



LA CITÉ FRANCOPHONE

T: 780.463.1144 | www.lacitefranco.ca

8627 rue Marie-Anne-Gaboury (91 St. NW),
Edmonton, AB, T6C 3N1

La Cité francophone is the hub of French Culture, Community & Commerce, providing an outstanding facility for the greater Edmonton area.

Our banquet/conference halls are a state-of-the-art space that open to floor-to-ceiling windows and a circular terrace for an indoor/outdoor venue.

Our facility has 160 parking stalls available, is fully wheelchair accessible, and has ample washroom facilities.



Event Manager of La Cité francophone: Tanya Saumure, 780-463-1144 ext. 22, marketingsales@lacitefranco.ca

WEDDING RECEPTIONS & CEREMONIES

Wedding Rentals include access and usage of the banquet hall spaces from 8 am of the function day to 2 am the following morning.

The size of the halls can be modified to best suit larger or smaller capacities, and rental cost is based on how much space is needed.



HALLS - CAPACITY & COST*:

		Full Day	Set Up & Tear down fee
150 – 240 people	Great Hall (006, 008, 010)	\$1 250.00	\$ 250
60 – 120 people	2 Halls (008+010, or 006+008)	\$1 050.00	\$ 200
60 and under	1 Hall	\$ 850.00	\$ 150

**\$1000.00 non-refundable deposit applies for all hall rentals. This deposit becomes the damage deposit if damages occur.*

TERRACE / ROTUNDA

Our terrace has been an excellent venue for wedding ceremonies in the summer as well as our Rotunda in the winter. The terrace space is at no additional cost to the Hall rental and is fully licensed. If you are interested in the Terrace space, please confirm this during your booking as it is based on availability.



Cost for half day: \$450; full day: \$ 650

Plus ceremony set-up and tear down:

(if we are using our banquet chairs or rented folding chairs)

Less than 100 people : \$ 150

Over 100 people : \$ 200

** 5% GST is added to the entirety of the bill, except on the deposit*



Dance Floor:

The dance floor is a 20 x 20 hardwood spruce dance floor built into the center of the Great Hall (008).

Great Hall, keeping numbers under 180 to allows for the dance floor to remain unobstructed for the entire reception.

With 2 Halls, under 100 dinner guests allows for unobstructed dance floor for the entire reception.

When numbers surpass these guidelines, the banquet tables are placed on the dance floor during the evening and removed for the dance portion of the event.

Equipment & Facilities:

At La Cité francophone, we strive to make your experience an enjoyable one. The following equipment is available to you when you rent our halls:

- banquet-style chairs
- 5’ round tables (8 persons max)
- 6’ x 2’ rectangular tables
- cocktail and bistro tables
- large visitor parking for free
- large and wheelchair accessible washrooms

Equipment at additional cost:

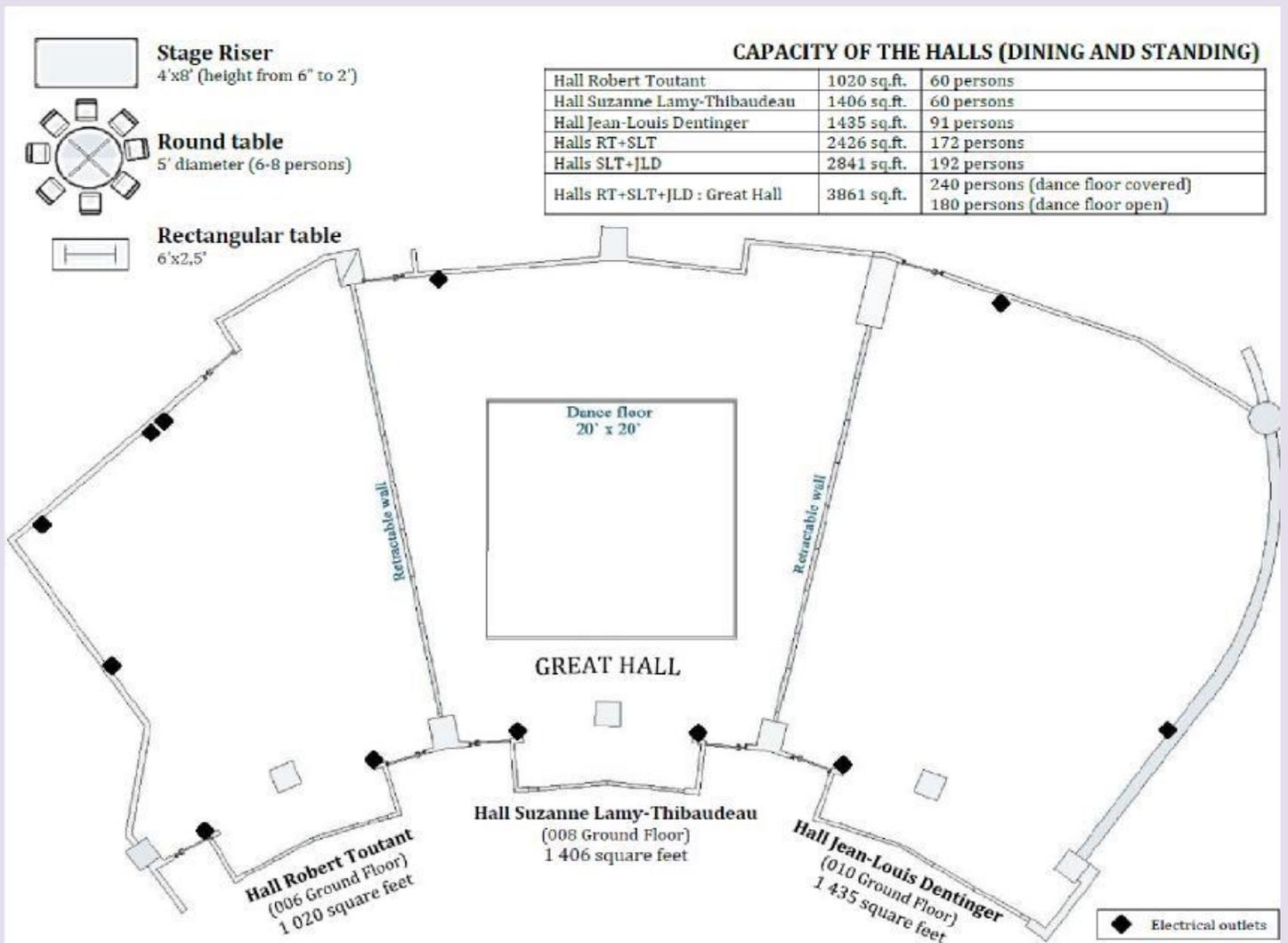
Full Sound System	2 speakers, mixing board, microphone, podium, screen (6’ x 8’)	\$ 100
Small Sound System	1 speaker and 1 microphone	\$ 60
Stage Risers	Each platform is 4’ x 8’ and can be up to 2’ tall	\$ 25 / platform
Back Drops	20’ pipe & drape system with white sheer fabric	\$ 275

Additional equipment \$25

Each Package includes:

- customized floor plan
- table white or black linens
- black or white napkins
- complimentary menu tasting for two

La Cité francophone offers 3 halls, plus an outside shared Patio and the Rotonda. The size of the halls can be modified to best suit larger or smaller capacities, and rental cost is based on how much space is needed.



	Seating Maximum
A - Hall Robert Toutant	60
B- Hall Suzanne Lamy Thibaudeau	60
C- Hall Jean Louis Dentinger	91
Halls A + B	172
Halls B + C	192
Great Hall	233
The Outside Patio	240
The Rotonda	120



Catering service provided by Le CAFÉ bicyclette

Nestled in the heart of the Edmonton French Quarter, Café Bicyclette offers a unique dining experience to Edmontonians. We lend a Canadian touch to some of the best in French Cuisine and the Café is our exclusive caterer at La Cité Francophone!

With an express style daily menu, a superb sit-down style dinner menu and catering options to suit any group, this refreshing popular restaurant aims to please its patrons with quality and excellent service.

For your wedding or social or corporate events, we can customize the menu if needed and we will make sure you have the best dining and banquet experience!

Our amazing chefs take pride in preparing each dish using only the finest ingredients available. We will always arrange specialized options for anyone of your guests.

**GST of 5% and Gratuity of 18% applies to all Food and Beverage Services.
Food server fees of \$25/h per server apply.**



-Final confirmation of menu must be 3 weeks minimum from confirmed date for more than 75 guests, 2 weeks for 30-75 guests and 1 week for less than 30 guests.

-Changes made after the cutoff date or unmet minimum requirements are subject to an additional fee.

-Prices subject to change until confirmation of the menu.

-Café Bicyclette will not provide take-out containers or bags.

Les canapés & hors d'œuvres

Canapés corporatifs

5\$/per item per person

Petite Tourtière

Drizzled with maple syrup

Mini Baked Brie

In puff pastry with house made berry jam

Tartine aux tomates / Tomato Tartine

Tomato confit on puff pastry, house cheese, herb oil

Mini Coq au Vin Slider

Cured chicken with herbs de Provence, mushroom sauce with red wine, roasted garlic aioli and crispy onions on mini brioche

Quiche au bacon et champignons

Bacon & mushrooms quiche

Mini Boeuf Bordelaise Slider

Brazed beef on a mini bun, roasted garlic aioli

Tartelettes mousse au saumon fumé

Smoked Salmon mousseline tart

Quiche aux champignons et artichauts

Truffled mushroom and artichoke quiche (vegetarian)

Bouchons de champignons braisés au vin rouge

Stuffed with spinach and artichoke cream cheese (vegetarian)

Mini Falafel Slider

Roasted garlic aioli, pickled shallots, and sauteed mushrooms

Cheese Platter (\$9/person)

Charcuterie Meat (\$9/person)

Fruit Platter (\$6/person)

Pastry Platter (\$6/person)

Vegetable Platter (\$5/person)

Poutine Bar (\$12/person)

Les Lunchs

Sandwiches

\$20/person

Sandwiches are served with soup or salad, biscuit, or gf brownie

Italian Deli

greens, sriracha aioli, cheese on a ciabatta bread

Ham and cheese croissant

greens, roasted garlic aioli

Tuna salad croissant

greens, tomato, roasted garlic aioli, alfalfa

Egg salad croissant

greens, tomato, aioli pickled shallots

Chicken wrap Chipotle

dried tomato tortilla, cheese, green tomatoes, and chipotle aioli

Vegetarian Sandwich

Falafel, roasted garlic, vegan mayonnaise, greens, tomatoes

Gluten-free sandwich option (add \$2/person)

Sandwiches only \$10

Combo

Sandwich, soup or salad and pop \$22



Les soupers du soir

\$50 (or \$55 if there are two different choices of protein)

Salad option (or swap the salad for one of the appetizers for \$2/person)

Butternut Squash and Kale Salad (GF)

Roasted butternut squash, house made cheese, maple spiced walnuts, pumpkin seeds, cucumber, pickled shallots, maple-Dijon dressing

Seasonal Salad (GF)

greens, roasted garlic aioli

Sides option (Starches: choose one option and additional add \$3/person)

Roasted lemon paprika potatoes

Dill cream potatoes (with mustard)

Riz Pilaf

Garlic mashed potatoes

Pommes Provencales

Sides option (Veggies: choose one option and additional add \$3/person)

Seasonal selection but flavored 3 ways:

Savory herb roasted with olive oil

Honey Dill glazed

Lemon Garlic Buttered

Proteins (choose one option and additional protein add \$6/person)

(Chicken brined with herbs de Provence honey brine)

Maple Chipolté glazed chicken

Mushroom thyme cream roasted chicken

Roast Chicken Provençal

Cajun spiced roast beef striploin with gravy

Dijon rosemary roast beef striploin

Maple tamarind salmon

Lemon dill cream salmon

Dessert gluten free brownie

*Served with Pinocchio's salted caramel ice cream and blueberry compote.
Garnished with 'hidden' raspberry chocolate truffle.*

Cake cutting service

*Cakes brought into La Cité francophone must be baked in a commercial kitchen.
Proof of purchases will be required.*

*Cutting costs \$ 100
Plating fees \$ 2 / guest*



Children's Menu

Free for children under 4 years old, from 5 to 12 years old half price

**For limited numbers, please contact: marketingsales@lacitefranco.ca*

RESERVATION & PAYMENT

- ***Weddings Only*** A non-refundable deposit of \$1000.00 along with a signed copy of the booking contract is required to confirm space and date for all weddings. The booking deposit will revert to a damage deposit at time of function. If there are no charges for damages the deposit will be applied to your final balance owing or refunded to you upon billing summary. ***If the event is cancelled the deposit will be lost.***
- ***Weddings Only*** Payment is due in full 10 business days prior to your event. If payment is not received, La Cité francophone reserves the right to cancel the event.
- Prices are subject to change without notice prior to signed contract with La Cité francophone.
- Food and beverage only are subject to 18% service charge. All items are subject to 5% GST. Both will be charged directly to your bill.
- An overtime charge of \$400.00 for each additional hour will be added to the final invoice for any event still in progress after 2am.
- La Cité francophone and CAFÉ bicyclette accept Debit, Visa, MasterCard, company cheque and certified cheques for payment.

GUARANTEES

- A guaranteed minimum reservation for your number of guests is required for all events 30 days prior to the function to allow for proper ordering of supplies/arrangement of staff.
- The guaranteed number of guests is required 5 business days prior to the event. In the event the guaranteed number is not received 5 business days prior to the event, you will be billed for the last number on record, or for the actual number of guests in attendance, whichever is greater. We are prepared to serve 10% over your guarantee.
- We must have your menu selection at least one month (30 days) prior to your event but no more than 120 days in advance of your event. If we have not received your menu 30 days prior to the event, we will use our standard menu.
- Room Setup Floor plan must be submitted 5 business days before your event. If not, our standard room setup will be applied.

CHANGES & CANCELLATIONS

- La Cité francophone & CAFÉ bicyclette reserves the right to relocate any booking to another room should there be a significant change in the number of guests attending, change in set up requirements or service times.
- Additional Goods & Services: In the event of “drop in guests” at your function, or any last-minute changes, this clause provides clearance for collections of the additional charges not previously signed for on the original contract.

- All changes and/or cancellations must be in writing and approved by the Catering Sales Manager of La Cité francophone.
- La Cité francophone may, at its sole discretion, cancel the contract by giving verbal or written notice of its intent to do so, if La Cité considers that the event may cause public outrage, civil unrest and/or a severe disturbance to the visitors of La Cité francophone. In this event, La Cité francophone will return all deposits.

FOOD SERVICE

**CAFÉ bicyclette is the exclusive caterer for the event spaces at La Cité francophone.
Bartending service may only be provided by CAFÉ bicyclette bartenders.**

When choosing menu selections for your function, the menu must be the same for all guests attending (except for dietary restrictions).

- ***Weddings Only*** A complimentary menu tasting for two is available up to 3 months prior to your event. A maximum of 6 people may be in attendance and the remaining members of your party will be charged the appropriate dinner cost per person for the tasting. Reservations for CAFÉ bicyclette must be booked in advance.
- Special dietary substitutions are available when arranged in advance and will be charged at the same price as the menu selection.
- Provincial Health regulations (AHS) require that all food except for specialty event cakes & cupcakes must be prepared in CAFÉ bicyclette's premises.
- Left- over food items may not be removed from the premises. Food handling is of the utmost importance to CAFÉ bicyclette. If food is removed and improperly stored or handled, food poisoning could occur, and La Cité francophone could be considered liable.

LIQUOR SERVICES

- In keeping with Alberta Gaming and Liquor, Cannabis Commission Regulations, no homemade alcoholic beverages are allowed in La Cité francophone premises at any time. No alcohol service will be permitted after 12:30am and all entertainment must end by 1:00am.
- Special or signature drinks must have recipe provided.
- Corkage Bar Service: CAFÉ bicyclette will provide all glassware, ice, supplies, and bartenders. Client to supply liquor, liquor license and mixes. CAFÉ bicyclette bartenders must be used. Cost for corkage is \$12/guest over the legal drinking age. Bartender fees will be charged for Corkage Bar Option. All CAFÉ bicyclette Bartenders are Pro-Serve certified to ensure our guests complete enjoyment and safety. Bartending & Service Fees \$25.00/hour/bartender for the Corkage Bar Option.
- **Wine is 9\$/table; with service there is a 2\$ fee/guest.**

Beverages

NON-ALCOHOLIC BEVERAGES

Water bottle	\$2
Perrier Sparkling Water	\$3
San Pellegrino Juice	\$3
Pure Leaf Lemon Tea	\$4
Soda / Pop / Juice	\$3
Coffee / Tea Service	\$3

Café Bicyclette HOST BAR SERVICE*

Bottled Beer	\$8
5oz House Wine	\$8
Highball Cocktails	\$8
House Wine Selection	\$33/Bottle
Premium Wine Selection	\$38/Bottle

Wedding Service Only -- Optional

Corkage Bar	\$12/guest
Corkage wine on the table	\$9/bottle per table

All beverages for host bar will be charged to your invoice along with a 18% gratuity & 5% GST.
More choice can be offered.

Bar service until 12:30am, consumption until 1am as AGLC regulations and license

FREQUENTLY ASKED QUESTIONS

Q. What is the rental cost?

A. Room rentals range from \$850 to \$1,250 depending on the size of the banquet room.

Q. Can we put a room on hold until we decide?

A. Unfortunately, we are not able to put function rooms on a hold status.

Q. How much of a deposit is required to hold my date? When is the final payment due?

A. A non-refundable deposit of \$1,000 along with a signed copy of the booking contract is required to confirm the space. The full payment is due 10 business days prior to your event.

Q. What alternative meals do you provide for people with allergies or dietary restrictions?

A. Our Executive Chef is happy to accommodate any reasonable requests with sufficient à notice at no additional cost.

Q. Are candles allowed on the tables?

A. Due to fire regulations, open flame candles are not allowed. La Cité francophone will approve candles with flames less than 1.5' to 2' from opening. Materials used for decoration or other must NOT produce sparks or flames.

Q. Can we bring in outside catering?

A. With the exception of wedding cakes, birthday cakes, all catering and bar service must be provided by CAFÉ bicyclette.

Q. When do we discuss the final details of our function?

A. Seven (7) to nine (9) weeks prior to your event, we will call to arrange an appointment. Please allow at least one and half hours to discuss your menu, bar details, floor plan, etc..

Q. Do you have an elevator for guests who have difficulties with stairs?

A. There are elevators to access from the parking level to the ballroom level. We are a fully accessible facility.

Q. What is 'SOCAN' and ReSound fee?

A. It is a tariff for playing pre-recorded or copyright music at an event. It is obligation of the facility to collect this fee and submit to the Music industry Association. For more information, go to www.socan.ca.