

# Rentals and Catering Packages



**Western Development Museum  
North Battleford**



# CATERING PACKAGE

Due to COVID-19 we have customized our rentals and catering package to adhere to Saskatchewan Health regulations.

Our goal is to ensure the safety and security of all those who enter the doors to the Western Development Museum.

## CONTACT:

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# RENTAL ROOM REGULATIONS:

- The number of meeting participants will be limited by the size of the meeting space. This will be calculated based on 10 sq. ft. of space for each participant or a maximum of 30, which ever is smaller.
- All participants will be required to maintain social distancing requirements during the meeting.
- Participants must complete the screening questionnaire upon arrival and provide a first name and phone number for contact tracing purposes.
- Anyone with suspected Covid-19 symptoms will not be admitted into the Museum.
- The podium, screen and projector may be used but must be sanitized between users. Microphones will not be provided.
- The duration of events will be limited as much as possible. Patrons are asked to arrive close to the scheduled event time and, where possible, proceed directly to their seats. Attendees will be asked to leave immediately following the event to discourage gathering in common areas.
- Coat racks or coat check services will not be provided.
- Meeting attendees are asked to stay in the rental room and not leave for any purpose other than to use the washroom or ask for staff assistance. Scheduled breaks and meals will be pre-determined and attendees will be directed by WDM staff for food and beverage service.
- Any meeting attendee wanting to visit the exhibit galleries must register with Visitor Services before being allowed to enter. Entry will be determined by the number of people currently in the galleries. If the maximum number of people has been reached, meeting attendees will be required to wait.
- Facility/area plans include visual markers, such as cordons, floor markers, signage, etc., to encourage and support proper physical distancing.

All prices are per person unless otherwise stated and subject to change without notice. All prices include a visit to the Museum.  
12% gratuity applied to the food and beverage portion of the final invoice.



# OUTDOOR CEREMONY REGULATIONS:

- The total number of people participating in the services cannot exceed 30 per cent of seating capacity or 150 people, whichever is less.
- To safely support larger groupings of individuals – and where seating area allows adequate physical distancing - multiple groups of 30 are permitted. These groups must be separated by two metres, unless they are part of the same family. Other groups of 30 must be arranged in the same way, and spaced from other groups by a minimum of five metres.
- These guidelines apply to all worship services, including celebrations of life, weddings and outdoor ceremonies.
- Participants must complete the screening questionnaire upon arrival and provide a first name and phone number for contact tracing purposes.
- Anyone with suspected Covid-19 symptoms will not be admitted into the Museum.
- Microphones will not be provided.
- The duration of events will be limited as much as possible. Patrons will be asked to arrive close to the scheduled event time and, where possible, proceed directly to their seats. Attendees will be asked to leave immediately following the event to discourage gathering in common areas.
- Coat check services will not be provided.
- Guests are asked to stay in the area of the ceremony and not leave for any purpose other than to use the washroom or ask for staff assistance.
- Any attendee wanting to visit the exhibit galleries must register with Visitor Services before being allowed to enter. Entry will be determined by the number of people currently in the galleries. If the maximum number of people has been reached, special event attendees will be required to wait.
- Facility/area plans include visual markers, such as cordons, floor markers, signage, etc., to encourage and support proper physical distancing.



# FOOD SERVICE REGULATIONS:

- Buffets and self-serve food lines remain closed at this time. There will be no self-serve food provided to customers (including refill stations, condiment stations, etc.).
- WDM catering staff will serve customers and rentees will be notified upon arrival where attendees can pick up all food and beverages and the times designated for their group to do so.



# BEVERAGES, SNACKS AND BREAKFAST

## Beverages

Continuous coffee / tea service	\$3
Canned Pop / Individual Juice Boxes	\$1.50

## Snacks

Cookies	\$1.50
Assorted pastries	\$2
Cinnamon Buns	\$20 / dozen
Cinnamon Buns with cream cheese	\$25 / dozen
Dainties (2 pieces)	\$1.50
Vegetables & Dip	\$2.50
Fresh fruit (min 10 guests)	\$3
Cheese and crackers	\$3
Hummus and pita chips	\$2

## Breakfast

Breakfast breads, yogurt parfaits, fresh seasonal fruit, juice, coffee & tea	\$12
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Buttermilk pancakes or cinnamon French toast with whipped butter and warm maple syrup, scrambled eggs, pan fried potatoes, toast, fresh seasonal fruit platter, smoked farmer sausage, juice, coffee & tea	\$15
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# LUNCH

**ALL LUNCH MEALS INCLUDE COFFEE, TEA & DESSERT**

Chef's Choice

Entrée accompanied by seasonal salad and breads \$15

- Special requests and dietary restrictions must be submitted two weeks prior to event.



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# DINNER

## ALL DINNERS INCLUDE ONE ENTREE AND THE FOLLOWING SIDES:

- Chef's selection of three salads
- Seasonal vegetable
- Potato or rice
- Breads
- Chef's selection of dessert
- Coffee, tea & water service

## Entree Selections

Roast beef, seasoned and slow roasted	\$21
Traditional roast turkey & stuffing	\$21
Savory roasted pork loin	\$20
Baked ham	\$18
Chicken breast - boneless, skinless	\$18
Chicken Supreme - bone in, wing attached, skin on	\$21

## Enhance your buffet with

Farmer Sausage	\$3
Cabbage Rolls	\$3
Perogies with onions and sour cream	\$3
Baked ham	\$3
Chicken breasts	\$3



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# LATE LUNCH OPTIONS

All late lunch options are served with condiments, paper plates, cutlery and napkins.

**Sandwiches** \$8  
Cold meats & buns, rustic potato salad and coleslaw

**Burgers and Dogs** \$7  
Includes ground beef, soft tortillas, lettuce, tomatoes, salsa, sour cream.

**Beef on a Bun or Pulled Pork** \$6

Add salad to any of the above choices \$2



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# BAR SERVICE

## SERVICE OF ALCOHOL

The Western Development Museum - North Battleford 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 Western Development Museum - North Battleford being in conflict with provincial liquor laws. The Western Development Museum - North Battleford reserves the right to terminate any event before its scheduled end time for such reasons. Our staff has 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 nineteen (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 1:00 am with one hour tolerance. Premises must be vacated by 2:00 am. Food sufficient for a light meal must be available to those attending all functions where alcohol is served.

**COVID-19 REGULATIONS:** Alcohol consumption reduces inhibition and could result in actions and behaviors that increase the risk of transmission. The WDM will provide close and ongoing supervision of functions where alcohol is served to ensure physical distancing requirements are met.

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# CASH BARS

- Operated by WDM staff

Beverages are sold to guests on an individual basis. Cash bars require a minimum of thirty (30) persons. A bartender fee of twenty-five dollars (\$25) per hour will be applied to the final invoice.

Liquor (1 oz. serving)	\$6 / oz
Domestic Beer	\$6 / can
Liqueurs	\$6 / o z
House Wines	\$6 / 5 oz glass

Event hosts may request bottles of wine of their choosing for each table. This service will be provided for the cost of the wine plus an additional \$5 per bottle plus 10% liquor consumption tax.

**Gratuities to bar staff are at the discretion of the guests.**



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# CORKAGE BARS

The charge for a full corkage bar is \$3.50 per person plus applicable taxes and gratuity. This includes chilling, cocktail straws, soft drinks, orange and clamato juice for mix, fruit and vegetable garnishes, cocktail napkins, plastic glasses and ice. In addition, a \$25 per hour bartending fee will be charged for every bartender required.

The maximum price that a rentee may charge per drink for a liquor ticket is set by the Saskatchewan Liquor and Gaming Authority. There is no minimum price. Rentee is asked to supply ticket sellers, tickets, cash float and cash box. The rentee provides all alcohol with appropriate permits. An occasional permit must be purchased at a Saskatchewan Liquor Store. All alcohol brought into the Western Development Museum - North Battleford to be served on your permit bar must be listed on the liquor permit by the liquor vendor. All alcohol will be checked against the permit upon delivery to the Western Development Museum - North Battleford and any shortages will be noted with the permit holder. The permit must remain with the alcohol and a receipt for all liquor must be attached to the permit. Saskatchewan liquor laws state that homemade wine or beer is not permitted. The Western Development Museum - North Battleford staff must comply with the conditions of the permit and are not allowed to alter the permit in any way. The Western Development Museum - North Battleford is not allowed to sell additional alcohol to the permit holder to be added to the permit. Neither can the Western Development Museum - North Battleford exchange alcohol on the permit. In order to allow for proper chilling, we suggest liquor be delivered to the Western Development Museum - North Battleford twenty-four (24) hours prior to the function. All liquor must be unopened. All liquor and wine must be removed from the facility immediately following the event.

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# HOST BAR

The host pays for all beverages consumed. All consumption will be charged to the host's invoice. The host bar may also have a pre-set limit. When the tab reaches a pre-set amount, the bartender will alert the host to determine if the host bar will continue or be terminated. At this time, guests will be responsible for purchasing their own drinks. It is also possible to combine a host/cash bar. For example, the host can choose to provide all the beer and pop, while guests pay cash for all other drinks, or the host may choose to pay for drinks during a specific time only, such as during the cocktail hour.

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# PROCEDURES AND POLICIES

## Food Service

Due to Provincial Health Regulations, any food left over from functions in the banquet rooms cannot leave the premises. With the exception of wedding cakes, the Western Development Museum - North Battleford does not allow food to be brought in from the outside. The menus are suggestions and may be altered in consultation with our Catering Sales Manager. Please advise if there are dietary requests for your event; we are pleased to assist. . Catering services delayed by the Client will result in a labor charge of \$50 each additional 15 minutes, after the first half hour. To ensure quality of service, please allow a 15 minute clearing time immediately after your meal, prior to beginning of program. All menu choices are required 14 days prior to the event. Any choices provided after this cannot be guaranteed. If a menu has not been chosen by the customer 14 days prior, the menu choices will be determined using available or in-stock products.

All prices are per person unless otherwise stated and are guaranteed for a period of 90 days after which they may be subject to change.

For special dietary requests, please contact the WDM Catering Department two weeks in advance of your event. A surcharge may apply.

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**Guarantee**

A preliminary estimate of attendance is required when the menu is selected. A guarantee of the number of guests attending must be provided to the Western Development Museum - North Battleford 14 days prior to a function with 30 or more guests and seven days prior to a function with 29 or less guests. The greater of the guarantee, or attendees, will be charged to the client. Should the client have a specific number of guests they will pay for, the clients must provide tickets for their guests to present when getting their meal.

**Deposits**

In order to confirm your booking on a definite basis the cost of the room rental must be paid in full. This amount will be deducted from room rental costs on the final invoice. Deposits are NON-REFUNDABLE in the event of a cancellation.

**Security**

Security personnel will provided at an additional cost of \$50 per hour. A minimum of two security personnel will be in attendance. The WDM will not accept liability for any loss or damage to goods stored prior to arrival and during the function.

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# BANQUET AND MEETING ROOMS

While restrictions are in place for COVID-19, the cost for rental rooms will be the same for each room.

**\$100** for all functions held during regular business hours, 9:00 am - 5:00 pm.

**\$150** for all functions held during the hours of 9:00 am - 2:00 am.

## CAPACITIES AND SQUARE FOOTAGE

**BATC SUMMER HALL** (open May-Sept. only)

\$100 during regular business hours.

\$150 for after regular business hours.

9,641 sq. ft. with built-in raised dance floor

Ceiling height: 20 feet

*COVID-19 REGULATIONS:*

Theatre style seating, 8 ft. rectangular tables or 5 ft.

rounds: 30 guests maximum.

## HERITAGE HALL

\$100 during regular business hours

\$150 for special events including weddings

3,417 sq. ft.

Ceiling height: 12 feet

*COVID-19 REGULATIONS:*

Theatre style seating, 8 ft. rectangular tables or 5 ft. rounds:

30 guests maximum.

## MUSE ROOM

\$175 for meetings held during regular business hours

\$250 for special events

1,399 sq. ft.

Ceiling height: 12 feet

*COVID-19 REGULATIONS:*

Theatre style seating, 8 ft. rectangular tables or 5 ft. rounds:

18 guests maximum.

A \$50 per hour fee will be charged in addition to the above prices for all functions using the facility past scheduled hours.

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# SPECIAL FEATURES

## HERITAGE HALL, MUSE THEATRE, HARVEST ROOM, BOARD ROOM

- Air conditioning
- LCD projectors and screens
- Microphones will not be available at this time. Rentees must bring their own if needed.

Portable risers available for use in Heritage Hall & Summer Hall

All rooms are wheelchair accessible.

Free parking.

## WDM OUTDOOR HERITAGE VILLAGE

Gazebo with chairs \$100

\$50/hour rate applies for functions after regular business hours.

### Tableware:

Stainless steel cutlery, glassware and china rental \$\$.50/piece

Table set for eight guests with tablecloths, china, glassware, silverware and napkins \$50/table

### Linens:

72"x72" round black tablecloths (mid-length) \$8

120"x120" round white or purple tablecloths (full-length) \$14

### Equipment:

Any additional equipment required is to be provided by the rentee.

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## GAZEBO

Perfect for wedding ceremonies, entertainers and special events.



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