



MILLENNIUM

C E N T R E

389 MAIN STREET | WINNIPEG, MB R3B 1A6 | CINDY@HERITAGEWINNIPEG.COM

CATERING REQUIREMENTS

The owners of the Millennium Centre, 389 Main Street Heritage Corporation, require all caterers working an event in the building to:

- Have liability insurance, be registered with Manitoba Health and secure all permits for the event
- Be in compliance with safe food handling practices, having a plan for how food will be stored, prepared, transported, heated and served
- Coordinate with the building management prior to the event to tour the space and finalize all event details
- Ensure all candles at the event are contained within a holder and there are no naked flames
- Ensure **nothing** is adhered to the walls of the building for the event
- Have a supervisor on duty during the event to oversee servers and guests on the main floor
- Maintain the security of the building during the event and ensure there is no damage to it
- Remove all event materials, such as décor and linens, from the building after the event
- Ensure the serving area is clean, the tables and chairs are stacked, and all garbage is bagged and placed in the BFI bin behind the building after the event
- Turn off all the lights, close and lock the front doors, and set the alarm before exiting through the back door, ensuring it is closed and locked when leaving the building after the event (if the building management is on site at the end of the event they will take care the lights, doors and alarm)

Mandatory Caterer Surcharge - The **Caterer** must pay a **mandatory fee of \$400**, payable directly to the Millennium Centre, prior to the event, (an invoice will be provided), for the use of the kitchen and all the equipment. We also require a digital copy of their health permit, as in Winnipeg caterers need this permit to prepare and transport food for off-site consumption, or any other permits depending on the nature of the event and if alcohol will be served.

Please note additional costs are applicable if coffee or other services are requested.

CONTACT INFORMATION

The Millennium Centre is managed by Heritage Winnipeg, a nonprofit charitable organization established in promote the restoration, rehabilitation and preservation of Winnipeg's built environment. Please direct any inquiries to:

CINDY TUGWELL

Executive Director of Heritage Winnipeg

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www.TheMillenniumCentre.ca