

GENERAL INFORMATION

The Maritime Heritage Centre provides the following:

- 6' x 2.5' rectangular tables
- chairs
- portable bars (2 available)
- microphone and podium
- room set up/take down/clean up
- custodian on site
- 5' dia. round tables and additional sound equip available at additional cost

The 'per day' rental fee of \$800 includes 10 hours of access to the MHC (usually 3 pm – 1 am). Any time over and above these 10 hours will be billed at \$25 per hour.

The warming/catering kitchen is available for use. (no cooking permitted)

If you wish to include your ceremony in the MHC, the mezzanine is available for \$100.

If the room is not rented the day before your event, you may decorate then, but will be charged for the extra time at \$25 per hour. If you want to ensure that the room will be available for decorating the day before, you will need to rent the room at the regular rental rate.

Access time on Saturdays will be no earlier than 9am.

Bartending during the event must be provided by a Service Club (see list)

Checklist

- Caterer
 - Meal Selection
 - Tables – we provide 6 ft. x 2.5 ft. rectangular tables
 - Linens
 - Cutlery
 - Dishes
 - Glasses
- Bar / Bartenders (Service Club)
 - Special Event Insurance Required
- Flowers
 - Wedding Party
 - Table Decorations
- Photographer
 - Formal Pictures
 - Disposable cameras for tables?
- Wedding Cake
 - Table for display / pictures
 - Linen
 - Who will cut and serve?
- Music / D.J.
 - SOCAN License required
To be obtained through the MHC
- Room Set up
 - Table set up
- Gift Table
 - Linen
- Guest Book & Pen
 - Table
 - Linen

WEDDING & PARTY PLANNING

AT THE MARITIME HERITAGE CENTRE
621 Island Highway, Campbell River BC V9W 5C1
Phone 250-286-3161, Fax 250-286-3162



So you've chosen and booked the date for your "big day". What now?

First, arrange an appointment with Operations Manager Trish Whiteside to go over all the requirements for holding your reception in the MHC.

We have created a check list for you to make sure that in your excitement, nothing important is forgotten.

Enjoy the planning, and try not to stress about it. With some organization, your wedding will take place, and the end result will be well worth it.....a happy, relaxed day for the two of you, your families and friends.

Recommended Bartenders

Acropolis	250-914-0909
Eagles	Bar 250- 287-4990
Kinsmen	Al 250-926-0306
Knights of Columbus	Mike 250- 926-0187
Masonic Hall	Dave 250-923-5742
Quay West Catering	250-286-9988
Riptide Marine Pub	250-830-0044
Royal Coachman	250-286-0231
Set The Bar	Paula 250- 923-8151



For any event serving liquor, Liability Insurance must be purchased and is available through most insurance companies.

All liquor must be purchased from a Government Liquor Store. A Special Occasion License must be obtained in order to purchase liquor, and this License must be posted at all times during the event.

Caterers

Acropolis Steakhouse	250-914-0909
Amy's Asian Foods & cafe	250-286-0595
Comfort Zone Foods	250-923-3973
Eagles Women's Auxiliary	250-287-4990
On Line Gourmet	250-286-6521
Quay West Catering	250-286-9988
Riptide Marine Pub	250-830-0044
Rose's Country Catering	250-287-3779
Royal Coachman Catering	250-286-0231
Thrifty Foods	250-850-3581



Disc Jockeys

Above and Beyond	250-203-5007
Audio Xcellence	250-703-3444
Beat-on-Music	250-287-9467
Digital Sound	250-204-0746
Top Quality Music	250-287-2867