

GET MARRIED

2020 TRU CONFERENCE CENTRE WEDDING GUIDE



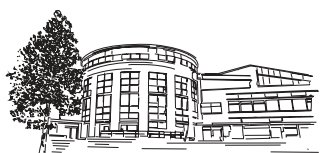
**THOMPSON
RIVERS
UNIVERSITY**



Where your happily ever after begins

Our team at the TRU Conference Centre is eagerly waiting to help you start planning your perfect day. We will take care of the venue and catering details to ensure your wedding is as unique as you are. Our beautiful event spaces and delectable dining options will leave you and your guests with remarkable memories for years to come.

You are unique and your wedding should be too. To find out more information about customizing your wedding, please contact us directly.



**THOMPSON
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Conferences, Weddings
and Events

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Wedding Day Planning

THE TRU CONFERENCE CENTRE

Our 2020 wedding guide is designed with each unique personality in mind. We have created a fully customizable plan sure to suit your taste, needs and budget.

Let's get started, it's as easy as 1, 2, 3!

STEP 1

Select your ceremony & reception venue:

Take your guest count into consideration when choosing the reception venue that is perfect for you. If you choose to book both your ceremony and reception at TRU, the ceremony booking is half price.

STEP 2

Design your food and beverage experience:

Hand select every course to create the perfect meal. Pick items from our wedding menu or speak with your coordinator for even more delicious options.

STEP 3

Enhance! These are the elements that will make your event truly personalized and memorable. Choose all, some or none – whatever suits you best.



The Horticulture Gardens

CEREMONY VENUE

Photo by Holly Louwse Photography



Looking for the perfect location for your wedding ceremony? The Horticulture Gardens at TRU delivers. Our gardens offer a beautifully manicured backdrop full of exotic plants, grasses, shrubs and a colorful array of flowers in a lush and private setting. An oasis set within the Thompson Rivers University campus, the gardens provide a tranquil setting for outdoor ceremonies and makes the perfect backdrop for your wedding photos.

Location options with a maximum 200 guests

Venue Rental \$950 plus tax

Ceremony add on with reception at TRU \$475 plus tax

Ceremony Amenities

THE HORTICULTURE GARDENS

The following items are included with the venue rental:

WEDDING COORDINATOR

- Our wedding coordinator will help in the planning stages of your wedding to ensure everything goes smoothly the day of.
- Minimum of one site walk-through.

DECOR & FURNISHINGS

- Set up and take down of up to 130 chairs.
- Signing table with linen and a chair.
- DJ table with linen and a chair.
- Easel for signage (upon request).

VENUE

- One hour private booking for rehearsal.
- Exclusive use of the gardens for a predetermined three hour time frame.
- Multiple location choices for your ceremony:
 - Stairs (130 guest max)
 - Gazebo (200 guest max)
- Complimentary wireless internet.
- Access to electrical outlets for DJ or sound system.
- Free parking on evenings and weekends.
- On-call security.



The Grand Hall

RECEPTION VENUE



The Grand Hall is an elegant ballroom with a modern setting, featuring soft lighting with ample space to hold your dream reception.

The elevated ceilings provide an airiness that compliments the space which is large enough to accommodate up to 350 guests. The modern brushed silver chandeliers will provide soft romantic lighting throughout the evening, while the neutral tones will compliment any décor. This is truly a grand venue to host your reception.

140 - 350 guests

5400 square footage | 16.9ft ceiling height

Venue Rental \$1,700 plus tax

The Mountain Room

RECEPTION VENUE



A romantic view, a warm space and a unique setting to celebrate after you say “I do”.
The Mountain Room is a beautiful banquet room that can host up to 140 guests.
With wood beams and neutral tones, it is easy to transform this room
to fit your personal style and vision.

As the sun sets, our state of the art retractable window panels open to a private patio,
perfect for dancing the night away under the stars.

Maximum 140 guests
3590 square footage | 11.75ft ceiling height | private patio

Venue Rental \$1,400 plus tax

Reception Amenities

THE GRAND HALL & THE MOUNTAIN ROOM

The following items are included with the venue rental:

WEDDING COORDINATOR

- Our wedding coordinator will help in the planning stages to ensure everything goes smoothly the day of.
- Minimum of one site walk-through.

DECOR & FURNISHINGS

- Rectangular banquet tables for head table.
- Stage with a black pipe and drape backdrop.
- Up to five additional skirted tables.
- Burgundy banquet chairs with chrome frames.
- Round guest tables:
 - Grand Hall: 8-10 guests per table
 - Mountain Room: 6-8 guests per table
- Metal easel for seating chart.
- Dance floor.

VENUE

- All day access to reception space on your wedding day.
- Room set up and take down (not including decor).
- Complimentary wireless internet.
- Audio visual equipment.
 - House sound system
 - 10 ft projector screen(s)
 - LCD projector(s)
 - Podium
 - Wireless microphone(s)
 - Adjustable lighting
 - VGA computer connection
- SOCAN and ReSound fees.
- Free parking on evenings and weekends.
- On-call security.

TABLE TOP

- Standard white or black linens and napkins.
- Table stands with numbers.
- China dishware and glassware.
- Wine glasses and champagne flutes (if needed).



Photo by Lisa Novak Photography



Photo by Lisa Novak Photography

Wedding Plan

SAMPLE WEDDING ITINERARY

THE NIGHT BEFORE:

- 4:00 p.m. Ceremony rehearsal in the Horticulture Gardens.
5:30 p.m. Host a rehearsal dinner or welcome reception for your closest family and friends in the Horticulture Gardens or the Alpine Room*. *(Subject to availability)*

THE DAY OF:

- 9:00 a.m. If we were unable to give you access the evening before your decorating team will gain access to your reception venue at this time.
2:30 p.m. Ceremony location set and ready.
3:00 p.m. Your guests begin to arrive at the Horticulture Gardens for the ceremony.
3:30 p.m. Make your grand appearance as you begin your walk down the aisle.
4:00 p.m. Treat your guests to a cocktail hour in the gardens complete with drinks and snacks while you get perfect photos in the gardens and around campus*.
5:15 p.m. Your guests depart the gardens for the reception.
5:45 p.m. Arrive at your reception location for your grand entrance as a married couple.
6:00 p.m. Dinner is served.
7:00 p.m. Time for speeches, toasts, cake cutting and dancing.
10:30 p.m. Late night snack*.
12:45 a.m. Last call for drinks.
1:00 a.m. Bar closes.
2:00 a.m. Reception venue must be vacated.

THE DAY AFTER:

- 10:00 a.m. Arrange a small gift opening complete with coffee, muffins & fresh fruit*.

*Additional fees will apply.

The above time line is only a sample and is not pre-arranged by TRU. We welcome your ideas and will work with you to make your wedding day perfect.



Food & Beverage Experience

TRU CONFERENCE CENTRE

TRU Conference Centre will be the sole provider of all food and beverage, with the exception of specialty wedding cakes and cupcakes that have been prepared by a baker with Food Safe Certification. We require a strong estimate of your guest count and food choices with our completed wedding planning guide – 30 days prior to your wedding. Final, guaranteed numbers are required ten (10) days prior to your wedding. This is the minimum number you will be charged for, regardless of any last-minute cancellations within that ten (10) day period.

For your budgeting purposes, we recommend the following when doing your calculations:

- Cocktail receptions should allow for a minimum of 3-5 pieces of appetizers per person for each hour of reception. Appetizers are to be ordered in minimum of 3 dozen per selection.
- One bottle of champagne serves 6 champagne flutes.
- One bottle of wine serves 5 glasses. We recommend 2 bottles for tables of 8 guests.
- Entrée selections: choose a minimum of one for your buffet.
- Salads and pairings: choose two to four for your buffet.
- Pasta selections: choose one or two for your buffet.
- Desserts: if you are not having a traditional cake or cupcakes, please choose from our dessert selections.
- Coffee & Tea: choose to add non-alcoholic beverages on a station in the room.
- Late night snack: we recommend ordering for no more than 50% of your total guest count. Snacks should be served approx. 3-4 hours after dinner, no later than 10:45 p.m.

SPECIAL MEAL REQUESTS & ALLERGIES

TRU Conference Centre is happy to accommodate requests for all allergies and will make special meals when requests are made a minimum of ten (10) days prior to the wedding. Extra fees may apply.

SERVICE CHARGES & TAXES

All food & beverage costs as well as venue rental fees are subject to the following provincial taxes:

- All food and beverage is subject to a 15% gratuity as well as 5% GST.
- All liquor sales are additional 10% liquor tax.
- All additional rentals and associated fees are subject to 5% GST and 7% PST.
- Additional labour services are subject to 5% GST.



Wedding Menu

SELECTED FROM OUR FULL CATERING MENU

HORS D'OEUVRES (Priced per dozen. Minimum of 3 dozen per selection)

- Crostini topped with artichoke parmesan olive tapenade & roasted bell pepper. (VG) \$26
- Focaccia topped with smoked salmon, lemon dill cream cheese, red onion & fired capers. \$35
- Watermelon salad bites with mint, feta & balsamic glaze. (VG, GF) \$30
- Mini taco with asian marinated cucumber, carrot, herbs, garlic & sambal. (V) \$29
- Sweet & spicy chili lime marinated jumbo prawns. (DF, GF) \$38
- Seared sesame ginger ahi tuna with sweet soy & spring onion sauce. (DF) \$38
- Philly steak puff pastry roll with swiss cheese, caramelized onions & bell peppers. \$31
- Peppered beef tenderloin, horseradish, bacon & blue cheese roll. (GF) \$40
- Caramelized onion, grape tomato, garlic & feta puff pastry roll. (VG) \$27
- Brie, cranberry & almond phyllo. (VG) \$27
- Gorgonzola, pear, walnut and caramelized onion phyllo. (VG) \$29
- Coconut crusted shrimp with tropical salsa. \$33
- Crab cakes with a roasted red pepper aioli. \$34
- Roasted bacon wrapped brussel sprout skewer with caesar gastrique. \$23
- Parmesan crusted chicken bites topped with micro greens and drizzled with marinara aioli. \$32
- Striploin steak bites with portabella mushroom, chipotle aioli & micro greens. (GF) \$36

ENTRÉES (Priced per guest. 10 person minimum unless stated)

- Grilled balsamic chicken breast with caramelized onions & bell peppers. (DF, GF) \$6.50
- Chicken breast neptune topped with a creamy crab, shrimp & chive white wine sauce. (GF) \$11
- Parmesan & herb crusted chicken breast with roasted red pepper & tomato bruschetta. \$7.50
- Grilled oregano chicken breast with your choice of sauce. \$6.50
- Lemon & herb baked salmon fillet with your choice of sauce. \$8.50
- Chardonnay poached salmon with wild blueberry, cranberry & caramelized onion au jus. (DF, GF) \$9
- Pork tenderloin medallions in an apple cider whole grain mustard au jus. (DF, GF) (15 guests) \$11
- Maple glazed cranberry ham with apple sauce & dijon mustard. (DF, GF) (20 guests) \$6.50
- Dijon crusted baron of beef with red wine rosemary jus, horseradish & dijon mustard. (DF, GF) (20 guests) \$10
- Beef striploin provencal with bell peppers, onion & garlic simmered in a red wine demi-glaze. (DF, GF) \$16
- Sage roasted turkey with cranberry sauce & cider pan gravy. (DF, GF) (20 guests) \$9.50
- Herb crusted leg of lamb with a red wine, pearl onion & mint demi-glaze. (DF, GF) \$15
- Seared duck breast medallions with a wild mushroom demi-glaze. (DF, GF) \$15.50

Menu Dietary Guide

(VG) Vegetarian | (V) Vegan | (GF) Gluten Free | (DF) Dairy Free | (NF) Nut Free

Wedding Menu

SELECTED FROM OUR FULL CATERING MENU

PASTA *(Priced per guest. 20 person minimum)*

- Traditional beef lasagna. \$9
- Butternut squash & baby kale penne. (VG) \$5.50
- Bechamel vegetable lasagna. (VG) \$6.50
- Pesto spinach & artichoke bowtie. (VG) \$5.50
- Roasted vegetable alfredo penne. (VG) \$5.50
- Sicilian rotini vegetable marinara. (VG, DF) \$5.50
- Spicy penne arribiata. (VG, DF) \$5.50
- Roasted sweet potato rotini alfredo. (VG) \$6
- Cheese filled tortellini. (VG) \$6
- Quattro fromaggio ravioli. (VG) \$7

BREAD *(Priced per guest. 10 person minimum)*

- Assorted rolls with butter. (VG) \$1.75
- Cheddar biscuits with whipped butter. (VG) \$2

SALAD *(Priced per guest. 10 person minimum)*

- Balsamic marinated vegetable. (V, GF) \$5
- Roasted potato with bell pepper, onion, celery & dill in a dijon vinaigrette. (V, GF) \$5
- Macaroni with feta, cucumber, tomato, onion, bell pepper & olives in a greek feta vinaigrette. (VG) \$5
- Lemon chickpea & vegetable. (V, GF) \$4.50
- Tomato, cucumber & bocconcini. (V, GF) \$5.50
- Broccoli, grape & cheddar with red onion, almonds & shredded carrot in a cranberry vinaigrette. (V, GF) \$5
- Avocado caprese tortellini with red pepper, tomato, onion & spinach in a pesto dressing. (VG) \$6
- Organic greens, baby kale & berries with feta, toasted pecans & your choice of dressing. (VG, GF) \$6
- Spinach, kale & beets with goat cheese, dried cranberries, red onion & your choice of dressing. (VG, GF) \$5

POTATO & GRAIN *(Priced per guest. 10 person minimum)*

- Mashed roasted garlic & herbs. (GF) \$3.50
- Whipped gorgonzola & horseradish. (GF) \$6
- Whipped baked brie & tarragon. (GF) \$5.50
- Herb roasted baby potato. (V, GF) \$3.50
- Sweet potato mash with chives. (GF) \$4.50
- Mushroom & spring onion fried rice. (V, GF) \$4
- Seven grain rice pilaf. (V) \$4
- Grilled vegetable quinoa pilaf. (V, GF) \$4.50

VEGETABLE *(Priced per guest. 20 person minimum)*

- Roasted broccoli & cauliflower. (V, GF) \$4
- Roasted root vegetable medley. \$4
- Butternut squash, carrot & parsnip. (V, GF) \$4.50
- Mediterranean vegetable medley. (V, GF) \$4.50
- Balsamic vegetable medley. (V, GF) \$4.50
- Sautéed cabbage, carrot & onion. (V, GF) \$3.50
- Peas, carrots & roasted bell peppers. (V, GF) \$3.50



Wedding Menu

SELECTED FROM OUR FULL CATERING MENU

PLATTERS *(Small 10-15 guests, medium 20-30 guests and large 40-50 guests)*

- **Vegetarian Antipasto** Small \$109 | Medium \$170 | Large \$274
Balsamic marinated roasted eggplant, zucchini, asparagus, red onion, bell pepper, tomato & garlic cloves. Served with herb marinated bocconcini, kalamata olives & panini bread. (VG)
- **Fruit & Cheese** Small \$98 | Medium \$164 | Large \$276
Assorted seasonal fruits, cheddar, marble & swiss cheese. Served with grapes, berries & an assortment of crackers. (VG)
- **Gourmet Cheese & Baguette** Small \$120 | Medium \$200 | Large \$315
Herb goat cheese balls, creamy brie, gorgonzola, sharp cheddar & smoked gouda cheese. Served with garlic baguette crostini, crackers, berries & grapes. (VG)
- **Charcuterie** Small \$142 | Medium \$219 | Large \$328
Herb marinated bocconcini, creamy brie, sharp cheddar, genoa salami, smoked prosciutto, roasted garlic, roast turkey, pepperoni and kalamata olives. Served with panini bread, crackers, berries & grapes.

LATE NIGHT SNACK *(Served between 8 p.m. - 10:45 p.m.)*

(Priced per guest. 10 person minimum)

- **Sandwich Station** \$9
Build your own sandwich with a selection of meat, cheese, vegetables and condiments: turkey, roast beef, ham, cheddar & swiss cheese, lettuce, tomato, margarine, mayo & mustard.
- **Slider Station** \$9
Build your own slider, choose between BBQ pulled pork sliders with horseradish & dijon mustard or mini all beef meatballs with marinara sauce & triple cheese blend. Served with kettle chips in your choice of plain, salted, sea salt & black pepper, greek, dill, cajun or lemon pepper with ranch dip.
- **Poutine Bar** \$9
Build your own poutine. Batter plank fires with classic cheese curds, triple cheese blend, gravy, green onions, jalapeños, tomatoes & crumbled bacon.

DESSERTS *(Priced per guest. 10 person minimum)*

- Banana chocolate chip custard (GF, NF) \$6
- Coconut panna cotta (GF, NF) \$6
- Flourless chocolate torte (GF, NF) \$7
- Vegan pina colada rice pudding (V, NF) \$8
- Vegan chocolate ganache cake (V, GF, NF) \$8



Liquor Service

IN HOUSE BAR SERVICE & TABLE WINE SELECTIONS

BAR SERVICE

Choose from a host bar, cash bar or toonie bar. *No additional fee with \$550 minimum bar sales.*

DRINK TICKETS

Show that you appreciate your guests by treating them to a drink on the newlyweds. *Starting at \$6 per ticket.*

TABLE WINE

Nothing goes better with dinner than wine. Make a selection from our wine list or ask how we can bring your favorite wine in. *Starting at \$26 per bottle.*

CHAMPAGNE

Cheers - it's time to toast the lovely couple! *Starting at \$28 a bottle.*

ALCOHOLIC PUNCH OR SANGRIA

A great addition to your cocktail hour or reception. *\$7 per person, 30 guest minimum.*

IN HOUSE BAR SERVICE

WINE BY THE GLASS

- Jackson Triggs Chardonnay \$6
- Jackson Triggs Cabernet Sauvignon \$6

BEER & COOLERS

- Domestic Beer \$6
- Premium Domestic Beer \$6.25
- Import Beer \$6.50
- Iron Road Seasonal Beer \$6.25
- Red Collar Seasonal Beer (473ml) \$9
- Coolers \$6.50

HIGHBALLS

- Regular (*vodka, gin, rye, white rum and dark rum*) \$6
- Premium (*whiskey and spiced rum*) \$6.25

MIXED DRINKS

- Caesars \$6.25
- Long Island Iced Tea \$6.25
- Liqueurs \$6.50

TABLE WINE SELECTIONS

WHITE WINE

- Jackson Triggs Reserve Sauvignon Blanc \$26
- Inniskillin Estate Select Pinot Grigio \$30
- Monte Creek Hands Up White \$33
- Harper's Trail Silver Main Riesling \$35.50

ROSÉ

- Jackson Triggs Reserve Select Rosé \$27
- Diabolica Rosé \$32

RED WINE

- Jackson Triggs Select Merlot \$26
- Inniskillin Estate Select Cabernet Sauvignon \$30
- Monte Creek Hands Up Red \$33
- Harper's Trail Pinot Noir \$35.50

SPARKLING WINE

- Yellow Tail Pink Bubbly \$28

All alcoholic beverages (including drink tickets) are subject to a 10% liquor tax. Additional labour services are subject to 5% GST.

Wedding Enhancements

ADD-ON OPTIONS WHEN BOOKING THE GRAND HALL OR MOUNTAIN ROOM

Making your wedding perfect and unique is as important as saying I Do!
Select from the enhancements below to customize your special day.



Photo by Lisa Novak Photography

REHEARSAL DINNER

Practice makes perfect so why not practice eating and drinking too! After your ceremony rehearsal join us for an intimate dinner on site.

Inquire about pricing and options.

BRIDAL PARTY SNACKS

Keep your wedding party smiling with some light snacks and cold water served to you in The Horticulture Gardens during your pictures.

Starting at \$ 7 per person.

COCKTAIL RECEPTION

Customize your cocktail hour, inside or outside, with a selection of appetizers, bar service and/or passed champagne - the possibilities are endless!

Appetizer selection starting at \$23 per dozen.

CAKE SERVICE

If you choose to bring in your own cake please inquire about our cake service options and pricing.

LATE NIGHT SNACK

Curb your late night cravings and keep the celebration going with our late night snack menu.

Starting at \$9 per person.

BREAKFAST OR BRUNCH

The day after the wedding re-live the celebration while enjoying a leisurely breakfast with your family and friends.

Inquire about pricing and options.



Photo by Holly Louwse Photography

Accommodations

THE TRU RESIDENCE & CONFERENCE CENTRE

Dream easy on your wedding night!

Our on-site accommodations, located in the TRU Residence, offer spectacular views of the magnificent mountains, scenic rivers and breathtaking city skyline. Centrally located, the residence tower is just steps away from our ceremony and reception venues.

Starting at \$155 per night, the Executive Loft Suites have a separate bedroom with a queen bed, living room with a gas fireplace, flat screen televisions, quality leather furnishings, and floor to ceiling windows. These suites are perfect for the night of your wedding and/or getting ready with your bridal party on the big day.

The Residence and Conference Centre also has two and four bedroom suites for your out of town guests. Starting at \$104 and \$169 per night, the value is unbeatable. Inquire with The Residence and Conference Centre for information about room blocks and group rates from May through August.

All guests will have access to satellite TV, air conditioning, complimentary internet, complimentary parking and more. Check in time is 4 p.m. and check out is 11 a.m. All rooms are subject to availability at time of booking.

For more information contact:

Brittany Doran
Email: bdoran@stayrcc.com
Phone: 250-852-3600
Website: stayrcc.com/kamloops



Wedding Checklist

TRU CONFERENCE CENTRE

SECURE YOUR DATE AND VENUE

Upon requesting to book a venue at TRU, a non-refundable deposit is required. Please review the payment and cancellation policy at this time. Once your deposit is received we will secure your venue(s) and send you a confirmed booking contract. Review, sign and return the contract immediately to your wedding coordinator.

BOOK YOUR REMAINING VENDORS

Now that you have confirmed your date and venue, be sure to book the rest of your wedding day vendors. We will provide you with a list of our most trusted local vendors, providing the best wedding services in town.

COMPLETE YOUR WEDDING PLANNING GUIDE

When your booking is confirmed, a Wedding Planning Guide will be sent to you. This document will lay out all of the specific details such as menu selection, timeline and guest information for your event. This document must be completed and returned to your coordinator thirty (30) days prior to your wedding.

14 DAYS PRIOR - all menu selections must be confirmed

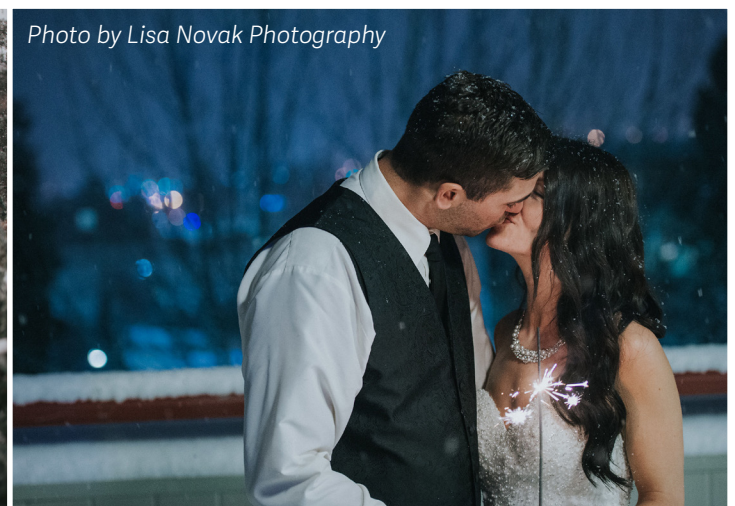
10 DAYS PRIOR - final numbers & dietaries to be confirmed

7 DAYS PRIOR - 75% of the current balance is due and the final contract to be signed.

Your wedding coordinator will provide you with an amount due based on your current balance and confirmed guest count. This 75% payment is due no less than seven (7) days prior to your wedding. At this time, we also require the final contract with all details to be reviewed and signed.

YOUR BIG DAY HAS ARRIVED

You will be given important contact information for the day of your event should anything come up. Our professional catering team will be on site to make sure your reception runs smooth from start to finish.



Frequently Asked Questions

TRU CONFERENCE CENTRE

1. When can we access the venue for decorating?

Your wedding coordinator will confirm this five (5) to seven (7) calendar days prior to your wedding. If possible, we will always try to grant access for decorating the day prior to your wedding. The latest access time will be 9 a.m. the morning of your wedding.

2. When do we take our décor down?

All décor must be removed the night of your event, unless otherwise arranged with your wedding coordinator. The TRU Conference Centre is not responsible for anything left in the room and additional cleaning fees may apply.

3. Are we allowed to bring candles?

Contained flame candles are allowed (tea light & votive) on guest tables and outside. No open flame candles or candelabras will be permitted. No more than five (5) candles per table.

4. Who will provide flower and wedding décor?

The TRU Conference Centre does not provide flowers or any wedding décor. Your wedding coordinator would be happy to recommend local vendors.

5. Can we bring in our own cake?

Yes, the TRU conference Centre does not make wedding cakes so you are welcome to bring in your own. We also allow candy stations and have a large dessert menu to select from.

6. Can our cake be stored on site?

No, we do not have the refrigerator space for storing wedding cakes or cupcakes.

7. Can we bring our own liquor?

Under the terms of the BC Liquor License Act, the TRU Conference Centre is prohibited from allowing any individual or group to provide outside alcohol at catered events. If you don't find your favourite wine on our wine list, we are happy to order it for you through the BC Liquor Store.

8. How long can guests stay at the venue?

Last call for bar is 12:45 am, the venue will close at 2:00 am.

9. Where can our guests park?

There are four parking lots near the Campus Activity Centre – J, K, N and H. Parking is free on weekends and evenings after 5 p.m. All reserved spaces are in effect seven days a week, 24 hours a day. A parking map can be found online at tru.ca/parking.

Venue Policies

TRU CONFERENCE CENTRE

The following are policies for weddings that may differ slightly from our regular Conference Centre policies. Where the policies differ, the below will take precedence over the policies outlined on the catering contract and online at tru.ca/conferencecentre.

DEPOSITS & INVOICING

- A non-refundable deposit equal to the value of the venue fee(s) is due at time of booking.
- 75% of the remaining balance is required seven (7) business days before the event. Amount to be confirmed by the Wedding Coordinator.
- The final invoice will be emailed five (5) to ten (10) business days after the end of the event.

CATERING & GUARANTEED NUMBERS

- Prices can change without notice, but will be guaranteed 60 days prior to the function.
- A new menu release and price adjustment is scheduled for June 2020.
- Substitutions may apply within the 60-day period depending on the market availability and unforeseen circumstances.
- Final menu details must be confirmed fourteen (14) days prior to your event.
- A guaranteed number of guests must be provided ten (10) days prior to your event. After this time this number cannot be changed.
- All service charges are based on actual number of guests served if more than the guaranteed number of guests are served.
- Children three (3) and under are free.

CANCELLATION POLICY

- In the event of a cancellation the deposit is non-refundable if cancelled inside twelve (12) months of the event date regardless of the reason. Cancellation notice is required in writing to the Wedding Coordinator.
- Events cancelled more than 12 months from the event date will be addressed on a case by case basis.

Please visit the TRU Conference Centre website at tru.ca/conferencecentre for our full cancellation policy, or refer to your booking/catering contract.

OUR WEDDING TEAM

Congratulations on your engagement and thank you for your interest in hosting your wedding at the TRU Conference Centre. We are looking forward to welcoming you, your family and your friends for your wedding day. We are here to help from the very beginning as you start your lives together.

For more information and to begin planning please contact our team:

Telephone: 1-250-371-5660 | Email: conferencecentre@tru.ca | Website: tru.ca/weddings



THOMPSON RIVERS UNIVERSITY

Conferences, Weddings and Events