



**CATERERS INFORMATION 2022**  
**MILLENNIUM CENTRE, 389 Main Street,**  
**Winnipeg, MB R3B 1B9**

The owners of this building, 389 Main Street Heritage Corporation, also known as the Millennium Centre, require the following when using the venue for an event:

- ✓ Have liability insurance and is responsible that all permits for the event are secured;
- ✓ Registered caterer with the Manitoba Health Department;
- ✓ Has processes in place to transport the food safety and processes for heating properly is required;
- ✓ Supervisor overseeing servers on duty and responsible for the security of the guests at the building during the event;
- ✓ Responsible that there is no damage to the main floor space and nothing is adhered to the walls as a heritage designated building;
- ✓ No naked flame allowed, all candles in a Globe, or Candle holder;
- ✓ Responsible for their guests on the main floor only;
- ✓ Responsible that all items such as decorations, linens etc., are removed from the premises after the event;
- ✓ Clean up serving area, and small wares, linens etc., must be removed after event;
- ✓ Stacking of tables and chairs;
- ✓ Garbage bagged up and put in the BFI bin out back;
- ✓ All lights off, doors secured and exit from the back door, and alarm code set if applicable otherwise the building manager will take care of this.
- ✓ Additional costs applicable if coffee or other services are requested;
- ✓ Responsible for coordinating with the building representative to make proper arrangements prior to the event to tour the space and go over final details.

Please contact Cindy Tugwell at 204.990.8976 or email at [cindy@heritagewinnipeg.com](mailto:cindy@heritagewinnipeg.com) if you have any questions or concerns, or would like to tour the building.