

Norland Venue Info & Policies

Venue & Catering Pricing Includes:

- A dedicated venue host who will be on site from 730am to 730pm 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.

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 of \$200
- Event "Party Alcohol Insurance" - will be arranged through The Norland if alcohol is to be served, at a cost of \$150
- A SOCAN and Resound Fee (musical tariff fee) of \$85.80 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.

Entertainment / Music Policy:

- Please refer to 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 100 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

Other important policies/information:

- 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 one month 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 6 months prior to Wedding date. Monthly payment plan option is available to assist you with your budgeting - ask your event coordinator for further details.
- Remaining balance including Catering, décor and other services is due 5 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 Parking
- Exclusive Caterer - LA Chefs Catering & Events
- Exclusive Decor & Event Rental Provider - Lethbridge Event Rentals

