



Making Spirits Bright

Children's Holiday Parties

MACEWAN
Event Centre
CALGARY

Making Spirits Bright

The MacEwan Event Centre located at the University of Calgary features 20,000 square feet of dedicated function and event space. The 8775 square foot MacEwan Hall can host up to 440 guests for a dinner and dance or 750 guests for a standing cocktail reception. Our Ballroom can comfortably accommodate up to 336 guests for a dinner and dance or 500 guests for a standing cocktail reception

Our Children's Holiday Parties Include:

Dedicated Event Coordinator for your Function
Decorated Christmas Tree
Beautifully Decorated Tables with Holiday Centre Pieces,
Mirrors and Votive Tea Lights
Ivory or Black Table Linens, and Burgundy Napkins

Children's Menu

Stocking \$14.95

Pepperoni Pizza and Cheese Pizza
Chicken Fingers, Plum Sauce
French Fries, Ketchup
Rice Crispy Squares
Assorted Juices, Soft Drinks, and Milk (Served in Pitchers)

Present \$14.25

Tossed Garden Salad, Selection of Dressings
Build Your Own Hamburger and Hot Dog
Lettuce, Tomato, Onion, Mustard, Ketchup, and Relish
French Fries, Ketchup
Fudge Brownies and Assorted Squares
Assorted Juices, Soft Drinks, and Milk (Served in Pitchers)

Wreath \$18.50

Tossed Garden Salad, Selection of Dressings
Caesar Salad, Herbed Croutons
Pepperoni Pizza and Cheese Pizza
Chicken Fingers, Plum Sauce
French Fries, Ketchup
Macaroni and Cheese
Fudge Brownies, Assorted Squares and Festive Cookies
Assorted Juices, Soft Drinks, and Milk (Served in Pitchers)

Fun Additions

Santa's Little Candy Buffet \$5.00

Hershey's Kisses, Smarties, Red Licorice, Jelly Beans, Gummy Bears, and Skittles

Elves Workshop – Cookie Decoration Station \$4.50

Shortbread Cookies and Gingerbread People, Icings,
Sprinkles, Smarties and Skittles for Decoration (1 cookie per child)

Frosty the Snowman's Rocky Mountain Sundae Factory \$6.75

Vanilla and Chocolate Ice Cream, Orea Cookie Crumble, Smarties, Sprinkles,
Chocolate and Caramel Sauces, Whipped Cream, Maraschino Cherry.

Mrs. Claus' Favorite Chocolate Fountain \$12.00

Vanilla Cake, Strawberries, Pineapple, Melon, and Marshmallows (Minimum 100 people)

Hot Apple Cider \$2.25

Hot Chocolate and Mini Marshmallows \$2.25

Egg Nog \$2.25

*Pricing is Per Person, with a Minimum order of 30 people of each item unless otherwise noted.
Prices do not include 17% gratuity and GST. Prices are subject to change without notice*

More About Your Event

Pre-Selected Choice Entrees

For groups selecting a choice of main course menu for their guests, we are pleased to provide a maximum of 3 entrée choices (Including Vegetarian). The total menu price will be based on the highest priced item. Pre-Selected choice entrée guarantees are due 5 business days prior to the event for the entire group.

Dietary Restrictions and Allergies

We are pleased to accommodate dietary requirements and allergies meal requests where possible. Please provide the requirements 5 business days prior to the event with the final guarantees. Please note the kitchen is not a nut free or allergen free environment. We make every effort to accommodations requests , however we do not guarantee that our product has not come into contact with allergens at some point within the food supply chain.

Outside Food Service

The MacEwan Conference and Events Centre does not permit outside food service to be brought into the premises.

Coat Check

We are pleased to arrange Coat Check services under the following terms. The Centre will provide one (1) attendant per 150 guests (\$22.00 per hour, per attendant) with a minimum 4 hour booking per attendant. The MacEwan Conference and Events Centre assumes no responsibility for lost or stolen items.

Décor and Linen (3rd Party Vendors)

Should you be looking to accentuate your event with specialty linens or décor, here are some contacts;

Great Event Rentals	403-319-0028	www.greateventsgroup.com
Special Event Rentals	403-235-2211	www.calgaryspecialeventrentals.com
Table Talk Event Rentals	403-541-1077	www.tabletalk.net
Chair Affair	403-869-8176	www.chairaffair.ca
Visual Concepts	403-244-9890	www.visualconceptsdesign.com
GAPs Prop Shop	403-266-3907	www.gapsprops.com

More About Your Event

LRT Access

To access the University campus by C-Train our nearest station is University. The MacEwan Conference and Events Centre is a 3 to 5 minute walk from the station. (www.ucalgary.ca/map)

Parking

There are several large public parking lots available on the University grounds. Surface Lots 10 and 11 are available all day with the addition of Lot 12 after 3:30pm. The approximate cost to park is \$5 dollars, plus applicable taxes. Limited underground parking is also available at \$2.50 per ½ hour, to a daily maximum of \$20 plus applicable taxes. Parking rates are subject to change without notice. Should you require parking passes for your attendees, please speak with your Event Coordinator. (<http://www.ucalgary.ca/map/>)

Taxes and Gratuity Charges

The Client agrees to pay all Federal, Local Taxes, and 17% Gratuities applied to all items.

Guaranteed Numbers

The final attendance guarantee must be received by the Venue no later than 11:00 am five working days prior to the commencement of the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Please provide the guarantee on the following days;

Day of Function	Guarantee Due on the Preceding
Saturday, Sunday, or Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

Holidays are not considered working days and should be taken into consideration when submitting guarantees. The Venue will be prepared to serve 3% more than the guaranteed number of attendees to a maximum of 15 persons as the overset. If the guarantee is raised within the five business days the 3% overset will not apply, and the guarantee becomes the set. Increases in attendance beyond the 3% overset within five business days prior to the event will be subject to a surcharge of 15% on top of the menu prices.

More About Your Event

SOCAN

The Venue is required by law to collect from the Client and remit fees on behalf of the Society of Composers, Authors, and Music Publishers of Canada for the playing of live and recorded copyrighted music.

	Without Dancing	With Dancing
1 – 100	\$20.56	\$41.13
101 – 300	\$29.56	\$59.17
301 – 500	\$61.69	\$123.38
Over 500	\$87.40	\$174.79

Deposit Requirements

Deposits taken are to be made in Canadian Funds by American Express, Visa, Master Card, Certified Cheque, or Debit Card and are non-refundable. In order to confirm this booking a twenty five (25%) percent deposit is due with the signed contract based on the minimum revenue commitment listed under the Bookings/Details section of this contract. The remaining deposit to full prepayment will be taken based on the schedule below.

Events are to be fully prepaid. The following deposit schedule applies;

Due with Signed Contract to Confirm the Booking	25% of Estimated Function Value
90 days prior to the arrival date of the event	50% of Estimated Function Value
60 days prior to the arrival date of the event	75% of Estimated Function Value
15 days prior to the event	100% of Full Prepayment for the Function

Cancellation Policy

Upon receipt of a signed agreement, the following payment schedule shall apply in the case of cancellation of the event. Liquidation of damages does not constitute a penalty.

365 to 180 days prior to the arrival date of the event	25% of Minimum Revenue Commitment
179 to 90 days prior to the arrival date of the event	50% of Minimum Revenue Commitment
89 to 30 days prior to the arrival date of the event	75% of Minimum Revenue Commitment
29 days or less to the arrival date of the event	100% of Minimum Revenue Commitment

Cancellation made under this provision shall be made by the cancelling party to the non cancelling party by written notice and payment of the liquidated damages.