

club  
**Regent**  
EVENT CENTRE

TAKE YOUR EVENT TO  
**THE NEXT LEVEL**

# CLUB REGENT EVENT CENTRE

## FACILITIES PACKAGE

1425 REGENT AVENUE WEST WINNIPEG, MB CANADA R2C 3B2



MANITOBA  
**LIQUOR & LOTTERIES**

**WELCOME** | page 3

Welcome to Club Regent Event Centre, a Manitoba Liquor & Lotteries managed facility. We're proud to entertain and it shows.

**YOUR VENUE** | page 4

Transform your venue, transform your event. Ready to take your event to The Next Level?

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Trust your event details to our Hospitality Experts.

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A variety of services on site that help with your event planning.

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Canad Inns Destination Centre Club Regent Casino Hotel is Winnipeg's only hotel connected to a casino complex.

**EVENT PLANNER'S CHECKLIST** | page 14-16

Perfect planning is essential for your event's success.



## WELCOME TO CLUB REGENT EVENT CENTRE

Club Regent Event Centre is a Manitoba Liquor & Lotteries managed facility. Manitoba Liquor & Lotteries is the newest Crown corporation of the Province of Manitoba, responsible for the distribution and sale of beverage alcohol, and for providing gaming and entertainment experiences, all in a socially responsible manner.

The beauty and wonder of Club Regent Event Centre is its capability of transforming its architecturally-inspired concert venue to an expansive trade show floor or an elegant setting for a gala dinner.

Your guests expect a well-coordinated event in a modern venue that offers top notch services and culinary expertise. To delivery these expectations, our hospitality experts are here to help. Our ultimate goal is to exceed your expectations from the planning process right through to the execution of your event.

This guide is designed to inform you of the many services that you can expect at our facility.

Contact us today to meet with a member of our Events Team, who will assist you in your planning process every step of the way.

EVENTS TEAM  
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## YOUR VENUE

Club Regent Event Centre is the only event centre of its kind in Manitoba that features a multi-tiered floor, making it easy to transform and customize the space from a theatre to a cabaret, reception or trade show format. Whether you are booking a trade show, convention, concert or gala event, Club Regent Casino Event Centre is equipped to meet all your special event needs.

The sky is truly the limit when planning your event at Club Regent Event Centre. The flexible seating system allows you to reconfigure the floor plan, seating arrangements and lighting scheme to create the perfect ambience. With flat-floor seating for up to 600 people and theatre-style seating for up to 1,400 people, Club Regent Event Centre can be customized for any event.

The luxury of booking with Club Regent Event Centre is the use of the private pre-function area, a 4,090 square foot room boasting a 24 foot ceiling height that can accommodate any pre-function activity from event registration, a mix and mingle cocktail hour, to a mini tradeshow exhibit.



## MEET YOUR HOSPITALITY EXPERTS

One of the many benefits when planning your event at Club Regent Event Centre is the opportunity to collaborate with our hospitality experts of:

- Certified Event Coordinators
- Certified Wedding Coordinator
- Executive Chef and Culinary Team
- Entertainment Specialist and Professional Stage Crew
- Hospitality and Banquet Team

**Certified Event Coordinators** - A perfect event starts with the initial planning stages with the help of your Certified Event Coordinator, who is here to inspire you and ensure that every event aspect runs smoothly and just the way you envisioned it. This one-on-one contact is your link to all of our operating departments and any third-party contractors, such as transportation services and decorators.

Work with your Event Coordinator to enhance your guests' experience during their stay. We offer valet service, casino gaming offers, and private fun gaming services such as a Slot Tournament, Poker and Blackjack. Plan for your guests to arrive early or stay later to enjoy the casino gaming and amenities. Just one of the many services your Event Coordinator will handle on your behalf through our operating departments.

We partner with some of the best transportation service providers and decorating talent that Manitoba has to offer. Use your Event Coordinator as a primary source to either add a little splash of décor or transform your event to an out of this world visual wonder.



Your Certified Event Coordinator is here to make all these arrangements through your planning process so that you deliver a perfectly planned event.

We encourage you to refer to the Event Planner's Checklist featured in this guide to help you on your way with your event planning.

**Certified Wedding Coordinator** - Our Wedding Coordinator is certified through *The Wedding Planners Institute of Canada*, and provides all the services our Certified Event Coordinators offer.

**Executive Chef and Culinary Team** - Food and beverage is one of the most important elements of any successful event. Entrust your culinary desires to our executive chef and culinary team of experts. Our culinary professionals, with an obvious passion for food and presentation, know that a special event is complete with exquisite cuisine. Whether it's a corporate breakfast, themed banquet, holiday party, wedding reception or an intimate dinner, our culinary professionals aim to deliver culinary delights that will surpass your guests' expectations.

Discover the wide array of quality food products grown and produced right here in our province. We support Made in Manitoba suppliers by serving their products, thanks to our partnership with Manitoba Food Processors Association. We serve organic and fair trade products and are environmentally-minded with our procurement processes.



**Entertainment Specialist and Professional Stage Crew** - Setting the stage for the ultimate event experience requires the expertise of a fanatic entertainment team with the knowledge of leading edge entertainment, and a professional entertainment stage crew that delivers the ultimate entertainment experience every single time. We rock entertainment and we're proud of it.

Treat your guests with the excitement of superb entertainment and the pleasure of VIP service. Our entertainment team has established itself in the entertainment business, attracting new and high caliber talent, with exposure to international agents, managers and promoters. This exceptional team prides itself in producing world class entertainment experience with its state of the art sound and stage system.

Our Senior Entertainment Buyer has been named *Talent Buyer and Promoter of the Year* by the *Canadian Country Music Association*. With access to this expertise, your event is sure to shine.

Let our entertainment team help you create the perfect ambience with our mini-grid lighting system, lighting schemes and our state of the art performance quality audio and video technology.

Our backstage space offers plush green rooms, three dressing rooms, a private tour manager space, in-house audio visual services and rentals, and loading door facilities with main floor access.



Our stage management and audio visual team can support all of your audio visual and entertainment needs. We are equipped with state of the art audio visual and technical equipment including:

- Video projection, screens and multimedia devices
- Super-bright high definition LCD video projector(s) with zoom and variable focus
- Projection screen: Insta-Theatre, fast-fold and pull down screens available in various sizes
- Portable television cart systems with DVD players available for smaller groups
- DVD players/recorders
- Remote controlled high quality pan/tilt/zoom colour camera systems, adding live video to your event
- Windows based notebook computer with Microsoft Office software
- Wireless presenter microphone
- High intensity overhead projectors
- Professional sound
- Wireless microphones: handles, lapel and headset
- Portable sound that evenly distributes in-house systems
- DMX satellite music systems provide a multitude of background music options
- Professional computer based disc jockey services
- LED lighting fixtures; add customizable colour wash to walls
- Stage lighting wash and spotlight fixtures
- Professional technician and technical services available
- Free Wi-Fi service

For more information, please request an Audio Visual Technical Rider.

**Hospitality and Banquet Team** - Hospitality is our name. You can feel assured that our experienced hospitality and banquet team, that includes servers, bartenders, ushers and valet, will wow your guests with friendly customer service and professionalism.





## CASINO AMENITIES AND SERVICES

**Casino Hours of Operation** - Open daily until 3 AM

Monday to Saturday: 9:30 AM – 3:00 AM / Sunday: 11:30 AM – 3:00 AM

Gaming Hours: Monday to Saturday: 10:00 AM – 3:00 AM / Sunday: 12:00 PM – 3:00 AM

**Guest Services/ Players Booth** - Our friendly Guest Services Staff at our Casino Players Booth are happy to help guests with any inquire.

**Club Card Membership** - It's free to join and as a member you'll have access to exclusive discounts and prizes.

- Free Play on your favourite games
- Discounts on entertainment, food and merchandise
- Weekly Scan-to-Win prizes
- Exclusive member promotions

Player Points are earned based on the game played, and can be accumulated at many of our gaming stations and table games at both Club Regent Casino and McPhillips Station Casino.

Club Card Membership Discounts - Simply show your Club Card at Club Regent Casino and McPhillips Station Casino on every visit to receive discounts:

- Member pricing at casino restaurants and lounges
- Discount on Casino Entertainment tickets (only at casino Ticketmaster)
- Discount in Gift Store
- Valet Service

**Parking, Shuttle Service and Valet** - We have over 1,900 parking stalls, with 250 stalls dedicated specifically for special events. For your convenience we offer valet service, as well as a complimentary shuttle that runs frequently throughout the casino and Event Centre parking lot. Valet service is available to all casino guests including your special event guests. To arrange for valet service for your event, please consult with your Event Coordinator.

**Security** - Our security team's primary responsibility is to provide a safe and fun environment for all casino guests. The team is highly trained to ensure that all safety and security standards are met. Our security officers are professionally trained in First Aid and C.P.R. and are licensed under the Province of Manitoba. To arrange for security requirements for your event, please work with your Event Coordinator to establish a security plan that fits your needs. A nominal administration fee will apply.

Depending on the type of event, third party security may be required. The number of contracted personal will be determined based on the event type and is coordinated through Club Regent Event Centre. Ask your Event Coordinator for further details. A nominal administration fee will apply.

**Loading Dock** - All event deliveries can be arranged through your Event Coordinator. The loading door operates Monday to Friday 8 AM to 4:30 PM. We offer main floor load in directly onto the theatre floor or backstage area, and two additional exterior ramped docks for small to mid-size deliveries. Our enclosed ramp and flat floor service area can accommodate up to two 53 foot trucks/trailers. We also offer a secure production crew parking area.



**Wheelchair Accessibility** - All casino and Club Regent Event Centre areas are wheelchair accessible.

**Housekeeping** - Our housekeeping department prides themselves on their commitment to cleanliness. Your event space, pre-function area, and restrooms are top priority for our team.

**Lounge and Restaurant** - If you want an intimate dining experience, a light meal, a quick bite before the show, or want to challenge our all-you-can-eat buffet, we have the seat for you!

*Toukie's Lounge* - Relax and unwind in our newest electronic gaming area and stylish lounge. It houses a fully stocked bar, high definition TV screens, and mouthwatering food specials.

*Ice Cream Shoppe* - Grab a quick bite at the Ice Cream Shoppe or indulge in a sweet treat.

*JAG'S* - JAG'S has something for everyone, so bring your ferocious appetite!

**Sustainability** - Our sustainable development practices not only minimize our environmental impact, they uphold the provincial government's goals toward pollution prevention and human health protection, resource conservation, reduction in fossil fuel emissions, community economic development and sustainable education and awareness. Looking to implement various sustainable practices with your event? Our Sustainable Department can help you reduce the environmental impact and raise awareness at your event.

**Gift Shop** - Our Gift Shop carries a myriad of items, whether you are shopping for yourself or buying a gift for someone special. We offer a variety of giftware items and an array of lottery products.

**ATM Machines** - ATM machines are available in the casino.



**Ticketmaster™ Outlet** - For your convenience a Ticketmaster Outlet is available in the casino's gift shop, near the north entrance.

**Coat Check** - Complimentary coat check is available at the casino's north entrance.

**Casino Gaming** - At Club Regent Casino, variety is the name of the game! The Casino offers a wide range of gaming options to suit all types of play and personal interest. All casino guests must be 18 years of age or older. Photo identification may be required. Gaming Hours: Monday to Saturday: 10:00 AM – 3:00 AM / Sunday: 12:00 PM – 3:00 AM. Casino gaming offers include:

|                  |                        |
|------------------|------------------------|
| SLOTS            | KENO                   |
| BINGO            | TEXAS HOLD'EM BONUS    |
| BLACKJACK        | LET IT RIDE POKER      |
| BACCARAT         | FOUR CARD POKER        |
| SQUEEZE BACCARAT | NO LIMIT TEXAS HOLD'EM |
| EZ BACCARAT      | HIGH STAKES POKER      |
| HIGH CARD FLASH  | TEXAS HOLD'EM          |
| CRAPS            | FORTUNE PAI GOW POKER  |
| ROULETTE         | OMAHA POKER            |

**Responsible Gaming** - GameSense Information Centre is equipped with interactive educational tools to help players better understand the games so they can make informed choices about their play. GameSense Advisors can answer common questions about gambling myths and provide information about how the games work. They can also provide short term support and referrals to guests who may have concerns about their gambling or someone else's gambling.

## CLUB REGENT CASINO HOTEL

Canad Inns Destination Centre Club Regent Casino Hotel is Winnipeg's only hotel connected to a casino complex - Club Regent Casino. It offers 146 guest rooms and is located near excellent shopping facilities including Kildonan Place Shopping Centre and just minutes from downtown Winnipeg. Located at 1415 Regent Avenue West and easily accessible to and from the Trans-Canada Highway.

### Hotel Amenities:

- AALTOS Garden Café
- Ambassador Banquet & Conference Centre
- Playmaker's Gaming Lounge
- Fitness Centre

### Guest Room Amenities:

- Complimentary coffee makers, refrigerators, hair dryers, irons and boards
- Pay-per-view movies
- Guest voice messaging
- Four wheelchair accessible guest rooms
- High speed wireless internet



## EVENT PLANNER'S CHECKLIST

### 9-12 Months Prior to Event

- Establish a budget, timeframe, program, and preliminary number of expected guests
- Book a Site Tour and meet your Event Coordinator

### 3-9 Months Prior to Event

- Book your function area and arrange for deposit payment
- Submit a Credit Application Form (if applicable)
- Determine a preliminary floor plan, include registration and pre-function area usage, and menu selection
- Determine if travel, transportation and/or hotel arrangements are required
- Arrange for an emcee, speaker and/or performers
- Determine if any special décor, flowers or centre pieces are required
- Arrange for any volunteer or staffing needs
- Send attendees/guests a 'Save the Date' notification
- Apply for a Gaming Licence and/or Liquor Licence (if applicable)

### 4-6 Weeks Prior to Event

- Confirm your menu selection and finalize floor plan
- Create a schedule of events overview
- Determine any security requirements or special needs at the function
- Check with your emcee/speakers/performers regarding the progress of the presentations and inquire about any audio visual requirements and logistical arrangements

- Notify attendees of agenda, dress code and other instructions
- Review RSVP list
- Determine if any prizes or gifts will be required, work with your Event Coordinator to obtain any casino related items that would be suitable

#### **2-4 Weeks Prior to Event**

- Review your Banquet Event Order and return signed copy to your Event Coordinator
- Process your first Progressive Deposit (50% of remaining balance) payment
- Produce printed materials (hand-outs, registration material, etc.)
- Arrange for any deliveries
- Determine if valet service will be required
- Confirm the following with your Event Coordinator:
  - Floor plan
  - Menu selection and identify any food allergies or dietary restrictions
  - Audio visual requirements
  - Hotel requirements
  - Transportation needs
  - Event program and arrival and setup times
  - Valet service needs
  - Security needs
  - Casino amenity needs
  - Expected deliveries (décor, centre pieces, banners, etc.)

### **3 Business Days Prior to Event**

- Confirm the guarantee number of expected guests with your Event Coordinator
- Process your second Progressive Deposit (80% of remaining balance) payment

### **1-2 Business Days Prior to Event**

- Ship materials to arrive before your arrival and confirm the shipments arrival

### **Event Day**

- Tour and walk through your function space with your Event Coordinator or Banquet Manager to review all details and discuss any last minute changes
- Personally inspect all shipped materials

### **Following Event Day**

- Process final payment and provide your overall feedback through an event survey

