

WEDDINGS AND SPECIAL EVENTS AT THE ART GALLERY OF ALBERTA

ZINC Catering **asa**
art gallery of alberta





Welcome to The AGA

Located in Edmonton's Art District, the Art Gallery of Alberta offers a contemporary, yet elegant venue for weddings and special events. At the Art Gallery of Alberta, the Zinc Catering team are dedicated to making your special event unforgettable. We recognize that the memories of weddings, anniversaries, birthdays, bar and bat mitzvahs, graduations and family celebrations last forever.

Our team is dedicated to make sure your memories are of a perfect celebration designed the way you envisioned; your menu is prepared with an artistic flair, and served with professionalism and the utmost attention to detail. From an intimate birthday celebration for 10 to the ultimate fairytale wedding for up to 200 guests, the Art Gallery of Alberta is the perfect venue for your special event.

Contact

2 Sir Winston Churchill Square, Edmonton AB

780.392.2505

www.zincrestaurant.ca/events-catering

Photographs courtesy of:

Just Married Photography
Katch Studios Photography
Rachel J Photography
Picture That Photography
Kelly Redinger Studios
To Be In Pictures

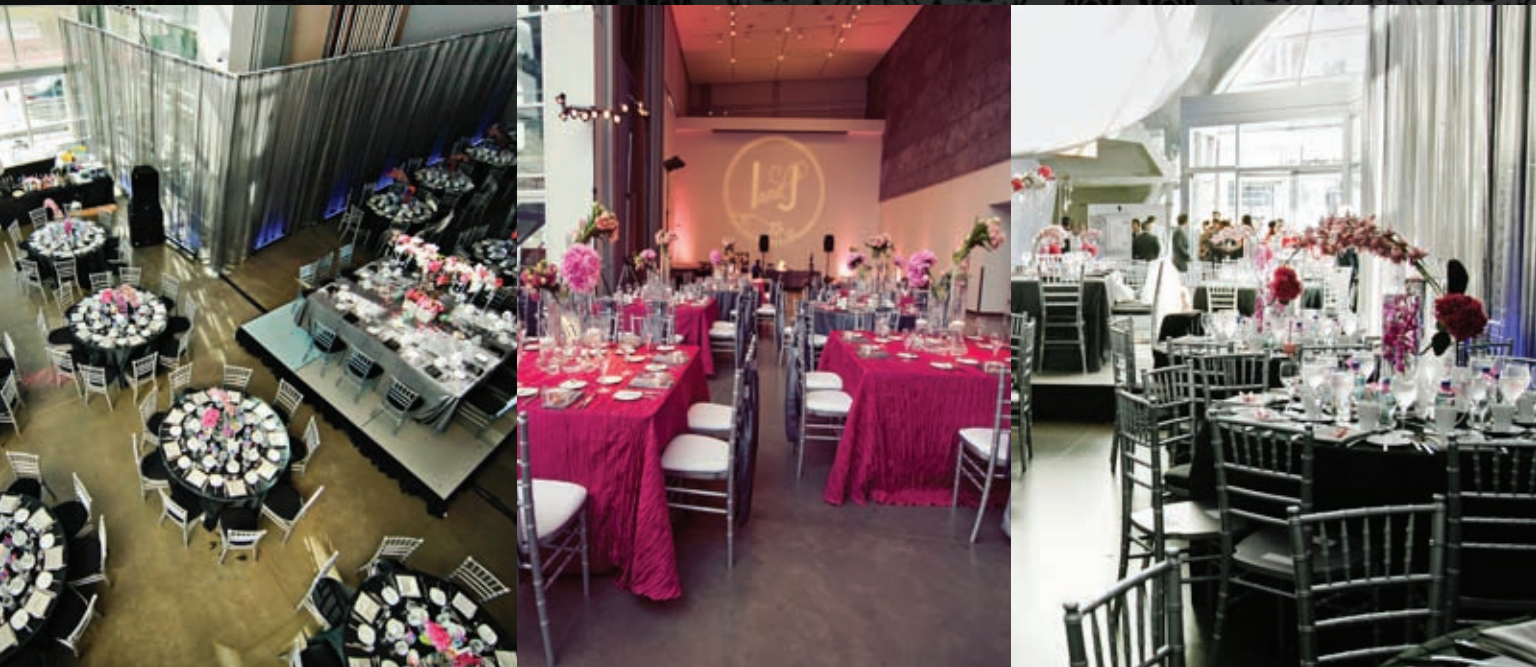


Wedding & Special Event Planning

We offer personalized services to assist you in planning your special event. One of our dedicated sales & catering team members will work with you to plan a memorable celebration. The first step to planning your special occasion is choosing the appropriate space at the Art Gallery of Alberta. Our sales team is here to suggest the ideal space for your event, by considering the number of guests expected and the style of event that you are looking for: a formal seated meal, an elegant cocktail reception or casual social setting.

At the time you sign your contract, we will provide you with our planning checklist. This document will help you understand what will be required from you at certain points along the planning process. Two to three months prior to your event, you will be contacted by a member of the sales and catering team who will guide you through the rest of the planning process. Working with them, you will determine a menu and beverage selections that will suit your budget and event. You will also decide on an agenda for the event and discuss the set-up of the room or rooms you will be using. At this time, we will also arrange a complimentary taste testing for the bride and groom and an opportunity to meet with our Executive Chef and discuss your menu options with him directly.

Beyond helping you with all the details of the event, our team can also connect you with some of the additional suppliers required for the perfect event. This includes: cake suppliers, DJ, decor specialists and photographers.



Timing & Room Set-Up

Depending on the space you choose within the gallery, timing restrictions may apply. As the host, you are welcome to arrive one hour prior to the contracted time period. We ask that your guests not arrive before your scheduled event time.

If you require an extensive set-up time or wish to access the gallery prior to the stated times, this must be communicated to the sales & catering team.

Our banquet team is responsible for the basic set-up and tear down of your function, including tables, banquet chairs, linens, tableware and bar service.

Additional decor items such as: floral arrangements, chair covers, specialty linens, production lighting or other audio visual requirements are the responsibility of the client. To coordinate your wedding successfully Zinc catering will require a list of your suppliers and their timelines for the day.

Wedding Receptions

The Ernest C. Manning Hall & Atrium is the largest space at the AGA for a wedding reception accommodating up to 200 guests for a formal plated dinner. Included with a wedding reception are:

- Basic set-up and tear down of your contemporary appointed banquet space
- Use of floor-length white or black linens
- Use of white or black cloth napkins
- Glassware, tableware and flatware
- Microphone and podium
- Drop-down screen and projector (a \$100.00 rental fee)
- One hour complimentary wedding photo session

Please Note: Wedding Reception bookings are not confirmed until 24 months prior to the wedding date.

Wedding Ceremonies

A number of unique contemporary ceremony options are available. Please contact a member of our sales and catering team for the room capacities and rates. Included with a wedding ceremony are:

- Contemporary appointed ceremony space
- Complimentary set up of banquet chairs (if applicable)
- Draped signing table and chair for you to sign your marriage certificate
- Draped registration table for guest book
- Microphone and Podium and / or cordless microphone
- One hour complimentary wedding photo session

Please Note: Wedding Ceremony bookings are not confirmed until four months prior to the wedding date



Complete Weddings

A unique opportunity for our clients is the ability to utilize a variety of spaces within the gallery. Some couples choose to hold their wedding ceremony, cocktail reception, photo session and wedding reception at the AGA. Depending on the size of wedding and time of day, the Art Gallery of Alberta can be a one-stop venue for the wedding party and their guests. Please speak to a member of our sales and catering team to discuss how you can use different areas of the gallery to create a memorable experience.



Settings & Capacities

Whether you are planning an elegant dinner for 10 or a gala reception for 500, the Art Gallery of Alberta is the perfect backdrop for your special event.

If you are trying to keep your wedding costs in line, consider Friday nights and Sundays as a cost savings alternative over a Saturday night.

Wedding Receptions

Banquets up to 225 guests: Ernest C. Manning Hall & Atrium

Cocktail receptions up to 300 guests: Ernest C. Manning Hall & Atrium

Intimate Dinner up to 30 guests: Borealis Room

Outdoor Reception or Banquet up to 60 guests: Outdoor Sculpture Terrace

Wedding Ceremonies

Ceremony up to 120 guests: Ernest C. Manning Hall

Ceremony up to 170 guests: Ledcor Theatre Foyer

Outdoor Ceremony up to 60 guests: Outdoor Sculpture Terrace

Intimate Ceremony up to 30 guests: Borealis Room

Complete Weddings

Ceremony, Cocktail Reception and Banquet Dinner up to 170 guests:

Atrium, Third Level Indoor & Outdoor Terrace, Ernest C. Manning Hall & Atrium
or Ledcor Theatre, Ledcor Theatre Foyer, Ernest C. Manning Hall & Atrium

Please speak to a member of our catering team to discuss options for a complete wedding venue.

Please reference our "Events at the AGA" facility rentals package for a list of available spaces, rental costs and guidelines.



Photos at The AGA

Wedding day photos are allowed at the Art Gallery of Alberta for those who have a wedding ceremony or reception at our venue. There are some restrictions to respect the enjoyment for all patrons. Due to copyright restrictions, no photos may be taken in any exhibition space. Photos are not allowed in any of the private event spaces if there is a private function taking place. Photos will be allowed in any of the public spaces, including: the main foyer and atrium, the outdoor sculpture terrace and open areas as the entrance to exhibition spaces. Please share the space with other patrons of the gallery. Clients who have booked the AGA for their wedding ceremony or reception receive one hour complimentary photo session with their preferred photographer.

Cost & Payment Schedule

We understand your need to budget appropriately for your special event. Here are the basic costs to your event:

- the room rental fee
- your ceremony fee
- the food you order for your guests
- the beverages consumed by your guests
- security charge
- applicable taxes & gratuity
- audio visual
- specialty decor

Facility Rental

Rental costs range from \$400.00 to \$2,150.00 depending on the space chosen and time requested.

Food and Beverage

The culinary team that showcases their talent in Zinc Restaurant (located at the AGA) is the same culinary team that provides the high-end, restaurant flare, presentation and service in our banquet setting.

Menu Selection

Clients have a choice when selecting food and beverage for their catered event. Options include:

- A customized menu from the Zinc Restaurant menu, which changes seasonally
- A customized menu based on a current exhibition showcased at the AGA
- A menu customized by the client, chosen from our Banquets Menu
(Online at www.zincrestaraunt.ca/events-catering)

Our Executive Chef David Omar will meet with the client and provide his expertise, recommendations and creative flare when customizing menus.

Cost & Payment Schedule (continued)

Beverage Selection

Our knowledgeable Food and Beverage team will meet with the client to customize drink options for an event; whether it's based on a current exhibition, a client's event theme or incorporating a client's event colours.

Bar Options include:

Host Bar (Paid by the client)

Cash Bar (Paid by the guest)

Subsidized Drink (Part of the drink paid by the client, part of the drink paid by the guest)

Bartender charges apply if a \$300 beverage limit has not been met

Security Fee

Security is required for all events; security charges vary on size of event and time requested

Parking

Please visit: www.youraga.ca for parking suggestions

Decor

Additional decor items such as floral arrangements, specialty ordered linens, overlays, chair covers and other items not provided by Zinc Catering are to be arranged and paid by the client.

Cake Cutting Fee

Cake cutting, plating and garnish: \$2 per person

Plates and cutlery: \$1 per person

Deposit & Billing

An initial deposit of one thousand dollars and signed catering booking agreement is required in order to confirm your booking and hold your requested date.

Three to six months prior to your event, you will meet with a catering representative to plan your event. Once you have decided on the meal and made all of the arrangements for your event, your Catering representative will prepare an estimate showing the anticipated total cost of your event. This total amount will form your second deposit, which will be payable two months prior to your event.

Five business days prior to your event, you will need to provide us with your final guaranteed number of attendees. This number is the lowest number you will be charged for. If more guests arrive, we will do our best to accommodate them and charge you accordingly.

Three days before your event, you will need to provide us with your final payment.

Once your event is over, we will prepare reconciliation, based on the actual consumption of your party. If your previous deposits total more than the final bill, we will refund you the difference. If they total less than the final bill, we will invoice you the balance.

5% GST will be added to your final bill

18% Gratuity is added to all food and beverage

Please Note: All of these guidelines will be clearly stated in the Catering Function Agreement along with payment due dates.



Frequently Asked Questions

1. What items do we need to supply?

The Art Gallery of Alberta is a full-service facility, however, if you desire any of the following services, you should arrange them independently: musicians, wedding cake, floral or other special decorations, photographer, and officiant. We would be happy to provide you with a list of companies that we recommend, however you are free to use any company you wish for these items.

You will need to provide place cards or a chart to designate seating for your guests. Your catering representative will discuss with you the best way to do this, depending on the type of meal and event that you have chosen. Menu cards or other specialty stationary is to be provided by the client.



2. How far in advance do we need to book?

We suggest booking your ceremony and reception site as soon as possible. Depending on the size of your wedding and the amount of planning needed, we recommended anywhere from one to two years in advance.

3. How are the rooms generally set?

The Ernest C. Manning Hall and Atrium is the largest event space in the Art Gallery of Alberta. This is the most commonly used area for events ranging from 80 to 225 guests for a sit down plated dinner. Our table rounds are 6' in diameter and we set 10 banquet chairs at each table. There are three common configurations of the room for a plated dinner and dance; these can be discussed with a member of our team.

4. Can we get ready there?

There are no private powder rooms or washrooms at the Art Gallery of Alberta. Public washrooms can be used after gallery hours and one of our staff can designate a washroom on a different floor.

5. Can we bring in our own homemade desserts?

You may bring in your own "celebration" cake prepared by a certified bakery. Otherwise all desserts are prepared by our chefs. We will require a copy of the invoice outlining the baked goods have been handled in a Capital Health certified kitchen.

6. Can we bring our own homemade wine?

We are a licensed facility, so we must provide all of the alcoholic beverages, including wines that are to be consumed at your event. We have an extensive wine and beverage list for you to choose from and we are happy to arrange wines that are not on our wine list for your event.



Additional Information

The following are some additional important points you should be aware of when booking an event at the AGA.

All equipment and decor must be dismantled and removed the day / evening of your event.

We request that your suppliers coordinate delivery and set-up just prior to your event. Transportation of floral arrangements from ceremonies to reception area should be arranged with your florist or on-site wedding coordinator.

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Our catering and sales team will be happy to book your rehearsal one week out. Please note that rehearsal areas may not be set up as per your ceremony or banquet requirements.

Additional power needs should be discussed a minimum of two weeks prior to the function date. Standard electrical power is available in all rooms. Arrangements for additional power can be made with our catering team. We recommend that band and / or dj view the space you are renting prior to your event.

Labour equipment such as carts or dollies for unloading, moving or loading of decor or equipment should be made available by your suppliers.

Wedding cakes must be handled by the client or supplier; please make arrangements with your supplier to set up your wedding cake table.

Any live or taped music used to enhance your wedding ceremony or reception is subject to the Society of Composers, Authors, and Music Publishers of Canada (SOCAN) Music Tariff Fee.

Exhibit passes are a great addition to any special event including wedding favours to your guests. Please ask your catering representative for further information.

Accommodations Information

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Please reference the Art Gallery of Alberta when booking honeymoon suites or hotel rooms at the following hotels:

- The Fairmont Hotel Macdonald
- The Westin Edmonton
- The Sutton Place Hotel