



## Fort Catering at SNAC Wedding Package 2024

Fort Catering at Saint Norbert Arts Centre is one of Winnipeg's top historic event and wedding venues, offering the perfect mix of indoor and outdoor spaces. With unique wedding spaces—the Gallery, Amphitheatre, and the Monastery Ruins— Saint Norbert Arts Centre has the flexibility to accommodate wedding celebrations up to 100 people, intimate wedding showers or High Tea events. Combined with local cuisine by Fort Catering and exceptional service, Saint Norbert Arts Centre is like no other wedding venue in Winnipeg.

**We're excited to be offering tours of our event venue!  
Book a tour and consultation with one of our Event Specialists**

All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.

*Fort Catering*  
HISTORIC EVENTS

## ➤ OUR VENUE ➤

St Norbert Arts Centre... A setting like no other. This three story French Provincial heritage designated building is nestled on the riverbanks of the LaSalle river. Surrounded by acres of deciduous forest in St. Norbert you are invited to a memorable experience of serenity, history, and nature. The beauty of the sunset through the Tyndal stone monastery ruins nearby is a perfect backdrop to the closing of your special event.

Indoor and outdoor ceremonies and receptions are made even more special with historical event options and are highlighted by our natural, very special outdoor settings.

Beautiful weddings set up on our park like grounds on the banks of the La Salle River with one of the most picturesque settings just outside Winnipeg city limits.

To book a tour visit [calendly.com/fortcateringsnac](https://calendly.com/fortcateringsnac)

### FOR SOCIAL MEDIA PLEASE VISIT



[www.FortCatering.com](http://www.FortCatering.com)



[www.bit.ly/FortCateringSNAC](https://www.bit.ly/FortCateringSNAC)



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# TABLE OF CONTENTS

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RECEPTION RENTAL FEES .....	4
CEREMONY INFORMATION.....	6
HORS D’OEUVRES.....	8
PLATED DINNERS.....	9
BUFFET DINNERS.....	13
FAMILY STYLE DINNERS.....	15
BEVERAGE SERVICE .....	16
LATE NIGHT IDEAS.....	18
MUSIC & AUDIO VISUAL.....	19
HISTORICAL GROUNDS AND ENTERTAINMENT .....	20
GENERAL INFORMATION.....	21
FREQUENTLY ASKED QUESTIONS .....	23





## RECEPTION RENTAL FEES

### ↔ ST NORBERT ARTS CENTRE ↔

#### THE GALLERY

**Room Charge (AM): Mon -Thurs \$500**

**Fri & Sun \$2000. Sat \$2500**

**Room Charge (PM): Mon-Thurs (PM) \$1000.**

**Fri & Sun \$2000. Sat \$2500**

Host your next event in The Gallery with hard wood floors, vaulted ceilings and historic dormer windows. The gallery is a blank canvas for your next gathering.



#### Maximum capacities

Seated events 100 people (Stand-up 140 people)

**Food Minimum AM:** Mon-Thurs \$1000. Fri - Sun \$1500

**Food Minimum PM:** Mon-Thurs \$1500. Fri & Sun \$2000. Sat \$3000.

#### OUTDOOR EVENT SPACES

**Room Charge (AM): Mon - Fri \$150 per hour**

Since the St. Norbert Arts Centre is surrounded by the three sides of the Salle River, you have various options to hold an outdoor wedding. There will be fruit orchards, vegetable and flower gardens all around you.

Chair, table and décor rentals are available. Other rooms can be booked as rain backup.



#### Maximum capacities

Seated events 200 people (Stand-up 250 people)

**Food Minimum AM:** Mon-Thurs \$500.

**Food Minimum PM:** Mon - Fri \$1,500.

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## ➤ TRAPPIST MONASTERY RUINS ➤

### THE RUINS

**Room Charge: \$150 per hour**

Includes all permits and insurance.

***Available Seasonally***

The majestic Trappist Monastery Ruins which is next to St Norbert Arts Centre can be used for outdoor gatherings and events.

Special food service offerings is available from our Monastery Ruins planner due to the logistics of the space. Chair, table and décor rentals are available.

Washroom rentals required for groups over 200 people.

### **Maximum capacities**

Seated events 300 people Stand-up 500 people



The reception rental fee for each space at SNAC is determined by the Room Charge fee and a Food Minimum order *before* gratuities and taxes. If the Food Minimum is not reached, any unspent amount will be applied as a additional room rental fee on top of the room charge. The Room Charge fee is 20% more on Statutory holidays.

Since St Norbert Arts Centre has multiple rooms other events may occur at the same time.

A retainer is required to reserve a date and confirm the booking. Retainer is non-refundable and non-transferable.





# CEREMONY INFORMATION

## MAXIMUM CEREMONY CAPACITIES (THEATRE-STYLE)

**The Gallery** 100 people    **The Amphitheatre** 120 people  
**The Garden** 100 people    **Monastery Ruins** 300 people

### INDOOR CEREMONIES

Indoor ceremonies occur all year in both in The Gallery. The rental fee for an indoor ceremony is \$500 (includes room charge). All ceremonies are booked in two-hour blocks.

In the case of an indoor ceremony theatre style followed by a reception, please allow staff 2 hours to reset.



### OUTDOOR CEREMONIES

Outdoor ceremonies occur seasonally in **The Amphitheater**, **The Garden** and **Monastery Ruins** and are booked in **two-hour time slots**. The rental rate for outdoor ceremonies is \$400 (includes room charge) plus the cost per chairs (\$3.50).



**The Amphitheater**



**The Garden**



**Monastery Ruins**

### Photo Sessions

Areas of the facility for photo sessions can be booked in 1-hour Rental blocks at a rate of \$150 per hour.

***Photographer not included.***

All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.



## INCLUDED WITH ROOM CHARGE

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### **Staff:**

- A professional event coordinator to help plan your special day
- Serving staff in banquet attire
- In-house decorator consultation to help you make your dreams a reality
- Setup and tear down of event including cleaning

### **Décor:**

- Table numbers and stands.
- Floor easel for seating chart
- Ivory table cloths
- 14 color options for linen napkins
- All flatware, glassware and dishes.
- Round or long tables
- Hardwood floors make a great dancefloor

### **Audio Visual:**

- Podium & Microphone for speeches (Gallery)
- Free Wi-Fi (password **Internet**)

### **Other benefits:**

- Central location only 2 minutes from Perimeter.
- Free parking
- Use of the facility for photo sessions during your time slot
- Our main building has updated washrooms.
- Wheelchair accessible in all main areas
- Wedding cake cutting fee



All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.

  
**HORS D'OEUVRES**

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➤ **HOT** ◀

**\$28 Per Dozen (Minimum order of two dozen)**

- Beef skewers with herb Dijon sauce (GF)
- Vegetarian spring rolls with sweet chili sauce (Veg)
- Mediterranean chicken & vegetable skewers (GF)
- Beef & Pork tourtière puff pastry pinwheels with saskatoon gastrique
- Parmesan risotto balls with marinara sauce (Veg)
- Bison meatballs with caribou BBQ sauce
- Filo cup quiche with tomato and feta cheese (Veg)
- Roasted vegetable skewers (V) (GF)
- Loveday mushroom skewers with Herbe de Provence (V) (GF)

➤ **COLD** ◀

**\$28 Per Dozen (Minimum order of two dozen)**

- Watermelon, feta and mint skewers with balsamic glaze (Veg) (GF)
- Tomato bruschetta (Veg)
- Crostini with peach, whipped maple cream cheese (Veg)
- Bannock with marmalade topped with bacon
- Mini tart with herb goat cheese and caramelized onions (Veg)
- Caprese skewers with tomato, basil and mozzarella (Veg)
- Free run Natures Farm deviled eggs with bacon
- Stuffed dates with maple crème cheese, toasted almonds (Veg) (Nut)
- Local Mushrooms, herb goat cheese on crostini (Veg)
- Croque Monsieur bannock with ham and cheese

**Key:** Gluten Free (GF) | Vegan (V) | Vegetarian (Veg) | May contain nuts (Nut)



All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.





## PLATED DINNERS

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Fort Catering is pleased to offer our clients the opportunity to create their own unique served 4 course dinners.

All selections include bannock, herb butter, dessert coffee & tea service.

To serve both soup & salad add \$6 per person.

Additional entrée choices are available with a preorder and a surcharge of \$3 for each additional entrée option per person

### ➤ First course ➤

*(Select one Amuse Bouche) - served family style.*

#### AMUSE BOUCHE

- Hummus with pita chips (v) (Veg)
- Caprese skewers with tomato, basil and mozzarella (v) (Veg) (GF)
- Beef & Pork tourtière pinwheels with saskatoon gastrique
- Loveday mushroom herbe de Provence skewers (v) (Veg) (GF)
- Crostini with peach, whipped maple cream cheese (Veg)

### ➤ Second course ➤

*(Select one Soup or Salad)*

#### SOUPS

- Potato, bacon and corn chowder (GF)
- Tomato bisque with garlic cream fraiche (GF) (Veg)
- French pea soup with bacon crouton crumble
- Roasted root vegetable with cinnamon crème fraiche (GF) (Veg)
- Beef and Manitoba barley (GF)
- Chicken vegetable with white and wild rice (GF)

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## SALADS

### **Bourgeois** (Veg)

Baby field greens with cucumber ribbons, carrot curls, pickled red onions, maple vinaigrette, and herbed goat cheese crostini.

### **Manitoba Harvest Salad** (GF) (Veg)

Mixed greens with roasted beets, squash and sweet potatoes purée, toasted seeds, and white wine vinaigrette

### **Succotash Salad** (GF) (Veg)

Baby field greens, corn, squash and beans with herb vinaigrette

## ❖ Dessert ❖

*(Select one)*

- Mixed berry trifle with crème Anglaise in a mason jar
- Cheesecake with mixed berry compote
- Bread pudding with whiskey caramel sauce
- Strawberry shortcake
- Maple sugar pie with whipped cream
- Callebaut Belgium chocolate mousse (GF) (Veg)
- Peach Cobbler in a mason Jar



## ↘ Main course ↙

*(Select one Main Course)*

*Additional entrée choices can be available with a preorder  
and a surcharge of \$3 for each additional entrée option per person*

### **MAPLE VEGETABLE STUFFED CHICKEN** - \$46 (GF)

Breast of chicken stuffed with maple roasted root vegetables, with brown butter sauce

### **CHASSEUR CHICKEN** - \$45 (GF)

Pan seared chicken topped with a Hunters sauce of mushrooms, shallots, red wine and tomato

### **CRANBERRY CHICKEN** - \$46 (GF)

Breast of chicken stuffed with bacon, shallots and Swiss cheese, served with cranberry white wine sauce

### **ROASTED PORK CHOP** - \$44 (GF)

Manitoba pork topped with bacon apple sauce

### **PICKEREL** - \$47

Manitoba pickerel pinwheel with lemon garlic butter

### **SOUS VIDE BEEF** - \$56 (GF)

Slow cooked beef striploin with shallot, whiskey peppercorn sauce

### **VEGETABLE STRUDEL** - \$45 (Veg) (Dairy Free) (Vegan Friendly)

Roasted vegetables wrapped in Filo pastry served with a garden tomato sauce

### **KIDS MEALS** - \$26

Chicken fingers and fries **or** Penne pasta with Bothwell cheese sauce

*(Choose one – includes all courses)*

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## ➤ Starch ➤

*(Select one)*

- Garlic rustic mashed potatoes (GF) (Veg)
- Truffle mashed potatoes (GF) (Veg)
- White and wild rice with mushroom & onions (GF) (V) (Veg)
- French onion roasted herb potatoes (GF) (Veg)
- Sweet potato hash (GF)

## ➤ Vegetables ➤

*(Select two)*

- Green beans almondine (GF) (Nut) (Veg)
- Honey dill carrots (GF) (Veg)
- Brussel sprouts (GF) (Veg)
- Three Sisters succotash (corn, beans and squash) (GF) (V)
- Roasted vegetable medley (GF) (V)





## BUFFET DINNERS

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***Fort Gibraltar is pleased to offer our clients a selection of buffets  
All selections include dinner coffee & tea service***

### ➤ **Classic Buffet** ◀

***(Minimum 50 people)***

- Freshly baked bannock and herb butter
- Tossed mixed greens with assorted dressings (GF) (Veg)
- Nature's Farm penne pasta salad (V)
- Caesar salad with creamy garlic dressing, croutons and parmesan
- Dijon crusted pork loin with bacon apple sauce (GF)
- Roasted garlic mashed potatoes (GF) (Veg)
- Corn succotash (GF) (Veg)
- Roasted vegetable medley (GF) (V)
- Bread pudding with whiskey caramel sauce
- Assorted pies

**\$40**

### ➤ **SNAC Buffet** ◀

***(Minimum 75 people)***

- Freshly baked bannock and herb butter
- Caesar salad with creamy garlic dressing, croutons and parmesan
- Spinach salad with poppy seed dressing, granola, cranberries and feta cheese (Veg)
- Herb roasted chicken with lemon (GF)
- Glazed Ham with assorted mustards (GF)
- Roasted garlic mashed potatoes (GF)
- Baked Mediterranean penne pasta (Veg)
- Roasted vegetable medley (GF) (V)
- Corn succotash (GF) (Veg)
- Trifle in Mason jars
- Pudding Chômeur with maple sauce

**\$46**

All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.

## ➤ Local Buffet ➤

*(Minimum 75 people)*

- Freshly baked bannock and herb butter
- Nature's Farm penne pasta salad (Veg)
- Interlake Quinoa Mediterranean salad (Veg)
- Bothwell cheddar and broccoli salad (Veg)
- Carved beef striploin au jus
- Cabbage Rolls with tomato sauce
- Bison meatballs in a mushroom sauce
- Grilled kielbasa with sauerkraut (GF)
- Roasted vegetable medley (Veg) (GF) (V)
- Garlic mashed potatoes (GF) (Veg)
- Strawberry Rhubarb crumble (Veg)
- Assorted Pies

**\$56**





# FAMILY STYLE DINNERS

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Family Style dinners consist of four courses. First three courses are served in bowls and platters to each table for your guests to help themselves. Desserts will be served buffet style.

**All selections include dinner coffee & tea service**

**Please choose your selections, as noted, for each of the courses below.**

## \$56 PER PERSON

### SOUP COURSE

*Includes bannock and herb butter*

**(Select one)**

- Beef & barley soup (GF)
- Tomato bisque & garlic cream soup (Veg)
- Corn chowder & bacon soup (GF)
- Root vegetable with cinnamon crème fraiche (GF) (Veg)

### SALAD COURSE

*Includes House salad (GF) (V) (Veg)*

**(Select one)**

- Nature's Farm penne pasta salad
- Quinoa Mediterranean salad (GF)
- Traditional Caesar salad
- Three sisters salad greens with corn, squash and beans

### MAIN COURSE

**(Select two)**

- Roast beef au jus (GF) (\$4 extra)
- Dijon pork loin with bacon apple sauce
- Lemon herb chicken (GF)
- Beef meatballs in mushroom sauce
- Baked kielbasa (GF)
- Cabbage rolls in tomato sauce

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**(Select two)**

- Truffle mashed potatoes (GF) (Veg)
- Rustic garlic mashed potatoes (GF) (Veg)
- White and wild rice (GF)
- Roasted vegetable medley (GF) (Veg)
- Honey dill carrots (GF) (Veg)
- Green beans almandine (GF) (Veg)

### DESSERT COURSE

**(Select one)**

- Callebaut chocolate mousse (GF) (Veg)
- Maple sugar pie (Veg)
- Cheesecake with mixed berries in a mason jar (Veg)

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**(Select two)**

- Seasonal pies (Nuts)
- Bread pudding with whiskey caramel sauce
- Strawberry shortcake in mason jars (Veg)
- Mixed berry trifle with crème Anglaise (Veg)
- Pudding Chômeur with maple sauce

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## BEVERAGE SERVICE

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***Please note that in compliance with Liquor and Gaming Authorities (LGA) regulations, St Norbert Arts Centre does not permit clients to serve their own beverages at their functions. Bartenders are charged at a \$200 per bartender (1 bartender required for every 50 people) Additional bartenders may be required depending on event requirements.***

### St. Norbert Arts Centre License

*Alcohol supplied by Fort Catering at SNAC*

#### HOST BAR

Host of the reception is responsible for paying for all beverages

#### Drink Costs (before gratuities & taxes)

House wine 5 oz- \$8

Regular beer and 1oz spirits (house selection) - \$6

Local Beer (355ml) - \$7 Local Beer (500ml) - \$10

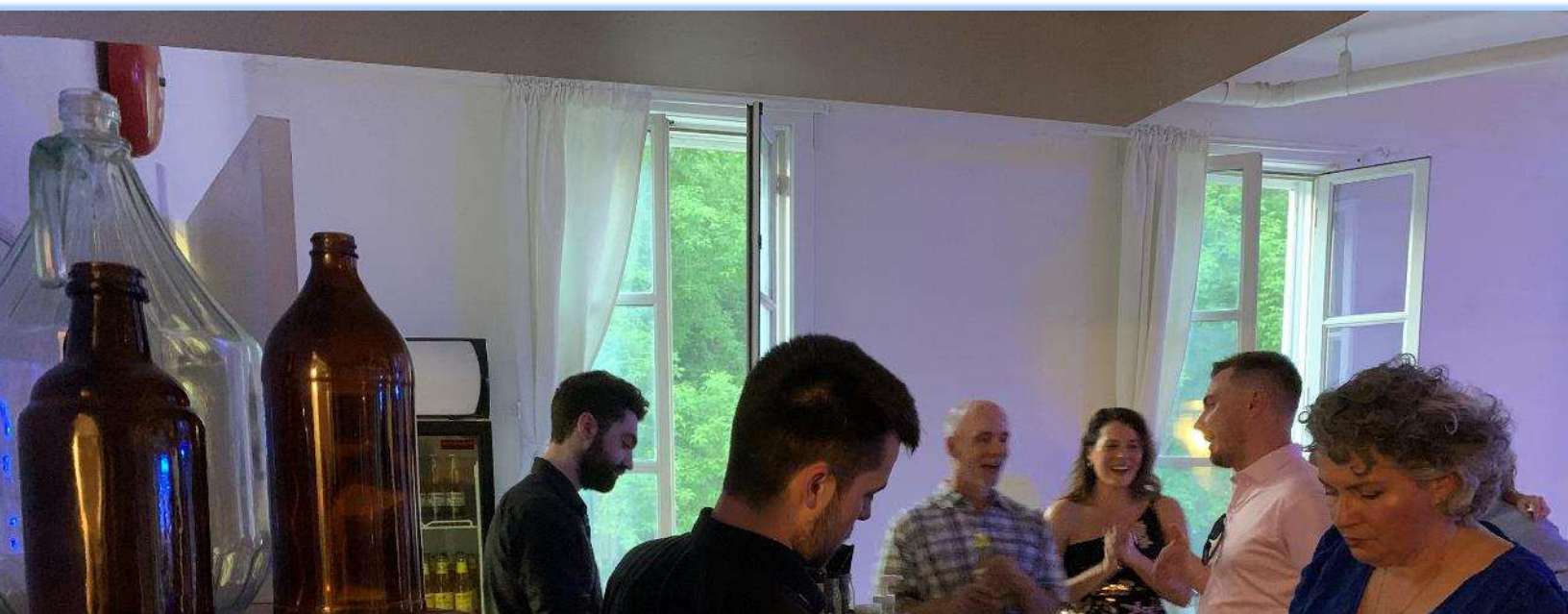
Caesars - \$9

Pop and juice - \$3

#### CASH BAR

Guests are responsible for purchasing their own beverages at the prices above plus taxes.

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## ⇒ Client Permit ⇐

***Alcohol is supplied by the client with an LGA permit  
No alcohol may be added to permit after 9pm  
All alcohol must be delivered after 11:00 am the day of the wedding along with Permit and receipts. Cooler space is limited***

### **CORKAGE FEE**

The corkage fee includes wine service, soft drinks (Pepsi, Diet Pepsi, 7-Up, Ginger Ale, Tonic Water and Club Soda), clamato juice, orange juice, cranberry juice, ice, compostable glasses, garnishes, cucumber water and other specialty mixes - *\$15 per person*

### **BEER & WINE ONLY CORKAGE**

\$8 per person

### **WINE ONLY CORKAGE**

(No bar set up - wine service only) \$6 per person

## ⇒ Other Beverage Ideas ⇐

### **HOUSE WINE**

French red and white wines

**\$36 per bottle**

### **SPARKLING WINE**

Welcome your guests or toast to the new couple with a glass of bubbly

**\$42 per bottle**

### **NON-ALCOHOLIC BEVERAGES**

Non-alcoholic beverages are available in oversized Mason jar dispensers, set up inside or outdoors for your guests to help themselves.

**Sparkling Fruit Punch** - \$14/litre

**Strawberry Basil Lemonade or Mango Sweet Tea** - \$14/litre

**Mulled Hot Apple Cider or Hot Chocolate** - \$16/litre

**Tea or Coffee or Decaf** - \$14/carafe

**Unlimited Lemonade, Sweet Tea & Cucumber Water** - \$7 per person

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## LATE NIGHT IDEAS

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*Available after 10pm*

**POUTINE STATION** - \$12 PER PERSON

Served as a late night buffet, your guests receive homemade French fries with Bothwell cheese curds and homemade gravy. Ketchup served on the side.

**DELUXE POUTINE STATION** - \$16 PER PERSON

Served similarly to our Poutine Station, this deluxe option includes bacon bits, cheddar cheese, tiger mayo, sour cream and green onions. Served with *Tourtière meat*

**NACHOS** - \$14 PER PERSON (GF) (VEG)

La Cocina chips baked with cheese, tomato, green onions, olives and red onions. Served with hot banana peppers, salsa, and sour cream on the side.

*Add tourtière meat for \$2 per person*

**LOCAL CHEESE PLATTER** - \$10 PER PERSON

Local Bothwell cheeses served with crostini, Saskatoon jam and honey.

**LATE LUNCH** - \$10 PER PERSON

Includes pickled vegetables, mustard, Winnipeg rye bread, specialty meats, assorted cheeses and chips.

**CHARCUTERIE** - \$16 PER PERSON

Selection of cured meats, assorted mustards, pickled items and braided Bannock.

**FRUIT** - \$8 PER PERSON (GF) (V) (VEG)

Fresh fruit display.

**VEGETABLE PLATTER** - \$7 PER PERSON (GF) (V) (VEG)

Fresh vegetable display served with dill and onion dips.



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## MUSIC & AUDIO VISUAL

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Please note that all of the following options are based on availability. Clients are also welcome to bring in their own music and/or entertainment options with the pre-approval of Fort Catering.

### ➤ Music options ✦

#### TRADITIONAL STROLLING MUSICIAN

Starting at \$300 / hour

#### DISC JOCKEY (DJ)

\$700 (6 pm – 1 am)

\$900 (4 pm – 1 am)

Lighting options are also available



### ➤ Audio-visual equipment ✦

**PODIUM, AMP & MICROPHONE** - \$100 (INCLUDED IN GALLERY RENTAL)

**PROJECTOR, SCREEN, AMP, SPEAKERS**- \$100

**BOSE CORDLESS 2 CHANNEL MINI AMP (WIFI & BLUETOOTH)**- \$45

**WIRELESS MICROPHONES (LAPEL OR HANDHELD)** - \$35

### ➤ Other Additions ✦

**BONFIRE PIT WITH WOOD** - \$60 PER HOUR

**LAWN BIG GAMES (JENGA, LADDERBALL & CORNHOLE)** -  
\$150 (ALL THREE)



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## HISTORICAL GROUNDS

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The St. Norbert Arts Centre (SNAC) has an active community role promoting its core values of diversity, equality and harmony. The Centre provides an opportunity to expand dialogue between the arts and other realms of social expression. SNAC's collaborations between all players is an integral community-building goal.

The St. Norbert Arts Centre arose from a devastating fire at the Trappist Monastery in 1983. The carriage house remained intact and became a thriving centre for the arts in the aftermath. Through donations and community support, SNAC houses working artists and other tenants in the top two floors of the centre while a gallery on the main floor awaits art exhibitions, wedding celebrations and more. The administrative offices and a small shop are also located on the main floor. SNAC is bordered by the LaSalle River and surrounded by a natural forest. Today the gardens are enjoyed by the public who can pause for a light lunch and a glass of wine at the restaurant. Before you leave, make sure you check out our numerous on-site installations such as a statue of Buddha, the [Pagoda](#), [Solar Greenhouse](#) and more. SNAC has endured a short respite from the art scene but now is currently undergoing a rejuvenation of programming, events and beautification activities. Once again, St. Norbert Art Centre calls to everyone to come and experience all it has to offer.



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## GENERAL INFORMATION

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### RESERVATION AND CANCELLATIONS

Retainers are non-refundable. Retainers are non-transferable except in the case of Government regulated reduced capacities. In the case of Government regulations reducing capacities for events, bookings can be transferred one time at no charge. If the event needs to be moved more than one time an additional retainer payment is required to book a new date. All retainers will be applied as a payment of the final bill. Cancelled events with less than 120 days' notice will be billed at 50% of estimated final bill of the planned function sheet.

### GUARANTEED NUMBER AND MEAL CHOICES

For all events, the guaranteed number attending must be confirmed no later than 14 days prior to the function. The number of guests billed will be the guaranteed number or the number of guests in attendance, whichever is higher. Final menu selections are required a minimum of 6 weeks prior to the function to ensure availability, proper staffing and coordination of the event. Only food supplied by Fort Catering at SNAC will be allowed on the premises. For city health department and insurance reasons, we do not allow removal of food from the premises following a function.

### TERMS OF PAYMENT

Full payment of the final estimate will occur 7 days before the event based on confirmed function information. Final payment of any outstanding balances will be due at the end of the event. Payment can be paid by certified cheque, bank draft, E-transfer, Visa, MasterCard or debit. Unpaid bills, insufficient funds, returned cheques or past due payments will be subject to interest of 2.5% per month on any outstanding balance as well as bank or legal fees.

### GRATUITY AND TAXES

All billable items are subject to applicable taxes and gratuity. A 17% gratuity will be applied to all billable items (entire bill). Gratuity is subject to the Goods and Services Tax (GST).

### PRICES

All prices are subject to change without notice until a detailed quote is provided by a Fort Catering representative, at which point prices remain fixed and guaranteed until the date of the event. Quotes are only valid if done within 120 days of the event.

All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.

## **ALCOHOL AND SMOKING**

Alcohol will only be served in accordance with the regulations of the Liquor and Gaming Authority. Smoking is not permitted in any of the buildings and is permitted in the designated area by the outside patio.

## **ACCESSIBILITY**

Most areas on the site are wheelchair accessible, including the washrooms. People can be dropped off by the main entrance to the St Norbert Arts Centre or the handicap parking spots. No parking in the Fire lane area next to the main building.

## **PARKING**

Please have your guests park in the designated parking area. All vehicles must be parked in the main parking lot or at the Monastery Ruins lot. Parking anywhere other than the designated parking area will result in your vehicle being towed.

## **DELIVERIES**

All deliveries must be scheduled by appointment due to our fluctuating hours of operation. Absolutely no parking or unapproved deliveries are allowed on the service road.





## FREQUENTLY ASKED QUESTIONS

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### **Why are your ceremony and pictures booked in blocks?**

Our staff need 2 hours to change over a room from a ceremony set-up (theatre style) to a reception set-up (tables with place settings). Breaking up our rental blocks allows us to hold more than one event in a day, whether it's for one couple or more.

### **We would like to come by to see the facility. What are Fort Catering at SNAC's business hours?**

Fort Catering has fluctuating business hours based on our events. To view the facility please call 204-999-0844 or email [connie@fortcatering.com](mailto:connie@fortcatering.com) to schedule an appointment.

### **Does Fort Catering provide a meal tasting?**

Unfortunately, at this time there are no tastings available. We are planning an open house in the spring and invitations will go out in late January.



© Victoria Anne Photography

VICTORIA ANNE PHOTOGRAPHY

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### **What time do we have access to the venue on the day of our wedding?**

We will do our best to accommodate any set-up times you request, however, access to the venue before, after and on the day of your wedding will depend on whether there are other events taking place. Typically, access time is 3:00pm. Arrangements for access and set up times will be confirmed the week before your wedding date.

### **What decorations, if any, are included with the room rental?**

Basic table linens are the only décor items included with your room rental. Tablecloths can be white or ivory, and napkins can be any one from our 14 colors.

### **I need help with décor what do I do?**

We have an in-house decorator that can help you plan and execute your vision. Please contact Connie at 204-999-0844 or [connie@fortcatering.com](mailto:connie@fortcatering.com)

### **Will Fort Catering help me decorate with items I bring in?**

All details of your décor plans must be discussed with and approved by Fort Gibraltar a minimum of one month prior. This includes DIY décor as well as professional paid services. Typically, our staff require 2 hours to set the room, including linens, table settings and bar set-up. If you require our help to set up your décor there may be an additional charge of \$30.00 per hour and arrangements must be organized prior to your event.

Please note that all decorations that are not rented through us are the responsibility of the organizers to set up, tear down and remove at the end of the function. We are not responsible for décor that is left behind. Nails and screws cannot be used at any time in any part of the facility. If damage is caused by the client or guests there will be a \$250 minimum charge.

### **If we are having our wedding ceremony at St Norbert Arts Centre when can we have a rehearsal?**

Fort Catering offers a 1-hour rehearsal time slot the week of your wedding at no charge. For a rehearsal block lasting more than 1 hour, an additional charge will apply and the option to do so is based on availability. Please note, however, that we are unable to confirm your rehearsal date and time for you until two weeks before your wedding date. Until then, we continue to accept any new business should another client express an interest in holding an event. Of course, we would be happy to reschedule your rehearsal with you should this be required.

All food, beverages and billable items are subject to applicable taxes and a 17% gratuity.



### **If our wedding is planned for outside, what happens if it rains?**

If there is one thing we wish we could control for you, it's the weather. Given this limitation, we require your decision of whether or not you would like your event to be held indoors (if available) or outdoors *by 12:00 pm one day before your wedding*. If we do not hear from you by then we proceed with the last confirmed set-up. *Please note that any entertainment or interpretation options require a minimum of 14 days notice of cancellation. If cancellation is not received by the deadline a charge will apply regardless of whether or not the performances or activities take place.*

### **I would like to bring in a wedding cake. What is a cake plating fee?**

A cake plating fee is included in your room rental charge. The cake plating fee includes the cutting of one single tier Wedding cake by our staff, table, basic linen, plates, cutlery and napkins used to serve the cake, as well as the cost of the serving and dishwashing staff who prepare and clean-up dishes. If you are bringing more than one cake or elaborate dessert stations; there will be a \$2 Plating Fee per person. Cakes brought in by the client must be from a certified bakery or facility. Cupcake, candy and other food stations coming from certified facilities are subject to a \$50 Table setup fee

All other food items must be purchased through or approved by Fort Catering at SNAC!

**For any other questions please contact us at 204-999-0844 or [food@fortcatering.com](mailto:food@fortcatering.com).**

