

BLACKBURN HALL

BY NORTHERN LIGHTS ESTATE WINERY

CELEBRATIONS VENUE RENTAL PACKAGE

Venue Rental Fees Include: *Venue use for 4 Hours, Water station, venue set up and take down, on-site service staff, tables, chairs, linens*

ATTENDEES	VENUE RENTAL FEE
50 -150 Attendees	\$375
151-275 Attendees	\$550

Noted Venue Rental Fees will apply to bookings with pre-arranged food & beverage that averages to \$25 or more (*pre-tax & service charge*) per person.

All rates are subject to 5% GST

Some venue set up arrangements require an additional Venue Fee to accommodate

All rates are subject to change without notice

Rates do not include Catering costs

Any changes that are made to your pre-determined floorplan within 72 hours of your event date may be subject to a \$200 venue re-set fee

AV RENTAL PACKAGES

Rental Rates Include- AV tables, linen for tables, set up and take down of AV Equipment

Sound System with Hand-held Microphone	8ft Pull Down Screen	LCD Projector	Screen & LCD Projector
Included	\$60	\$120	\$150

All rates are subject to 5% GST & 7% PST

Please note there is no on-site AV Technician and individual power for attendees at each table is unavailable

Convener is responsible for facilitating AV throughout event

LCD Projector comes with power cord and HDMI Cable

FOOD & BEVERAGE MENU

PLATTER MENU

Small Platter suitable for 60 people, Medium Platter suitable for 100 people, Large Platter suitable for 140 people

VEGETABLE CRUDITÉ

Seasonal Vegetables, Chef Rene's House-made Buttermilk Ranch Dip, Cashew Hummus & Flatbread

Small \$180, Medium \$300, Large \$420

FRESH FRUIT

Assorted Seasonal Fresh Fruit

Small \$180, Medium \$300, Large \$420

CHEF'S PLATTER

Freshly made Lemon Garlic Hummus, Croatian Roasted Vegetable Spread, Southern Style Pimento Cheese Spread, Assorted Breads & Crackers

Small \$240, Medium \$400, Large \$560

SPECIALTY CHEESE

Smoked Cheddar, Brie, Herbed Goat Cheese, Marinated Feta, Glazed Pecans, fresh Grapes, dried Fruit, seasonal Fruit Compote & Crackers

Small \$240, Medium \$400, Large \$560

CHARCUTERIE

Assortment of Cured Meats, house-made Pickles, selection of Mustards & sliced fresh Baguette

Small \$240, Medium \$400, Large \$560

MINI KABAB

Moroccan Chicken Kebab, Beef kofta, Marinated & Grilled Vegetable Kebab. Served with a Saffron Garlic Aioli & Cucumber & Mint Yogurt Dip

Small \$300, Medium \$500, Large \$700

SANDWICH

Assorted Chef Selected Sandwiches - *Minimum 3 Selections & based on one Half Sandwich per person*

Small \$250, Medium \$420, Large \$580

HOT DIP

Baked Spinach, Artichoke & Crab Dip with Grilled flatbreads, Pita Chips & Crackers -*crab can be omitted*

Small \$300, Medium \$500, Large \$700

FRESH BAKED COOKIES

Assortment of fresh baked Cookies. *Minimum 3 Selections & based on 2-3 Cookies per person*

Small \$140, Medium \$230, Large \$322

ASSORTED DESSERT SQUARES

Assortment of Dessert Squares. *Minimum 3 Selections & based on 3 bars per person*

Small \$110, Medium \$180, Large \$250

BEVERAGE SERVICE

Blackburn Hall is NOT licensed to serve alcohol. The Convener must obtain a Special Events Permit (S.E.P) if they wish to have full Bar Service offered at their event. In accordance with the S.E.P, all alcohol for the event must be obtained from an approved outlet which will be facilitated by the Blackburn Hall as a hired service. The S.E.P must be submitted to the Event Coordinator 10 DAYS PRIOR TO THE EVENT and the Blackburn Hall will provide ALL RECEIPTS associated with the purchased alcohol (*as per the S.E.P rules and regulations*).

The Blackburn Hall will strictly provide all Bartending Services which include Bartender(s), Bar Supplies, Glassware, Drink Mix, etc. A Corkage Fee will apply to all Beverages served at the event as per the pricing noted.

A minimum revenue of \$500 per Bar is required. If \$500 in revenue is not achieved, the difference will be applied to the Host/Main Bill as a 'Bar Set Up Fee'.

CORKAGE FEES

Includes Cost of Alcohol Purchase, Bartender(s), Bar Supplies, Glassware

INCLUDES GST & Service Charge -Estimated PST paid by Convener when purchasing S.E.P

**If Convener purchases own Alcohol, lower Corkage Rates will apply-see Event Coordinator for details*

Bottled Beer- <i>Budweiser, Bud Lights, PWB Canterbury-355 ml</i>	\$6.25 per beverage
Craft Beer- <i>Crossroads, Trench, Barkerville-473 ml</i>	\$8.50 per beverage
Wine by the Glass- <i>NLEW Red & Chilled – 5 ounce</i>	\$7.75 per beverage
Single Spirits- <i>Absolute Vodka, Captain Morgan's Spiced Rum, Gordon's Gin & Crown Royal Whiskey- 1 ounce</i>	\$6.25 per beverage
Non-Alcoholic Selections	\$3.25 per beverage
<i>Pepsi, Diet Pepsi, Gingerale, 7-up, Tonic Water, Club Soda, Cranberry & Orange Juice, Clamato</i>	

WINE SERVICE CORKAGE FEES

Table-side service or placed on tables. Includes all wine glasses, glassware set up and service staff

EXCLUDES GST & Service Charge

Northern Lights Wine	<i>Selections & Pricing Noted Below</i>
Outside Wine	\$18 per bottle

NORTHERN LIGHTS WINERY WINE LIST

All Wine is subject to availability which may be confirmed no sooner than 2 weeks prior to event date.

Pricing noted INCLUDES Cost of Wine purchase and Corkage Fee- NLEW Wine offered at a 20%-40% case discount price!

<i>Seduction rhubarb, strawberry</i>	\$29 per bottle
<i>Cuvée Blanche apricot, apple, gooseberry, rhubarb, strawberry</i>	\$29 per bottle
<i>Nechako Crush rhubarb</i>	\$29 per bottle
<i>Ursa apple</i>	\$29 per bottle
<i>Boreal Frizzante (Bubbles!) apple, raspberry, blueberry</i>	\$32 per bottle
<i>Bumbleberry raspberry, blueberry, saskatoon</i>	\$30 per bottle
<i>Mirtillo blueberry</i>	\$30 per bottle
<i>Heritage Haskap haskap berry</i>	\$30 per bottle

GENERAL INFORMATION

DEPOSIT

A \$500 non-refundable/non-transferable deposit is required at the time of booking to confirm and hold any date(s) or times. The venue space is held at the time the deposit is received and the Contract/Polices Agreement will be issued. The deposit applies directly to your final bill.

VENUE FEES

Venue Fees include the use of the booked area for 4 hours with option to extend with *potential* additional venue fee. The use of the venue past the contractual end time will be charged out at a rate of \$75 per hour. Venues Fees may be subject to change based on venue set up requirements. Venue will be set to your desired floorplan and any changes made to the floorplan within 72 hours of your event start will be applicable to a \$200 venue reset fee.

FOOD & BEVERAGE

All menus are subject to change without notice and are subject to 15% Service Charge & 5% GST. All noted menus have a minimum charge of 50 people.

ACCESS TIME & SET UP

Contractually all venues are available for event-related set up/décor 2 hour prior to guest arrival and are allotted 1 hour upon completion of the event for event-related set up/décor removal. Please speak to the BCC Event Coordinator to discuss access times for event related set up/decor if you require additional time. All event related set up/décor must be provided by the Convener and set up/removed within the allotted timeline. Additional charges will apply to any groups that extend pass their allotted timeline noted on the contract.

FINAL PAYMENT

100% of the estimated balance owing is due 3 days prior to the event date when final guest attendance is required/confirmed. All booked events require a Credit Card on file to process final payment and final charges will be applied to said Credit Card on file upon completion of event.

CONTACT

Jenese Skomedal
*Director of Events for
Blackburn Hall & Northern Lights Winery*

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VENUE ADDRESS

2451 Blackburn Rd S, Prince George, BC V2N 6C1
Just 10 minutes from downtown Prince George

WEBSITE

<https://www.northernlightswinery.ca/blackburn-community-centre>