



CATERING SERVICES

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## CATERING SERVICES

### Welcome to the Living Sky Casino's Event Centre

At the Living Sky Casino we are guided by five guiding principles that encourage balance while incorporating the traditional aspects of First Nations culture. One of these principles is miyo-wicehtowin. This represents the value of getting along with others. We do this in the Event Centre by conducting our business in a manner that reflects our First Nations hospitality, traditions and customs, which enables us to foster good relations with our customers.

The Event Centre is a multi-functional facility which can be configured numerous ways in order to best serve our clients' needs. The Event Centre, which features state-of-the-art sound and lighting systems, coupled with our courteous and professional catering and banquet staff, can be used to stage anything from a small business luncheon to elaborate multi-course meals for 200-plus people.

The Event Centre is 4,047 square feet and, with the stage included, is 5,559 square feet. Our Event Centre offers theatre seats and full room set-up, and for smaller events the room can be divided into two. When the room is divided, each room is 1,680 square feet.

We are confident that our professional staff can tailor our venue to best meet your event needs. To arrange a free consultation, simply contact our Events Coordinator and they will be happy to work with you to ensure your event is a success.

Services included in the rental fees include:

- One-on-one consultation with our professional staff to coordinate your event.
- Configuration of the room to meet your event needs (seating arrangements, room division and linens as required).
- Full staff for your event including bar service if requested.
- Clean up of the event.



## CATERING SERVICES

### Welcome to the Living Sky Casino's Event Centre

#### FULL EVENT CENTRE

The Event Centre is 4,047 square feet and can be configured multiple ways for your event.

- The cost to rent the Event Centre is \$700.00 per day.
- To include the stage with your event is an additional \$200.00 per day.

#### Seating Arrangements

##### Theatre Style Seating

Our theatre seats can seat up to 565 people at once. This is ideal for any event held on the stage such as learning seminars or other such events.\*

\*Theatre seating not available for half-room configuration.

##### Table Seating

If you are having a plated service catering, we can accommodate up to 260 people.

If you are having a buffet service, we can accommodate up to 250 people.

Please inquire about our flexible seating options.

#### HALF EVENT CENTRE

We can divide our full Event Centre room to accommodate smaller events. Each room is 1,680 square feet.\*

- The cost to rent is \$350.00 per day.

\*The stage, large screen and projector are not available with half-room rental.

##### Table Seating

If you are having a plated service catering, we can accommodate up to 100 people.

If you are having a buffet service, we can accommodate up to 80 people.

#### GREEN ROOMS AND BOARDROOM

If you need a smaller area, we have two green rooms and a boardroom available.

Our green rooms include a 3-piece bathroom, a make-up vanity that seats up to 8 people and a couch. A green room is \$50.00 per day.

Our boardroom seats up to 13 people comfortably around a large boardroom table. The boardroom is \$50.00 per day.



## CATERING SERVICES

### Welcome to the Living Sky Casino's Event Centre

#### STAGE

Our state-of-the-art stage is 1,512 square feet and makes a great addition to any event.

The cost of the stage is \$200.00 per day.

Lighting and sound can be tailored to your needs, making every event an experience to remember. To best utilize our stage with our state-of-the-art sound and lighting systems, we have a technician available to help you. Please inquire with the Events Coordinator if the technician is required for your event.

#### EQUIPMENT RENTALS

To help your meeting or event go smoothly, we have a variety of equipment available. Please book these in advance with our staff.

#### EXTRAS

We offer a variety of services that may benefit your event.

- The Living Sky Casino offers free shuttle service from noon to 2:00 am and can pick up and drop off anywhere in Swift Current. Please inquire with the Events Coordinator about the use of these services. Subject to availability.
- Coat check.
- Free parking available with 479 stalls.

• Hotel partners. The Living Sky Casino has formed partnerships with six Swift Current area hotels. If your attendees are staying in Swift Current overnight, they may be entitled to discounts on their room rates and a coupon package for the Living Sky Casino. Ask for the stay, play, and dine package. Our partner hotels include:

- Holiday Inn Express
  - Days Inn
  - Super 8
  - Best Western
  - Comfort Inn
- Depending on the event, the Living Sky Casino may offer a group incentive to your attendees, which may include Living Sky Casino merchandise or vouchers for free gaming. Some restrictions may apply.
- The Event Centre is conveniently located off our gaming floor, accessible by a separate entrance. Some of the Living Sky Casino's amenities include:
- Popular table games like poker, blackjack, roulette and Phil 'Em Up
  - A variety of exciting slot machines
  - Horizon's restaurant
  - Deli service
  - Live entertainment on the Lounge Stage (subject to availability)



## CATERING SERVICES

### Room and Equipment Rates

ROOM DESCRIPTIONS	RATES PER DAY	INCLUDES/DETAILS
Small room in Event Centre (divided) 1,680 sq. ft.	\$350.00	Set up, tear down, linens and service.
Event Centre – no stage 4,047 sq. ft.	\$700.00	Set up, tear down, linens and service.
Event Centre & Stage 5,559 sq. ft.	\$900.00	Set up, tear down, linens and service.
Green Room (two rooms available)	\$50.00 per room	Couch, 3-piece bathroom, make-up area seats 8 people.
Boardroom	\$50.00	Seats 13 people comfortably .
Stage 1,512 sq. ft.	\$200.00	Use of stage only. No sound or lighting included in this price.
Theatre Seating in Event Centre 4,047 sq. ft.	\$700.00	Seats up to 565.
Sound & Lighting Technicians	\$45.00 per hour	Sound and lighting technician is needed with any sound and lighting requests with the exception of basic microphones.
EQUIPMENT	RATES PER DAY	
Laptop	\$25.00 per hour	
Wireless Internet	No charge	
Projector with Screen	\$50.00 (small screen) \$200.00 (11 ft by 20 ft)	Large screen requires full room rental
Teleconference Unit (boardroom only)	Dependent on use	
Fax or Photocopies	25¢ per page	
Podium	No charge	
Wireless Microphones	\$75 per microphone	
Flip Chart and Markers	\$15.00	



## CATERING SERVICES

### Terms and Conditions

Thank you for booking with the Living Sky Casino Event Centre.

When planning your next special event, whether a seminar, convention, wedding, fundraiser or staff party, the professional staff at the Living Sky Casino and Event Centre Facilities will make sure it is a success.

Our Events Coordinator will be there to assist you every step of the way. While our Executive Chef creates the perfect menu to complement the occasion, our banquet team will provide the ideal room set-up and service to make your event extra special.

We appreciate your consideration of our facility and assure you that the Event Centre will help make your special event perfect.

#### DEPOSITS, PAYMENTS AND CANCELLATIONS

I. For a client to reserve a date, a non-refundable deposit is required the day the contract is signed. If a deposit has not been received, management reserves the right to reallocate the venue.

II. For Event Centre bookers a \$500.00 deposit to confirm the date is required ninety (90) days in advance or within (90) days of booking (whichever comes first), or at the time of the booking if fewer than ninety (90) days prior to the event.

III. For half room bookers, a returned signed contract and deposit of \$350 to confirm the date is required ninety (90) days in advance or at the time of booking if fewer than ninety (90) days prior to the event.

IV. All deposits will be applied to the balance owing at the conclusion of the event.

#### MINIMUMS AND LABOUR CHARGES

I. Catering services delayed by the client will result in a labour charge of \$120.00 for each additional 15 minutes, after the first half hour.

II. If the client is unable to provide a minimum 15-minute clearing time immediately after dinner, a \$1.50 per person fee will be charged to offset labour costs.

III. There may be an additional charge for any bookings on a statutory holiday, including First Nations holidays.

#### GUARANTEES

I. A preliminary estimate of attendance is required when booking event and selecting menu.

II. A final guest count is required seven (7) business days prior to the date of the event.

III. The final guest count is considered a "guarantee" not subject to any reductions.

IV. Saturday, Sundays and all statutory holidays are not considered business days.

V. Final billing will be based on this guarantee or the actual number of guests served, whichever is greater.

VI. The casino will prepare food up to a maximum of 3% above the final guarantee (confirmed attendance).

#### DECORATING

I. Decorating plans and options must be discussed with the Events Coordinator.

II. Clients are responsible for the distribution and collection of all materials and decorations provided by the client. Please note that birdseed, glitter, rice and confetti may not be used. All candles must be in enclosed holders. Open flames are not permitted.

III. Client is responsible for room decorations, although arrangements must be made with the Events Coordinator.

IV. No signs or posters are permitted in the casino. No signs, posters, banners or printed material will be allowed to be pinned, taped or affixed in any way to doors, walls or ceilings without casino facility assistance or permission. The casino facilities staff will assist with the hanging of any signs or banners in the MPR.

V. Personal decorations must be removed by client immediately after function.



## CATERING SERVICES

### Terms and Conditions (Cont.)

#### **CLEAN UP/DAMAGE**

- I. The casino reserves the right to charge a fee if there is any damage to the room or its contents, or if any extra clean up is deemed necessary at the discretion of casino management. A minimum of \$100.00 will be assessed to the client bill; the final bill will be determined by the casino.
- II. The casino shall not assume any responsibility for the damage or loss of items on its property prior to, during or following the client's function.
- III. The client agrees to be responsible for any damages and thefts to the premise or property by their guests, invitees or other agents under the client's control.

#### **SMOKING**

- I. Smoking is not permitted anywhere guests are present, with the exception of designated patio areas or smoking rooms.

#### **MENU SELECTION**

- I. Menu selection is required one (1) month prior to the function date.
- II. The expected number of guests is required one (1) month prior, with the final guaranteed number required seven (7) business days prior.
- III. The highest original expected figure will automatically become the guarantee if the Events Coordinator is not notified by this time.
- IV. Special dietary substitutes are available (in limited quantities) and must be arranged a minimum of seven (7) business days in advance of the function date with the Events Coordinator.
- V. The final menu selection is required two weeks prior to the event. No food or beverage is permitted to be brought in by the guests. The ONLY EXCEPTION is special "theme" baked goods, such as wedding cakes. Prior approval must be obtained from the Events Coordinator.
- VI. Special product sampling for trade shows must be submitted for approval well in advance.
- VII. Menu prices are subject to change. Definite

prices will be quoted the day the guaranteed guest count is confirmed.

#### **FOOD AND BEVERAGE MINIMUMS**

- I. Catered functions are based on food and beverage minimums. Failure to meet the food and beverage minimum designated for the room booked will result in an additional food and beverage charge applied to the client final invoice. The additional food and beverage charge will be the difference between the food and beverage minimum and the total food and beverage charges (exclusive of tax and gratuity).

#### **PRICES**

- I. Prices are subject to increase in the event costs of food, beverages or other operations increase at the time of the function.
- II. All catering prices are subject to the applicable service charges and taxes.
- III. Menu prices are subject to applicable taxes. A 15% gratuity is applied to the total catering prior to applicable taxes.

#### **FOOD AND BEVERAGE NON-CONSUMED POLICY**

- I. All food, wine and beer must be prepared, supplied and served by our Food and Beverage department and cannot be removed from the premises in compliance with Saskatchewan health and liquor legislation.
- II. Neither the client nor guests may bring in or remove any food or beverages from the premises.
- III. Due to health regulations, all food and beverages not consumed become the property of the casino.
- IV. Leftover food or beverages are not allowed out of the function area other than to be returned to the kitchen.
- V. All food prepared and served for the Event Centre must be served by kitchen staff and removed by kitchen staff only, unless otherwise directed by the Events Coordinator.



## CATERING SERVICES

### Terms and Conditions (Cont.)

#### **ADDITIONAL CHARGES**

- I. All food and non-alcoholic beverages prices are subject to applicable taxes.
- II. All alcoholic beverages are subject to applicable taxes.
- IV. If client is tax-exempt, a copy of their tax-exempt letter or certificate must accompany contract.

#### **RESPONSIBLE ALCOHOL SERVICE**

All casinos are committed to responsible alcohol beverage service. As such, SIGA promotes a zero tolerance policy regarding intoxication of its patrons. This is reflected in the proactive steps SIGA has taken to implement its mandatory responsible alcohol service program. All beverage servers are required to complete and practice the principles of the "It's Good Business" program. This program educates beverage servers on their personal liabilities and responsibilities regarding over-service of alcohol. SIGA is responsible for upholding and administering the liquor laws set by the province of Saskatchewan with regard to the dispensing of alcoholic beverages. We reserve the right to refuse service to any person or group that would result in the casino being in conflict with the liquor laws. The casino reserves the right to terminate any event before its scheduled

end time for such reasons. Staff have been trained in and practice Responsible Service of Alcohol, and will not serve alcohol to anyone they judge to have consumed too much alcohol or who shows signs of overconsumption. Anyone under the age of (19) years will not be served alcohol or allowed to consume alcohol anywhere on the property. Current picture identification must be supplied upon request to purchase alcohol. Alcoholic beverages cannot be served after 1:30 a.m. with one hour tolerance. Premises must be vacated by 2:00 a.m.

- I. All alcoholic beverages must be provided and served by employees of the casino.
- II. The legal drinking age in Saskatchewan is 19 years of age for all alcoholic beverages.
- III. No alcoholic beverages are permitted to leave the facility.
- IV. The casino reserves the right of our trained staff to assess the level of alcohol consumption and act accordingly.
- V. The facility is governed by Provincial liquor laws and all applicable guidelines and regulation must be adhered to.
- VI. The use of homemade wines and liquors is strictly prohibited.