a special cake just for you! Price would be determined based on size and specifications.



## *Dietary Restrictions & Special Requests*

Our Chef is happy to assist with all dietary restrictions and special request menu items. Please inform our special events director two weeks prior to your event of any dietary restrictions so we can plan accordingly. However, we are happy to accommodate last minute requests that may arise throughout the event.

**\*\* No outside food or drink is permitted as Kingswood holds the on site Health & Food Safety Certificate as well as the Liquor License with the acceptance of the Wedding Cake \*\***

## *Trial Dinners*

A trial dinner is included with booking your wedding at Kingswood for the Bride & Groom. We recommend you book your trial dinner 8-10 weeks prior to the wedding date. You are welcome to invite other guests to join, however, there would be an additional charge for those meals.



## *Pricing & Final Guest Count*

All food prices are exclusive of GST, PST and 15% gratuity charge. Final guest count for the event are due 5 business days prior to the wedding.

## *Deposit*

To confirm your special day, Kingswood requires a \$1,000 non-refundable deposit which will reflect on your final invoice. The remaining invoice will be sent after the event with final payment due 7 days after the event.

***Follow us on Social Media @kingswoodgcc or go to our website at [www.kingswoodgolf.ca](http://www.kingswoodgolf.ca) to see photos of our venue and weddings we have done.***

***You've said "Yes" let us do the rest! Email is at [info@kingswoodgolf.ca](mailto:info@kingswoodgolf.ca) to book a venue tour today!***

