

COCKTAIL RECEPTION WEDDING

**Four Points by Sheraton
Winnipeg South**

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fourpointswinnipegsouth.com



COCKTAIL RECEPTION

Six (6) Hot Hors D'oeuvres Per Guest & Carving Station.....	\$35 per person
Eight (8) Hot Hors D'oeuvres Per Guest & Carving Station.....	\$37 per person
Twelve (12) Hot Hors D'oeuvres Per Guest & Carving Station.....	\$39 per person

COMPLIMENTARY WITH YOUR COCKTAIL RECEPTION

Four Points Linen Package

Tea lights in holders

Microphone & podium

One night's accommodation in our Wedding Suite for the newlyweds including sparkling wine, chocolates, and breakfast (minimum 100 guests)

Hospitality Suite for getting ready or relaxing before the reception (minimum 100 guests)

Special guestroom rates for wedding guests including personalized website with booking link and wedding information

YOUR CHOICE

PASSED HOT HORS D'OEUVRES

Choose Six (6) of the following:

Andouilli sausage encroute

Bacon wrapped scallops

Bruschetta served on a grilled crostini

Chicken satays with peanut sauce

Coconut shrimp with chili sauce

Feta & sundried tomato phyllo

Manitoba pork spring roll with plum sauce

Mediterranean vegetable tulip

Mini beef Wellingtons

Mushroom tarts with spinach & roasted peppers

Raspberry brie encroute

Shrimp gyoza with soy sauce

Shrimp spring rolls spanakopita – spinach and feta in a phyllo pastry

Vegetable Spring Rolls with plum sauce

CARVING STATIONS

(Includes dinner rolls)

Pepper Crusted Strip Loin – includes condiments

Maple Glazed Ham – includes condiments

ADD ONS

APPETIZER BARS

Pricing per person

Fresh Fruit

Served with yogurt dip..... **\$5.50**

Imported & Domestic Cheeses

Served with crackers..... **\$6.50**

Fresh Vegetable

Served with dip..... **\$4.50**

Relish Tray

With mixed pickles, olives & pickled beets..... **\$3.50**

FOOD BARS

Pricing per person

Antipasto

Assorted meats, cheese, olives, pickled vegetables & baguettes..... **\$5.50**

Pizza

Assorted 12" homemade pizza's..... **\$15** per pizza

Poutine

French fries, Mozzarella cheese & gravy..... **\$9**

Burger

With or without cheese, a variety of toppings & condiments..... **\$9**

Grilled Cheese

With French fries or tomato Soup..... **\$9**

Sushi

Assortment made by our Chef..... **\$9**

Deep Fried Perogies & Cabbage Rolls

With sour cream, onions & bacon bits..... **\$9**

AFTER DINNER DELECTABLES

Pricing per person.

Dessert Bar

Customize your own delectable. Per person pricing varies depending on delectable choices.

Candy Bar

Sweet collection of delectable candy treats to suit your tastes, includes the glassware and holders, display table, linen, and clean up..... **\$5**

BEVERAGE STATIONS

Coffee (50 cups)..... **\$100**

Coffee (25 cups)..... **\$50**

Tea (8 assorted types of Bigelow tea) (40 cups)..... **\$60**

CHAMPAGNE SERVICE

White glove champagne service with total bottles based on number of guests..... **\$38.50** per bottle

ENHANCEMENTS

Slide Show.....\$125

Includes LCD Projector and Screen. Maximum two slide shows. Each supplementary slide show charged an additional \$25.00 labour fee.

Professional In House DJ Service\$575

Custom LED Uplighting\$250

Ten (10) LED Uplights in color of your choice that adds to the ambiance of your reception.

Presentation Box\$15

Coat Check\$17 per hour

Includes monitored service. Unmonitored is available for no charge.

On-site Ceremony\$500

Doors Open at 4:30 PM

Ceremony begins at 5:30 PM

Reception to follow at 6:00 PM

On-site ceremony includes:

- A dedicated wedding rehearsal, time, and coordination
- Ballroom set up including any décor items for the ceremony
- Theatre style ceremony set-up with wide aisle on our dance floor
- Removal of chairs following the ceremony
- Wireless microphone
- Draped table for signing of marriage license

Note: Professional DJ music service can be added to your ceremony for \$50 per hour. Music includes entrance of couple, wedding party, marriage license signing, and exit of the room music.

BAR SERVICES

The hotel provides bartender(s), mix, ice, glassware, garnishes and condiments.

Host Bar

All Beverages provided by the hotel are charged on consumption and billed to a master account previously arranged.

Cash Bar

All beverages are paid cash by guests.

Permit Bar

The guest is to arrange a liquor permit for the MLCC and supply their own alcoholic beverages.

Corkage Fees

Full Bar Service.....**\$12** per adult; **\$6** per child
Wine & Beer only**\$6** per person
Wine**\$6** per person
Soft Drink Bar (unlimited juice and pop).....**\$4** per person

Bartender Fees

Bartender fees will be waived on Host and Cash Bar service if bar revenue exceeds \$400, otherwise a \$25 per hour, per bartender fee will apply. Minimum requirement is 3 hours per bartender.

Host & Cash Bar Prices

Prices are host or cash and include taxes

Liquor, Domestic Beer.....**\$5.75**
House Wine by the glass (6 oz)**\$6.50**
Imported Beer.....**\$6.75**
Premium Liquor**\$6.75**
Premium Liqueur**\$6.75**
Martinis**\$8.50**
Non Alcoholic Punch (serves 50 people)**\$70.00**
Soft Drinks and Juice (per person)**\$1.75**

WINE MENU

Carefully selected for quality, value, and enjoyment

\$25 per bottle

Chiringuito Cove Cabernet Sauvignon (Chile)
Chiringuito Cove Sauvignon Blanc (Chile)
Copper Ridge Charonnay (California)
Copper Ridge Merlot (California)
Willowglen (Australia) Shiraz
Willowglen (Australia) Chardonnay
Castillo Del Moro Sauvignon Blanc Blend (Spain)
Castillo Del Moro Tempranillo Blend (Spain)
Copper Moon (Canada/International) Shiraz
Copper Moon (Canada/International) Malbec
Copper Moon (Canada/International) Pinot Grigio
Copper Moon (Canada/International) Chardonnay
Black Cellars (Canada) Malbec/Merlot
Black Cellars (Canada) Pinot Grigio/Chardonnay

TERMS & CONDITIONS

Deposit & Cancellation

All deposits are non-refundable and non-transferable. All deposit(s) received are applied to the balance owing at the end of the function. 80% of the estimated balance is due four weeks prior to the event. The balance owing is due one week prior to the function. A credit card imprint will be required for any outstanding balance owing. Payments accepted are Certified Cheque, Bank Draft, Visa, Mastercard, American Express, Debit Card, or Cash. Deposit required to guarantee a booking is \$2,000.

Under the terms of the booking agreement, the Four Points by Sheraton Winnipeg South is reserving in the name of the client the banquet requirements. In the event that the reserved facilities and services are not used, the Four Points by Sheraton Winnipeg South will experience significant monetary losses. Therefore, should the client cancel their booking within 10 months of the time of the event then he/she agrees to pay the Four Points by Sheraton Winnipeg South as liquidated damages a charge of 100% of the total value of the event as estimated at the date of cancellation.

Performance of this contract is subject to acts of God, war, government regulation, civil disorder, terrorism, disaster, strikes, or any other emergency beyond the party's control, making it inadvisable, illegal or which materially affects a party's ability to perform its obligations under this contract.

Banquet Room Rental

There is no charge for reception room rental as long as the minimum guest requirement is met as well as the minimum food requirements. Starting and ending times of all functions are to be strictly adhered to. Set up and dismantle times must be specified at the time of booking. Personal effects must be removed from the function room(s) at the end of the event. The Four Points by Sheraton Winnipeg South will not be responsible for loss or damage of any articles left at the Hotel prior to, during or following any function by the Client or his/her guests.

Prices

Menu prices do not include 8% PST, 5% GST, and 15% Gratuity. Prices are based per person unless otherwise stated. Prices specified will be guaranteed for 90 days unless otherwise agreed to in writing on the booking confirmation contract. A yearly 3% increase will be in effect due to increasing operational costs.

Food

All food items must be prepared by Four Points by Sheraton Winnipeg South, unless authorized in writing prior to event. A food waiver shall be attached to the client file. For health and safety reasons the hotel does not allow any food to be taken from the banquet facilities. Menu choices must be completed 30 days prior to your function. We will prepare 3% above the guaranteed number of guests. One menu selection is required for all guests unless prior arrangements have been made by the Catering Manager.

Final Confirmation

Final guaranteed attendance must be given to the sales office one week prior to the event. Should the Customer fail to communicate a final guaranteed number of guests one week prior to the function, the expected number of guests will be considered the final guarantee. The Hotel will charge either the guaranteed number or the actual number of the guests served, whichever is greater. The final guarantee may not fall below 80% of the expected number or below the pre-determined minimum guarantee for the function room reserved. Should the guaranteed number of guests fall below 80% of the expected number a penalty equivalent to the difference in the final guaranteed number and 80% (or the pre-determined minimum guarantee) will be assessed as additional function room rental.

Liquor

The Manitoba Liquor & Lotteries (MBLL) governs all functions. The hotel reserves the right to refuse any sale of alcoholic beverages at any time to anyone.

TERMS & CONDITIONS

Storage

The hotel will receive items 48 hours prior to function. All items must be removed from the hotel no longer than 48 hours following the event as a storage and handling fee of \$100.00 per day may be applied. All shipments must be labeled with Name and Date of event.

Customer's Responsibility

The Four Points by Sheraton Winnipeg South will not be responsible for damages or loss of any articles at the Hotel prior to, during or following any event by the client or his/her guests. Additional charges for excessive clean up or damages made necessary by the customers, guests, and any outside agencies will apply. Any damages will be assessed and charged based on the evaluation of a licensed contractor. Charges shall be applied immediately after professional evaluation. Nothing is to be pinned, tacked, or taped to the walls, pillars, ceiling or dance floor of the banquet room. We request no rice or confetti etc. be thrown in the premises.

Socan Fees

The Society of Music Composers, Authors and Music Publishers of Canada

Guests	Without Dance	With Dance
1-100	\$20.56	\$41.13
101-300	\$29.56	\$59.17

(Subject to 5% GST)

Re-Sound Fees

Sound Music Licensing Company, formerly known as the Neighboring Rights Collective of Canada

Guests	Without Dance	With Dance
1-100	\$9.25	\$18.51
101-300	\$13.30	\$26.63

(Subject to 5% GST)