



HIGHWOOD  
CENTRE

VENUE  
INFORMATION  
TERMS &  
CONDITIONS



# THE HIGHWOOD CENTRE

Welcome to the Highwood Centre! Located in the Foothills of Southern Alberta, our facility accommodates events of all sizes and themes with floorplans to suit your needs and budget. We cater to weddings, corporate functions, charity fundraisers, tradeshow, markets, milestone celebrations, concerts, theatre, and community events.

Borne from the vision and collective effort of the community to construct a “community hub for social life in High River”, in the early 1940’s, construction began. As the funding for the Centre was community driven, to save on costs and to preserve significant elements of High River’s heritage, lumber, and materials from the local Elementary Flying Training School #5, which was responsible for training pilots during the Second World War, was used. Several sections of the flight school were retooled, and the Medicine Tree Hall was built out of the flight schools recreation hall. Although there have been upgrades over the years, the heart of our Center and foundation will always contain important whispers from our past. The shooting range in which the Air Cadets used for target practice is still located in our basement to this day. From our honor wall, which commemorates the training school and all brave souls that protected our freedom in the World Wars to the numerous events that nurtured community relationships for the past 80 years, the Highwood Centre will continue to be the heart of the community for many years to come.

We are registered under the Society’s act and are a registered charity, both federally and provincially. The Highwood Centre is still owned by the Town of High River and is directed by an autonomous Board of Directors. Our Board includes representation from the Rotary Club, who were instrumental in the Centre’s creation and growth in the 1940’s as well as the Windmill Theatre Group, who have been performing at the centre since the early 1970’s.

It is by hosting community driven and private events we can continue the legacy of the Highwood Memorial Centre.

---





# Table of CONTENTS

CATERING SERVICES .....	4
EVENT PACKAGES .....	5
BAR SERVICES .....	6
OTHER SERVICES .....	8
EVENT RENTALS .....	8
VENUE USE POLICIES .....	9
ENTERTAINMENT .....	11
DEPOSITS & BILLING .....	12
CANCELLATION POLICY .....	12
CLEANING & DAMAGE FEES .....	13
EVENT SPACES .....	14

---

# CATERING SERVICES

The Highwood Centre offers fully customized all inclusive packages for your event including luncheons, receptions, plated, buffet meal services as well as coffee stations and meeting break snacks.

## APPROVED CATERERS

The Highwood Centre partners exclusively with the following caterers based on their food quality, presentation, service and professionalism. We have worked closely with each of these caterers and can provide reference to their food quality, presentation and level of service.

### HANSEL & GRETEL CATERING

Hansel & Gretel Catering has been operating in the Foothills Community for over 20 years. They offer a variety of menu's and their food quality, presentation and service is outstanding. They can custom make menu's to suit your event needs and dietary requirements. Hansel and Gretel are also supporters of non profit organizations.

Contact: [hanselandgretel2@xplornet.ca](mailto:hanselandgretel2@xplornet.ca)

### LIVE EDGE CATERING

Live Edge Catering is based out of High River and strives to always use fresh ingredients and creative culinary expertise to enhance any event. Their attention to detail and food flavour profiles are outstanding, with offerings from casual comfort food to premium upscale offerings. They can custom make menus to suit your event needs and dietary requests.

Contact: [info@liveedgecatering.com](mailto:info@liveedgecatering.com)

### JRRR BBQ

JRRR BBQ is a celebrated caterer in High River. Their specialty is BBQ at a very reasonable prices. All meats are smoked inhouse and include their famous line of BBQ sauces, which can be found in various retail outlets including High River COOP.

Contact: [jrrr.bbq@gmail.com](mailto:jrrr.bbq@gmail.com)

### LYNWOOD RANCH

Lynwood Ranch has been a staple in the Foothills Community for over 25 years and offers culinary creations from Southern Style BBQ to upscale country fare. They also can tailor make menu's to suit your event needs and dietary requests.

Contact: [info@lynnwoodranch.com](mailto:info@lynnwoodranch.com)



---

# EVENT PACKAGES



## BASIC RENTALS PACKAGE

- Plateware(dinner plate & dessert plate)
- Stainless Steel Cutlery
- Salt & Pepper Shakers
- Water Glasses
- Water Jugs
- Chafing Dishes
- Place Setting Set-Up
- Kitchen Use

## FULL SERVICE PACKAGE

- All dishes included in Basic Rentals Package
- Kitchen Use
- Place Setting Set-Up
- Linen Napkins(your choice of color)
- Floor-length or Mid-length Tablecloths(white or black)
- Day Before Access
- Food
- Service Staff
- We will organize catering for you!

## FORMAL PLATED MEAL PACKAGE

The standard for formal plated dinners, cost per person varies dependent on menu choice. Please inquire.

*\*Items not returned and/or damaged at the conclusion of event will be subject to replacement costs. This includes bar glassware breakage, cutlery, linens etc.\**

---

# BAR SERVICES



The Highwood Centre is a licenced establishment and shall be the sole supplier of alcoholic beverages and bar services for all events held in the Highwood Centre. Guests are welcome to purchase and bring in their own table wine for dinner service only which will be subject to our regular corkage rates. Bartenders are included with all bar services (subject to minimum guarantee as outlined below).

Please note that all bar purchases/bar ticket purchases are non-refundable.

## CASH BAR

Available for organizers who would like an open bar for their event where attendees are responsible for purchasing beverages on a per drink basis. The Highwood Centre provides a variety of house liquor, domestic beer, coolers, house red and white wine, assorted mixers, garnish, and non-alcoholic beverages.

## HOST BAR

Available for organizers who would like to provide beverages to their guests at no charge. Highwood Centre will issue the event organizer host bar tickets to distribute to their attendees and charges for this service will be reflected on final bill.

*\*Host bar services are subject to a 15% gratuity which will be added to final bill.*

## SUBSIDIZED BAR

This is available for guests who would like to pay for a portion of the beverage costs while attendees pay the difference. (e.g., "twoonie bar")

*\*Final billing is based on final cash bar tickets that have been redeemed at the bar plus 15% gratuity.*

## FEES

Ticket sellers for beverage service will be provided at the discretion of the Highwood Centre at no additional charge. Additional ticket sellers at the clients' request will be subject to an hourly rate of \$25 per hour for a minimum of three hours. (Plus, G.S.T)

A bartender fee of \$25 per hour for a minimum of three hours (plus one hour set up and tear down) will be applied to all bar services if bar sales are less than \$300 per bartender. (plus G.S.T)

HOST BAR	CASH BAR
<p>HOUSE LIQUOR(10oz)</p> <p>Rye Whiskey   Vodka   White Rum   Dark Rum   Gin   Scotch</p> <p>DOMESTIC BEER (341 ml Bottle)</p> <p>Budweiser   Bud Light   Canadian   Kokanee</p> <p>COOLERS &amp; CIDERS (355 ml Can)</p> <p>Assorted Flavors</p> <p>HOUSE WINE (5oz)</p> <p>Sawmill Creek Chardonnay   Winemakers Cabernet Sauvignon</p>	

If requested, Highwood Centre can provide your event with a 'feature cocktail' that is created especially for your group. This can be added to any of our bar offerings, additional charges may apply.  
*\*Special product requests will incur an additional fee.*

#### CORKAGE BAR SERVICES – DINNER WINE

Corkage dinner wine service is available for any group size wishing to purchase their own dinner wine for service during seated catered events. *Service includes storage, stemware, uncorking and table delivery.*

All corkage dinner wine must be delivered to the Highwood Centre the day before the scheduled function for chilling and storage. A copy of the sales receipt must be provided to the Highwood Centre. No house made wine or wine purchased out of province will be permitted. The Highwood Centre will store unused wine during event. Corkage wine service is limited to two bottles per table as per event seating plan.

#### A.G.L.C RULES & REGULATIONS

The Highwood Centre abides by and enforces all laws and regulations pertaining to alcohol service in Alberta. This includes under 25 initiatives; we will ask for photo identification for those who appear 25 yrs. or younger. Responsible service, we will not provide alcohol to persons deemed intoxicated by alcohol or drugs and will stop alcohol service to individuals if deemed they are becoming intoxicated.

Absolutely no alcohol is to be brought into or consumed in the Highwood Centre that has not been supplied by the Highwood Centre. This includes all invited guests, attendees or otherwise. If alcohol is located on site, it will be confiscated and disposed of, and the organizer risks the closure of alcohol service and/or immediate cancellation of their event if this occurs.

Clients are responsible for the conduct of their guests. The Highwood Centre will not tolerate abusive behavior in the event of refusal of service or other requirement as outlined by the A.G.L.C. Guests will be asked to leave the premises if this occurs. If a guest is refused alcohol service, and is supplied alcohol by another guest, the offending guests will also be denied service and may be asked to leave the premises.

Alcohol is not permitted outside designated rental space. This includes the Rotunda, washrooms, hallways, closets, or any outdoor area. The Highwood Centre reserves the right to confiscate alcoholic beverages being consumed in these restricted areas.



---

# OTHER SERVICES

## WEDDING CEREMONY SERVICES

The Highwood Centre is pleased to recommend George Lane Park and Sheppard Family Park to offer a convenient, nature inspired location for your ceremony. Booking dates based on availability,

We also allow indoor wedding ceremonies here at our venue. Please inquire.

## RENTAL SERVICES

The Highwood Centre is pleased to offer a variety of rental options from equipment to linens for your convenience.

### LINEN

120" Round linen tablecloth (Black or White)

*(Full drop to the floor on our 60" tables)*

85 x 85 square tablecloth (Black or White)

*(Suitable for overlay on 60" tables)*

21 x 21 Napkins (Black or White)

21 x 21 Napkins (Various Colors - please inquire)

### BLACK SPANDEX TABLE COVERS

8' banquet table

6' banquet table

### STAGING

Stage Riser 4'x4' panel

### AUDIO VISUAL /OTHER EQUIPMENT

Podium

Podium + Microphone

Microphone + Mic Stand

Cordless Microphone

Projector

Projector Screen

Flip Chart

Extension Cord

Power Bar

---

# VENUE USE POLICIES

---

## DELIVERIES

All deliveries are to be received at the loading dock at the rear of the building. Please verify receiving times with the Highwood Centre prior to confirming vendor deliveries.

Pick up times of vendor items must also be coordinated with the Highwood Centre. Late pick up of items may result in a storage and/or facility attendant fee.

---

## DECORATIONS

- No flammable/combustible materials or pyrotechnics/firecrackers are to be brought into the Highwood Centre.
- Absolutely no confetti, plastic sequins, glitter or glitter items, rice, grain or similar is to be used in the building. A \$200 cleaning charge will be applied.
- No decorations are allowed to be attached to any wall, door, light fixture unless attached with 'blu tak' or 'fun tak'. Adhesive hooks or scotch, duct, masking tape are also not permitted.
- Gaffer tape is permitted for use for sound equipment cables on floors only and only installed by vendor professional. It is highly recommended that alternate cable guards be used.
- Hay bales may only be used in the Centre with preapproval subject to proof of fire-retardant treatment certification from a reputable vendor. Please note, an additional cleaning charge will apply.
- Dance floor powders are not permitted.
- No live flame items (candles) are permitted.
- If Helium filled balloons are used, they must be securely anchored. An additional facility cleaning fee of \$200 will apply to balloons that are not contained.
- Bubble machines/ soap bubble décor/party favors are not permitted.

---

## ROTUNDA

The Rotunda at the Highwood Centre is a public space and is not included in room rentals. Décor items are not permitted in the Rotunda unless prior arrangements have been made with the Highwood Centre.

The Rotunda is not a licensed area of the Highwood Centre. Consumption of alcoholic beverages in this space is strictly prohibited.

---

## ACCESSIBILITY

The Highwood Centre is fully wheelchair assessable on our main floor. If additional support or assistance is required, please contact the Highwood Centre Office.

---

## DRESS CODE - HEALTH & SAFETY

Footwear must always be worn while utilizing our facility.



---

# VENUE USE POLICIES CONTINUED

---

## ANIMALS

The Highwood Centre is a food service establishment.

Only Service animals are welcome at the Highwood Centre. Dogs and/or other pets are not permitted. Guests who bring pets to the Centre will be asked to remove the animal.

Clients are responsible for communicating and enforcing our strict no animals' policy to their guests

---

## ADDITIONAL POLICIES

- All venue rental requests are subject to availability and approval of intended use.
- Only Highwood Centre approved caterers will be permitted.
- Highwood Centre is not responsible for lost or damage to items brought into the Centre.
- A damage deposit may be required for any event at the discretion of the Highwood Centre.
- If deemed necessary for an event, additional security requirements will be reviewed with the client and will be charged at third party security standard rates.
- At the discretion of the Highwood Centre, additional insurance may be required for an event with the Highwood Centre named in the policy.
- Smoking, including cannabis and vaping is not permitted except in designated smoking areas.
- Children must not be left unattended at anytime in the Highwood Centre.
- Contract holders are bound by the following policies.
  1. Are responsible for the actions of those who use the facility at time of rental.
  2. Are responsible to pay for reasonable costs to any damage caused to the facility by actions of those who use the facility at time of rental.
  3. Are responsible on behalf of participants, spectators and those that use the facility during time of rental against bodily injury or property damages to the facility that arise from or are related to booking the facility.
  4. Will indemnify and save harmless the Highwood Memorial Centre from and against all actions, causes of actions, suits, demands, payments, judgements, or settlement, including solicitor client costs which arise from use of the facility by those that are represented.
  5. Contract holders understand that the rental contract may be cancelled at any time if in the opinion of the Highwood Memorial Centre that the conduct of those using the facility is not satisfactory and/or unsafe. This includes bar service. No refunds will be issued.
  6. Understand that booking contracts may be delayed or suspended at any time the Highwood Memorial Centre is hindered or prevented from performance by an event due to "Force Majeure" which includes, but not limited to, an event of fire, power outage, alarm or event requiring facility evacuation, flood, earthquake, elements of nature, explosions, terrorism, sabotage or any other unlawful acts, and any other similar event beyond the commercially reasonable control of the Highwood Memorial Centre. The Highwood Memorial Centre will strive to rebook the event within a 12-month period in any of these circumstances should occur.
  7. The Highwood Centre will not be held liable for any additional damages, liabilities, loss of revenue, expenses arising from an event cancellation or suspension. The contract holder agrees to indemnify, defend and save harmless the Highwood Centre, and all its employees, partners, officials, and authorized representatives.

---

## EVENT DURATION

All evening events at the Highwood Centre must be completed by and building vacated by 2:30 am. This includes cleanup of rental space. Bar service must end at 1:00 am. A facility surcharge of \$200 per hour, or portion thereof, will be applied if building is not vacated by the required time. This includes extended time for vendors including DJ's, Bands, Caterers etc. It is advisable that event planning reflects clean up time requirements.

If available, rooms may be rented the day following the event, subject to availability, for cleanup purposes.



# ENTERTAINMENT

## SOCAN & RE: SOUND FEES

All events that use recorded music (DJ) or live entertainment (band) by law, must remit the following fees. The Highwood Centre charges the appropriate SOCAN and Re: Sound fees for all applicable events and remits payments to Socan/Re: Sound directly.

## INFORMATION

SOCAN (Society of Composers, Authors and Music Publishers of Canada) is an organization which, under the Copyright Act of Canada (R.S.C.55.1), is authorized to collect fees for the public performance of music in Canada. SOCAN distributes the money collected to Copyright owners in the form of a royalty. Under Tariff No. 8, customers are required by federal law to pay a performing rights licence fee.

Re: Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and recording companies for their performance rights. The Copyright Board of Canada certifies the tariff to be paid by users of sound recordings in Canada under Re: Sound's Live Events Tariff, which apply to the use of recorded music accompanying live events such as weddings, karaoke, conventions, ice shows, and fairs. Under Tariff 5.B, customers are required by federal law to pay for using recorded music at their events.

For additional information, please feel free to visit [www.socan.com](http://www.socan.com) and [www.resound.ca](http://www.resound.ca)



RE:SOUND	Events without Dance		Events with Dance	
	Capacity	Total Cost	Capacity	
	1-100	\$9.25	1-100	\$18.51
	101-300	\$13.30	101-300	\$26.63
	301-500	\$27.76	301-500	\$55.52
SOCAN	Over 500	\$39.33	Over 500	\$78.66
	Events without Dance		Events with Dance	
	Capacity	Total Cost	Capacity	
	1-100	\$22.06	1-100	\$44.13
	101-300	\$31.72	101-300	\$63.49
	301-500	\$66.19	301-500	\$132.39
	Over 500	\$93.78	Over 500	\$187.55

### EXAMPLE

Wedding with DJ for 150 attendees SOCAN fee \$ 63.49plus  
RE: SOUND fee \$26.63  
Total cost \$90.12 plus G.S.T

Please note: Live concert, ticketed event organizers must  
arrange payment schedules directly with Entandem.

# DEPOSIT & BILLING

1. A 50% deposit based on total room rental and other rental item fees is due upon booking to secure all reservations.
  2. For all inclusive event packages which include catering, a 50% deposit fee is required based on estimated attendees of total package price to secure reservation.
  3. A credit card must be provided to secure reservation\*
  4. The final amount owing for room rental/event is due upon receipt of guaranteed number of attendees 14 business days prior to the event. Any additional charges for incidentals, including damage charges if applicable, will be billed at the conclusion of the event.
  5. The guaranteed number of attendees is due 14 business days prior to the event.
  6. Catered event kitchen charges are charged at a rate per person based upon actual attendees. Highwood Centre reserves the right to perform an actual count of attendees at the time of the function. Final billing will reflect the actual number of attendees, or the guaranteed number of attendees provided by the client whichever is higher. If actual attendees are less than guaranteed, the guaranteed number of attendees will be charged.
- \* Unless preapproved credit or approved alternate payment method arrangements have been arranged through Highwood Centre.

## CANCELLATION POLICIES

Confirmed event cancellations will be subject to the following penalties.

1. Over 60 days notice of cancellation prior to event date: 25% of the room rental deposit fee will be forfeited and an additional administrative fee. Total Administrative fee charged is 20% of the total room deposit amount.
2. 60 days or less notice of cancellation prior to event date: The 50% deposit for room rental fees will be forfeited and if all-inclusive package was booked, 5% of total food catering costs will be forfeited based on estimated attendees.
3. 14 days notice of cancellation prior to event date: Entire room rental cost and entire linen rental costs will be forfeited. If booked, 50% of the total all inclusive package, including food catering costs will be forfeited, based on estimated attendees.
4. 7 days notice of cancellation prior to the event date: the client will be responsible for the entire cost of bill as outlined in the contract. This includes catering costs, audio visual equipment, meal service tools, set up fees, linens, and any other rental item costs.

If a confirmed event is needing to be rebooked, the Highwood Centre will allow for the forfeited deposit to be applied as a credit to a new date, less a 20% administrative fee, based on the original rental invoice. The event must be rebooked within an 8-month time frame. All inclusive event packages subject to caterer availability. Events can only be rebooked once.

## SPECIAL STATEMENT: COVID 19

If, in the event of an unprecedented closure of the Highwood Centre due to government mandated health closures, the Highwood Centre will provide a credit for an alternate date and reschedule all reservations to which deposit or payments were issued. Alternately, if an alternate date is not feasible for the organizer and/or Highwood Centre a full refund will be given.

---

# CLEANING & DAMAGE FEES

## EXTRA CLEANING FEES

An additional cleaning fee of \$200 will apply for

- 1.Excessive garbage and/or debris were left on floors, tables and other areas of the Highwood Centre. Clients are responsible for putting all trash in provided trash cans, picking up trash and debris from floors, tables, and rental use areas.
- 2.Excessively soiled floors, walls or other areas as a result of event attendees or activities.
- 3.Visible scuffs to floors, walls, doors, chairs, or other fixtures.

Damage charges will apply for visible damage including, dents, scratches or damage to walls, paint, doors, tables, chairs, floors or other equipment.

## RENTAL ITEM DAMAGE/LOSS FEES

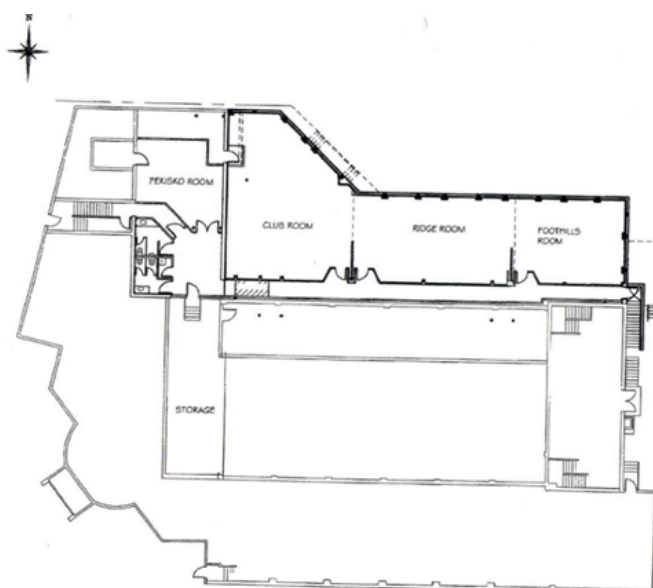
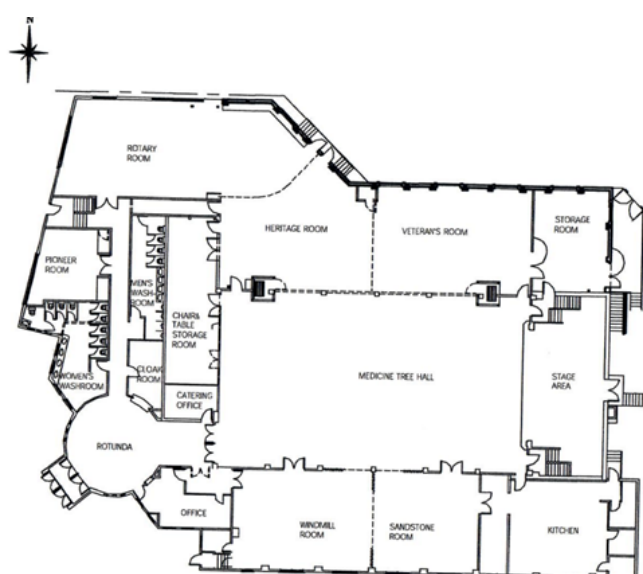
Below are a list of items that if damaged or lost will incur the following charges. This list is not limited to these items.



# Event Spaces

We offer a variety of room sizes and configurations. The maximum capacity for each room outlined is subject to individual event set up requirements.

For larger events, the Medicine Tree Hall, Rotary, Windmill, Sandstone, Heritage and Veterans rooms can be combined.



	Banquet	Theatre	Classroom	Boardroom	Cocktail
Medicine Tree Hall	288	500	150		350
Windmill	70	90	24		70
Sandstone	65	90	64		65
Windmill + Sandstone	135	180	108		135
Pioneer				12	30
Rotary	120	140	70		125
Heritage	80	100	24		80
Veterans	96	120	32		105
Heritage +Veterans	176	220	56		185
Club	90	100	64		99
Ridge	64	80	40		75
Club + Ridge	144	180	104		174
Pekisko Kitchen					25