

**WEDDING RENTAL
INFORMATION**

Winspear Centre



**WINSPEAR
CENTRE**

Edmonton's World Class Concert Hall

History of the Winspear Centre

The Francis Winspear Centre for Music was built for the performance and appreciation of all types of music including symphonic, country, folk and jazz. The Centre stands as a lasting legacy to the life and work of one of Alberta's finest citizens, Dr. Francis G. Winspear, a highly distinguished business leader and philanthropist. Dr. Winspear donated \$6 million to the project in 1988 – the largest single private donation ever made to a performing arts facility in Canada.

The Winspear Centre was constructed on the former site of Edmonton's Police Station and officially opened its doors on September 13, 1997. By March 1999, word spread as to the excellence of the acoustics and the facility and the Winspear was named the Performing Arts Centre of the World by the Canadian Session and Touring Industry.

On September 14, 2002 the Davis Pipe Organ was introduced as the newest addition to the Francis Winspear Centre's chamber. This organ is one of the largest concert hall pipes in Canada with 96 stops, 122 ranks and 6,551 pipes – a stunning aural as well as visual delight. The Davis Pipe Organ was named to acknowledge the generous \$2 million donation from Dr. Stuart Davis and for him to honour the memory of his late wife.

Today, the Centre continues to be world renown and Edmonton's world class concert hall.

Your Perfect Wedding at the Winspear Centre

The Winspear Centre is well known as a world class venue for music & the arts in Edmonton and now it can become your world class venue for your wedding!

We have many beautiful spaces that can be used for ceremonies, receptions and as an indoor photography location.

Main Lobby

Ceremony seating up to 200
Dinner & dance reception up to 200
Cocktail reception up to 500

Dress Circle Lobby

Ceremony seating up to 50
Cocktail reception up to 200

Upper Circle Lobby

Ceremony seating up to 200
Dinner & dance reception up to 160
Cocktail reception up to 300

Landmark Group Founders' Room

Ceremony seating up to 60
Dinner up to 48
Cocktail reception up to 60

Studio

Ceremony seating up to 250
Dinner & dance reception up to 144
Cocktail reception up to 200

Wedding Ceremony Package

The following services are included in our wedding ceremony package:

- ◇ Venue rental (maximum 3 hours)
- ◇ Use of booked space and available lobbies for photos within time frame
- ◇ Up to 200 black folded chairs
- ◇ Two black draped tables for your ceremony (signing table & guest book table)
- ◇ Three easels
- ◇ Coat racks for your guests
- ◇ One dressing room for bridal party (subject to availability)
- ◇ Basic janitorial services including set-up and tear-down of Winspear chairs and tables
- ◇ Liability insurance
- ◇ Security
- ◇ Two Winspear staff members (Supervisor & Usher)
- ◇ One hour of rehearsal time
- ◇ SOCAN without dancing

Wedding ceremony package prices are:

- ◆ **\$1400 +GST for November-April bookings**
- ◆ **\$1650 +GST for May-October bookings**

To confirm your booking, a 50% non-refundable deposit is required. Final payment of total amount owing is due within 10 days before your event.

All 3 lobby spaces and Concert Hall can be rented for \$4,675.00 plus GST. Additional fees for staffing and equipment will apply.

Ceremonies can be booked up to 1 year in advance.

Ceremony spaces must be vacated by 5PM.

Wedding Receptions

The following services are included with reception rentals:

- ◇ Use of booked space and available lobbies for photos within time frame
- ◇ Up to 200 black folded chairs
- ◇ One cafe table (for cake) and two rectangular tables (for guest book & gift table)
- ◇ Your choice of up to 25 dining/cocktail tables including: 5 foot rounds, 30" bistro, and/or cruiser (up to 6 cruiser tables)
- ◇ Three easels
- ◇ Coat racks for your guests
- ◇ One dressing room for bridal party (subject to availability)
- ◇ Basic janitorial services including set-up and tear-down of Winspear chairs and tables

The fee for a reception rental is \$175.00/hr plus GST (minimum of 4 hours). To confirm your booking, a 50% non-refundable deposit is required. Final payment of total amount owing is due within 10 days after your event.

All 3 lobby spaces and Concert Hall can be rented for \$4,675.00 plus GST. Additional fees for staffing and equipment will apply.

Additional fees include:

- ◇ Liability insurance ~ \$150 plus GST
- ◇ Security ~ \$160 plus GST
- ◇ Cleaning ~ \$125 plus GST
- ◇ SOCAN and Re:Sound fees ~ depends on venue; ranges from \$50.38-\$253.45
- ◇ Staffing fees

Receptions in the Lobbies and Founders' Room can be booked up to 5 months in advance. Receptions in the Studio can be booked up to 1 year in advance.

Winspear Centre Staff

All of our Winspear staff members are dedicated to providing outstanding customer service to ensure you enjoy your Winspear wedding experience. One of our requirements is that all events are staffed by the Centre. The number of staff required is based on the size and set-up of your event.

Front of House Usher ~ \$23.00/hr plus GST (minimum 4 hours). There is a minimum of one usher per event.

Front of House Supervisor ~ \$27.00/hr plus GST (minimum 4 hours). There is a minimum of one supervisor per event.

Bartenders ~ \$25.00/hr plus GST (minimum 4 hours). Bartenders are required if liquor is being served at your event. The number of bartenders required is up to the discretion of the Centre. If total liquor sales exceed \$500.00 per bartender, there will be no charges for bartenders.

Butler Service ~ \$25.00/hr plus GST (minimum 4 hours). This service means that beverages will be passed and your guests will not have to line up at the bar. The number of butlers required is up to the discretion of the Centre.

Production Technicians ~ \$48.00/hr plus GST (minimum 4 hours; minimum 3 staff members).

Décor

All of the spaces at the Winspear Centre can be accented beautifully with décor such as floral arrangements. However, there are some important things to keep in mind when selecting your décor for the Winspear Centre:

- ◇ The Winspear Centre does not allow taping, tacking or attaching décor items to the walls or ceilings. We have several mahogany easels for your use if you wish to display items such as photos.
- ◇ Candles are not permitted. You may use electric candles.
- ◇ We do not allow confetti , bubbles or streamers.

If you are interested in renting additional décor items such as linen, backdrops or a dance floor, we can assist you with these arrangements through our preferred supplier – *River City Event Rentals* (780.416.6001).

Additional Services Available

The following equipment rentals are available for your wedding at the Winspear:

- ◇ Microphone / PA / Podium / Speakers ~ \$190.00 plus GST—plus technician.
- ◇ 4' x 8' riser (stage) ~ \$225.00 plus GST
- ◇ Piano (includes tuning) ~ \$315.00 plus GST
- ◇ Table dressings (black) ~ \$29.00 plus GST per table
- ◇ Red aisle runner (30' long) ~ \$150.00 plus GST

All equipment rental charges will be included on your final invoice.

If your event requires the use of additional audio / visual equipment, we can arrange this for you.

Musicians list available upon request.

Catering Services

All of our approved caterers listed below will ensure that your event meets the high quality standards synonymous with the Winspear Centre.

- ⇒ A Cappella Catering—780-454-2642
- ⇒ Bridges Catering—780-425-0173
- ⇒ Elizabethan Catering—780-962-3663
- ⇒ Mercer's Catering—780-431-0972
- ⇒ Westin Hotel—780-493-8916

Winspear Centre reserves the right to a 15% catering commission on food and beverage costs.

The Winspear Centre is proud to be an environmentally friendly venue. In order to eliminate the use of disposable plates, cups and utensils, all caterers **MUST** use glass dishware. We consistently work towards being the most energy efficient and recyclable building that we can.

Beverages

The Winspear Centre will provide all beverages for your event. All service of alcohol must meet the requirements of the Alberta Gaming & Liquor Commission. Therefore, no outside beverages are permitted into the Centre.

We are able to accommodate special requests such as themed beverages or signature drinks for your special day. We can also order in additional beverages such as champagne or sparkling wine, at your request.

We can operate a cash or host bar; we can also supply drink tickets. A 15% gratuity will apply to all host bar sales.

Beverage and wine lists available upon request.

Please note:

- * All rates are subject to GST***
- * All rates are subject to change without notice***
- * The Winspear Centre is a Non-Smoking facility. All violators are subject to City of Edmonton Bylaw Enforcement.***

Your Wedding Photos at the Winspear

Capture your wedding memories in one of the luxurious spaces at the Winspear Centre!

You can choose between our elegant Lobby spaces and Founders' Room or the stunning main Chamber (Concert Hall)

Our photo package includes:

- ◇ Rental space for 2 hours maximum
- ◇ Winspear staff member

The fee to have your wedding photos taken in our Lobbies and Founder's Room is \$400.00 plus GST. The fee to have your wedding photos taken in the main Chamber (Concert Hall) is \$1500.00 plus GST. Photo fees must be paid in full at least one week prior to your event and all fees are non-refundable.

Photos can be booked up to 5 months in advance.







**WINSPEAR
CENTRE**

4 Sir Winston Churchill Square

www.winspearcentre.com

Winspear Weddings

(p) 780.401.2522

(e) weddings@winspearcentre.com