

## 2010 REGULATIONS - ERRICK WILLIS PAVILION

The rental charge for the Errick Willis Pavilion is as follows:

Upstairs only: \$70.00 per hour or \$250.00 per day for non-profit organizations. (seats 100)

Both Floors: \$400.00 per day.

**Note:** (12) round 60" tables (5) square tables for four (20 total) 8' & 6' tables

You must provide your own linens, silverware, glassware, punch bowl, and dishes.

**Wedding Package All Inclusive:** \$620.00-Wedding Day ----- Additional Days \$100.00

**Gate Admission Fees** for wedding couple, parents, wedding party, minister, photographer, wedding guests – day of wedding and rehearsal, if you should desire to have a rehearsal.

**Formal Garden Rent/Set-up - Exclusive Privacy - Entire Errick Willis Pavilion is rented.**

**Above charges are required payable at the time of confirmation.** A damage deposit is required in the amount of \$100.00, if there is no alcohol served, or \$300.00, if alcohol is served. **The damage deposit is required with the Wedding Agreement Form and will be processed. If you must cancel; notify the International Peace Garden two months in advance of the date to receive your Damage Deposit refund.**

After inspection of the facility following your event; your damage deposit may or may not be rewarded to you. The International Peace Garden CEO determination, that the building was left dirty or items broken are the only criteria required for the Peace Garden to keep the damage deposit. The CEO's decision is final and not negotiable.

The rental fee and the damage deposit should be forwarded to the International Peace Garden as soon as you receive your confirmation letter. Cancellation of this facility must be done two months prior to your reservation in order to have your rental cheque returned to you.

The seating capacity of the pavilion is 100 people on each of the two floors. The kitchen facilities may be used by a caterer who is providing your food requirements. It is your responsibility to secure the caterer of your choice. Our office can provide you with the names and telephone numbers of caterers which have provided service within the Garden. If you are having a caterer, you are to inform the International Peace Garden office of their name, address and contact person prior to rental. Any arrangements with a caterer are strictly your responsibility and at your discretion. The International Peace Garden will not be held liable for any situations that may result from such catering

services, and/or food preparation. Any equipment damaged will be assessed to the group renting the Pavilion.

All liquor on the premises of the Errick Willis Pavilion requires a Manitoba Liquor Permit. The International Peace Garden will not be held liable for anyone not obtaining a permit.

Please be advised that the Errick Willis Pavilion is handicap accessible. **You must have the Errick Willis Pavilion ready for inspection, Sunday a.m.** Sunday Buffets are held in that facility.

**After reading the regulations, please sign the Wedding Reservation, Confirmation, Agreement Form, and return it to the International Peace Garden. A copy will be returned to you confirming your date.**