



## SHEKINAH RETREAT CENTRE WEDDING RATES AND MENU OPTIONS

### TIMBERLODGE RENTAL

|                    |  |
|--------------------|--|
| 50 – 200 Attending | \$5000 – Friday 9am-5pm, Saturday 9am-11:30pm<br>\$2000 – Saturday Overnight stay, check-out: 12pm Sunday  |
| Food Services      | <p><b>Option 1:</b> Shekinah provides your Banquet Meal and any other requested food services using Shekinah’s caterer (see Wedding &amp; Large Banquet Menu for pricing).</p> <p><b>Option 2:</b> You may hire your own caterer or cook to provide all meals for the duration of your stay.**</p> |

### COMMERCIAL KITCHEN RENTAL \*\*

|  |   |
|--|---|
| <p>For groups bringing in their own caterers/cooks.<br/>Includes the use of the following:<br/>walk-in cooler, freezer, stoves, commercial dishwasher, pots, pans, cooking utensils, dishes, cutlery, glassware.<br/>Your caterer/cook must be able to present a valid Food Safety Certificate and be in the kitchen at all times during food preparation.</p> | <p><b>\$1000</b><br/>Saturday 9am-11:30pm<br/>Sunday 9am-12pm</p> |
|--|---|

### YOU AND YOUR GUESTS WILL HAVE ACCESS TO:

- The Great Hall (for your ceremony and banquet), deck area, recreation room, nature room, guest rooms and Amphitheater (an optional picturesque outdoor space for your ceremony).
- Basic sound system (two speakers and sound board).
- Podium and two music stands.
- 18, 60” round tables with room for 8 at each table.
- 25, 2.5’x6’ rectangular tables with room for 8 at each table.

### CAPACITY:

- Approximately 200 guests can be seated comfortably in rows in the Great Hall.
- Up to 80 guests can stay overnight (Saturday only) in our Family Style guest rooms.
- Approximately 150 guests can be seated comfortably in rows at the Amphitheatre.  
*(Please note that outdoor chairs for the amphitheater are not provided.)*

## **FOOD AND BEVERAGES:**

\*\* You may request to use Shekinah's caterer or hire your own caterer or cook to provide meals for the duration of your stay. If you employ your own caterer or cook, one person must hold a valid Food Safety Certificate and be in the kitchen at all times during food preparation. \*\*

For banquet costs and options prepared by Shekinah Retreat Centre, please see the separate Banquet Menu.

Alcohol is permitted in the Timber Lodge with the appropriate special occasion permit available from the Saskatchewan Liquor and Gaming Authority (SLGA). This permit must be sent in to the Shekinah office one week prior to the event date. Shekinah does not provide alcohol or bartenders/serving staff.

## **SET-UP/TAKE-DOWN**

If you're on a budget, you have the option to "Do-It-Yourself". No additional fees will be charged if you and your guests perform the following tasks:

- Set up chairs for the Ceremony
- Set up tables and chairs for the Banquet
- Put away tables and chairs for your Dance
- Put away tables and chairs after your event
- Remove recyclables (including all liquor bottles/cans, cardboard, etc.)

If you'd like to relax and enjoy your weekend celebration, Shekinah staff will provide the above listed services for an additional fee of \$1000.

## **DAMAGE DEPOSITS**

Outside Caterers or Cooks Using Shekinah's Commercial Kitchen - \$1000  
Alcohol - \$1000

If no damage is incurred, the full amount of your damage deposit will be returned to you within 7 business days. If damage occurs (accidents happen), the damage incurred will be assessed and a partial refund will only be given if the cost of materials and wages needed to make repairs is less than the damage deposit. You or a representative for your event will be required to do a walk through with a Shekinah staff member one hour before your check-out time.

## **PAYMENT SCHEDULE**

We require a \$1000 **non-refundable** deposit to hold your date. The remaining rental fees, including overnight fees and Set-up/Take-Down fees, must be made six months before your event. Final numbers for your event must be communicated to the office no later than two full weeks prior to the booking. If Food Services will be provided by Shekinah, full payment is required two weeks in advance of your event, as well as fees for Set-up/Take Down. Refundable damage deposits (kitchen and alcohol use) are due two weeks prior to the event. For a booking to be confirmed, groups must complete the online Facility Rental Application (FRA) and submit a deposit. Please confirm availability with the Shekinah Office before filling out the FRA: 306-945-4929, office@shekinah.ca

## CANCELLATION POLICY

The deposit is non-refundable and non-transferrable if cancelled less than four months prior to the arrival date. If the booking is cancelled more than four months prior to the arrival date, the deposit can be transferred to another date up to one year later, one time only.

## TIMBER LODGE AND GROUNDS

- The Timber Lodge is wheelchair accessible. A lift is available for guests with mobility issues.
- There is a strict “No Smoking” policy in the Timber Lodge. However, there is a designated smoking area just outside the building. Tobacco only.
- Shekinah Retreat Centre has a strict “No Pets Allowed” policy. This includes bringing pets into the Timber Lodge and onto the grounds. We do however allow service dogs to accompany a guest to an event – please communicate this with the Shekinah office before your event.



**Additional charges apply to Statutory Holidays.**

**GST & PST will be applied to pricing.**

**Shekinah reserves the right to change prices without notice.**

## CATERING PROVIDED BY SHEKINAH RETREAT CENTRE

Each banquet meal consists of a choice of entrée, a side, two salads and a hot vegetable. The buffet also includes freshly baked rolls, punch, coffee and tea. For any customizations to this menu please contact us and we can work with you to make your banquet or wedding perfect. Special menu requests (i.e. Gluten Free, Dairy Free, Vegetarian, etc.) are available for an additional fee (\$5/person/meal).

### ENTREES (ALL PRICES ARE PER PERSON):

|                     |                |
|---------------------|----------------|
| Chicken Breast      | \$35.00/person |
| Country Ham         | \$35.00/person |
| Turkey and Stuffing | \$38.00/person |
| Tender Roast Beef   | \$45.00/person |
| Prime Rib           | \$50.00/person |

*2<sup>nd</sup> meat choice of either Sweet & Sour Meatballs or Farmer Sausage for an additional \$4.00/person.*

### ASSORTED SALADS (CHOOSE TWO):

|                                  |                |
|----------------------------------|----------------|
| Seasonal Garden                  | Greek          |
| Romaine with Oranges and Almonds | Fruit          |
| Spinach with Strawberry Slices   | Apple Coleslaw |
| Japanese Noodles                 | Broccoli       |

*3<sup>rd</sup> salad choice available for an additional \$3.00/person*

### SIDES (CHOOSE ONE):

|                      |                               |
|----------------------|-------------------------------|
| Oven Roasted Potato  | Basmati and Wild Rice Pilaf   |
| Garlic Mashed Potato | Quinoa and Basmati Rice Pilaf |

### HOT VEGETABLES (CHOOSE ONE):

|                  |                     |
|------------------|---------------------|
| Corn Niblets     | Green Bean Amandine |
| Vegetable Medley | Honey-Dill Carrots  |

You may choose to bring your own cake, cupcakes, etc. for your guests (providing your own dishes and cutlery) or we are happy to serve one of the following desserts with your banquet meal:

### DESSERTS (CHOOSE ONE FOR AN ADDITIONAL \$5/PERSON)

|  |                                     |
|--|-------------------------------------|
| Cheesecake with Fruit Topping              | Strawberry Shortcake                |
| Layered Chocolate Cake with Fudge Frosting | Carrot Cake with Cream Cheese Icing |

### MIDNIGHT LUNCH (ALL PRICES ARE PER PERSON)

|  |         |
|--|---------|
| Oven Baked Nachos and Cheese with toppings     | \$12.00 |
| Perogy Bar                                     | \$14.00 |
| Light Lunch (Buns, cold cuts, cheese, squares) | \$15.00 |
| Assorted Wings and Veggie Trays                | \$15.00 |

### TABLE SERVICE INCLUDES:

Coffee and Tea Service, Water Pitcher Refills, Collection of Dirty Dishes.

### FOOD SERVICES FOR CHILDREN ARE DISCOUNTED AS FOLLOWS:

5-10 years – 50%, 4 and under – No Charge