



## **EVENT GUIDELINES**

### **Chrissea's at Players**

2695 Park Royale Way | (204) 229-0482 | (204) 697-4976 ext.3

The following policies have been put in place to ensure that Chrissea's at Players can accommodate your special event, and the Players Golf Course members and guests.

### **CLUBHOUSE RENTAL FEES & PAYMENT OPTIONS**

The **first 3 hours** of your event will *not* be subject to a charge.

→ An extra 1-hour stay is  
**\$100.00/hour.**

→ For dinner and dance, dancing time  
ends at 11 PM.

### **TIMESLOTS FOR EVENTS**

**12:00 PM to 3:00 PM**

**6:00 PM to 9:00 PM**

*\*For specific timeslots, please ask the manager for available times.*

**ON-SEASON (Golf Season):** April – October (weather permitting)

**OFF-SEASON (Winter):** November - March

### **RESERVATIONS FOR BOOKINGS**

A *non-refundable deposit of \$300.00* is required to reserve your event date.

Any deposits made will be deducted from the final invoice. No refund of any kind will be made for cancelled events.

### **PAYMENT**

Payments are due on the same day after the event. We accept credit, debit, cash, or certified cheques.

→ For certified cheque, please make cheque payable to: **Chrissea's Restaurant & Catering**

**OUR MENU PRICES INCLUDES: THE FOOD, THE SERVICE, AND THE VENUE.**

### **CAPACITY**

**Maximum capacity for clubhouse: 120 guests, indoors.**

**With dance floor:**

120 guests

**Without dance floor:**

130 guests

***\*More than 120 guests\****

*Part of the patio will be used. (MAX. 150 GUESTS)*

### **GUARANTEED NUMBER OF GUESTS**

**Final menu selections:** must be decided *no later than 2 weeks before event.*

**Guaranteed number of guests:** must be decided *no later than 7 days before event.*

**ALL PRICES AND MENU ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

*On the day of your event...*

→ Guests attending are *less than* guaranteed number: **client will be charged for guaranteed number**.

→ Guests attending are *more than* guaranteed number: **client will be charged accordingly for excess number of guests**.

**INCLUDED WITH PRICES:**

- Set-up/tear down of tables and chairs.
- Tableware (i.e. utensils, serviette, dishes, glasses, goblets, pitchers)

**NOT PROVIDED:**

- **Linens** (includes tablecloths, napkins, skirtings, etc.)
- **Decorations**
- **Music/DJ**

*\*The client is responsible for providing their own linen/decorations/music.*

**ROOM SETUP FOR WEDDINGS & EVENTS**

The client will have **2 hours before the event** for set-up. Please plan ahead to allow sufficient set-up time. A floor plan must be agreed upon with the Event Coordinator/Manager in advance. We have preset floor plans to maximize space in the clubhouse. ***Moving chairs and tables to accommodate decorations are NOT allowed, especially during golf season.***

**Before getting a 3<sup>rd</sup> party vendor, you *MUST* talk with the Event Coordinator/Manager about floor plan and building dimensions. If extra space is needed, extra charges will be applied accordingly.**

**IMPORTANT NOTICE TO 3<sup>rd</sup> PARTY VENDORS:**

During the golf season (April – October), ***you are NOT allowed to drive your vehicle up to the front entrance of the clubhouse to load/unload equipment. Vehicles CANNOT BLOCK entrances/driveways of the pro-shop, kitchen, and clubhouse.*** This is to avoid serious accidents and injuries to golfers and staff walking around outside. Please ask staff if you need carts/dolleys to move equipment from your vehicle to the clubhouse. ***If this can't be avoided, you must ask the pro-shop staff for permission to drive your vehicle up to the clubhouse entrance.***

**PHOTOBOOTHS:** Photoboosts must be set up outside the patio in a designated area. ***You are NOT ALLOWED to move chairs and tables to accommodate photobooth equipment in the clubhouse.***

**DECORATIONS**

**Decorations should not cause damage to the interior of the clubhouse. Bouncy castles and kids' play structures are NOT ALLOWED inside or outside.**

The following are **not allowed**:

- Flower petals
- Rice
- Confetti
- Powder

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- Fine glitter/sparkles, etc.
- Wax candles (must be in a secure container)

- Thumbtacks/pins
- Adhesive tape

## MUSIC

Entandem Licensing: Re:Sound and SOCAN Fees

**Dinner Only: \$35 +GST**

**Dinner and Dance: \$65 +GST**

## OTHER POLICIES

*Pets are not allowed inside the clubhouse, or outside on the patio.*

## **MENU SELECTIONS**

Chrissea's at Players reserves the right to substitute menu items. This includes, but is not limited to food and beverages. The client will be notified of any changes as soon as possible.

## DIETARY SUBSTITUTIONS

*Chrissea's at Players is NOT peanut/nut, gluten, or seafood free.*

Accommodations for allergies, dietary restrictions, or intolerance should be made in advance. While precautions are taken, we cannot guarantee that food items have been in contact with food allergens.

## EXCLUSIVITY

Chrissea's at Players retains exclusivity for all food and beverage on the premises, with the exception of wedding cakes and/or specialty desserts.

## **WEDDING CAKES & SPECIALTY DESSERTS: PLATING FEE OF \$1.50 PER PERSON**

Cakes/dessert brought in from outside vendors must be purchased from:

- A licensed bakery with a valid license
- A commercial kitchen approved by the health department

## **ALCOHOL SERVICE**

Chrissea's at Players is licensed through the Liquor & Gaming Authority of Manitoba.

This means that all legal requirements must be followed.

We reserve the right to refuse alcohol service to any guest. Minors, or guests who appear intoxicated will not be served alcohol. It is the host's responsibility to ensure that all their guests have a safe way of getting home.

*Clients and guests are NOT allowed to bring their own alcohol to drink on the premises.*

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**Host Bar**

Reception host pays for all beverage services and is invoiced on a per drink basis.

**Cash Bar**

Guests purchase their own drinks. Taxes and service charge are *not included in the price*.

**Corkage Fee: \$500 (OFF-SEASON ONLY)**

Will apply if the client chooses to bring their own alcohol. A social occasion liquor permit *must* be displayed. You can apply for a permit at the LGCA Winnipeg office or online at MyLGCA.ca

This includes:

- Bar supplies, glassware, mixes garnishes, etc.
- Bartender (\$25/hr, 3 hours minimum)

**DAMAGE & LIABILITY**

Chrissea's at Players will not be responsible for any damage/loss of items left on the premises before, during, or after the event. This includes the following:

- ➔ Personal articles/items
- ➔ Decorations
- ➔ Pillars/Dividers
- ➔ Cake tops/cake decorations

**The premises must be left in the same condition as it was before the event.**

*Rentals must be accounted for after the function.* Extra charges apply for any broken/missing tableware (cutlery, glassware, etc.) and will be added to the invoice.

*The client/renter is responsible for all damages done to the premises during set-up time, the event, and tear down by the client, the guests, suppliers, and third-parties who are present at the client's/renter's request.*

**ADDENDUM**

The client, on behalf of the client and all their guests, expressly agrees to indemnify, release, and hold Chrissea's at Players harmless of, from and against any and all losses. Costs of collection, damages, attorney's fees, expenses, and all claims and liability growing out of, or resulting from this agreement, client and client's guests, or third-parties personal injury associated with use of said premises (including but not limited to slips and falls), the service and consumption of alcoholic beverages and/or food, and any act of negligence by the restaurant. The restaurant is not liable for utility outages, including but not limited to: water, natural gas, and electricity. No refunds will be made should utility service be interrupted.

***ALL PRICES AND MENU ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE***

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date/Time : \_\_\_\_\_ Occasion: \_\_\_\_\_

**DEPOSITS**

**Reservation Deposit (Non-Refundable): \$300** \_\_\_\_\_ (Received)

**1 Month Before the Event:** A 50% deposit of the Total Invoice Less Liquor Sales is required.

The remaining balance is due on the **same day *AFTER* the event**, which may include extra charges that you or your guests might incur (hosts, pop, etc).

All deposits made will be taken off the final invoice.

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CCV: \_\_\_\_\_

**I understand the above contract reservation guidelines and have agreed to all stated above.**

Client Signature/Date:

Chrissea's at Players/Date:

\_\_\_\_\_

\_\_\_\_\_