

# THE FINE PRINT

## PRICING INCLUDES

A dedicated venue host who will be on site from 7:30am to 2:00am to oversee all aspects of your day, including ceremony set up, transition to reception, communication with other vendors such as florists, DJ's etc, and coordinating with catering and event staff to ensure that your entire wedding day is stress free for you and your family. All tables and chairs, (White Garden Chairs for outdoors, Chiavari Chairs for the ballroom) Full set up and clean up of all event spaces Table linens (White, Ivory or Black), and Linen Napkins Skirting for Head Tables, Guestbook tables, cake tables etc. Plateware, Water & Wine Glassware, Silverware, Coffee cups. Full Catering Staff, including full set up and take down of food stations, clearing tables etc.

## OTHER IMPORTANT INFO

Last call is at 1am. All guests (with the exception of the overnight house guests) must be off the property by 2am. Wedding rehearsal scheduling will be confirmed 2 weeks prior to wedding, a 90 minute time frame will be allotted. Should you want to arrange a catered rehearsal dinner, this will be subject to availability - which cannot be determined until one month prior to wedding. A non-refundable deposit of 50% of the venue rental is required to confirm the booking, with the remaining 50% due 1 year prior to Wedding date. If booking a low season date - full venue rental is due at time of at time of signing. Remaining balance including Catering, décor and other services is due 3 business days prior to wedding. No alcohol is permitted on the premise without valid liquor license and PAL (Party Alcohol Insurance), this insurance will be arranged through The Norland. The client warrants he/she is hosting the event, and is fully responsible for the safety, sobriety and security of its' guests. The only guests allowed in the Mansion are the 10 guests who are checked into the rooms (other than the bridal party to prepare for the ceremony) unless other arrangements have been pre-authorized. NO PETS are allowed on the property, except for during wedding ceremony if requested, with the exception of service animals. NO FIRES are allowed on the property. Guest parking ONLY in the parking lot that is EAST of the Norland House. NO Overnight Camper Parking. Due to the enhanced steps and stringent compliance measures involved in the production and certification of Halal products, an additional fee will be applied. For more details, please consult with your Sales Coordinator. To uphold the highest standards of food quality and safety, please be advised that some food items may only be left out for a maximum of 2 hours. See your sales coordinator for our food policy procedures. The Norland as an exclusive decor & rental company, Lethbridge Event Rentals. No other outside decor vendors are permitted at the venue.

## ADDITIONAL FEES

If Alcohol is to be provided, a security guard is required to be on the premises from 6pm until the last guest departs. This will be at a cost to the client. Event "Personal Event Insurance" - will be arranged through The Norland. A SOCAN and Resound Fee (musical tariff fee) will apply if there is DJ and Dancing. A Security Deposit of \$1000 to be added to final invoice, and refunded within 3 days after the wedding, provided that there are no damages to the venue. Prices shown do not include gst or 18% service fee. Long Weekend Sundays and Statutory Holidays will be priced the same rate as a Saturday in that season. NEW YEARS EVE will be priced as a Saturday in High Season. To remove all guest rooms from your booking - deduct \$500 from total cost. To reserve Bridal Suite only - deduct \$250 from total cost.

## ENTERTAINMENT / MUSIC POLICY

Please refer to [www.thenorland.com](http://www.thenorland.com) for up to date list of approved DJ services. Bands must be approved on an exception basis only by the Norland. Music must be no higher than 85 Decibels. These sound levels will be monitored, if exceeded a warning will be given to the DJ, or the band if sound levels continue to exceed the allowable level the equipment must be unplugged.

