WEDDINGS 2023



LIFE IS WHAT HAPPENS TO YOU WHILE YOU'RE BUSY MAKING OTHER PLANS

John Lennon

CELEBRATING THE BIG DAY

The Henley Room is the perfect backdrop for your big day. With a 750 square foot private terrace and a dinning room with more than 60 feet of windows overlooking Lake Ontario, there couldn't be a better setting to celebrate with your family + friends.

Included in this package you'll find a basic highlight of our services and availability. The Henley Room is a canvas, ready to take on all your favourite Pinterest ideas, so book a tour with one of our wedding specialists to find out how you can #BeOnTheWater.

The Henley Room is open by appointment only.

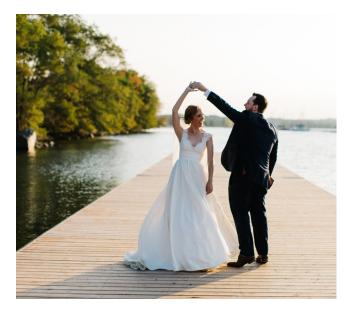
ROOM CAPACITY

Cocktail Reception	200 people
Plated Dinner: With dance floor	160 people
Buffet or Food Stations: With dance floor	120 people

MINIMUM SPEND

Saturday + Holidays, May to October	\$14,100.00
Sunday to Friday, May to October	\$10,300.00
Saturday + Holidays, November to April	\$ 9.300.00
Sunday to Friday, November to April	\$ 9,300.00
Brunch Wedding	\$ 7,600.00
Ceremony Only	\$ 3,500.00

*On Saturday, Sunday and Holiday Mondays, Ceremony Only bookings and Brunch Weddings (ceremony followed by cocktail reception or sitdown brunch) have an end time of 1PM.















PRICING

Our goal at The Henley Room is to make your wedding an event to remember. This applies to the entire process from beginning to end. Our packages provide you with a clear picture of the costs of the event, based off of our years of experience in planning.

Each wedding rental includes exclusive access to The Henley Room dining room, lounge and lobby; meaning you're the only event happening at one time.

Before the big day, your booking will include two 2hour planning sessions to help you with planning your itinerary, table settings and floor plans. This coordinator is your go-to person from the moment you sign your contract, so if you have any questions don't hesitate to contact them.

**All prices listed do not include applicable taxes.

ROOM RENTAL

Sunday to Friday	\$4,400.00
Saturday + Holidays	\$4,600.00
Additional Hours: Same Day, per hour	\$ 400.00
Additional Hours: 4 Hours Day Prior	\$1,600.00
Next Day Pick Up	\$ 400.00

CEREMONY

Indoors	\$ 600.00
Dockside Standard*	\$ 2,000.00
Dockside Premium**	\$ 2,400.00

* Dockside Standard includes choice of wood or white resin folding chairs for up to 120 guests. Additional Chairs are available at \$7.60 per chair.

**Dockside Premium includes choice of Chiavari, Crossback or Harvest style chairs for up to 120 guests. Additional Chairs are available at \$9.90 per chair.

BAR + LOUNGE*

All Inclusive Packages Starting from	\$ 50.00 pp
Gratuity- On all bar sales, before tax	18%

*Our bar menu is focused on seasonal producers both locally and abroad. As such the menu is released February in your event year and specific availability may change over the course of the season. The Henley Room reserves the right to make substitutions with equal or better products. These bar packages include all necessary bar staff required to provide our top level service.

Please see our libations menu for our full selection of packages and bottles.

KITCHEN FEES

All caterers are required to pay Landmark Fees calculated on only the food portion of their invoices. This fee is invoiced directly to the caterer.

Landmark Fee- Trusted Vendor****	8% Food Sales
Landmark Fee- Outside Vendor	25% Food Sales

*The Henley Room has unique agreements with each of our Trusted Vendors, some of them are exempt from the Landmark Fees. Please see the food vendors section of our Trusted Vendor package for more details.

ADDITIONAL FEES

SOCAN Tarrif	\$ 80.00
RESOUND Tarrif	\$ 40.00
Guest Parking	\$ 200.00
Coat Check: Mandatory October to April	\$ 440.00

ADDITIONAL SERVICES + ADD-ONS**

Dining Room String Lights	\$ 500.00
Projector	\$ 150.00
Piano	\$ 160.00
Acrylic Podium	\$ 275.00
Staging: 4' by 8' portion	\$ 155.00
Outside Caterer Inspection [*]	\$ 250.00

**Any additional rentals will be coordinated by your event coordinator through the venue and billed by the venue. An estimate will be sent to you for approval before any rentals will be confirmed for the event. These additional rentals may require pre-payment to secure for the date.

DEPOSITS + PAYMENTS

To secure your chosen date, a \$500.00 deposit is required at the time of contract signing.

A post dated cheque made out to the "Argonaut Rowing Club" in the amount of \$4,500 is due to the club 8 weeks after signing the contract, bringing the total deposit to \$5,000*.

Your final guest count will be due to your event coordinator 6 weeks before the event date. From your final guest count the estimate will be updated and converted to an invoice. This final invoice will be due by cheque at your final planning session 4 weeks before the event. All deposits are applied to the invoice total amount.

A valid credit card is required to be on hand for any incidentals that occur leading up to and during the event. These additions will be charged at the end of the event to the credit card on file.

The initial \$500 deposit may be paid by credit card. Any further payments by credit card will incur a processing fee of 3.5%.

All deposits are non-transferable and non-refundable.

*If the booking is for a Ceremony Only event, the second deposit will be \$2,500.

CONTRACT + PAYMENTS

Your contract will outline the Fixed fees applicable to your event including but not limited to your minimum required spend, venue, ceremony and add-on fees.

Guest count will play a big role in the Variable cost per person on your final invoice. Changes such as number of courses in a menu, table settings and decor will all contribute to your per person costs of the event.

With all of this in mind, your Event Coordinator will keep you up to date on the total cost of the event. Any changes you make to your event will cause your final invoice to be updated through the planning process.

WE COME TO LOVE NOT BY FINDING A PERFECT PERSON, BUT BY LEARNING TO SEE AN IMPERFECT PERSON PERFECTLY

Sam Keen

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the **HENLEY** ROOM

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