

DRYDEN REGIONAL TRAINING AND CULTURAL CENTRE

www.thecentreonline.ca



The Centre will enchant you!

The Service will delight you!

The Quality will amaze you!

The Technology will inspire you!

MEETING PLANNER GUIDE

100 CASIMIR AVE
DRYDEN ON P8N 3L4

Phone: 807 223 5553

Email: john.carlucci@kpdsb.ca

KEY CONTACTS

EVENT & FACILITY COORDINATION

John Carlucci , Coordinator.....807 223 5553 Ext. 2443

Events Email Address john.carlucci@kpdsb.ca

The Event Coordinator or staff are your principal source of information during the planning process and when you arrive on-site. He or she will take full responsibility for the smooth functioning of all event activities in our facility. We will guide you through your preliminary plans, your event and your budget.

Organize any type of event for 1 to 500 people and take advantage of the best **The Centre** has to offer. Party until the wee hours in the beautiful, spacious atrium or the multi-functional Auditorium. There is no better place to host your function, whether it be a meeting, conference, social event, wedding or any function that requires gathering of people that you want to impress.

Conduct training in our classroom or Auditorium! Stage a concert, play or musical in our fully equipped theatre—200 or up to the full 500 theatre seats. Possibly a Cabaret or Dinner Theatre is what you are looking to host—we can assist you with that. Or looking for a place to hold your reception, or dance - give us a call.

Take advantage of **The Centre's** full range of catering, planning, and support services.

It's just better at The Centre!

FACILITY INFORMATION

Quick Facts:

Over 34,000 square feet in a two storey structure. Auditorium showcases the latest in lighting, sound and multimedia equipment including video conferencing, LCD projector and a 10' x 12' drop down screen or large 14 x 24 screen at back of stage.

Auditorium/Conference Centre

The Auditorium/Conference center can accommodate up to 500 people with theatre style seating. This multi-function area can be configured to suit a variety of conference layouts. With having a dividing wall, we can offer you the choice of the 200 fixed seats for any workshop or conference plus a floor surface for exhibits, workshops, break out rooms. Or the room can be divided into two separate units for two separate meetings.

Fully equipped with full audio and lighting equipment which again can be utilized for the entire room or independently by room division.

Acoustically engineered to provide optimum sound!

Classrooms

The Centre has standard classrooms which can accommodate up to 30 people in a classroom style setting. Rooms are equipped with Internet Access, white boards, and comfortable seating.

Food and Beverage Service

The Dryden Regional Training and Cultural Centre offers Food Catering for any type or size of event. Working with local caterers we can offer you a wide menu selection for any type of event. Whether it's for 5 or 500 people we offer catering services from cocktails to canapés to full course meals.

Parking

Our Parking Lot is paid parking! Conference and meetings parking is waived for the days the event is being held. Parking is enforced between 7 am and 6 pm, Monday to Friday.

Dividing wall for multi functions in auditorium

Sound and light equipment using the state of the art equipment

- Glass enclosed main atrium and pre-function space
- 2 loading bays – direct stage access and shop access
- Power, phone and data access in each room – floor boxes in Auditorium B
- Art is incorporated throughout the facility to compliment the buildings overall design and appeal
- Located in the downtown sector of Dryden close to shopping, dining, hotels, recreation facilities, entertainment
- Short walk to the water front, nature trails

AVAILABILITY

Contact us for more details. Our Events Coordinators are pleased to check out available dates for your functions. This is the start of planning your event. Call us at 807 223 5553 ext. 2443. Email us at john.carlucci@kpdsb.ca

ACCOMMODATIONS

Centrally located we have over 400 hotels rooms available in the City of Dryden, including nationally recognized hotel chains and independent quality hotels. We are pleased to negotiate rates on your behalf for any of your accommodation requirements. Contact us for more information.

BOOKING POLICY

1. FIRST HOLDS

A First Hold is considered a tentative booking. Facility Users may hold up to two dates for an event. A tentative booking will be put on first hold at the patron's request without a deposit. When you have made your decision to confirm or release your date please contact The Centre 807 223 5553 ext 2443.

2. SECOND HOLDS

If there is a first hold and you are interested in that date you can place a second hold. If the first hold cancels we will contact you and offer you the space, which must be confirmed or released.

PAYMENT

Once the event has concluded we require full payment of all invoiced costs that remain outstanding no later than 30 days after the actual event date.

EVENT PLANNING GUIDELINES

BANQUET GUIDELINES

DRTCC is committed to the highest standard of quality and service. The following information and food and beverage policies will assist you in planning your food and beverage requirements.

FOOD

1. All food served in the facility is to be provided by DRTCC and our contracted caterers. We will be pleased to work with you on all your food requirements.
2. The menus are suggestions and may be altered in consultation with the event coordinator. Our event coordinators are ready to create menus designed specifically for your function upon request. All food allergies and restrictions to be provided at final confirmation of catering requirements.
3. All catering prices are subject to the applicable service charges, taxes and gratuity.
4. Please note that the food is the property of DRTCC and will not be removed by the client for any reason.

LIQUOR

The facility is governed by Provincial Liquor Laws and all applicable guidelines must be met. The facility is fully licensed and operated by Keewatin-Patricia District School Board. Host Bar - host pays for all consumed beverages, or Cash Bar - beverages are sold to guests on an individual basis or other combinations are available.

Alcoholic beverages cannot be served after 1:00 am and all functions/areas must be vacated by 1:30 PM in accordance with the Ontario Liquor Control Act

GUARANTEE

A preliminary estimate of attendance is required when the menu is selected. A guarantee of the number of guests attending must be provided to the Event Coordinator within 14 days prior to the function. The greater of the guarantee or attendees will be charged to the client.

ROOM CHANGES

DRTCC reserves the right to change room allocation within the building at time of guarantee if numbers do not meet minimum room requirements.

DECORATIONS

Please discuss your service needs at the time of ordering. Theme decorations, specialty linens and center pieces can be arranged with advance notice at an additional charge. Your event coordinator would be pleased to work with you on these arrangements.

FACILITY GUIDELINES

LIABILITY

DRTCC will not be responsible for any damage to or loss of any articles left at our facility prior to, during, or following any event.

The Client is responsible for any damage to the facility by their guests, agents or independent contractors on their behalf.

TAPE

Tape is not allowed to hang signs, put on floor or walls under any circumstances.

ELECTRICAL/UTILITIES

Your event may require electrical or utility services for general session audio/visual; show offices, pressrooms, production offices, etc. Authorized facility contractors must perform all power utility connections. Please coordinate your utility requirements with the event coordinator.

AUDIO/VISUAL SERVICES

DRTCC has the capability of providing many aspects of sound reinforcement. Our qualified technicians must be used for in-house hook ups. All other audio/visual companies operating in the facility must furnish the Centre with proof of insurance naming the Facility, officers, employee's and agents as additional insured. Quotation will be provided once requirements are known.

BOX OFFICE SERVICE

All ticket sales will be handled through the Ticket Office and the online ticket system. Fee's for this service are based on the ticket price and quoted prior to event. If the promoter would like to use alternative methods of ticket distribution, he/she may do so only with the prior authorization of the DRTCC management.

Staffing will be determined based on the number of tickets out one week prior to the event, plus an allowance for a realistic walk-up. Staffing levels are at the sole discretion of DRTCC.

There will be no re-entry allowed during the event without the prior approval of DRTCC Management.

COAT CHECK SERVICE

Self-Check for meeting room events is available.

IMPORTANT INFORMATION:**Address/Phone Number/Fax Number**

The Dryden Regional Training and Cultural Centre is located in the heart of downtown Dryden in North-western Ontario. The address is 100 Casimir Ave Dryden Ontario P8N 3L4. The main office is located in suite 116B. The mailing address is the same as above Attention: Suite 116B. Deliveries should be directed to 100 Casimir Ave attention: Event Coordination. To contact our event coordination office, please call 807 223 5553 Ext. 2443 or Fax number 807 223 5595. Email us at john.carlucci@kpdsb.ca.

Animals

Only certified service dogs or service dogs in training will be allowed into the Centre. All other animals are prohibited.

Balloons

Balloons of any kind are not allowed in the Centre. Exceptions may be made with prior approval from the Event Coordinators if being used for decoration purposes and must be secured.

Banners and Signs

Banners and signs may be hung in designated areas with prior approval. Signs must be hung using string, zip ties or wire in the designated locations. Duct Tape, double sided tape or scotch tape may not be used. Masking tape will be considered. Banners may not contain political or commercial messages or display inappropriate phrases or words. We reserve the right to remove any banners or signs at our discretion.

Bottles and Cans

No outside beverages are allowed and no cans are permitted in the auditorium. No food or beverage allowed in the auditorium seats during performances or seminars, unless authorized by the Event Coordinator. Empty water bottles are not permitted. Exceptions may be granted for baby formula, baby bottles, baby food, medication or special health related needs.

Catering Services

Our authorized caterers will be allowed to offer food service in the facility. Food service must be coordinated with the event coordinator. Menu's available upon request. Custom catering needs will be considered upon request and every effort made to accommodate your meal requirements for your event.

Code of Conduct

The Dryden Regional Training and Cultural Centre and its employee's are committed to providing our guests with an enjoyable, safe atmosphere. Our staff will proactively intervene to support a family oriented environment where all guests can enjoy the event free from the following behaviors:

- Foul or abusive language or gestures
- Intoxication or signs of impairment
- Display signs of affection not appropriate in public, family setting
- Obscene or indecent clothing
- Any disruption to the progress of the event by guest's actions
- Guests seated in location other than their ticketed seat
- Smoking or tobacco use in non-designated areas

If someone interferes with your enjoyment of an event please contact the event coordinator.

Concessions:

Concessions are operated by the Dryden Regional Training and Cultural centre only. Vending machines are located on the second floor. If an outside concession is required, prior approval is required by the event coordinator. A percentage of sales will be applied.

Credit Cards

The Dryden Regional Training and Cultural Centre will accept Visa, and Mastercard as well as Debit Cards, cheque and cash. These can be used for account settlement, purchases and ticket sales. Online ticket sales use their online service when tickets are purchased.

Directions

Located at 100 Casimir Ave, Dryden ON Visit www.thecentreonline.ca for directions

Emergencies and Evacuation Procedures

Prior to every event, Emergency and Evacuation procedures will be outlined by the events coordinator or event client.

Family Restrooms

Restrooms are located on the first and second floor and are accessible for mobility impaired individuals.

First Aid

If medical assistance is required, please contact the Event Coordinator. A fully stocked First Aid Kit is available for use. Staff is prepared to deal with emergency incidents. If additional medical aid is required 911 will be called and an ambulance dispatched immediately.

Lost and Found

After an event, call 807 223 5553 Ext. 2443 to inquire about a lost item. Lost and Found is located at the front reception area in the main concourse. Lost items will be kept for one month; those unclaimed after that time will be donated to charity. In most cases any unclaimed credit or debit cards are destroyed immediately as recommended by the issuing financial institution.

Parking

The Dryden Regional Training and Cultural Centre has 169 parking spots of which 49 are designated parking spots. Balance of parking spots are for Centre business only. Unauthorized parking will be towed at owners expense. Yearly parking fees are available.

Police

If you have an emergency requiring police attention, please contact the Event Coordinator in the Front Reception area. If the particular event you are attending does not require on site police staffing, the City of Dryden Police Department can be available in minutes.

Prohibited Items/Permitted Items

In the interest of guest safety and enjoyment, The Dryden Regional Training and Cultural Centre reserves the right to prevent certain items from being brought into the facility. The following includes, but not limited to, items that are not allowed into the facility:

- Alcoholic beverages or illegal drugs
- Non-alcoholic beer
- Food Items
- Glass bottles or cans
- Ice chests or hard sided coolers
- Fireworks
- Bullhorns, air horns, or other noise makers
- Confetti
- Animals (except certified services dogs)
- Skateboards or roller blades
- Weapons of any kind
- Stickers
- Chains
- Cameras, video equipment, sound recording equipment unless otherwise specified

Permitted Items

- Baby Formula, baby bottles and baby food
- Medication or other special needs
- Cloth Bags, soft pack, back packs and baby packs (subject to search, must fit under seat)
- Binoculars
- Seat Cushions

Skateboarding/Rollerblading

Skateboarding and/or rollerblading on the Dryden Regional Training and Cultural Centre property is strictly prohibited.

Smoking Policy

There is no smoking on the Dryden Regional Training and Cultural Centre property. Designated smoking areas are located outside the building and off property.

Telephones

A Pay phone is located on the second floor in the lounge area.

Weapons

For the safety of all guests weapons of any kind are not permitted at the Dryden Regional Training and Cultural Centre. The ONLY exception to this is law enforcement personnel in the performance of their official duties.

ROOM OPTIONS AND SIZES

- All room configurations are maximum capacity.
- When planning an event, please reduce numbers to provide for staging, production, audio/visual, etc.

Please consult the Event Coordinator regarding pricing as it may vary depending on actual event activity

Room	W'	L'	H'	Sq Ft	No. of Computers	Banquet	Banquet standing only	Classroom	Theatre	U Shaped
215	28	28	9	784				30	40	20
Atrium	34	60	20	2280		100	350			
Stage	21	42	30	882		40				
Aud B	38	50	30	1900		200	150	200	200/500	100
Aud A	38	50	30	1900				200	200	
218 Computer Lab	26	28	9	728	20					

FACILITY SAFETY INFORMATION

1. Stage equipment displays or exhibits shall be kept clear of exits and exit passageways.
2. No exit passageway may be barricaded. No chairs or equipment may be placed in exit passageways that may block access.
3. No vehicles shall be parked in the path of exit outside the building, while the building is occupied by the public
4. No barricades shall be placed across the exterior paths of exit during public occupancy
5. No booths, tables or concessions shall be placed in the main concourse or in exit aisles or paths, except in areas designated by the event coordinator in compliance with the Fire Marshal's regulations
6. No exit door shall be locked or blocked against egress during time of public occupancy
7. No cables, cords or wire shall be strung along the floor, unless a ramp or other approved method of protecting against tripping is employed. Overhead cables or wires must be at least 10 feet above floor level or public access and substantially supported. Please check with Event Coordinator prior to hanging any overhead material.
8. No flammable liquids, open flames, compressed gases, cooking or heating processes, flammable decorations, pyrotechnic display, gunpowder or explosive devices are not permitted in the facility.

ROOM MAINTENANCE

DRTCC will be responsible for maintaining the facility's appearance and condition for all of our guests. Attendants will provide meeting rooms sets, trash removal, room conversions, room refreshes, and facility maintenance. We will keep the restrooms, lobbies, corridors and other public areas clean and tidy during the event hours.

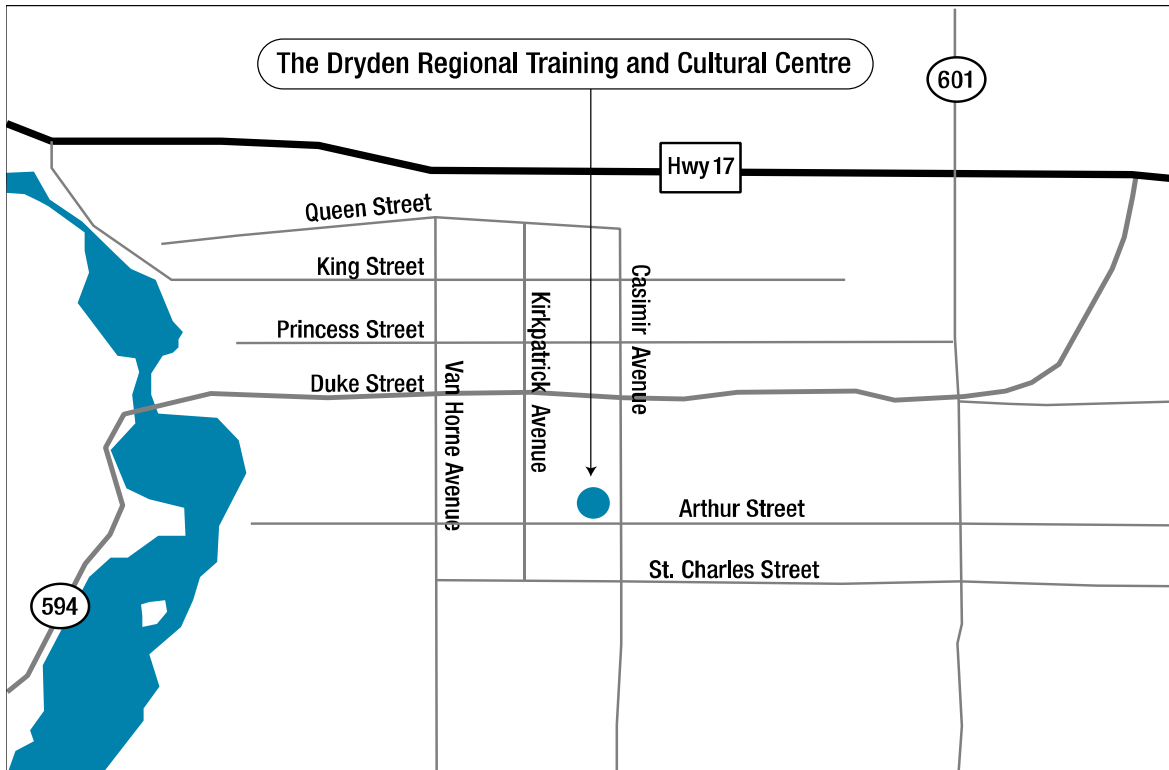
We will clean up prior to each break, lunch or dinner sessions. This will be done free of charge.

LABOUR FOR ROOM SETS AND CHANGEOVERS

We provide your initial set-up at no charge. Your event coordinator will work with you on any additional set conversions and their associated costs.

DIRECTIONS TO THE DRYDEN REGIONAL TRAINING AND CULTURAL CENTRE

We are located at 100 Casimir Ave, directly across from the Dryden High School. Driving in from the East or the West, we are centrally located in the downtown area and close to shopping, restaurants, and hotels. We are located 10 km's from the Dryden Regional Airport.



WEDDING SERVICES CONTRACT
The Centre – 100 Casimir Ave., Dryden, ON
Contact: John Carlucci – 807-223-5553 x2443 or john.carlucci@kpdsb.on.ca

Bride's Name: _____
 Groom's Name: _____
 Contact Info (Bride): _____
 Contact Info (Groom): _____
 Wedding Date/Time: _____

- Ceremony & Reception at The Centre
- Ceremony only at The Centre
- Reception only at The Centre

Ceremony Location: Auditorium A (maximum 196 people fixed seats)
 Auditorium B (maximum 150 people) (3 hrs required for set-up if reception in Auditorium also)
 Atrium only (maximum 80 people) time required to move chairs into place 45 minutes

Reception Location: Auditorium & Atrium (maximum 150 people)
 Atrium only (maximum 80 people)

Approx. # of Guests (incl. Wedding Party): _____ (# to be confirmed by _____)

SET-UP REQUIREMENTS

Meal: Served or Buffet? _____
 # of Guest Tables: _____
 # of Guests per Table: _____ (maximum 10)

Head Table? Yes No # at Head Table: _____
 Location of Head Table? _____
 Cake Table? Yes No Lg Round Sm Round Rectangle
 Guest Book Table? Yes No Lg Round Sm Round Rectangle Desk
 Gift Table? Yes No Lg Round Sm Round Rectangle

Podium & Mic? Yes No Location: _____
 Dance Floor? Yes No Location: _____
 Name of DJ: _____ Phone: _____

Audio/Visual Requirements:

Other Set-Up Requirements:

DECORATING REQUIREMENTS

The Centre staff will be happy to set-up tables/chairs etc... to your specifications, including linens, cutlery, tableware etc... Additional decorating is the responsibility of the bride and groom.

Date/Time for decorating: _____

Linens – White tablecloths and skirting are available at The Centre. Quote available upon request. If you wish to have other colours, table runners, chair covers etc..., arrangements must be made through a supplier.

- Additional linens to be arranged by the bride and groom
Arrival date/time of linens at The Centre: _____
- The Centre to make arrangements for additional linens

Linen Requirements:

Candles – All candles must be enclosed in a non-combustible device or holder.

the Centre

THE DRYDEN REGIONAL TRAINING AND CULTURAL CENTRE

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• **CATERING and FOOD REQUIREMENTS**

*** All catering arrangements must be made through The Centre directly ***
We will provide you with a variety of menu options, provided by reputable caterers.

Caterer: _____ Confirmed availability on: _____

Dinner to begin at: _____

Menu Selections:

Special Meals and numbers per each restriction (vegetarian, vegan, gluten-free, children's...):

Allergies:

Late Night Snacks? Yes No Snacks to be made available at what time? _____

Arrangement of Late Night Snacks to be made by the bride and groom

Arrangement of Late Night Snacks to be made by The Centre

Details:

Other Catering and Food Requirements:

SERVICE REQUIREMENTS

Our staff will be pleased to assist with all of your service requirements.

Additional charges may apply.

- Cut & Serve Wedding Cake

Time: _____

- Coat Check Services

- Use of Own Music (ie iPod and our system) Knowledge use of system – any damage to system will be applied to invoice

- Secure all gifts and envelopes in our Safe

- Take down next day. Pick up the next day between 8 am and Noon

Date and Time: _____

Set Up and Take Down

Set Up as follows – 3 days prior to wedding date DRTC staff will set up tables, linens, cutlery, salt and Pepper as required and will require the seating chart for this day.

Day prior to wedding – wedding party and/or wedding vender to start setting up for the wedding. In some cases, the day before maybe available to start setting up. Decorating can start at 8 am to 10 pm. No decorating on day of wedding. We can arrange to have DJ and flowers and cake arrive to the venue between 8 am and 11 am day of. If decorating is to occur on the day of a charge of \$100 per hour will be applied to cover staff time.

Next day takedown – we will put most items in the atrium for pick up the next day – see above – 2 hour max limit for pick up

Name of Wedding Decorator _____

Phone Number _____

Email _____

Please indicate below any additional services with which you wish to have assistance.

WEDDING SERVICES CONTRACT
The Centre – 100 Casimir Ave., Dryden, ON
Contact: John Carlucci – 807-223-5553 x2443 or john.carlucci@kpdsb.ca

Terms of Payment:

- Methods of Payment: MasterCard, Visa, Cash, Cheque, Debit.
- A credit card* must be on file for any incidentals that may occur.
- Payment is due within 30 days of invoice date (subject to 1.5% interest per annum)

* Credit Card info for incidentals:

Card # _____

Exp. ____/____ CSC _____

Name on Card: _____

Mastercard Visa

Invoice for services rendered is to be delivered to:

Name: _____

Address: _____

The Clients hereby engage The Centre Events Division to provide services as described herein. The Centre Events Division hereby agrees to provide The Clients with such services in exchange for payment for services rendered.

THE DRYDEN REGIONAL TRAINING AND CULTURAL CENTRE

This is a contract entered into by: _____
www.thecentreonline.ca

The Centre Events Division c/o John Carlucci

and

It's just better at the Centre

 (Bride and Groom - "The Clients")

on

 (Date)

 Bride's signature

 Date

 Groom's signature

 Date

 John Carlucci's signature
 (or an authorized representative of The Centre Events Division)

 Date

WEDDING SERVICES QUOTE
The Centre – 100 Casimir Ave., Dryden, ON
Contact: John Carlucci – 807-223-5553 x2443 or john.carlucci@kpdsb.ca

Bride and Groom: _____

Wedding Date/Time: _____

Item or Service	Total
Room Rental* (includes full use of the building – Atrium, Aud and green room and set up over 3 days)	\$ 1,000.00
Catering Services* Name of Caterer	Based on selection – quote provided
Additional Food Services (ie Late night snacks)*	Based on selection - quote provided
Fee's for use of outside caterer if not going through the Centre	To be quoted prior to booking
Bar Services:	
Host/Open Bar (host pays all standard drinks)	Standard Drinks pricing per drink
Gratuity on Host/Open Bar	Gratuity 15% of total sales
Toonie Bar (guest pays \$2, host pays balance)	Gratuity 15% of total sales
Cash Bar (guests pay for their own drinks)	Based on Bar prices
Corkage Fees added to purchased 750 ml wine price on tables	\$15.00 per 750 bottle
Wine Service Fees	Based on wine selected through our license
Coffee/Tea*	\$95.00 per 100 cups
Linen Rental*	Quote to be provided once selected
Takedown Service – we will take down simple set up for you to pick up Sunday – more elaborate set up must be taken down Monday following event – if we are to take down a fee will apply	\$250 takedown fee
Additional Fee for Decorating day of Wedding	\$200 per hour
Miscellaneous Fees (please specify):	
Pick up if over the 2 hours	\$200 per hour
Gratuity on Food	15% of total food service
HST (13%)	13% on total invoice less tax exempt items
Quote Total (subject to change)	

* Subject to HST