

**Your Natural Choice for....
Receptions, Ceremonies and Photo's
2012**



Congratulations and thank you for considering the University of Northern British Columbia as the site for your wedding day. The stunning architecture of our facilities can create unique surroundings and amazing memories on your special day. Whether it's your ceremony, reception or photo's, let our team of experts assist you with creating an unforgettable experience.

All wedding bookings include the following:

- ... Event coordinator to assist with menu, set up and other event details
- ... A choice of excellent menus or preparation of a customized menu, including local and organic items, by our Chef to meet your budget
- ... Gift table, cake table, DJ table, registration table, head table
- ... White linen table cloths, table skirting and a variety of napkin colours
- ... Secured storage area for decorations
- ... Access to space the day prior to your event for rehearsal and decorating purposes
- ... Use of campus buildings and outdoor areas for photos
- ... Signage at the main entrances to the university buildings
- ... Free parking on campus

The Perfect Location

Green Fact: Take advantage of the natural light in our Atriums and consume less energy!



Administration Building Atrium

The Atrium of the Administration Building is truly impressive and is the preferred location for many wedding receptions and ceremonies. The three storey high ceiling, exposed wood beams and natural light create a world away, only minutes from downtown Prince George.

The Bentley Centre is a popular location for both wedding receptions and ceremonies. The garden views from the windows which stretch down one side of the space allow for natural light to flood the area. Guests can visit the outdoor garden during the summer months. The rooms flanking this reception space can be set to create an inviting lounge to serve your guests cocktails and appetizers before you arrive.



Bentley Centre

“I Do!”

Green Fact: Consider UNBC as the site for both your ceremony and reception. Less travel equals less generation of carbon emissions by your guests.



Looking for a beautiful and tranquil setting to exchange vows? The University is the ideal place for wedding ceremonies. Many UNBC staff, students and alumni have exchanged their wedding vows on campus.

Photos



The UNBC campus offers natural architecture with large wooden beams framing many sunlit atrium areas, with slate and stone also featured on the floors and columns. These areas offer stunning photographic opportunities and wedding parties are welcome to reserve the main areas for a \$25.00 fee. Weekend wedding photo sessions are very popular at UNBC and book up quickly during the summer. Please call to reserve a one or two hour time block, so that you won't be disappointed.

Room Capacities & Rental Rates

Green Fact: All of the buildings on the Prince George campus are no taller than the surrounding trees, ensuring a close connection to nature.

Room	Ceremony		Reception	
	Capacity	Rental Rate	Capacity	Rental Rate
Atrium, Administration Building	180	\$300.00	120	\$450.00
Wintergarden	100	\$300.00	n/a	n/a
Bentley Centre Hallway	200	\$300.00	140	\$450.00

Setup Information

Whenever possible the university will have the set up of all furnishings completed for ceremonies and receptions on Friday by 3:00 pm. At this time we would ask the bride, groom or designate to be on campus to check the set up. This would be the opportunity to make any slight adjustments and changes necessary. After university business hours (4:30 pm) the space is available for decorating and rehearsal purposes. Please note that the university is responsible for all set up of furniture. Rented furniture is not allowed on campus without prior approval.

The university will begin tear down of the set up Sunday afternoon. It is important that all decorations are removed from the space by noon.

Staging is available for receptions and ceremonies. An additional charge of \$25.00/stage section will be levied to build the staging. Each stage section is 4' x 8', and the university must comply with fire and egress regulations. Please consult with your Event Coordinator for assistance with all your setup details.

Catering Services

Green Fact: Let our Executive Chef create a customized menu which includes local and organic items.

White Wedding Buffet

Fresh Baked Rolls and Butter

SALADS

Market Greens with House & Assorted Dressings

Tomato Bocconcini with Balsamic Vinaigrette

Potato Salad

Pasta Salad

HOT SELECTIONS

Grilled Chicken Breast with Tarragon Cream

Carved Slow Roasted Baron of Beef Au Jus

Rice Pilaf

Rosemary Roasted Potatoes

Seasonal Vegetables

DESSERT

Cakes and Squares

Fresh Fruit Platter

Freshly Brewed Coffee and Tea

\$26.75 per person

Plus applicable HST and Gratuity (15%)



*Our chef would be pleased to create a customized menu for you.
Buffet and formal plated menus are available.*

Ultimate Accompaniments

Choose items to serve before the meal or as a midnight snack.

HORS D'OEUVRES

- | | |
|-------------------------------------|----------------------|
| Smoked Salmon on Pumpernickel Bread | Hot Chicken Wings |
| Bruschetta | Breaded Oysters |
| Cajun Chicken Drummette | Mini Egg Rolls |
| Savory Chicken Tartlet | Dry Garlic Spareribs |
| Deviled Egg | Chicken Tenders |
| Smoked Oysters | Fantail Shrimp |
| Chicken Satays | Italian Meat Balls |
| Vegetable Pakoras | Teriyaki Wings |

\$15.95/dozen

Plus applicable HST and Gratuity (15%)



Or Select from the Following ...

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|--|--------------------------|
| International Cheese Selection | \$5.10 per person |
| Roasted Vegetable Antipasto | \$4.39 per person |
| Fresh Vegetable Crudités and House Dip | \$2.99 per person |
| Spinach Dip | \$2.00 per person |
| Seasonal Fresh Fruit | \$3.49 per person |
| Sushi | \$7.59 per person |
| Cold cuts, cheese, buns and condiments | \$3.25 per person |

Beverage Selection & Bar Service

Green Fact: Consider offering locally brewed beer or wine.

Beverages

Freshly Brewed Starbucks Coffee
\$17.95/thermos

Red Rose Tea
\$14.50/thermos

Fruit Punch
\$27.50/gallon
(non alcoholic, serves 20)



Bar Service

Item	Measurement	Host Bar (plus applicable tax & gratuity)	Cash Bar (price includes tax)
House wine	Bottle	\$22.54	\$25.25
House wine	Glass	\$4.41	\$4.95
Premium wine	Bottle	As per current selection	As per current selection
Premium wine	Glass	\$5.80	\$6.50
Local beer	Bottle	\$4.41	\$4.95
Premium beer	Bottle	\$4.69	\$5.26
Ciders/Coolers	Bottle	\$5.13	\$5.75
Cocktails	Per ounce	\$4.69	\$5.26
High balls	Per ounce	\$4.24	\$4.75
Liqueurs	Per ounce	\$5.13	\$5.75

- All beverages consumed as a hosted bar will be included on the final invoice.
- A bartender is provided free of charge, providing consumption is over \$300 per bar. Otherwise, a charge of \$25 per hour per bartender will be levied. There is a minimum 4 hour charge and extra charges shall apply on statutory holidays.
- Cash bar prices include applicable tax. Host bar prices are subject to tax and gratuity.