

# GET MARRIED

2025 TRU CONFERENCE CENTRE WEDDING GUIDE





*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 2024 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 substantially reduced.

## 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



Photos 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 \$1500 plus tax

Ceremony add-on with reception at TRU \$600 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 \$2,250 plus tax

# The Mountain Room

## RECEPTION VENUE



A romantic view, a warm space and a unique setting to celebrate after you say “I do”. 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.

Minimum 80 guests | Maximum 140 guests  
*If minimum guests are not reached, a per person under minimum fee will apply.*

3590 square footage | 11.75 ft ceiling height | private patio

Venue Rental \$2,500 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 \$1,775 plus tax



# Reception Amenities

THE GRAND HALL, THE MOUNTAIN ROOM & THE TERRACE



Photo by Lisa Novak Photography

The following are included with the venue rental:

## 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) or 84" LCD TV's
  - LCD projector(s)
  - Podium
  - Wireless microphone(s)
  - Adjustable lighting
  - HDMI computer connection
- Entandem fees.
- Free parking on evenings and weekends.
- On-call security.

## 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.

## TABLE TOP

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

# 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.

# Food & Beverage Experience

## TRU CONFERENCE CENTRE

- Build Your Dinner Buffet:
  - Entrée selections: choose a minimum of one for your buffet.
  - Salads and pairings: choose a min. of two salads, one vegetable dish and one starch dish for your buffet.
  - Pasta selections: choose one or two for your buffet.
  - Desserts: chefs selection of cakes, bars, cookies and sliced fruit served with coffee & tea.
- 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 eight (8) 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.

# 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 following enhancements to customize your special day.  
*Inquire about pricing and options.*

Photo by Holly Louwse Photography

Photo by Lisa Novak Photography

Photo by Holly Louwse Photography

# Wedding Enhancements

ADD-ON OPTIONS WHEN BOOKING A RECEPTION VENUE

## **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.

# 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.

# 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

**8 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.

# Accommodations

THE TRU RESIDENCE & CONFERENCE CENTRE



Dream easy on your wedding night!

The TRU Residence offers you and your guests the convenience of hotel accommodations within a minute walk from all of our venues.



# Accommodations

## THE TRU RESIDENCE & CONFERENCE CENTRE

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 \$230 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 \$151 and \$251 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)

# VENUE POLICIES

## GUARANTEED NUMBERS

- Estimated guest numbers are required at time of booking or thirty (30) days prior to the event.
- For events with two hundred (200) or less guests, guaranteed number of guests and dietaries must be submitted eight (8) days before the event.
- For events with over two hundred (200) guests, a guaranteed number of guests and dietaries must be submitted fourteen (14) days prior to the event.
- Price estimates will be based on the guaranteed number of guests.
- Final service charges will be based on the actual number of guests who attend the event.

## FEES & DEPOSITS

- All bookings require a non-refundable deposit, due within thirty (30) days of booking the event.
- Deposit required for a one-day event is the total of all room rental charges for the day (not including set-up).
- Deposit required for a multi-day event is the total of all room rental charges for the first day of the event.
- 75% of the remaining balance is due seven (7) days before the event.
- Final invoice will be emailed to the client within ten (10) days after the event.
- Prices are subject to change without notice but will be honoured within sixty (60) days of the event.
- Account code is required from TRU departments for booking TRU catering and events.

## ATTRITION & CANCELLATION POLICY

- All cancellations require a written notice (email acceptable) to the TRU Conference Centre Sales Representative.
- All deposits are non-refundable.
- Cancellation fees will apply to all bookings cancelled sixty (60) days or less before the event.
- Bookings cancelled sixty one (61) days or more before the event will not be subject to cancellation fees.

Cancellation fees are calculated as a percentage of the total estimated service cost and apply as follows:

### CATERING:

- 25% if cancelled between sixty (60) and fifteen (15) days before the event.
- 50% if cancelled between fourteen (14) and (8) days before the event.
- 90% if cancelled seven (7) days or less before the event.
- 100% if cancelled 24 hours or less before the event.

### ROOM RENTAL:

- 100% if cancelled thirty (30) days or less before the event.

### ADDITIONAL:

- 100% of total labour costs if cancelled 24 hours or less before the event.
- 100% of cost of any custom orders or special request food items.
- 100% of any additional costs incurred by TRU related to the event.
- For events over two hundred (200) guests, there will be an allowable attrition rate of 20% from estimated numbers thirty (30) days prior to the event, to the guaranteed numbers confirmed fourteen (14) days prior to the event. A charge of 50% of the estimated food and beverage will apply to the difference over the allowable 20% attrition.
- Inclement weather is not a valid cause for cancellation under this contract.

## FOOD & BEVERAGE SERVICE

- All food and beverage charges are subject to applicable taxes and 15% gratuity.
- Charges do not apply to children of ages (3) and under.
- Food and beverage selection must be submitted fourteen (14) days prior to the event.
- TRU Conference Centre will be the exclusive supplier of all food and beverage items for catered events in the Campus Activity Centre, Panorama Room and the BC Centre. Limited exceptions may be made for wedding and special occasion cakes.
- Based on Interior Health Food Service Guidelines, any high-risk foods (hot or cold) that have been at room temperature for more than two (2) hours must be disposed of by the service staff.
- Any leftover food and beverages remain the property of the TRU Conference Centre and may not be removed from the premises.
- Food and beverage substitutions may apply due to market availability and unforeseen circumstances.
- Events held in the Campus Activity Centre include china service for all orders from the regular menu.

# VENUE POLICIES

- Events held in all areas outside the Campus Activity Centre and all off-site catering include disposable service. China service may be provided at additional cost.

## LIQUOR SERVICE

- A guaranteed minimum revenue of \$100 must be generated for every hour of service per bartender.
- Should the minimum not be reached, the client will be charged: a bartender fee of actual labour hours worked; or the difference between the minimum and actual sales.
- Table wine served at dinner is not calculated in bar revenue.
- Under the terms of the BC Liquor License Act, the TRU Conference Centre is prohibited from allowing any individual or group to provide outside alcohol at catered events.

## FACILITY POLICIES

- The client must sign this contract at least seven (7) days before the event.
- The event is booked only for the times and the venue indicated in this contract.
- In case of unforeseen circumstances, we reserve the right to substitute the venue with a comparable function room.
- All entertainment must end by 12:00 am, all events must end by 1:30 am and the venue must be vacated by 2:00 am.
- Set-up and dismantle times, if required, are not included in the bookings time and should be discussed with your event coordinator.
- If displays, exhibits or products are used, arrangements for their arrival, unloading and departure must be made through the TRU Conference Centre office. Such displays, exhibits, or products are the responsibility of the client and we accept no liability whatsoever for the loss or damage.
- TRU Conference Centre is not responsible for damages to or loss of any articles left by the client or their guests prior to, during or following any event.
- An event coordinator is not guaranteed to be present at the event or remain at the venue for the duration of the event. Should TRU Conference Centre deem it necessary to have an event coordinator present, one will be confirmed seven (7) days before the event.
- TRU Conference Centre reserves the right to inspect and regulate all private parties, meetings and receptions.
- TRU Conference Centre reserves the right to require the client to obtain a security guard service for any event.

## ADDITIONAL CHARGES

- A minimum of \$150 additional cleaning charge will apply for excessive clean-up required due to items such as confetti, popcorn, decor, etc.
- A minimum of \$50 per hour and \$27 per staff member charge will apply for each hour beyond the specified event booking time.
- Additional charges will apply for each staff member required for events hosted on Statutory holidays.
- Charges will apply for any loss or damage to the premises resulting from the event.

## INDEMNITY AND LIABILITY

- The User will indemnify and save harmless TRU from and against all losses, claims, actions, damages, liability and expenses (including any legal expenses incurred by TRU) arising from or in connection with the use of, or presence in, the facility by User, or any person for whom the User is responsible.
- The User waives any and all claims against, releases from liability and agrees not to sue TRU, its governors, officers, employees, agents and representatives for any personal injury, death, property damage or any other loss sustained by the User or for which the User may be responsible arising out of, or in connection with the User's use of, or presence in, the above noted Facility. Note - by signing this agreement you are giving up your right to sue TRU.

## FORCE MAJEURE

Neither party to this Agreement shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, governmental regulation or control, acts of nature or of a public enemy, acts of terrorism, mass-casualty event, fire, flood, local, regional or global outbreak of disease or other public health emergency, social distancing or quarantine restriction, strike, lockout or labour or civil unrest, freight embargo, unusually severe weather, failure of public utility or common carrier, or computer attacks or other malicious act, including attack on or through the internet, or any internet service, telecommunications provider or hosting facility.

## PAYMENT METHODS

- Payment methods accepted are: VISA, MasterCard, AMEX, debit or cheque.
- Made payable to: Ancillary Services, 805 TRU Way, Kamloops BC, V2C 0C8

