

# GET MARRIED

2023 TRU CONFERENCE CENTRE WEDDING GUIDE



**THOMPSON  
RIVERS  
UNIVERSITY**  
Conferences, Weddings  
and Events





## *Where your happily ever after begins!*

You are unique and your wedding should be too.

Our team at the TRU Conference Centre is eagerly waiting to help you start planning your perfect day. We will take care of the venue and catering details to ensure your wedding is as unique as you are. Our beautiful event spaces and delectable dining options will leave you and your guests with remarkable memories for years to come.

To find out more information about customizing your wedding, please contact us directly.



1055 University Drive, Kamloops, BC V2C 0C8

Phone: 250-371-5723 | Email: [conferencecentre@tru.ca](mailto:conferencecentre@tru.ca) | Web: [tru.ca/weddings](http://tru.ca/weddings)



# Wedding Day Planning

THE TRU CONFERENCE CENTRE

Our 2023 wedding guide is designed with each unique personality in mind. We have created a fully customizable plan sure to suit your taste, needs and budget.

Let's get started, it's as easy as 1, 2, 3!

## STEP 1

Select your ceremony and reception venue:

Take your guest count into consideration when choosing the reception venue that is perfect for you. If you choose to book both your ceremony and reception at TRU, the ceremony booking is half price.

## STEP 2

Design your food and beverage experience:

Hand select every course to create the perfect meal. Pick items from our catering menu or speak with your coordinator for more delicious options.

## STEP 3

Enhance! These are the elements that will make your event truly personalized and memorable. Choose all, some or none - whatever suits you best.





# The Horticulture Gardens

CEREMONY VENUE

*Photo by Holly Louwse Photography*



Looking for the perfect location for your wedding ceremony?

The Horticulture Gardens at Thompson Rivers University delivers. Our gardens offer a beautifully manicured backdrop full of exotic plants, grasses, shrubs and a colorful array of flowers in a lush and private setting.

An oasis set within the TRU campus, the gardens provide a tranquil setting for outdoor ceremonies and makes the perfect backdrop for your wedding photos.

Location options with a maximum 200 guests

Venue Rental \$975 plus tax

Ceremony add-on with reception at TRU \$525 plus tax



# Ceremony Amenities

THE HORTICULTURE GARDENS

The following items are included with the venue rental:

## WEDDING VENUE COORDINATOR

- Our wedding venue coordinator will help in the planning stages of your wedding to ensure everything with the venue and catering goes smoothly on the day of.
- Minimum of one site walk-through.

## DECOR & FURNISHINGS

- Set up and take down of up to 130 chairs.
- Signing table with linen and a chair.
- DJ table with linen and a chair.
- Easel for signage (upon request).

## VENUE

- One hour private booking for rehearsal.
- Exclusive use of the gardens for a predetermined three hour time frame.
- Multiple location choices for your ceremony:
  - Stairs (130 guest max)
  - Gazebo (200 guest max)
- Complimentary wireless internet.
- Access to electrical outlets for DJ or sound system.
- Free parking on evenings and weekends.
- On-call security.





# The Grand Hall

RECEPTION VENUE



The Grand Hall is an elegant ballroom with a modern setting, featuring soft lighting with ample space to hold your dream reception.

The elevated ceilings provide an airiness that compliments the space which is large enough to accommodate up to 350 guests. The modern brushed silver chandeliers will provide soft romantic lighting throughout the evening, while the neutral tones will compliment any décor. This is truly a grand venue to host your reception.

140 - 350 guests

5400 square footage | 16.9 ft ceiling height

Venue Rental \$2,025 plus tax

# The Mountain Room

RECEPTION VENUE



A romantic view, a warm space and a unique setting to celebrate after you say “I do”.  
The Mountain Room is a beautiful banquet room that can host up to 140 guests.  
With wood beams and neutral tones, it is easy to transform this room  
to fit your personal style and vision.

As the sun sets, our state of the art retractable window panels open to a private patio,  
perfect for dancing the night away under the stars.

Maximum 140 guests  
3590 square footage | 11.75 ft ceiling height | private patio

Venue Rental \$1,700 plus tax



# The Terrace

RECEPTION VENUE



An intimate reception space to celebrate with those select loved ones.

A bright and modern room that features a full wall of windows that overlook the heart of TRU's campus. Newly renovated, the Terrace features neutral tones that have the ability to accommodate your personal wedding style and décor.

Feel the love with your family and friends in a room that makes it easy to be together.

Maximum 80 guests  
2915 square footage | 9 ft ceiling height

Venue Rental \$1,425 plus tax



# Reception Amenities

THE GRAND HALL, THE MOUNTAIN ROOM & THE TERRACE

The following are included with the venue rental:

## WEDDING VENUE COORDINATOR

- Our wedding venue coordinator will help in the planning stages to ensure everything with the venue and catering goes smoothly on the day of.
- Minimum of one site walk-through.

## DECOR & FURNISHINGS

- Rectangular banquet tables for head table.
- Stage with a black pipe and drape backdrop.
- Up to five additional skirted tables.
- Burgundy banquet chairs with chrome frames.
- Round guest tables:
  - Grand Hall: 8-10 guests per table
  - Mountain Room: 6-8 guests per table
  - Terrace: 6-8 guests per table
- Metal easel for seating chart.
- Dance floor.

## VENUE

- All day access to reception space on your wedding day.
- Room set up and take down (not including decor).
- Complimentary wireless internet.
- Audio visual equipment.
  - House sound system
  - 10 ft projector screen(s)
  - LCD projector(s)
  - Podium
  - Wireless microphone(s)
  - Adjustable lighting
  - HDMI computer connection
- Entandem fees.
- Free parking on evenings and weekends.
- On-call security.

## TABLE TOP

- Standard white or black linens and napkins.
- Table stands with numbers.
- China dishware and glassware.
- Wine glasses and champagne flutes (if needed).



# Wedding Plan

## SAMPLE WEDDING ITINERARY

### THE NIGHT BEFORE

- 4:00 p.m. Ceremony rehearsal in the Horticulture Gardens.  
5:30 p.m. Host a rehearsal dinner or welcome reception for your closest family and friends in the Horticulture Gardens or the Alpine Room\*. *(Subject to availability)*

### THE DAY OF

- 9:00 a.m. If we were unable to give you access the evening before your decorating team will gain access to your reception venue at this time.  
2:30 p.m. Ceremony location set and ready.  
3:00 p.m. Your guests begin to arrive at the Horticulture Gardens for the ceremony.  
3:30 p.m. Make your grand appearance as you begin your walk down the aisle.  
4:00 p.m. Treat your guests to a cocktail hour in the gardens complete with drinks and snacks while you get perfect photos in the gardens and around campus\*.  
5:15 p.m. Your guests depart the gardens for the reception.  
5:45 p.m. Arrive at your reception location for your grand entrance as a married couple.  
6:00 p.m. Dinner is served.  
7:00 p.m. Time for speeches, toasts, cake cutting and dancing.  
10:30 p.m. Late night snack\*.  
12:45 a.m. Last call for drinks.  
1:00 a.m. Bar closes.  
2:00 a.m. Reception venue must be vacated.

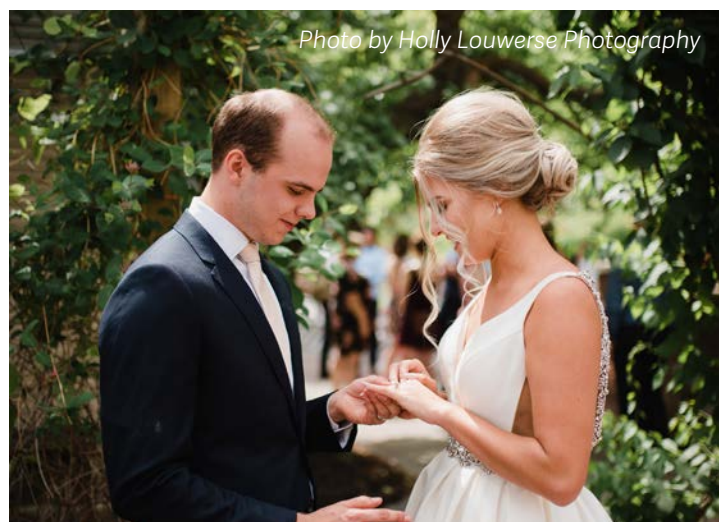
### THE DAY AFTER

- 10:00 a.m. Arrange a small gift opening complete with coffee, muffins & fresh fruit\*.

*\*Additional fees will apply.*

The time line above is a sample and is not pre-arranged by the TRU Conference Centre.

We welcome your ideas and will work with you to make your wedding day perfect.





# Food & Beverage Experience

TRU CONFERENCE CENTRE

TRU Conference Centre will be the sole provider of all food and beverage, with the exception of specialty wedding cakes and cupcakes that have been prepared by a baker with Food Safe Certification. For your budgeting purposes, we recommend the following when doing your calculations:

- Cocktail receptions should allow for a minimum of 3-5 pieces of appetizers per person for each hour of reception. Appetizers are to be ordered in minimum of 3 dozen per selection.
- One bottle of champagne serves 6 champagne flutes.
- One bottle of wine serves 5 glasses. We recommend 2 bottles for tables of 8 guests.
- Entrée selections: choose a minimum of one for your buffet.
- Salads and pairings: choose two to four for your buffet.
- Pasta selections: choose one or two for your buffet.
- Desserts: if you are not having a traditional cake or cupcakes, please choose from our dessert selections.
- Coffee & Tea: choose to add non-alcoholic beverages on a station in the room.
- Late night snack: we recommend ordering for no more than 50% of your total guest count. Snacks should be served approx. 3-4 hours after dinner, no later than 10:45 p.m.

## BAR & LIQUOR SERVICE

We offer a variety of bar and liquor service options. Choose from a host bar, cash bar or toonie bar and also the option of pre-purchased drink tickets. We offer a selection of table wines, champagne or alcoholic punch and sangria.

## SPECIAL MEAL REQUESTS & ALLERGIES

We're happy to accommodate requests for all allergies and will prepare special meals when requests are made a minimum of ten (10) days prior to the wedding. Extra fees may apply.

## SERVICE CHARGES & TAXES

All food & beverage costs as well as venue rental fees are subject to the following provincial taxes:

- All food and beverage is subject to a 15% gratuity as well as 5% GST.
- All liquor sales are additional 10% liquor tax.
- All additional rentals and associated fees are subject to 5% GST and 7% PST.
- Additional labour services are subject to 5% GST.



## À LA CARTE MENU

We strive to offer an excellent variety of healthy, fresh, seasonal and locally sourced food.

[tru.ca/conferencecentre/catering](https://tru.ca/conferencecentre/catering)

# Wedding Enhancements

ADD-ON OPTIONS WHEN BOOKING A RECEPTION VENUE

Making your wedding perfect and unique is as important as saying I Do!  
Select from the enhancements below to customize your special day.  
*Inquire about pricing and options.*



Photo by Lisa Novak Photography

## REHEARSAL DINNER

Practice makes perfect so why not practice eating and drinking too! After your ceremony rehearsal join us for an intimate dinner on site.

## BRIDAL PARTY SNACKS

Keep your wedding party smiling with some light snacks and cold water served to you in The Horticulture Gardens during your pictures.

## COCKTAIL RECEPTION

Customize your cocktail hour, inside or outside, with a selection of appetizers, bar service and/or passed champagne - the possibilities are endless!

## CAKE SERVICE

If you choose to bring in your own cake please inquire about our cake service options and pricing.

## LATE NIGHT SNACK

Curb your late night cravings and keep the celebration going with our late night snack menu.

## BREAKFAST OR BRUNCH

The day after the wedding re-live the celebration while enjoying a leisurely breakfast with your family and friends.



Photo by Holly Louwse Photography



# Accommodations

THE TRU RESIDENCE & CONFERENCE CENTRE

Dream easy on your wedding night!

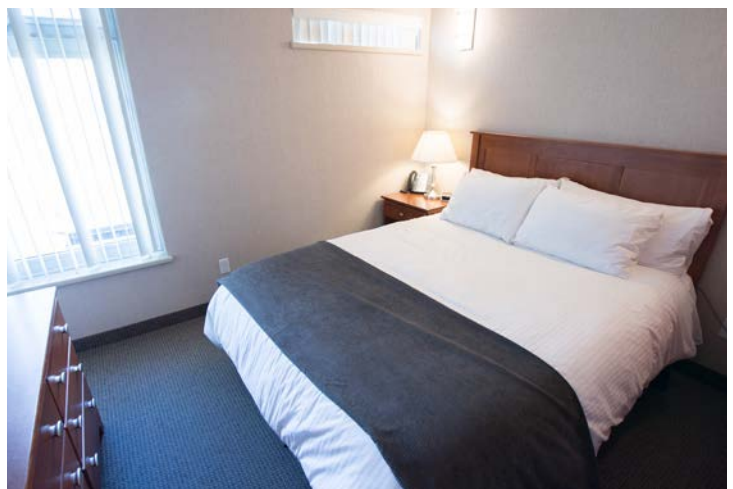
Our on-site accommodations, located in the TRU Residence, offer spectacular views of the magnificent mountains, scenic rivers and breathtaking city skyline. Centrally located, the residence tower is just steps away from our ceremony and reception venues.

Starting at \$155 per night, the Executive Loft Suites have a separate bedroom with a queen bed, living room with a gas fireplace, flat screen televisions, quality leather furnishings, and floor to ceiling windows. These suites are perfect for the night of your wedding and/or getting ready with your bridal party on the big day.

The Residence and Conference Centre also has two and four bedroom suites for your out of town guests. Starting at \$114 and \$199 per night, the value is unbeatable. Inquire with The Residence and Conference Centre for information about room blocks and group rates from May through August.

All guests will have access to satellite TV, air conditioning, complimentary internet, complimentary parking and more. Check in time is 4 p.m. and check out is 11 a.m. All rooms are subject to availability at time of booking.

For more information contact:  
TRU Residence & Conference Centre  
Email: [info@truresidence.ca](mailto:info@truresidence.ca)  
Phone: 250-852-6296  
Website: [stayrcc.com/kamloops](http://stayrcc.com/kamloops)



# Wedding Checklist

TRU CONFERENCE CENTRE

## SECURE YOUR DATE AND VENUE

Upon requesting to book a venue at TRU, a non-refundable deposit is required. Please review the payment and cancellation policy at this time. Visit our website to view our [FAQ](#) page. Once your deposit is received we will secure your venue(s) and send you a confirmed booking contract. Review, sign and return the contract immediately to your wedding coordinator.

## BOOK YOUR REMAINING VENDORS

Now that you have confirmed your date and venue, be sure to book the rest of your wedding day vendors. We will provide you with a list of our most trusted local vendors providing the best wedding services in town.

## COMPLETE YOUR WEDDING PLANNING GUIDE

When your booking is confirmed, a Wedding Planning Guide will be sent to you. This document will lay out all of the specific details such as menu selection, timeline and guest information for your event. This document must be completed and returned to your coordinator thirty (30) days prior to your wedding.

**14 DAYS PRIOR** - all menu selections must be confirmed

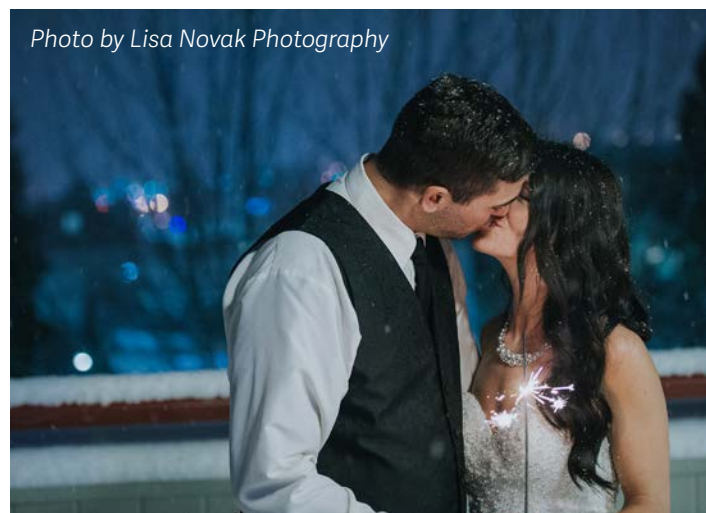
**10 DAYS PRIOR** - final numbers & dietaries to be confirmed

**7 DAYS PRIOR** - 75% of the current balance is due and the final contract to be signed.

Your wedding coordinator will provide you with an amount due based on your current balance and confirmed guest count. This 75% payment is due no less than seven (7) days prior to your wedding. At this time, we also require the final contract with all details to be reviewed and signed.

## YOUR BIG DAY HAS ARRIVED

You will be given important contact information for the day of your event should anything come up. Our professional catering team will be on site to make sure your reception runs smooth from start to finish.





# Venue Policies

TRU CONFERENCE CENTRE

The following are policies for weddings that may differ slightly from our regular Conference Centre policies. Where the policies differ, the below will take precedence over the policies outlined on the catering contract and online at [tru.ca/conferencecentre](http://tru.ca/conferencecentre).

## DEPOSITS & INVOICING

- A non-refundable deposit equal to the value of the venue fee(s) is due at time of booking.
- 75% of the remaining balance is required seven (7) business days before the event. Amount to be confirmed by the Wedding Coordinator.
- The final invoice will be emailed five (5) to ten (10) business days after the end of the event.

## CATERING & GUARANTEED NUMBERS

- Prices can change without notice, but will be guaranteed 60 days prior to the function.
- A new menu release and price adjustment is scheduled for January 2023.
- Substitutions may apply within the 60-day period depending on the market availability and unforeseen circumstances.
- Final menu details must be confirmed fourteen (14) days prior to your event.
- A guaranteed number of guests must be provided eight (8) days prior to your event. After this time this number cannot be changed.
- All service charges are based on actual number of guests served if more than the guaranteed number of guests are served.
- Children two (2) and under are free.

## CANCELLATION POLICY

- In the event of a cancellation the deposit is non-refundable if cancelled inside twelve (12) months of the event date regardless of the reason. Cancellation notice is required in writing to the Wedding Coordinator.
- Events cancelled more than 12 months from the event date will be addressed on a case by case basis.

Please visit the TRU Conference Centre website at [tru.ca/conferencecentre](http://tru.ca/conferencecentre) for our full cancellation policy, or refer to your booking/catering contract.

## OUR WEDDING TEAM

Congratulations on your engagement and thank you for your interest in hosting your wedding at the TRU Conference Centre. We are looking forward to welcoming you, your family and your friends for your wedding day. We are here to help from the very beginning as you start your lives together.

For more information and to begin planning please contact our team:

Email: [conferencecentre@tru.ca](mailto:conferencecentre@tru.ca) | Website: [tru.ca/weddings](http://tru.ca/weddings)



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