

# events at enjoy



## Moonflower Room

2023-2024 Information



Amairé & Co

101 Riel Dr, St. Albert, AB T8N 3X4

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Events at Enjoy

## WELCOME TO MOONFLOWER

We are so glad that you've found us!

A one-of-a-kind venue offering over 15,000 sq. feet. Named after one of the most romantic flowers known, the Moonflower Room is the perfect space to celebrate your romance. Featuring soaring glass ceilings and surrounded by a spectacular greenhouse, the Moonflower Room is the ideal space to host your ceremony and reception.

We cannot wait to work with you to bring your event to life.

## *The Specs*

- Area: 15,000 sq. ft
- Ceiling height: 30 ft
- Seated reception: 650
- Cocktail reception: up to 1,200
- Theatre-style seating: 800

\*max capacity may vary and subject to floor plan



# The Booking

When you book your wedding with events at enjoy, not only will you receive the ultimate in service and atmosphere, but you will also receive the following fine details to accent your event:

- a dedicated Event Manager and Lead Event Supervisor who will personally work with you and your wedding planner leading up to and on the day of your event
- complimentary consultation with onsite florals at The Floral Studio (Salisbury at Enjoy)
- pre-event and post-event cleaning
- Event Supervisor on-site for the duration of your event
- dimmable Moonflower lighting
- photography session in the greenhouse
- personalized directional on-site signage
- complimentary wireless internet
- complimentary overnight guest parking
- specialty and preferred rates with select preferred vendors





# The Package

## ROOM RENTAL \$8,500 + GST

### INCLUDES:

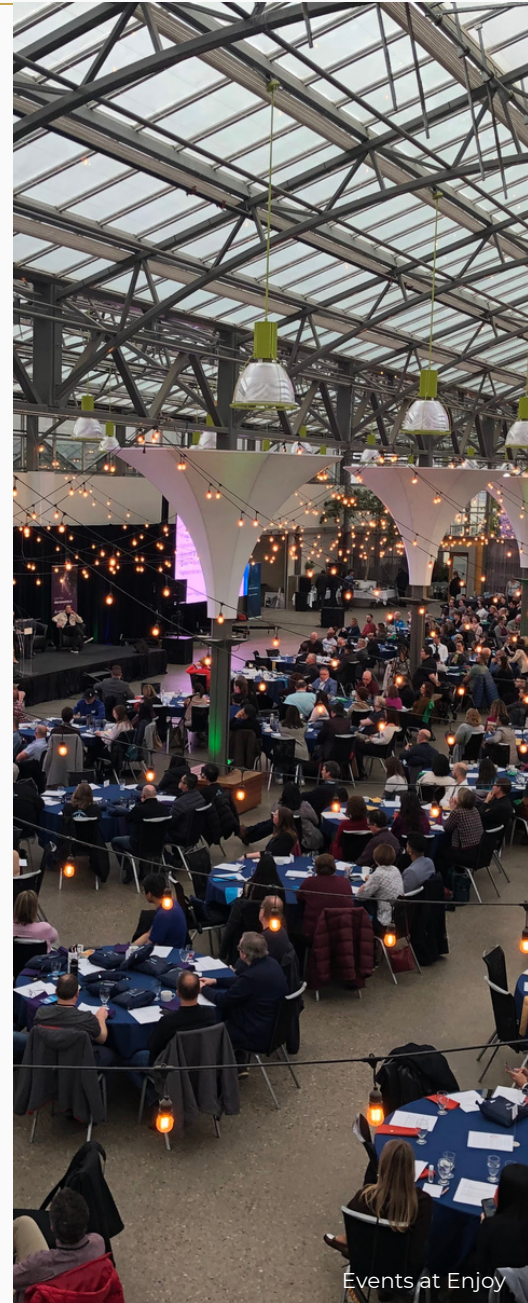
- access from 9:00AM - 2:00AM
- customized floor-plan design
- setup and tear down of tables and chairs\*
- private washrooms
- coat racks
- podium
- complimentary string lighting
- host or corkage bar options
- tables and chairs (inquire for inventory count)
- cocktail round tables - brushed silver

### *Optional Add On:*

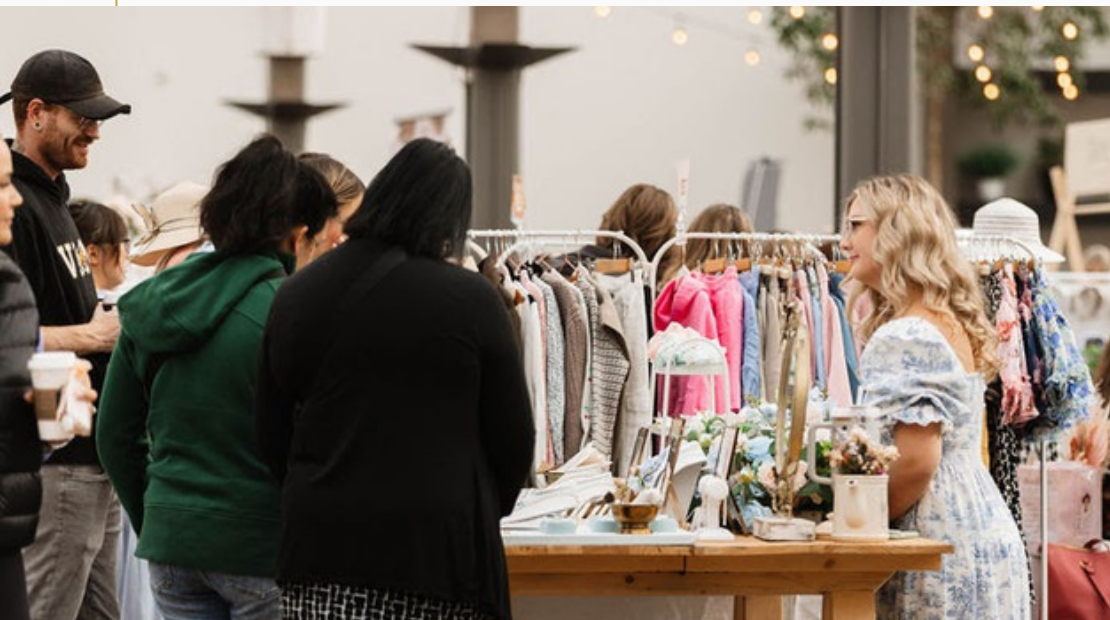
Set up/move in day prior +\$1,000

tear down/move out day after +\$1,000

\*Service included if using Events at Enjoy provided tables and chairs. Does not include room reset/flip.



Events at Enjoy



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# The Wine-ing & Dining

## THE MENU

Outside catering is required and Events at Enjoy will provide bar service.

Outside catering is subject to a 15% vendor fee. Caterers will have access to the catering kitchen for staging - ice, coolers and warmers are included.

Events at Enjoy has a list of Preferred Vendors we encourage you to consider. If you'd like to go with a caterer who is not on the list, an onsite visit with the caterer and Events at Enjoy Manager is required to review logistics and expectations to ensure a successful event.

Visit our website for our preferred vendors package.



Carlos Vicente Photography

## BAR SERVICE

Select host bar or corkage bar service.

**Host:** we provide the drinks and charge per drink price.

**Corkage:** \$17.00/guest (+ 20% gratuity and GST) includes Events at Enjoy bartending team, glassware, and mix (pop, juice, lemons, and limes). You will supply the liquor with receipts and acquire a temporary liquor license.



Carlos Vicente Photography

*Your professionalism, dedication, and attention to detail were instrumental in ensuring that our event ran smoothly & successfully. We have received many compliments from our attendees on the quality of the event, and we know that this is due in large part to your hard work.*

*+Shelly*



# The Details



## GENERAL RENTAL INFORMATION

Your room rental fee covers all of the items outlined in this package. Events at Enjoy will set up and tear down any items rented through our venue. When bringing in third-party rentals, you will be responsible for the set-up, teardown and removal of those items. All items must be removed by 2:00AM unless prior arrangements have been made with the Events at Enjoy team (subject to Manager approval)

## PAYMENT & CANCELLATION POLICY

To secure and book your date, the room rental is required as non-refundable deposit. A formal Event Contract and Invoice will be created to be reviewed, signed, and deposit paid to secure the date.

If you cancel your event, the non-refundable deposit **will not be returned**. Dates cannot be changed.

75% of the invoice is due at one-month prior to event date. Full payment of the invoice is required 2 weeks prior to event. Final numbers, event timeline, event insurance, and liquor license (if applicable) are due 2 weeks prior to event.

Payment accepted: certified cheque/bank draft, debit, cash, or e-transfer. VISA or Mastercard payments are accepted in-person and subject to a credit card fee of 1.85%.



# The Details (...continued)

## EVENT INSURANCE

We require a Certificate of Special Events Liability Insurance (COI) for \$5,000,000 (Including commercial general liability and liquor liability) for all clients who rent the Moonflower Room. This would also include any set-up and teardown dates, as well as rehearsal dates if applicable.

The Certificate of Insurance must be provided 2 weeks prior to your event. No event is permitted to take place at the venue without this insurance coverage.

## DECOR UPGRADES

We offer additional décor and items for rental. Some available items are: ceremony arches, hanging floral baskets, white marble table, rolling wood tables and more. Items are subject to availability.

Please ask us to view our Additional Rental catalogue.

## FLORALS

To protect the plants and avoid cross contamination, all fresh/ live florals and plants must come from The Floral Studio (Salisbury at Enjoy). Please contact The Floral Studio at [arose@salisburyenjoy.ca](mailto:arose@salisburyenjoy.ca) or 780-419-6809 for more information.

Faux, silk, dried florals and pampas are permitted.







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## Contact Us

Phone: 780-818-5666

Email: [events@enjoycentre.ca](mailto:events@enjoycentre.ca)

Book a Tour

Online: <https://calendly.com/eventsatenjoy/bookatour>