

# BLACKBURN

— COMMUNITY CENTRE —

*By*

NORTHERN LIGHTS WINERY



The Blackburn Community Centre offers a scenic, country setting for your special day, yet is located just 10 minutes from downtown Prince George! This area offers spectacular sunsets over the wide-open vista creating amazing photo backdrops for your Big Day.

If you are looking to host your Ceremony in the same area, the RJ Blackburn house, located just beside the Centre, provides a stunning backdrop and is a truly unique spot to say, "I do"! This rustic Heritage House also makes a great Bridal Suite for the Bride & Bridesmaids to get ready, or for the wedding party to enjoy a quiet moment together after the Ceremony is complete. Alternatively, you can host your Ceremony at Northern Lights Winery which is located less than 15 minutes from the Centre. We offer a discount for couples that book both a Ceremony & Reception at our various venues.

The Blackburn Community Centre boasts an in-house, full-service Culinary Team. Our chefs are here to make your celebratory meal one not easily forgotten! Pick from one of our many menu options or tell us your vision and our team will not disappoint.

The area also has nearby Volleyball Courts, Tennis Courts, Baseball Diamond, a Playground, and an All-Wheels Park which offers great entertainment for the children at your event!

Our Northern Lights Event Team is here to craft an unforgettable experience tailored just for you!

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# Blackburn Community Centre

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## CAPACITY

Seated Reception.....	250
Standing Reception.....	290
Indoor Ceremony & Seated Reception.....	125



## TIMES

Venue Rental.....	12:00pm-12:00am
Décor & Alcohol Drop Off.....	12:15pm
Tabletop Decor.....	2:00pm or later
Guest Arrival.....	3:30pm or later
Bar Closes & Music off.....	12:00am
Décor Down & Fully Vacated .....	12:45am
Option to extend Bar Close to.....	1:00am

*Please note professional decorators may gain access to venue at 9am on the day of your event. Please see Event Coordinator for details.*



## RATES & FEES

Venue Rental.....	\$550
Venue Rental Extension to 1:00am.....	add \$150
Cake Table Fee.....	\$75
SOCAN Fee.....	\$63.49

*all fees EXCLUDE GST & Service Charge*

*Noted Venue Rental Rates INCLUDE use of venue 12pm- 12am, all tables, chairs, white linens, serviceware such as glasses, cutlery, etc. and sound system with mic.*

*Noted reception rates DO NOT include food, beverage, décor, taxes & service charge.*





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## RJ Blackburn House Ceremony

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### CAPACITY

Ceremony.....250



### TIMES

Ceremony Only..... 1:00pm or 3:00pm  
Ceremony & Reception.....3:00pm *or later*



### RATES

#### Ceremony

0-99..... \$900  
100-150..... \$1200  
151-200..... \$1500  
201-250..... \$1800  
Monday-Thursday..... \$150 discount  
Ceremony & Reception Booking.... \$200 discount

*all fees EXCLUDE GST & Service Charge*

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## INCLUSIONS, EXCLUSIONS & AMENITIES

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### RECEPTION INCLUSIONS

Head Table & 6ft Round Guest Tables  
Glassware, Flatware, White Cloth Napkins  
Tables, Table Linens, Chairs, White Chair Covers-150  
Gift & Guest Book Tables  
Additional Tables for Candy Buffets, Memorial Tables, etc.  
Sound System with hand-held Microphone  
AV Screen & Projector  
*setup fee may apply*  
All set-up & take-down of Reception inclusions  
*Venue set to desired predetermined floorplan*

### RECEPTION EXCLUSIONS

All décor must be provided by Bride & Groom including but not limited to bouquets & florals, drapery, specialty linen, etc.  
All décor set-up & take-down must be provided by Bride & Groom  
A designated Guest to coordinate music, slide shows, etc.  
A designated Guest to act as Master of Ceremonies  
Venue is not licensed to serve alcohol and a Special Events Permit is required to be obtained by Bride & Groom. Please see beverage section for details  
All Food & Beverage charges are in addition to the Venue Rental Fee and must be provided by Blackburn Community Centre- *excluding Wedding Cake*  
Cake Table Fee applies

### CEREMONY INCLUSIONS

Exclusive use of the Ceremony area for 2 hours  
Property grounds for photos following Ceremony  
*Additional photo time (outside of 2-hour booking) is non-private, must be pre-booked & cannot conflict with operations*  
Complimentary 'self-serve' Ceremony Rehearsal  
Complimentary 'self-serve' use of the RJ Blackburn house for Bridal Suite/Ready Room  
Premium white Garden Chairs  
2 Decorative Barrels  
Signing Table options  
Sound System with hand-held Microphone  
Complimentary Musician Chairs  
White Linens for provided Tables  
All set-up & take-down of Ceremony inclusions

### CEREMONY EXCLUSIONS

All décor must be provided by Bride & Groom including but not limited to bouquets & florals, arches, aisle runners, specialty linen, etc.  
All décor set-up & take-down must be provided by Bride & Groom  
A designated Guest to coordinate Ceremony music  
A designated Guest to coordinate Ceremony procession

### OUTDOOR AMENITIES

Parking for 100 Vehicles  
Overnight Parking  
*until 11am following day*  
Overnight Parking for RV's & Travel Trailers  
*until 11am following day*  
All-Wheels Park- *great for kids!!*  
Baseball Diamond  
Volleyball & Tennis Courts  
Nearby Playground

### INDOOR AMENITIES

Coat Rack  
Small Lounge Area  
Stage  
Sounds System  
Screen & Projector  
Air Conditioning



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## FOOD & BEVERAGE

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The Blackburn Community Centre provides full Food & Beverage service with a wide variety of menu selections to please any of your culinary dreams! Our team can easily accommodate most dietary restrictions such as gluten-free, dairy-free, vegan & vegetarian. Please see separate Food & Beverage PDF for Platter menus, Buffet menus and Beverage Service menus.

Please note that the BCC offers full Bartending and Beverage Service, however, the facility is not fully-licensed, therefore the Bride & Groom must obtain a Special Event Permit to serve alcohol. The S.E.P is done online and has a \$25 associated fee. Please refer to the Food & Beverage PDF for details.



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## FREQUENTLY ASKED QUESTIONS

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### DO YOU REQUIRE A DEPOSIT AND WHAT IS IT USED FOR?

*We require an initial \$800-Reception Deposit & \$400-Ceremony Deposit (whichever is applicable) to reserve any specific dates or times. A secondary \$1000 Reception (only) Deposit is due 6 months prior to your event date. Deposits are strictly non-refundable and non-transferable to other dates/services. However, deposits are a credit towards your final amount owing!*

### WHEN IS THE FINAL PAYMENT DUE?

*15 days prior to your event 100% of the estimated balance owing is due. This will be the total estimated charges for all Venue Fees, Food and confirmed Beverage, less any deposit(s). At this time, an electronic Credit Card Authorization is collected to process the final amount owing on the day of your event.*

### IS THERE A MINIMUM NUMBER OF PEOPLE THAT IS REQUIRED TO BOOK THE VENUE?

*The Blackburn Community Centre requires a minimum number of 100 attendees (May through October) and a minimum of 75 attendees (November through April) to book the venue on Friday, Saturday, or Sunday. Weekday bookings minimum charge of 50 people. If group is under this minimum number, attrition will apply and will be charged to the Host/Main Bill as a Food & Beverage Fee.*

### WHAT HAPPENS IF IT RAINS ON OUR WEDDING DAY?

*In most cases, if you have a Reception booked with the Blackburn Community Centre, you may use the venue as an impromptu ceremony area!  
Or you are more than welcome to rent a tent for the ceremony site, within your contracted ceremony times.  
We can assist you with tent rental companies that are accustomed to setting up tents on our properties if it is needed.*

### IS OUR CEREMONY AREA PRIVATE?

*We are a property with many surrounding public areas. We do our best to ensure that only Wedding Guests are in the ceremony areas, however, we cannot always deter curious on-lookers. We strive to keep on-lookers at a reasonable distance from the ceremony areas while your vows are being conducted.*

#### CAN WE PROVIDE OUR OWN FOOD & NON-ALCOHOLIC BEVERAGES?

*All food and non-alcoholic beverages are provided and served by the Blackburn Community Centre.*

*No outside food or non-alcoholic beverage is permitted other than Wedding Cake/Cupcakes, Candy Stations or Wedding Favours.*

#### IS THE BLACKBURN COMMUNITY CENTRE LICENSED TO SERVE ALCOHOL?

*No, the BCC is NOT licensed to serve alcohol. Any event wishing to offer alcoholic bar beverage service must obtain a Special Event Permit. The S.E.P is done online and has a \$25 associated fee. Please refer to the Food & Beverage/S.E.P PDF for details. In accordance with the S.E.P, the Bride & Groom must purchase all alcohol for the event. The BCC Event Coordinator can assist with suggested quantities to make the process a breeze!*

#### DO WE HAVE TO PROVIDE A BARTENDER AND OTHER BAR SUPPLIES?

*No! Once you have obtained the S.E.P and purchased the alcohol, the BCC Service Team will take it from there! We provide all S.I.R certified bartender(s), bar supplies, glassware, beverage mix, garnish, ice and refrigeration.*

*A corkage per beverage served will apply and pricing/minimum spend is noted in the Food & Beverage PDF.*

#### DOES THIS MEAN WE HAVE TO PAY FOR ALL OF THE ALCOHOLIC BEVERAGES CONSUMED AT THE EVENT?

*Nope! We can collect cash payment at the bar and will apply that as a credit towards your final amount owing. The price per beverage may be determined by the Bride & Groom, however, the S.E.P. does have a maximum amount that can be charged per specific beverage. Typically, the corkage fee plus the cost of the product purchased (by the B&G) does not total to more than the maximum amount you are able to charge for each beverage at the bar (based on standard beer and spirit pricing).*

#### CAN WE STILL HAVE DINNER WINE SERVICE?

*You sure can! Once you have obtained the S.E.P and purchased the Wine, the BCC Service Team will take it from there! We provide all wine glassware, glassware set up, wine service staff, clearing, cleaning, etc. A corkage per bottled served will apply and pricing (no minimum spend for this service) is noted in the Food & Beverage PDF. Please note if you choose to serve Northern Lights Winery Wines, we offer a 20%-40% case discount on Wine purchased and a lower corkage fee per bottle!!*

#### IS THERE A SOUND SYSTEM AVAILABLE?

*We offer a complimentary sound system for Ceremonies and Receptions! The system comes with a wireless, hand-held microphone and Bluetooth or USB hooks. You are responsible for your own music, playlists and music coordinator.*

#### WHAT IS A SOCAN FEE?

*A SOCAN (Society of Composers, Authors and Music Publishers of Canada) Fee is a government charge collected by establishments that offer music and dancing for events such as weddings. This fee is remitted to the SOCAN association by BCC and the client is not required to take any further action.*

ARE THE WEDDING GROUNDS WHEELCHAIR ACCESSIBLE?

*Yes they are but please note some sites would require assistance. Please refer to the Event Coordinator for specifics regarding accessibility.*

WHEN CAN WE COME TO DECORATE?

*Please refer to your contract as all specific times are indicated. Ceremony décor can be done 1 hour prior to guest arrival and tabletop Reception décor can be done after 2:00pm on the day of your event. Professional decorators main gain access to the venue after 9:00am on the day of your event. Please refer to the BCC Event Coordinator for details.*

WHEN DOES DÉCOR HAVE TO BE REMOVED?

*Décor must be completely removed from the venue within 45 minutes of your allotted event end time as indicated on your contract. The BCC Team will work with professional decorators if they need an extend period to breakdown décor. But all décor must be removed the night of the event.*

DOES BCC HAVE A FRIDGE TO STORE MY FLOWERS OR WEDDING CAKE?

*No, BCC does not have a fridge to store flowers or wedding cakes.*

ARE WE ABLE TO HAVE OUR PETS ON SITE?

*Yes, pets are more than welcome to be part of your special day in any outdoor facility!  
They must be well-behaved, be friendly, and remain on property at all times. They also must be cleaned up after if any mess occurs.*



## DÉCOR

Signature Wedding & Rentals- Pergola  
Draping, etc.

Rachelle  
250-552-5878

[www.signatureweddingrentals.com](http://www.signatureweddingrentals.com)

## FLORISTS

Something Blue Floral Design  
Melissa Beers  
250-552-1231

[www.somethingbluefloraldesign.com](http://www.somethingbluefloraldesign.com)

Wild Roots Weddings *Florals & Gifting*  
250-692-2388

[www.wildrootsflowersgifts.com](http://www.wildrootsflowersgifts.com)

## WEDDING RENTALS

It's Party Time  
250-563-5014

[www.itspartytimepg.net](http://www.itspartytimepg.net)

## PHOTOGRAPHY & FILM

Wildflower Photo & Film  
Jennifer Stevenson

[www.wildflowerphotofilm.com](http://www.wildflowerphotofilm.com)

Stacey Gray Photography  
Stacey Gray

[www.staceygrayphotography.com](http://www.staceygrayphotography.com)

GSP Photography  
Gurinder Paul

[www.gspphotography.com](http://www.gspphotography.com)

# SUGGESTED VENDORS

## BRIDAL BOUTIQUE

The Gallery Bridal & Events

250-563-3270

[www.gallerybridalandevents.ca](http://www.gallerybridalandevents.ca)

White Willow Bridal Boutique

236-331-7144

[www.whitewillowbridalboutique.ca](http://www.whitewillowbridalboutique.ca)

## COMMISSIONERS

[BC Government Site Listing Prince  
George Commissioners](#)

*Suggested*

Julia Whittaker & John Mangan

## SPECIAL EVENT PERMIT SITE

[BC Government Site for S.E.P  
information](#)

## PHOTO CREDITS

top to bottom, left to right

Page 1- GSP Photography

Page 2- GSP Photography

Page 3- Tangena Marie Photography

Page 5- Melissa Receveur Photography  
(MRP), In-House

Page 9- Wildflower Photo & Film

## CONTACT INFORMATION

Jenese Skomedal

*Event Coordinator for*

*Blackburn Centre & Northern Lights Winery*

250-649-8035

[events@northernlightswinery.ca](mailto:events@northernlightswinery.ca)

