

# WEDDING RECEPTIONS





**CITY OF HUMBOLDT**  
Department of  
Community & Leisure  
Services

619 -17th Street, Humboldt, SK S0K 2A0  
306.682.2597  
[communityleisureservices@humboldt.ca](mailto:communityleisureservices@humboldt.ca)  
[humboldt.ca](http://humboldt.ca)

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# OVERVIEW OF OUR VENUE

The perfect venue for your perfect day!



**For more information on pricing or to book your next event with us, contact Community & Leisure Services at:**

p: 306.682.2597

e: [communityleisureservices@humbolddt.ca](mailto:communityleisureservices@humbolddt.ca)

a: 619 17<sup>th</sup> Street, Humboldt, SK S0K 2A0

We look forward to seeing you in Humboldt, in the "Heart of it All"!

## THE UNIPLEX CONVENTION CENTRE OFFERS EVERYTHING YOU NEED TO ENSURE YOUR DAY IS MEMORABLE.

We have hosted many gorgeous wedding receptions! Our experienced staff know how to suit the space to your needs and wants.

Jubilee Hall seats up to 320 people using the round banquet tables, and 348 if you choose rectangular tables. Choose from black or white complimentary table linens.

## FOOD AND BEVERAGE

We have an in-house catering service for smaller weddings. We also provide coffee & tea services. (Some charges apply.) Water service is provided free of charge for all paid rentals upon request. We can also provide you with a list of outstanding local restaurateurs that provide top quality catering service and expertise.



**“ WE LOOK FORWARD  
TO HOSTING YOUR  
RECEPTION IN THE  
"HEART OF IT ALL"!**

# WEDDING RENTAL RATES

	<u>2023:</u>	<u>2024:</u>
<b>FRIDAY:</b>		
<b>Jubilee Hall</b>		
Set-Up (10am-5pm)	\$525. <sup>00</sup>	\$550. <sup>00</sup>
<b>Jubilee A</b>		
Set-Up (10am-5pm)	\$95. <sup>00</sup>	\$100. <sup>00</sup>
<b>SATURDAY:</b>		
<b>Jubilee Hall</b>		
Event (12pm-3am)	\$1045. <sup>00</sup>	\$1100. <sup>00</sup>
<b>Jubilee A</b>		
Event (12pm-3am)	\$190. <sup>00</sup>	\$200. <sup>00</sup>
<b>SUNDAY:</b>		
<b>Jubilee Hall</b>		
Take-Down (9am-4pm)	\$525. <sup>00</sup>	\$550. <sup>00</sup>
<b>Jubilee A</b>		
Take-Down (9am-4pm)	\$95. <sup>00</sup>	\$100. <sup>00</sup>
Subtotal	\$2475. <sup>00</sup>	\$2600. <sup>00</sup>
GST	\$123. <sup>75</sup>	\$130. <sup>00</sup>
<b>Grand Total:</b>	<b>\$2598.<sup>75</sup></b>	<b>\$2730.<sup>00</sup></b>

**Please note:**

Prices do not include coffee service.

Times are a suggestion and can be changed to fit your event. Please inquire at time of booking. All Day Rentals can be up to 15 hours; Take-Downs or Set-Ups can be up to 7 hours. All decorating, removing of decorations, DJ/band set up/take down, and caterer services are included in the rental time frame. Any additional time over and above the 7/15-hour time frame will result in an additional hourly fee based on the current rental rate.

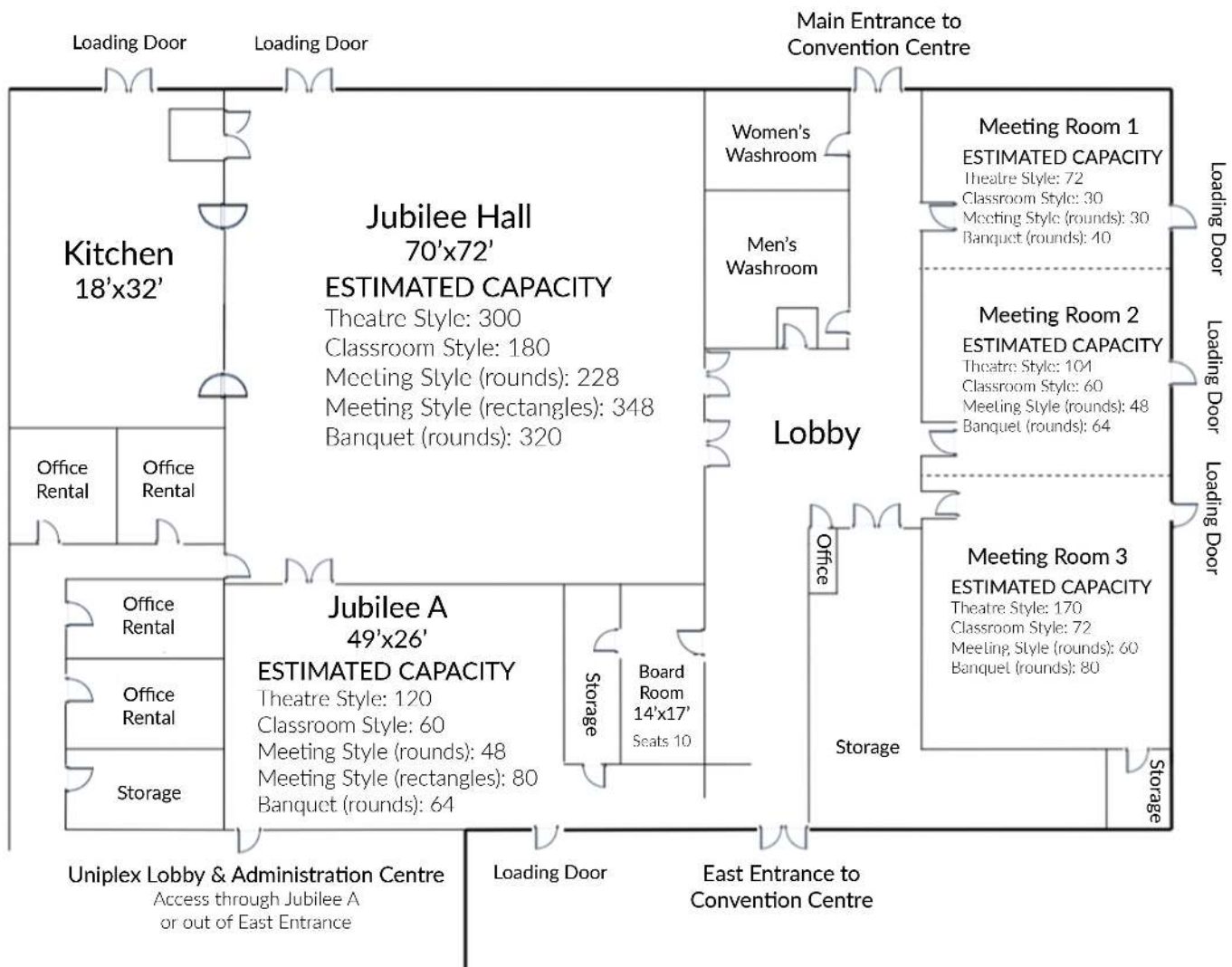
If you did not want to pay for take down on Sunday, all tables must be cleared off and all decorations must be removed by the end of your event on Saturday. Ceiling decorations can be taken down first thing after 9 am Sunday morning, free of charge, providing all other decorations have been removed and taken down the night before.

# LAYOUT & SET-UP



**We're here to help.**

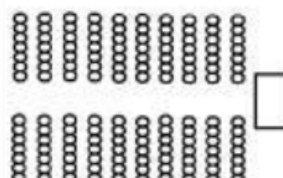
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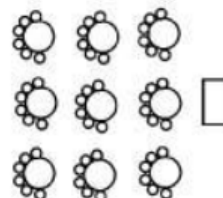
**Classroom**



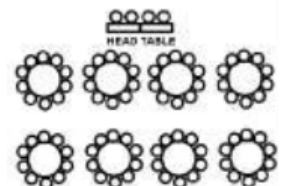
**Theatre**



**Meeting Style Rounds**



**Banquet Round Tables**



# ROOM CAPACITY

ROOM	DIMENSIONS	SQ. FT.	CEILING HEIGHT	THEATRE	CLASSROOM	MEETING STYLE ROUNDS (6)	BANQUET STYLE RECTANGLE	BANQUET ROUNDS (8)	HOLLOW SQUARE	BOOTH
JUBILEE HALL	70X72	5040	12-16'	465	180	228	348	320	-	42
JUBILEE A	49X26	1274	12'	120	60	48	108	64	42	8
MEETING ROOM 1	40X20	800	12'	72	30	30	48	40	30	-
MEETING ROOM 2	40X25	1000	12'	104	39	48	72	64	36	-
MEETING ROOM 3	40X35	1400	12'	107	72	66	138	80	42	-
LARGE ROOM (1,2,3)	40X80	3200	12'	346	162	150	282	184	72	24
BOARD ROOM	14X17	238	12'	Board Room Table - 10						
KITCHEN	18X32	576	8.5'	N/A						
CURLING RINK LOUNGE	20X60	1200	7.5'	Maximum 90						
MULTIPURPOSE ROOM	28X24	672	8'	48	24	-	40	32	30	-





# SUPPLIES

OFFERED

ITEM	QUANTITY/AVAILABILITY
Projector	2 portables, 1 ceiling (hall)
Portable Screen	1
Sound System	In-house
Round Black Linens	40
Round White Linens	30
White Plastic Covering (for rectangle tables only)	Yes
Rectangle Tables (6 foot)	68
Rectangle Tables (8 foot)	2
Round Tables (5 foot)	50
White Skirting	Yes
Grey Skirting	Yes
Black Skirting	Yes
Coffee/Tea Styrofoam Cups	Available with coffee service
Powdered Cream/Sugar/Sweetener/Stir Sticks	Available with coffee service
Beer Cups (Opaque/Plastic/14-16 oz)	Yes
Liquor Cups (Opaque/Plastic/7 oz)	Yes
Jiggers	3
Ice Tubs	2
Bar Trays	Yes
Ice Tongs/Scoop	Yes
Cash Box	2
Bags of Ice/Ice Water	Yes
Black Curtain Backdrop	Yes
Chairs	410

# CATERING

## BELLA VISA INN

306.682.2686

bellavistainn@sasktel.net

Up to 1,500 people

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## BOSTON PIZZA

306.682.2290

www.bostonpizza.com

Up to 600 people

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## THE HUMBOLDT CO-OP

306.682.5600

delihumboldt.coop@sasktel.net

Up to 150 people

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## HUMBOLDT SOBEY'S

306.682.2130

humboldtiga@sastel.net

Up to 600 people

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## JOHNNY'S BISTRO

306.682.0001

c.loose@sasktel.net

Up to 620 people

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## SUBWAY

306.682.1629

jodycardinal@outlook.com

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## UNIPLEX FOOD SERVICES (IN-HOUSE)

306.682.2597

foodservices@humboldt.ca

Our Uniplex Food services is available to cater up to 75 people  
Monday-Friday 8am-4pm

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## INQUIRIES:

If you have any questions about the above listed caterers, please feel free to reach out to them directly. They would be happy to answer all of your questions and provide menus.

## CONTACT INFORMATION:

p: 306.682.2597

e: communityleisureservices@humboldt.ca

# ACCOMMODATIONS

IN HUMBOLDT

## **BELLA VISTA INN**

1815 8<sup>th</sup> Avenue

306.682.2686

w: [bellavistainn.ca](http://bellavistainn.ca)

## **CANALTA HOTEL**

2421 8<sup>th</sup> Avenue

306.682.4731

w: [canaltahotels.com](http://canaltahotels.com)

## **PIONEER HOTEL & MOTEL**

627 9<sup>th</sup> Street

306.682.2638

w: [pioneerhotel.net](http://pioneerhotel.net)





## CONVENTION CENTRE

# RENTAL TERMS

**1** The City of Humboldt Community & Leisure Services Department requires a Booking Fee within 7 days of creating a contract to secure your booking. If the booking fee is not paid within 7 days, the booking will be removed from the schedule. All cancellations will only be accepted in writing or by fax and email.

**2** Coffee/tea is provided for an extra charge. Each coffee carafe is approximately 35 cups.

**3** Under no circumstances are obstacles of any kind to be set up closer than 1 1/3 meters (48") from the area directly in front of a fire exit. The instructions and decision of the employee designated by the City as being in charge shall be final.

**4** All candles must be contained in vessels that do not allow the flame to reach beyond the top of the holder.

**5** The City of Humboldt does not guarantee early entrance into the facility for the purpose of decorating/rental setup prior to the start of the paid rental. Set-up and take-down of facilities by staff is done so as able in accordance with all other rentals in the facility. The only way to guarantee additional time prior to the event for setup and decorating is to rent additional hours in the facility.

**6** Any damages to the facility, its equipment, or surrounding areas and/or any time needed for excessive clean-up by Uniplex Staff resulting from the event are the financial responsibility of the user and they will be charged accordingly. Excessive cleaning is defined as any cleaning required outside of normal maintenance.

**7** The Lessee understands and agrees that the City reserves the right to revoke any rental privileges granted without previous notice when the public interest so requires, or when the character of use is deemed objectionable to the City, or in cases of strikes or acts of God.

**8** The employee as designated by the City shall be at all times in charge of the premises and his/her instructions must be followed.

**9** The city is not responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the user(s), or anyone attending on the invitation of such person or people.

**10** The City of Humboldt Disciplinary Policy #10150 will apply to the Convention Centre.

**11** A copy of the liquor permit must be posted in a clear, visible location during the function, and all drinks must be served in plastic or Styrofoam containers.

**12** The renter must abide by all municipal bylaws as well as provincial and federal regulations.

## NOTES:

[illegible]





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