



# TSAWWASSEN SPRINGS

## WEDDING FAQ'S

### 1. How do I book my wedding at Tsawwassen Springs?

Contact our Event Sales Managers to review preferred date options and to book a complimentary consultation and tour of the venue. Upon selection of your wedding date, a catering agreement will be prepared, and your date will be confirmed upon receipt of your deposit. Your Event Sales Manager will work with you throughout the planning process of your wedding.

### 2. What does the Tsawwassen Springs Event Sales Manager handle?

Prior to the wedding:

- Assist with a list of special event professionals that offer wedding planning, custom décor, florals, music and more.
- Act as a menu consultant for all food and beverage selections, in liaison with the culinary team.
- Detail your Banquet Event Orders outlining your entire event.
- Create an estimate of all food, beverage, and related costs.
- Create a floor plan of your function space, for you to provide seating arrangements.
- Suggest a timeline for your wedding day including the pre-ceremony preparations, the ceremony and reception.

On your Wedding Day:

- Oversee the ceremony and reception room(s) set-up, food preparation and other Tsawwassen Springs operations, in conjunction with the Banquet Manager.
- Be the on-site liaison between you and the Tsawwassen Springs Banquet Manager.
- Review your banquet checks for accuracy, prior to the completion of the final bill.

### 3. What does an outside wedding coordinator handle?

- Assist with etiquette and protocol for invitations, family matters, ceremony and toasts.
- Assist you with full service coordinating from engagement to your honeymoon.
- Provide customized event details and designs.
- Assist the bride and bridal party with wardrobe, accessories, selection of wedding favours and bridal party gifts.
- Design a detailed timeline of the wedding events including rehearsal, rehearsal dinner, wedding day make-up and hair schedules, photos, food and beverage service, speeches, first dance, late night buffet and more.
- Arrange any personal items you provide for the wedding such as guest book, photos for display, etc. and collect same at the conclusion of the reception.
- Be the liaison with your family, bridal party, band/DJ, florist, photographer, videographer, and other vendors to create a seamless operation.



4. Do you provide a tasting of the food we select? When may I come and what is included?

We are pleased to provide a sample menu tasting option upon request. Tastings are booked with your Event Sales Manager 2-4 months prior to your wedding date and are offered Tuesday - Thursday. Tastings are complimentary for the Bride & Groom, although a fee may be applicable depending on the tasting menu selections. There will be a \$25 per additional guest attending the tasting up to a maximum of 6 people.

5. Who provides the wedding cake?

We understand that the wedding cake is very special and unique to our couples, and we therefore allow you to bring your cake from an outside vendor. In this instance, should you require us to cut and serve your cake, a cake cutting fee of \$2.25 per person will apply.

6. How do I handle gratuities? What are the service charges?

All food and beverage is subject to an automatic 18% service charge. The service charge covers all gratuities for banquet setup, servers, bartenders, and managers provided by Tsawwassen Springs. Please note that services charges are subject to 5% GST. Service charges and taxes are non-negotiable.

7. How late can alcohol be served?

No alcohol may be served after 12:00am. Last call will be announced at 11:45pm. The bar closes at 12:00am and all alcohol must be removed from the premise by 12:30am.

8. Can I bring candles?

Yes, candles are allowed in our event space separately or as a part of your floral arrangements. However, due to fire regulations, all candles must be in a glass or ceramic holder that extends at least one inch above the flame and limited to five per table. Taper candles are not allowed. Tsawwassen Springs can provide tea lights and holders at no additional charge, maximum three per table.

9. Do you provide linen & china?

Yes, we provide white linen, napkins, chine, flatware, and glassware.

10. What size tables do you provide?

We provide the following:

- Low and high cocktail tables
- 66" banquet rounds to comfortably seat up to 10 guests
- 4' x 30" and 6' x 30" rectangular tables that can be used for your guest book, place cards, photographs, etc
- Custom bars and buffet tables are also provided



11. Are microphone and/or speakers provided for the ceremony?

The venue rental fee includes:

- One wired microphone and podium for ceremony and speeches.
- Additional audio-visual equipment may be rented with a la carte pricing available from your Event Sales Manager.

12. Do you know a good minister, photographer, or florist?

Your Event Sales Manager can provide guidance with vendor suggestions and selections.

Tsawwassen Springs is not held liable for any vendors contracted through recommendations.

13. Do you prepare children's and vendor menus?

For plated dinners, a children's menu is available upon request. For buffet menus, children ages 4 through 12 years will be charged 50% of the menu price. Toddlers under 4 years are free. Vendor meals will be coordinated with your Event Sales Manager.

14. Can we adjust the menu's?

Our menus can be customized to your desires, within our kitchen and service capacity. Our Executive Chef and your Event Sales Manager are experienced in menu planning and will be happy to work with you to create a customized menu that reflects your personal taste and vision.

15. What do we do in case of rain?

If you are planning for an outdoor ceremony and weather is poor, we can offer indoor ballroom space based on availability and your room set up or you are welcome to arrange for a tent to be brought in from an outside vendor to cover the terrace.

16. What about rehearsals for the ceremony?

Your rehearsal time is included complimentary. Rehearsals are scheduled for one hour, based on room availability, and must be reserved through your Event Sales Manager.

17. When do you need to know my final numbers of guests?

We will require an estimated number of attendees 1 month prior to your wedding. Your final guaranteed number of attendees is required 14 days in advance of your wedding day, along with full prepayment of your Estimated Bill prepared by your Event Sales Manager.

18. Can I take leftover food or beverages?

Local Health Department rulings regarding proper refrigeration and sanitation prohibit you from taking any food or beverage with the exception of your wedding cake.



TSAWWASSEN SPRINGS

19. When can my vendors set up?

Your contract will include standard allowances for your vendor set up and take down time. Should you feel that you will require more time, please discuss options with your Event Sales Manager.