



Banquet Package

SITE is ideal for:

- ◆ Business Meetings
- ◆ Corporate Retreats
- ◆ Soirees & Banquets
- ◆ Holiday Celebrations
- ◆ Retirement Parties
- ◆ Anniversaries
- ◆ Birthday Parties
- ◆ Stagettes
- ◆ Trade Shows
- ◆ Conventions

The only limit to your event is your imagination!





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Studios in the Exchange Room Rental Prices

Elegant, Contemporary & Affordable

Features of SITE:

- ◆ Convenient downtown location with plenty of parking. Parking is free after 4 p.m. and on weekends.
- ◆ Wireless internet set up throughout facility.
- ◆ Local art displayed for beautiful ambiance.
- ◆ Freedom to select caterer of your own choice or have us do the work for you.

Extra Available Services at SITE:

- ◆ All-inclusive catering & alcohol available at a rate priced per person
- ◆ Bartender & waiter services
- ◆ Special-themed events
- ◆ Décor & flower services
- ◆ Security & valet Services
- ◆ Entertainment and activities can be arranged. Inquire within for more details.

Please Note:

- ◆ 15% gratuity on food services will be added before taxes
- ◆ GST and PST will be charged according to government regulations
- ◆ Prices are subject to change without notice. Price quotes will be guaranteed upon receipt of 50% deposit on all rentals.

Do-It-Yourself Room Rentals

Plan your own event and hire your own caterer

Entire Facility Rental - Holds up to 350 people (7,000 sq. ft.)



8-hour Facility Rental: \$600 or \$80/hr (min. 3 hrs with one hour grace period) Includes use of sound systems, LCD projectors and screens. Complete access to entire facility and no other events will be scheduled at same time.
Catering: Use caterer of your choice.

Boardroom Rental - Seats up to 24 people



Boardroom Rental: \$50/hr (min. 3 hrs with one hour grace period) Includes coffee, tea and water as well as use of stereo sound system.
LCD Projector Rental: \$95
Catering: Use caterer of your choice.
Note: Other events may be going on at the same time in an alternate studio.

Main Studio - Seats up to 150 theatre style or 80 round table



Main Studio Rental: \$60/hr (min. 3 hrs with one hour grace period) Includes coffee, tea and water as well as use of stereo sound system.
LCD Projector Rental: \$95
Catering: Use caterer of your choice.
Note: Other events may be going on at the same time in an alternate studio.

Pole Studio - Can accommodate up to 30 people



Pole Studio Rental: \$50/hr Includes use of stereo sound system.
Catering: Use caterer of your choice.
Note: Other events may be going on at the same time in alternate studios. Instructor fee extra. Please ask about package rates for stagettes, birthdays etc.

* Effective and revised September/2007

Studios in the Exchange (SITE) Room Rentals

Conveniently located in downtown Winnipeg with plenty of parking (free after 4 p.m. and on weekends), Studios in the Exchange is adorned with local art to create a unique, elegant and unforgettable ambiance for your event. Features of SITE include:

- ◆ Wireless internet throughout the facility.
- ◆ Local art displayed for beautiful ambience.
- ◆ Freedom to select your own caterer or allow us to do the work for you.
- ◆ Your choice of a variety of “all inclusive” event packages. See page 9 for more details.



Front Reception



Main Studio
(can be decorated for any occasion)

SITE offers more than 7,000 square feet of beautiful rental space. Individual rooms are available for rent and the entire facility can be booked depending on availability.

SITE's **Main Studio** (\$60 per hour) seats up to 80 people for dinner and up to 150 guests for a stand-up receptions and/or cocktail parties. Rental of the entire facility can accommodate up to 350 people for stand-up receptions and or cocktail parties. Room rental includes use of stereo sound system. LCD projector and screen is available for rent.



Juice Bar

The main studio can be adorned for any occasion; from corporate meetings to weddings to birthday parties to product launch or release parties.



Lounge Area



Board Room

SITE's **Board Room** (\$50 per hour) seats up to 24 people, round-table style. Rental of the boardroom includes use of reception area, lounge, juice bar, private washroom and coffee bar.

Additional Services Available:

- ◆ Massage Therapy
- ◆ Pamper Services (manicures & pedicures)
- ◆ Pole/Belly Dancing Demos and/or Classes
- ◆ Games and Card Tables
- ◆ Varied Music & Entertainment
- ◆ We can accommodate most requests & budgets

Bar Options at Studios in the Exchange

Studios in the Exchange must comply with all Manitoba Liquor Control Commission regulations.

Client Obtains Own Permit

(Alcohol supplied by the client and SITE charges a \$3.50 per person corkage fee.)

A liquor permit must be obtained from the MLCC in the name of the host or organizer of the event. That person is responsible for obtaining and paying for permit and ordering and pre-arranging for the delivery of alcohol to facility. SITE will accept delivery and provide storage for the beverages up to one day prior to function.

The permit must accompany the alcoholic beverages at all times while on our premises. Alcohol supplied under a client permit can also be set



up as a host or cash bar. Bartender can be supplied upon request.



Corkage fee covers the cost of soft drinks (Pepsi, Coke, Diet Coke, Ginger Ale, 7-Up, Tonic and Club Soda) clamato juice, orange juice, glasses, lemons, limes, Worcestershire sauce, Tabasco sauce, grenadine and ice. Corkage ingredients supplied by SITE as part of abovementioned corkage fee of \$3.50 per person in attendance.

GENERAL INFORMATION

BUSINESS HOURS & FACILITY TOURS

SITE does not keep regular business hours. To make an appointment to tour SITE, please phone Deb Karpyza at (204) 943-2681 or (204) 792-0682.

RESERVATIONS

All bookings are tentative and subject to change by SITE until contract has been signed and deposit paid.



DEPOSIT & TERMS OF PAYMENT

A deposit of \$300 is due upon confirmation of your event (or the full rental amount if less than \$300).

Final payment is required after the event at which time an invoice will be sent to you via email or regular mail. Final payment is required within 14 business days. Late payments will be subject to interest of 2% per month on the outstanding balance. Alternative arrangements can be made prior to the function and if agreed upon will be put into writing.

SITE accepts payment by Visa, MasterCard, debit and cheque (payable to Studios in the Exchange, Inc.).

CANCELLATIONS

In the event of a cancellation, SITE will refund 40% of the booking deposit if the cancellation occurs 90 days or more before the function. If cancellation occurs 89 days or less to the function, the deposit will not be refunded.

PARKING

SITE has its own parking lot adjacent to the building on the west side. There is no charge for parking after 5 p.m. on weeknights and all day on weekends.



ALCOHOL AND SMOKING

Alcohol will only be served in accordance with the regulations of the Manitoba Liquor Control Commission. Smoking is not permitted anywhere inside the building.



WHEELCHAIR ACCESSIBILITY

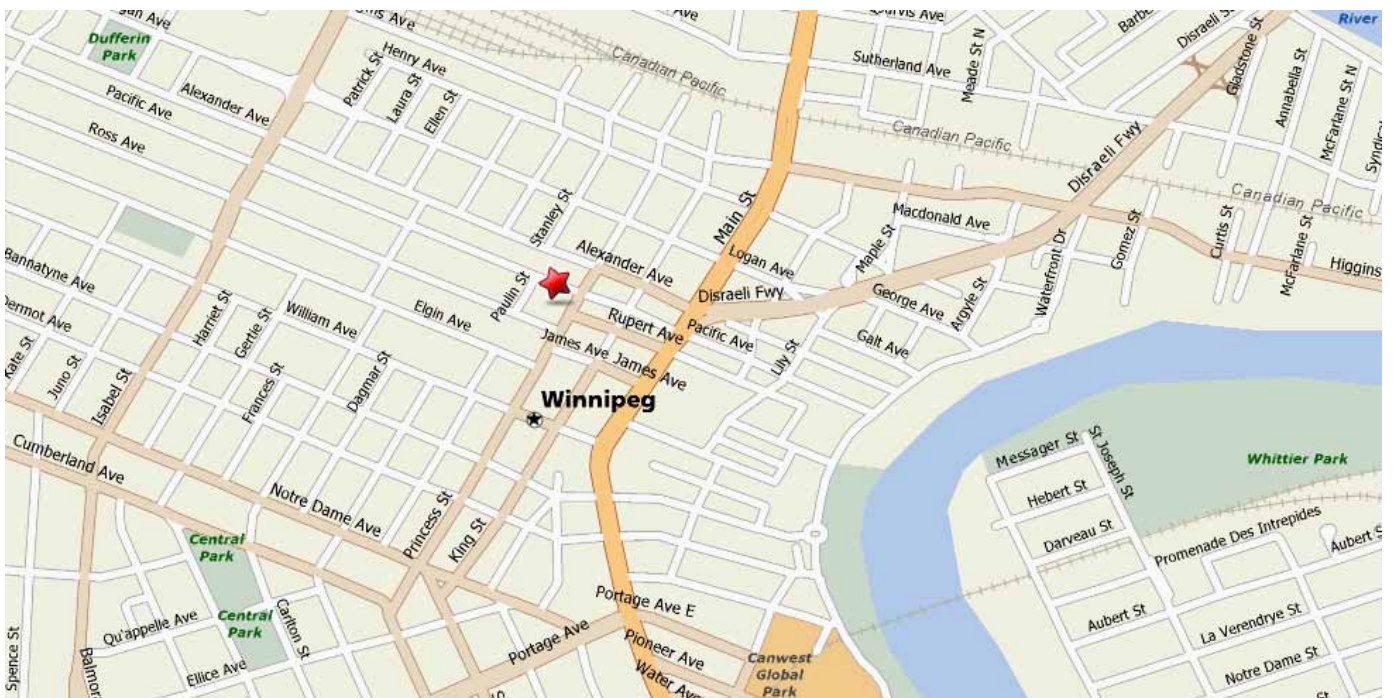
Most areas within SITE are wheelchair accessible, however the front entrance has three stairs that could pose access problems. SITE is located in an old, historical building in Winnipeg's Exchange District and was not originally designed for wheelchair accessibility. We regret we can not offer full wheelchair accessibility at this time due to front entrance stairs and bathroom facilities.

DELIVERIES

All deliveries to SITE must be scheduled by appointment. Deliveries can be made using the freight elevator in the west side of the building through the parking lot. The freight elevator is always locked and must be pre-arranged for all deliveries.

DIRECTIONS TO SITE

SITE is located on the **4th floor of 313 Pacific Avenue** in the old Canada Safeway building (the corner of Princess and Pacific). Parking is located in west parking lot adjacent to building. Parking is free on weekdays after 5 p.m. and also free on weekends.





GUARANTEED ATTENDANCE NUMBERS AND CATERED MEAL SELECTIONS

For all meal functions, the guaranteed number attending must be confirmed no later than five working days prior to the function. If the guaranteed number is not provided, the billing will be made out for the number of people for which the function was originally booked or the

number of people who actually attend the function, whichever is higher. Menu selection must be submitted a minimum of three weeks prior to the function to ensure availability of food selections, proper staffing and efficient coordination of the event.

Only food supplied by the approved or supplied caterers will be allowed on the premises. For health and insurance reasons, SITE does not allow removal of food from the premises following a function.

MEAL TASTINGS

Regrettably, SITE does not offer meal tasting at our venue. We always strive to supply quality meals that offer a variety of delicious options.

GRATUITY AND TAXES

All products and services are subject to applicable taxes. 15% gratuity will be applied to all food & beverage charges. Food & beverages are subject to Provincial Sales Tax (PST). Food, beverage & gratuity are subject to Goods and Services Tax (GST).

PRICES

All prices are current and subject to change without notice until a detailed quote is provided by a SITE representative, a contract signed and deposit received. It is only at this point that prices remain fixed and are guaranteed until the date of the event.

MUSIC AND ENTERTAINMENT

SITE is pleased to offer our clients high-quality music man services for \$350 (fee can be added to your invoice). We can also assist with helping you to find quality live music or other entertainment. You are also free to bring in your own entertainment or music man at no extra charge. Please inquire within for more information.



All-Inclusive Menu Options

Both buffet and sit-down dinners are *all inclusive* for 50 people or more and includes the following:

- ◆ Room Rental Fees (including use of front reception, juice bar and lounge areas)
- ◆ Alcohol and Non-Alcohol Beverages (including bartender)



SITE Dinner Options #1

\$45 per person buffet/\$50 per person sit down

50 guests make event all-inclusive and includes alcohol, music man, lights & room rental

** Client must obtain own liquor permit*

Meat Options:

- ◆ Roast Beef with Gravy
- ◆ Oven Baked Chicken Breast in Bone
- ◆ Glazed Baked Ham
- ◆ Breaded Chicken Breast
- ◆ Sliced Turkey with stuffing
- ◆ Stuffed Chicken Breast

Potato Options:

- ◆ Perogies and sour cream
- ◆ Mashed potatoes
- ◆ Oven-roasted potatoes
- ◆ Scalloped Potatoes (extra \$1.25/person)

Vegetable Options:

- ◆ Carrots in butter and basil
- ◆ Buttered broccoli, cauliflower & carrots
- ◆ Whole green beans with bacon and almonds (extra \$1.25/person)

Salad Options:

- ◆ Tossed salad
- ◆ Coleslaw
- ◆ Tri-coloured pasta salad

All orders also include:

- ◆ Buns and butter
- ◆ Dessert (cheesecake or torte)

SITE Dinner Option #2

\$45 per person buffet/\$50 per person sit down

50 guests make event all-inclusive and includes alcohol, music man, lights & room rental

** Client must obtain own liquor permit*

- ◆ Chicken Breast
- ◆ Perogies & Sour Cream
- ◆ Cabbage Rolls
- ◆ Meatballs & Gravy

- ◆ Coleslaw
- ◆ Bean Salad
- ◆ Dinner Rolls
- ◆ Dessert (cheesecake or torte)

Have something different in mind? Let us know and we will accommodate!

Please note extra charges will apply for the following services:

- ◆ Alcoholic beverages extra (unless program quotes is on an “all-inclusive” package).
- ◆ Special themed events extra (please ask for more details).
- ◆ Flowers and décor extra (please ask for more details).
- ◆ Evening security guard/valet parking extra (please ask for more details).