



## WEDDING PACKAGE

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PINERIDGE HOLLOW  
EST. 1992



## Congratulations!

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You are about to embark on one of the most exciting and important journeys of your life: planning your wedding. We are honoured that you have chosen Pineridge Hollow to host your big event. Thank you!

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INCLUDED

*Your Questions Answered | Your Wedding Timeline*

## YOUR QUESTIONS *Answered*

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### WHAT IS PINERIDGE HOLLOW'S MAXIMUM CAPACITY IN THE RECEPTION TENT?

Our maximum capacity in the tent is 250 guests.

### IS THE RECEPTION TENT WHEELCHAIR ACCESSIBLE?

There are no steps into the tent and our grounds are relatively maneuverable in a wheelchair (not unlike any other park-like setting). There are restrooms located just next to the tent and there is a wheelchair accessible restroom located just inside the main building.

### WHAT ARE THE FEES TO HAVE OUR WEDDING IN THE RECEPTION TENT?

Our tent rental fee is \$5.00/guest, which is based on a minimum of 100 guests.

This rental fee includes your choice of round or long rectangular tables, Chiviari ballroom chairs, our basic decor package and linens. Any weddings or events under 100 guests will be charged the minimum \$500.00 tent rental fee. We enforce a dollar amount minimum for weddings or events booked on a Friday, Saturday or Sunday due to high demand on these days. For Saturday weddings, the dollar minimum is \$15,000.00 (before taxes and gratuities). On Friday weddings, the dollar minimum is \$12,000.00 (before taxes and gratuities) and for Sunday weddings, the dollar minimum is \$10,000.00 (before taxes and gratuities). If a wedding falls on a Sunday (where Monday is the holiday) of a long weekend, the minimum is \$15,000.00. This amount includes any services provided through Pineridge Hollow, including, but not limited to, rental and set up fees, catering, bar services, decor, and florals.

### WHAT ARE THE FEES TO HOLD OUR CEREMONY ON PINERIDGE HOLLOW GROUNDS?

Our ceremony set up fee when the reception is held in our marquee tent is \$4.00/guest for the main garden location. If you choose to be married in our amphitheatre, the set up fee is \$6.50/guest. If you choose to be married in the woodland enclosure, the set up fee is \$7.00/guest. These fees all include white folding chairs for 10% more guests than you are expecting, a signing table and a 1-hour rehearsal on a weeknight the week prior to your wedding.

### DO YOU EVER HOLD TWO WEDDINGS ON THE SAME DAY?

Occasionally we will host a wedding in our dining room and outside in the reception tent. The in-house food and banquet food are made in separate kitchens, therefore timing will not be affected. We will only ever book 2 weddings if the locations and times do not conflict. The wedding with the reception being held in the marquee tent gets first priority with the timeline for the day.

### WHAT IS PINERIDGE HOLLOW'S DEPOSIT SCHEDULE?

Our deposit system works in four 25% payments, based on your original estimate. The first 25% is due at time of booking; the second 25% is due 6 months prior to your wedding date; the third 25% deposit is due 2 months prior to your wedding date and the final 25% is due on the day of your wedding. You (or your day-of contact) will be presented with the final invoice reflecting the final amount owing upon which time you may pay with a cheque or credit card. We require a valid credit card to be on file prior to your wedding and reserve the right to authorize the card for the remaining balance as early as 24 hours before your event.

### WILL PINERIDGE HOLLOW PROVIDE SOUND FOR OUR CEREMONY?

We have a sound system available for a rental fee of \$50.00. This includes an 8-input mixer that laptops or iPods can be played from, 2 speakers and a microphone with stand. Pineridge Hollow will set up and position the sound system for your ceremony.

### WHAT ABOUT SOUND FOR OUR RECEPTION?

Pineridge Hollow works with our preferred DJ company, Crystal Sound. They offer a variety of packages to fit your sound needs. You can hire Crystal Sound directly through Pineridge Hollow and include their costs in your invoice with us. After confirmed booking, Crystal Sound will contact you and set up a time to meet and discuss all of your sound preferences.

### WE ARE PLANNING ON HAVING A SLIDESHOW AT OUR RECEPTION; DOES PINERIDGE HOLLOW HAVE THE EQUIPMENT?

Pineridge Hollow rents a projector and screen for \$100.00. If you require sound for your slideshow, it is an additional \$50.00.

### I HAVE HEARD THAT PINERIDGE HOLLOW ENFORCES A “QUIET DOWN” AT 11PM - IS THIS TRUE?

Yes, it is true. As Pineridge Hollow is closely situated to the Birds Hill Park campground, we must limit the noise level after 11pm. We find that our quiet down is only recognizable to the DJ and Banquet Captain (who are ‘in the know’) and only really affects live bands and microphone use. If you choose to hire a DJ that is not our recommended vendor, please make sure that they are aware of this regulation and will be in contact with the Banquet Captain. We do not permit any microphone use after 11pm.

### WHERE WILL OUR GUESTS USE THE WASHROOM?

Your guests will use our washroom facilities located discreetly just outside of the reception tent. Guests in wheelchairs may access our main floor washrooms inside the building via the wheelchair ramp. There are additional restrooms located on the top floor and in the basement of the restaurant.

### WHAT TYPES OF MENUS DOES PINERIDGE HOLLOW OFFER?

We offer Plated, Buffet and Family-Style banquet menus.

### WHAT IS FAMILY-STYLE?

A Family-Style dinner is a buffet that is served to each table, rather than guests having to leave their seats to wait

in a traditional buffet line. The food will be served in serving bowls and platters to each table—much like a family dinner at one of your own gatherings! Please pass the potatoes! There is a \$20.00 service charge for every 8 guests when selecting a Family-Style menu.

### ARE WE RESTRICTED TO THE MENUS OFFERED IN YOUR CATERING PACKAGE?

Absolutely not! We’d love to work with you to create a personalized menu for your wedding. Did you meet your fiance at Folklorama and want to serve the food from that Pavilion? Are you Ukrainian and she’s Brazilian? Go for it—serve perogies with feijoada! The possibilities are endless when it comes to your wedding menu options.

### MY GRANDMA MAKES THE BEST PEA SOUP - CAN WE SERVE IT AT OUR WEDDING?

Unfortunately, no. Due to health regulations and procedures, Pineridge Hollow must prepare and provide all food consumed at your wedding, with the only exceptions being your wedding cake and any edible wedding favours. However, we will be more than happy to make Grandma’s famous pea soup if she is willing to share her recipe with our Chef!

### SOME OF OUR GUESTS HAVE SPECIAL DIETARY REQUIREMENTS OR RESTRICTIONS. WHAT SHOULD I DO?

All you have to do is provide us with the requirement or restriction (ie. allergy, vegetarian, vegan, diabetic, etc.), the number of guests who will need special meals and a detailed seating chart where the guests will be seated. You will choose from our options what guests with restrictions will be served when you choose your menu. Please note, although we do our

very best to avoid nut cross-contamination, we cannot guarantee that any of our menu options are 100% nut-free as we cook with and store nuts in our facility.

### DO WE GET A TASTE TESTING OF OUR MENU OPTIONS?

We offer a complimentary taste testing of your potential menu choices for 2 people. We strive to maintain consistency in our menus, but as cooking for 2 guests is different than cooking for 200 guests, some items may slightly vary (ex. we do not cook an entire baron of beef for a 2-person taste test, but will instead offer you a comparable beef dish). Ask about our scheduled Wedding Tasting Nights, where all couples will be invited to sample items from our Catering Package to assist in the decision.

### ARE THERE RESTRICTIONS TO WHERE WE CAN ORDER OUR WEDDING CAKE FROM?

No. Your wedding cake can be made and/or purchased from any bakery or pastry chef. However, if you do choose to order your cake through Pineridge Hollow, we will waive the \$1.50/guest cake cutting and plating fee.

### WHAT ARE OUR BAR OPTIONS?

You have a few options: a Host Bar or a Permit Bar. A Host Bar means Pineridge Hollow provides the alcohol and extends the cost of drinks consumed onto your final invoice (or you may choose to have a Cash Bar where we will still provide the alcohol but guests would pay for their own drinks). A Permit Bar means you must purchase a liquor permit from any MLCC and purchase and deliver all alcohol for your wedding.

*NOTE: YOUR PERMIT BAR VOIDS OUR LIQUOR LICENSE DURING YOUR WEDDING SO WE CANNOT PROVIDE ANY ALCOHOL TO ANY PERMIT BARS IN THE EVENT YOU RUN OUT. THE MLCC OUTLET WHERE YOU PURCHASE YOUR PERMIT WILL ADVISE YOU AS TO HOW MUCH ALCOHOL YOU ARE ALLOWED BASED ON THE NUMBER OF GUESTS ATTENDING. WE CANNOT ALLOW ANY OUTSIDE ALCOHOL ON OUR PREMISES. IF ANY GUEST IS FOUND TO BE IN POSSESSION OF OUTSIDE ALCOHOL, THEY WILL BE ESCORTED OFF PINERIDGE HOLLOW PROPERTY.*



**WHAT ARE THE FEES FOR HOST & PERMIT BARS?**

There are no additional fees for Host Bars. If you choose to have a Permit Bar, there is a \$11.00/person corkage fee which includes all glassware, mix and garnishes.

**IS THERE A CHARGE FOR A BARTENDER?**

Our bartenders are each \$25.00/hour.

**WHEN CAN WE DELIVER THE ALCOHOL FOR OUR PERMIT BAR TO PINERIDGE HOLLOW?**

Our Banquet Manager will advise you of the best time to drop off your alcohol.

**WILL PINERIDGE HOLLOW HOLD ANY LEFTOVER ALCOHOL FROM MY PERMIT BAR UNTIL WE CAN PICK IT UP THE NEXT DAY?**

Of course. Although arranging with a responsible person to take the alcohol away immediately after your reception is always best, we will keep any leftovers in a secure location until the next afternoon.

**CAN WE TAKE EMPTY LIQUOR BOTTLES WITH US?**

If you select a Permit Bar, yes.

**AM I RESPONSIBLE FOR SETTING UP MY WEDDING DECOR?**

Yes. Pineridge Hollow is responsible for the set up of any tables & chairs, linens, our sound system (if rented), bar, and any items rented through Pineridge Hollow. All outside wedding decor and florals are the sole responsibility of the couple/wedding planner.

**CAN WE SET UP THE DAY BEFORE OUR EVENT?**

If there is no event scheduled the day before your wedding, then you may come in the day before to set up. Please note that the tent does not lock. If there is an event booked the day

before your wedding, then you may access the tent as early as 9AM the day of your event to begin set up.

**CAN WE DROP OFF OUR OWN DECOR, FAVOURS, ETC. IN ADVANCE? CAN WE PICK UP OUR ITEMS THE NEXT DAY?**

In most cases, we are able to store your items here in advance. Please discuss what you wish to bring in advance with the Banquet Manger, as we have limited space available.

Yes, you may leave your items behind, however they must be picked up by 4PM the following day. If you fail to collect the items by the 4PM deadline, then we can no longer guarantee their storage at our facility.

**CAN WE THROW RICE, CONFETTI OR THE LIKE AT OUR CEREMONY?**

We do not allow the above to be thrown outside or used inside the tent. We reserve the right to add a \$200.00 cleaning surcharge to your final bill if these items are used at your event. Real rose petals may be thrown at the ceremony.

**CAN OUR FLORIST BRING OUR BOUQUETS AND CENTERPIECES TO THE TENT THE DAY BEFORE THE WEDDING?**

Unfortunately, no. As we hold 2-3 weddings a weekend, we do not have a proper storage area to store any florals or decor before the morning of your event. Your florist may bring centerpieces/vases the morning of your wedding, if the florals are finished and in water. You should arrange plans for bouquets, corsages, and boutonnieres with your florist.

**CAN PINERIDGE HOLLOW RENT ITEMS THAT ARE NOT IN THE LIST OF ADD ONS?**

Absolutely. Let us know what you are looking for and we will find it for you!

**CAN WE SET OFF FIREWORKS?**

Pineridge Hollow does allow fireworks if they are set off by a trained and licensed company (*ex. Archangel Fireworks*). In the case of extreme winds, the fireworks may not be displayed (this will be left to the discretion of the fireworks company). All firework displays must be completed by 10:30PM at the latest.

**HOW MANY PEOPLE FIT AROUND THE STANDARD ROUND TABLES YOU USE IN THE WEDDING TENT?**

The round tables fit 8 guests comfortably. We have 4 round tables that can seat up to 10 guests.

**DOES PINERIDGE HOLLOW HAVE A ROOM WHERE THE WEDDING PARTY CAN HANG OUT BEFORE THE WEDDING?**

Yes. This room is what we call our Living Room, where there are couches and coffee tables. This room cannot be locked, so we do not recommend anything be stored in there during your wedding. Pineridge Hollow is not responsible for lost or stolen items.

**WHERE WILL MY GUESTS PARK?**

Your guests can either park in our main (front) parking lot or the parking lot in Birds Hill Park. If you choose to direct your guests to park in Birds Hill Park, please know that there may be a Provincial Park fee that is enforced by Birds Hill Park Conservation Officers.

**WHAT IF IT RAINS ON OUR WEDDING DAY?**

Pineridge Hollow has a ceremony tent as a permanent structure on part of the ceremony grounds throughout the season. For incimate weather, or even hot to the point of wanting your ceremony in a shady area, we can set up the ceremony chairs below the tent. For the reception, the tent

has a built in eavestrough system and the ground around the reception tent is landscaped to direct the water away from the tent. We are an outdoor venue and unfortunately the weather is one thing that we have no control over, but we have been an outdoor wedding venue for a long time and have learned to work with it the best way possible.

**ARE THERE LOTS OF MOSQUITOES?**

Of course, we can never guarantee that there will be no mosquitoes (unfortunately!). There will always be mosquitoes at outdoor weddings, but we do what we can to reduce them. We routinely fog our grounds and use 2 mosquito magnets for the duration of the summer. As Pineridge Hollow sits on a reclaimed gravel pit, we never have standing water which is a huge factor and reason why we have little mosquito problems at Pineridge Hollow.

**CAN WE HAVE A BONFIRE?**

Yes! There are few other things that are more Manitoban than a good ol' bonfire! Upon your request, we will ignite and maintain a bonfire in our licensed courtyard for your guests to enjoy (the S'mores are up to you, though!).

**OUR OFFICIANT NEEDS AN ADDRESS FOR OUR WEDDING LICENSE; WHAT SHOULD WE TELL HIM/HER?**

Our physical address is: Pineridge Hollow • Lot # 67 086 Heatherdale Road • R.M. of Springfield, MB • R0E 1J0

**DO TAXIS COME TO PINERIDGE HOLLOW?**

Yes, taxis can be hired to Pineridge Hollow, however it is our suggestion that you call taxi companies in advance to arrange a scheduled pick up. It is difficult to call a taxi out to our property at the end of the night which is usually their busy time in the city. It is our suggestion that you or your guests arrange transportation in advance to the wedding day.

## YOUR WEDDING *Timeline*

As a wedding client of Pineridge Hollow here is what you can expect as a part of your planning experience:

### AT THE TIME OF INQUIRY

- Details about our property.
- Catering information.
- A tour of our grounds and facilities (permitting the tent is set up) with a Banquet Manager.
- A detailed estimate based on information provided.

### AFTER BOOKING

- Correspondence and assistance with the Banquet Manager throughout your entire planning process.
- A complimentary tasting.

### 6 – 8 MONTHS PRIOR TO THE WEDDING

- 1 hour planning meetings with the Banquet Manager.
- Suggestions on vendors.
- Suggestions and assistance selecting décor and linens from Pineridge Hollow's Décor Package.
- Updated estimates.
- All menu, décor and bar decisions must be complete one month prior to the wedding.

### 2 – 4 WEEKS PRIOR TO THE WEDDING

- 1 hour planning meeting to confirm final changes and details with the Banquet Manager (as requested).
- Confirmation letter outlining all decisions made, to be signed by the couple.
- Updated estimate.
- Final guest count, kids meals, allergies and dietary restrictions must be confirmed 2 weeks prior to the wedding.

### THE WEEK OF YOUR WEDDING

- 1 hour ceremony rehearsal with assistance from the Event Coordinator or Banquet Manager (if ceremony has been booked at Pineridge Hollow)

### THE DAY OF YOUR WEDDING

- Set up of the ceremony (if required), reception and décor that has been ordered through Pineridge Hollow.









PINERIDGE HOLLOW  
EST. 1992

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EVENTS

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