

the fine print **Wedding Policies**

Attendance & Seating Chart

Final guest counts and all dietary requests must be submitted no later than seven (7) days prior to the event date. Guests with special dietary needs must be identified with a place card provided by the client. The final invoice will be determined on the guaranteed number of guests or the actual number in attendance, whichever is greater.

Client is required to provide a timeline of the event as well as an assigned seating chart to facilitate seamless service. Any changes related to the event must be communicated directly to and confirmed by the Event Manager to be valid.

Method of Payment

A non-refundable deposit of \$1,000 is required within two weeks of confirming the event date. An estimated invoice will be provided thirty (30) days prior to the event. The remaining balance must be paid in full no later than five (5) days before the wedding. Any outstanding charges must be settled by 11:00 am on the day following the event. Acceptable forms of payment include cash, debit, cheque, or e-transfer sent to snoonan@rendezvoushotel.com. A processing fee of 2.5% will apply to any credit card payments used toward an event invoice.

Change of Date & Cancellation Policy

Change of date request are subject to management approval and will be evaluated on a case-by-case basis. If a date change is approved, the initial deposit will be applied exclusively to the rental of the event space and cannot be transferred for any other services within the hotel or restaurant. In the event of cancellation, the initial deposit will be forfeited. Cancellations made after final payment has been received, which is five (5) days prior to the wedding, will not be eligible for a refund.

Hotel Accommodations & Room Blocks

A minimum of ten (10) rooms must be booked to qualify for the base rate guarantee. Room blocks will be held until forty-five (45) days prior to the event date, at which point any unreserved rooms will be released for general sale. After the release date, reservations will be accepted based on availability and at the prevailing rate. Guests must secure their bookings prior to this deadline to guarantee both availability and pricing. All reservations must be guaranteed with a credit card.

Changes or cancellations to reservations must be made at least twenty-four (24) hours in advance to avoid a charge equal to one night's room and tax.

Room blocks are available upon request, and it is the responsibility of the client to coordinate directly with the front desk to secure this service.

Event Space & Setup

Standard event setup for all wedding receptions include: tables, chairs, white linens, place settings, podium, sound system, microphone and satellite radio. Table numbers and holders are available upon request. Chair covers are not included in the standard setup and must be arranged separately. Maximum seating capacity with a dance floor is 200 guests.

Clients who book a three-day ballroom rental will have access to the venue from Friday at 8:00 am until Sunday at 2:00 pm, allowing ample time for setup, celebration, and cleanup.

Clients who book a single-day ballroom rental will have access to the venue from Saturday at 8:00 am to Sunday at 2:00 am at which time all decorations, gifts, and personal belongings must be removed.

All decorations and vendor setup times must be coordinated directly between the client and their vendors. Clients are responsible for ensuring that vendors adhere to the rental period.

Music & Entertainment

Clients may arrange their own music, whether recorded or live. La Place Rendez-Vous reserves the right to monitor and control volume levels as necessary. All music services, including DJs, must conclude by 12:30 am.

Emcee must announce smoking policy at the beginning of the event.

Wedding Ceremonies

Wedding ceremonies may be hosted at either the designated beach or lawn areas. Seating capacity is limited to 120 guests on the beach and 100 guests on the lawn. Ceremonies must commence no earlier than 2:00 pm and conclude no later than 3:30 pm.

In the event of inclement weather, the ceremony will be relocated to the indoor Event Centre. The final decision to move a ceremony indoors must be communicated to the Event Manager no later than 10:00 Am on the day of the event.

The hotel will remain open to other guests during wedding ceremonies. While patrons are encouraged to remain indoors and off the patio during wedding proceedings, La Place Rendez-Vous does not enforce this as a policy and will not remove guests who choose to remain in these areas.



Wedding Policies

Catering Exclusivity

La Place Rendez-Vous is the exclusive provider of all food and beverage services for events hosted at our venue. Outside food and beverages are strictly prohibited, with the exception of wedding cakes supplied by a licensed vendor with a Northwestern Health Unit approved kitchen. We are not responsible for the storage and setup of wedding cakes or cupcakes purchased from other vendors. Wedding cake cutting fees may apply. Food prepared by La Place Rendez-Vous is not permitted to be removed from the premises in accordance with Ontario Health and Safety Regulations.

Menu Selection & Dietary Requests

All menu selections must be finalized at least forty-five (45) days prior to the event. The final guest count and all dietary requests must be submitted no later than seven (7) days prior to the event.

While every effort is made to ensure proper food handling, our kitchen actively processes common allergens. As such, La Place Rendez-Vous cannot guarantee the complete absence of cross-contact. Clients are responsible for informing the venue of any severe allergies or dietary requests seven (7) days prior to the event.

Beverage Selection

Wine, beer, highballs, cocktails, coolers, soft drinks and juice are included in a standard bar setup.

Clients may select up to two signature cocktails/mocktails to be served at their event. All alcohol served at the venue is procured and provided by La Place Rendez-Vous. Homemade wine is not permitted.

Event Bar Service

Event bar service includes: Liquor license, Smart Serve bartenders and a selection of alcohol. We offer three types of bars: cash, subsidized or host.

- Cash Bar: Guests purchase their own drinks directly from the bar.
- Subsidized Bar: Guests pay a discounted price. Client covers the difference.
- Host Bar: All drinks are billed to the client for a true open-bar experience.

Responsible Alcohol Service

La Place Rendez-Vous abides by all provincial liquor laws. Alcoholic beverages will not be served to minors or intoxicated guests. Any individuals found consuming alcohol not provided by the venue will be asked to leave the property immediately.

End of Event

- 12:00 am • Alcohol service ends
- 12:30 am • Drinks removed from tables
- DJ concludes music
- 1:00 am • Guests must vacate ballroom
- 2:00 am • Decorations, gifts and personal belongings must be removed for a one-day ballroom rental.
- DJ equipment must be removed from ballroom

Service Charges, Taxes & Pricing

All food and beverage services are subject to HST as well as a 15% service fee. Pricing is subject to change.

Photography & Marketing

La Place Rendez-Vous reserves the right to take photographs during events for marketing and promotional purposes. All rights and use of these images shall belong exclusively to La Place Rendez-Vous. Clients also retain the right to take photographs of their event.

Security & Liability

La Place Rendez-Vous is not responsible for the loss or damage of any merchandise or personal items left on the premises before, during, or after an event. The venue and parking lot are monitored by security cameras.

Damage & Loss

Clients are responsible for damage caused to the venue by guests or vendors. A credit card must be on file to cover any potential damages. Fees will be applied for damaged linens, including but not limited to stains from ink, wax, or burns.

The following are strictly prohibited:

- Open flames, including fireworks and sparklers. Candles must be enclosed in an approved glass container, with flames no higher than two inches.
- Confetti of any kind. A \$250 cleaning fee will be charged to the credit card on file if confetti is used.

A final walkthrough with a representative of La Place Rendez-Vous is strongly encouraged before the client leaves the facility to document any damage or missing items.

Smoking Policy

Smoking is strictly prohibited inside the venue and on the upper balcony. Designated smoking areas are available in the parking lot. If any guests violate this policy, client may be subject to a fine.

Transportation & Guest Safety

To promote a safe and enjoyable evening, clients are strongly encouraged to arrange taxi service for their guests.

Contact Information

For inquiries or to confirm event details, please contact our Events Manager:

- Phone: 807-274-9811
- Email: events@rendezvoushotel.com

By signing below, I confirm that I have read, understand, and agree to abide by the policies outlined in this document.

Client Signature: _____ Date: _____