

Catering Policy

Thank you for choosing Heritage Park to host your special function. In order to ensure a well-organized event, we ask that you follow these Catering Policies. Should you have any questions, please discuss these policies with a Catered Event Planner prior to booking.

1. An initial deposit specific to the venue selected is required to confirm your function date. This deposit is due within fourteen (14) days of booking your event. This deposit will be credited toward your final bill. Personal cheques will not be accepted.
2. Wedding and private function clients must submit a second deposit of 100% of the estimated balance due fourteen (14) days prior to the date of the event. Any remaining balance is due upon receipt of invoice. Overdue accounts will be charged 2% per month late charges.
3. All Association, Convention and Corporate clients must submit a second deposit of 80% of all estimated food and beverage plus 100% of all entertainment, fourteen (14) days prior to the date of the event. Any balance remaining is due upon receipt of invoice. Overdue accounts will be charged 2% per month late charges.
4. To ensure our best service, we ask that your Heritage Park Catered Event Planner be advised of the general details and menu selections no less than fourteen (14) days prior to the date of the event. If no menu selection has been provided, our chef will select a suitable alternative.
5. For all clients booking evening Tent functions, all general details and menu selections, as well as a second deposit of 100% of the estimated balance must be received no less than twenty-one (21) days prior to the date of the event.
6. All prices are subject to change and will be confirmed no more than ninety (90) days prior to the date of the event. All food and beverage is subject to 18% gratuity.
7. Cancellation of a confirmed function less than six (6) months prior to the date of the event shall incur a cancellation charge equal to a minimum of the initial deposit. Notice of cancellation must be received in writing.
8. Heritage Park shall be notified of the guaranteed number of guests attending the function three (3) business days prior to the date of the event. Should no guarantee be received, the Park will prepare and charge for the last contracted number quoted. The customer will be billed for the guaranteed number or the actual attendance, whichever is greater.
9. Heritage Park will prepare to serve 5% over the guarantee.
10. Function set-ups are to be finalized three (3) business days prior to the date of the event. Fees apply for any special and / or late set-up requests.
11. Based on Alberta Health and Food Safety guidelines, any leftover food and beverage remains the property of the Park and may not be removed. Buffet service will be restricted to a maximum of 1 ½ hours.
12. A venue rental charge will apply for all venues.
13. Heritage Park is unable to accommodate menu tastings and samplings.



How the West was Once

14. If you do not purchase a full meal per person and / or do not meet the minimum attendance requirements for your selected venue as outlined in our Catering Package, a surcharge will apply.
15. Heritage Park reserves the right to provide an alternate function space suited to the size of your group.
16. Due to fire regulations, function attendance shall not exceed licensed maximum capacities.
17. Heritage Park shall be the sole supplier of all food and beverage at all functions. Wedding, Anniversary and Birthday Cakes are the only exception. A handling fee will apply.
18. The serving of alcoholic beverages, as well as entertainment shall not be permitted after 1:00 a.m. for all indoor events. Due to noise by-laws, the serving of alcoholic beverages, as well as entertainment shall not be permitted after 11:00 p.m. for all Tent functions.
19. Heritage Park is not responsible for any damaged, lost or stolen articles.
20. Heritage Park is pleased to provide a smoke-free environment. Designated smoking areas are provided outside of each venue.
21. The customer is responsible for the conduct of their guests and for the costs of any damages caused by attendees as assessed by Heritage Park.
22. The use of tacks, nails or adhesive tape is not permitted. The throwing or use in any way of paper or metallic confetti, flower petals, birdseed or rice is not permitted. A \$500 clean-up fee will apply. Balloons are not permitted. No exceptions.
23. Candles and open flame are not permitted at Heritage Park. No exceptions.
24. During the Park's operating season, admittance is not permitted prior to 6:00 p.m. No exceptions.
25. Heritage Park must approve all entertainment. All entertainers must follow Park guidelines. A SOCAN fee may apply (see Catering Package). For third party entertainment arranged by a Heritage Park Catered Event Planner, a surcharge will apply.
26. Deliveries to the Heritage Park warehouse must be received between 8:00 a.m. and 3:00 p.m. as per prior arrangement. All items must be boxed and clearly labelled. All deliveries must be pre-arranged with your Heritage Park Catered Event Planner. The Park does not assume responsibility for damaged or lost articles. A handling fee may apply.
27. Vehicles must be removed from inside Heritage Park by 1:30 a.m. Any vehicles left overnight in the Park will be towed at the client's expense.
28. Heritage Park is unable to accommodate wedding rehearsals.

Please sign below indicating that you have read and understand the above policies:

Company (print): _____ Organizer: _____

Event Number: _____ Function Date: _____ Estimated Attendance: _____

Minimum Requirements: _____

Signature: _____ Date: _____