

# the fine print

## POLICIES

### **Guaranteed Attendance**

The final number of guests attending and any final dietary requirements must be guaranteed three business days prior to the event. Guests with special dietary requirements must be identified by a placecard provided by the client. Final invoice is determined by the guaranteed number or the actual number of attendees, whichever is greater. Any and all changes regarding the event must be directed to and confirmed by the Event Manager to be valid.

### **Method of Payment**

A non-refundable \$1,000 deposit is required within two weeks of confirming the event date. 30 days prior to the event an estimate will be sent. Full payment based on estimate (minus the deposit) must be paid five days prior to the event date. Any remaining charges must be paid by 11 am the day following the event. La Place Rendez-Vous accepts cash, debit, cheque or email money transfers. Note: A 2.5% processing fee is applied to any credit card payment used toward an event invoice.

### **Hotel Contact/Event Time-Line**

At the final meeting prior to your function, the Event Manager must be advised of the event timeline in order to ensure proper coordination and timing of food and beverage services.

### **Wedding Ceremonies**

The on-site ceremony fee is \$650 with your choice of either the beach or the lawn area. The ceremony must start no earlier than 2 pm and must conclude no later than 3:30 pm. Chairs are available to rent unless included in your package. Wedding rehearsal will be facilitated by request. In the case of inclement weather, the ceremony will be held upstairs in the banquet hall. The decision to move a ceremony must be made by 9 am the day of the event.

### **Catering Exclusivity**

La Place Rendez-Vous is the sole supplier of all food. Removal of any food products prepared by La Place Rendez-Vous after a function is prohibited, as per Ontario Health and Safety Regulations. Outside food is prohibited, with the exception of cakes or cupcakes which must be supplied from a vendor with a Northwestern Health Unit approved kitchen.

### **Menu Selection and Dietary Substitutions**

Menu selections for your event must be made a minimum of 45 days prior to your event and final event details must be submitted no later than 72 hours prior to the event date.

### **Beverage Service**

Bars may be arranged on a cash, host or subsidized basis. Bar service will conclude at 12 am. All alcohol will be procured by La Place Rendez-Vous and served by our SMART certified staff during the event. Wine Selections and any requested alcohol must be received four weeks prior to the event to allow sufficient time for delivery. Homemade wine can be brought in for table service. A corkage fee will be applied to the final invoice. Client must secure a liquor license of their own to bring in outside wine and the house bar will be closed while it is served.

### **Responsible Alcohol Service**

It is our policy to always serve alcoholic beverages in a responsible manner. We will abide by all liquor laws outlined by the Liquor Control Board of Ontario (LCBO). Alcoholic beverages will not be served to minors or intoxicated persons. As well, La Place Rendez-Vous reserves the right to cease liquor service if necessary.

### **Smoking Policy**

In compliance with the Smoke-Free Ontario Act, smoking of any kind on the upper balcony or anywhere inside the hotel is strictly prohibited and can be subject to a \$300 fine as per the Ontario Government. Designated smoking areas can be found on the west side of the main building in the parking lot space. Your emcee must include this announcement at the beginning of the event so that all guests are aware of this by-law.

### **Function Room Set-up**

La Place Rendez-Vous is pleased to supply the following standard set up for all wedding receptions: Tables and chairs, white table linens and napkins, place settings, table skirting, podium, PA system and satellite radio. Table numbers and holders are available. If you have chosen a one day room rental all decorations, gifts and personal items must be removed at the end of the function (2 am).

### **Decorations**

Decorating must be discussed with the Event Manager and confirmed a minimum of seven days prior to the event. All decorations, gifts and personal items must be removed by the end of the function. Absolutely no items can be hung on walls. Moving room dividers is strictly prohibited. Any replacement or repair cost resulting from damages to La Place Rendez-Vous property will be charged to the client. Our Event Manager will confirm set up and dismantle times with your vendors.

### **Photography**

La Place Rendez-Vous reserves the right to take photographs at the event for the purpose of advertising and marketing the event spaces. All rights to, and the use of these images shall belong to La Place Rendez-Vous. The Client shall have the right to take pictures of the event as well.

### **Music**

The Client may arrange music (recorded or live). La Place Rendez-Vous monitors the sound levels and reserves the right to control volume. Please ensure that your DJ contract ends at 12 am, as that is the latest that music services can play in our facility.

### **Service Charges, Taxes and Prices**

All food and beverage services are subject to HST as well as a 15% gratuity. All prices are subject to change. A cake cutting fee of \$2/guest plus gratuity and tax will be added to the final invoice if cake is bought elsewhere.

### **Security**

Alcoholic beverages cannot be served after 12 am and all functions/areas must be vacated by 1 am. Building and parking lot is monitored by security cameras.

### **Damage or Loss**

La Place Rendez-Vous will not be responsible for any damage to or loss of any articles left at our facilities prior to, during, or following any event. The client is responsible for any damage to the hotel premises by their guests or independent contractors on their behalf. The Client will put a credit card on file to cover any damage that is incurred can be charged after the event.

