

THE  
GUILD  
INN ESTATE

SITUATED ON THE SCARBOROUGH BLUFFS OVERLOOKING LAKE ONTARIO, THE GUILD INN ESTATE IS A HERITAGE AND HISTORICAL PROPERTY MAGNIFICENTLY RESTORED TO ITS ORIGINAL SPLENDOUR WITH A SPECTACULAR CONTEMPORARY ADDITION.

WITH THE CAPABILITY OF HOSTING INTIMATE GROUPS OF 15 UP TO 1000 GUESTS FOR A SIT DOWN LUNCH OR DINNER, THE GUILD INN ESTATE HAS MULTIPLE ROOMS THAT CAN BE ADJUSTED TO ACCOMMODATE A VARIETY OF DIFFERENT SIZED GROUPS.

WITH 20 FOOT FLOOR TO CEILING WINDOWS OVERLOOKING PLUSH PARK GROUNDS HOUSING HISTORICAL ARTIFACTS AND ARTWORK, THIS UNIQUE SETTING IS SURE TO MESMERIZE GUESTS AS THEY EXPERIENCE AN EVENT LIKE NO OTHER.



### **REGAL WEDDING PACKAGE**

HIGH SEASON SATURDAY (MAY-OCT) – STARTING AT \$121.95 PER PERSON  
LOW SEASON SATURDAY (NOV & DEC) – STARTING AT \$111.95 PER PERSON  
OFF SEASON SATURDAY (JAN-APRIL) – STARTING AT \$101.95 PER PERSON  
\*\$20.00 discount person price will be applied to Friday & Sunday dates

THE REGAL MENU INCLUDES THE FOLLOWING ITEMS:  
CHOICE OF FOUR(4) REGAL HORS D’OEUVRES  
1 REGAL STARTER (SOUP, SALAD, PASTA OR APPETIZER)  
1 REGAL ENTRÉE  
1 REGAL DESSERT  
&  
REGAL BAR PACKAGE  
(MAXIMUM 7HRS)

### **RENAISSANCE WEDDING PACKAGE**

HIGH SEASON SATURDAY (MAY-OCT) – STARTING AT \$129.95 PER PERSON  
LOW SEASON SATURDAY (NOV & DEC) – STARTING AT \$119.95 PER PERSON  
OFF SEASON SATURDAY (JAN-APRIL) – STARTING AT \$109.95 PER PERSON  
\*\$20.00 discount per person will be applied to Friday & Sunday dates

THE RENAISSANCE MENU INCLUDES THE FOLLOWING ITEMS:  
CHOICE OF FOUR(4) REGAL HORS D’OEUVRES  
2 RENAISSANCE STARTERS (SOUP, SALAD, PASTA OR APPETIZER)  
1 RENAISSANCE ENTRÉE  
1 RENAISSANCE DESSERT  
&  
REGAL BAR PACKAGE  
(MAXIMUM 7HRS)

### **MAJESTIC WEDDING PACKAGE**

HIGH SEASON SATURDAY (MAY-OCT) – STARTING AT \$137.95 PER PERSON  
LOW SEASON SATURDAY (NOV & DEC) – STARTING AT \$127.95 PER PERSON  
OFF SEASON SATURDAY (JAN-APRIL) – STARTING AT \$117.95 PER PERSON  
\*\$20.00 discount per person will be applied to Friday & Sunday dates

THE MAJESTIC MENU INCLUDES THE FOLLOWING ITEMS:  
CHOICE OF FOUR(4) REGAL HORS D’OEUVRES  
2 MAJESTIC STARTERS (SOUP, SALAD, PASTA OR APPETIZER)  
1 MAJESTIC ENTRÉE  
1 MAJESTIC DESSERT  
LATE NIGHT FRESH FRUIT & PASTRY TABLE  
&  
REGAL BAR PACKAGE  
(MAXIMUM 7HRS)

*All prices are subject to tax & service fees*

## GUILD INN ESTATE - COST BREAKDOWN

### FOOD & BEVERAGE

- PER PERSON PRICE IS BASED ON THE MENU AND BEVERAGE PACKAGE SELECTIONS.

### ROOM RENTAL - ONE ROOM

- EACH BALLROOM REQUIRES A MINIMUM OF 150 ADULT GUESTS TO WAIVE THE ROOM RENTAL
- WITH A MINIMUM OF 125 ADULT GUESTS A ROOM RENTAL OF \$1,500.00 PLUS HST WILL APPLY
- WITH A MINIMUM OF 100 ADULT GUESTS A ROOM RENTAL OF \$3,000.00 PLUS HST WILL APPLY

### ROOM RENTAL – ONE+HALF

- EACH BALLROOM REQUIRES A MINIMUM OF 200 ADULT GUESTS TO WAIVE THE ROOM RENTAL
- WITH A MINIMUM OF 180 ADULT GUESTS A ROOM RENTAL OF \$1,750.00 PLUS HST WILL APPLY
- WITH A MINIMUM OF 160 ADULT GUESTS A ROOM RENTAL OF \$3,500.00 PLUS HST WILL APPLY

### ROOM RENTAL – TWO ROOMS

- EACH BALLROOM REQUIRES A MINIMUM OF 275 ADULT GUESTS TO WAIVE THE ROOM RENTAL
- WITH A MINIMUM OF 250 ADULT GUESTS A ROOM RENTAL OF \$1,500.00 PLUS HST WILL APPLY
- WITH A MINIMUM OF 225 ADULT GUESTS A ROOM RENTAL OF \$3,500.00 PLUS HST WILL APPLY

*\*Rentals are based on high season Saturday's; discounts will be applied to off season dates and Friday's & Sunday events*



**ROOM RENTAL – BICKFORD HOUSE**

- THE BICKFORD HOUSE REQUIRES A MINIMUM OF 50 ADULT GUESTS TO WAIVE THE ROOM RENTAL
- WITH A MINIMUM OF 30 ADULT GUESTS A ROOM RENTAL OF \$1,500.00 PLUS HST WILL APPLY

*\*Rentals are based on high season Saturday's; discounts will be applied to off season dates and Friday's & Sunday events*



### **SOUND & LIGHTING TECHNICIAN (ONLY REQUIRED IN BALLROOMS)**

- A MANDATORY TECHNICIAN CHARGE APPLIES FOR ALL EVENTS HOSTED AT THE GUILD INN. THE TECHNICIAN IS BILLED AT A RATE OF \$535.00 PLUS HST FOR UP TO 7 HOURS OF SERVICE. ADDITIONAL HOURS ARE BILLED AT A RATE OF \$65.00 PER HOUR PLUS HST.

\*SHOULD THE GUILD INN PREFERRED DJ BE BOOKED, THE TECHNICIAN FEE WOULD BE REDUCED TO \$250.00 PLUS HST.

DJ MUST PROVIDE: MIXER, TURNTABLES/CD PLAYERS, CABLES, MONITOR AND MUSIC

EQUIPMENT INCLUDED (PER ROOM): 4 QSC KLA LINE ARRAY CABNETS, 1 QSC KW 181 SUB WOOFER  
3 INTIMIDATOR 355 MOVING HEAD SPOT LIGHTS, 1 SHURE SLX WIRELESS MIC KIT AND  
4 4X8 STAGE DECKS WITH SKIRT AT 16 INCH HEIGHT

### **SOCAN & RE: SOUND FEE**

- A GOVERNMENT MANDATED TARIFF THAT MUST BE PAID WHEN PLAYING COPYRIGHTED MUSIC. FEES ARE AS FOLLOWS:

- 1 ROOM & BICKFORD      \$42.86 (PLUS HST) – WITHOUT DANCING  
   \$85.85 (PLUS HST) – WITH DANCING
- 1.5 ROOMS                      \$89.45 (PLUS HST) – WITHOUT DANCING  
   \$178.90 (PLUS HST) – WITH DANCING
- 2 ROOMS OR MORE              \$126.73 (PLUS HST) – WITHOUT DANCING  
   \$253.45 (PLUS HST) – WITH DANCING

### **PARKING**

- PARKING IS COMPLIMENTARY
- VALET PARKING IS ALSO AVAILABLE. PLEASE SEE PREFERRED SUPPLIERS LIST FOR CONTACT INFO

### **OPTIONAL ADDITIONS**

- SCREEN RENTAL
  - \$500.00 PLUS HST
  - SCREEN RENTAL INCLUDES USE OF PROJECTOR AND SCREEN
- COAT CHECK
  - PAID BY GUESTS \$2.00 PER COAT
  - PAID BY CONVENOR \$1.00 PER COAT

### **COMPLIMENTARY ITEMS**

- HOST TO GREET GUESTS
- SERVICE STAFF & BARTENDERS
- BANQUET MANAGER
- IN HOUSE TABLES & CHAIRS
- STANDARD TABLE FLATWARE, STEMWARE AND CHINA
- TABLE NUMBERS
- IN-HOUSE LINENS AND NAPKINS (CHOICE BETWEEN WHITE, CHAMPANGE OR SILVER)
- PODIUM & WIRELESS MICROPHONE
- LOUNGE FURNITURE
- FOOD TASTING FOR 2 PEOPLE

## CEREMONY PACKAGES

\$1,250.00 PLUS HST, INCLUDES: THE RENTAL OF THE SPACE FOR 1HR, ALL CHAIRS REQUIRED, CHAIR SET UP & TEAR DOWN (FACING EAST WALL). DÉCOR/MUSIC AND OFFICIANT MUST BE PROVIDED BY THE CLIENT.

\$2,150.00 PLUS HST, INCLUDES: THE RENTAL OF THE SPACE FOR 1HR, ALL CHAIRS REQUIRED, CHAIR SET UP AND TEAR DOWN, SIGNING TABLE & CHAIR, WHITE AISLE RUNNER, USE OF PIANO/KEYBOARD WITH A PIANIST AND OFFICIANT. DÉCOR MUST BE PROVIDED BY THE CLIENT.

\*REHEARSALS ARE OFFERED FOR NO ADDITIONAL CHARGE, REHEARSAL TIMES WILL BE CONFIRMED 2 WEEKS PRIOR THE EVENT DATE AND WILL BE BASED ON AVAILABILITY. IF A GUARANTEED REHEARSAL DATE/TIME IS REQUIRED WELL IN ADVANCE A \$500.00 (PLUS HST) RENTAL CHARGE WILL APPLY.



Décor in photo is not included and can be purchased for the following fees:

Arch with Fresh Florals - \$1,350.00 (plus HST)

Arch with Silk Florals - \$900.00 (plus HST)

Two Fresh Floral Arrangements - \$600.00 (plus HST) – Includes acrylic pedestals

Two Silk Floral Arrangements - \$350.00 (plus HST) – Includes acrylic pedestals

*\*Prices are subject to set up and delivery fees*

## **POLICIES AND PROCEDURES FOR EVENTS HELD AT THE GUILD INN ESTATE**

### **CONTRACT**

EACH EVENT IS ISSUED A FUNCTION CONTRACT WHICH OUTLINES THE PER PERSON PRICE, MINIMUM ADULT GUEST GUARANTEE, MENU, RENTAL CHARGES, APPLICABLE TAXES, SERVICE CHARGES AND TERMS AND CONDITIONS. THIS MUST BE SIGNED BY THE INDIVIDUALS NOTED ON THE AGREEMENT AND RETURNED TO THE GUILD INN ESTATE WITHIN 7 DAYS.

### **DEPOSIT**

A DEPOSIT OF \$5,000.00 (PER ROOM) IS DUE UPON SIGNING OF THE CONTRACT. IN ADDITION, A POST DATED CHEQUE TO BE DATED FOR 8 MONTHS PRIOR THE EVENT DATE FOR \$5,000.00 IS ALSO REQUIRED UPON SIGNING OF THE CONTRACT. ANY ITEMS WHICH ARE ADDED TO THE FUNCTION CONTRACT AFTER THE INITIAL BOOKING, MUST BE CONFIRMED IN WRITING BY THE CONVENOR TO THE GUILD INN ESTATE AND WILL BE ADDED TO THE FINAL INVOICE.

### **FINAL PAYMENT**

ALL FINAL PAYMENTS MUST BE RECEIVED IN FULL 7 BUSINESS DAYS PRIOR TO THE FUNCTION. ALL BARS BILLED ON CONSUMPTION WILL BE ESTIMATED FOR FINAL INVOICE PURPOSES. IF ACTUAL CONSUMPTION IS GREATER THAN THE ESTIMATED AMOUNT, THE GUILD INN ESTATE WILL INVOICE THE CONVENOR FOR THE DIFFERENCE.

### **EVENT SET UP AND DELIVERIES**

SET UP TIMES AND DELIVERIES MUST BE ARRANGED AND CONFIRMED WITH THE DETAILS DEPARTMENT DIRECTLY. THE GUILD INN ESTATE REQUIRES EACH CONVENOR TO PROVIDE THEIR OWN TRANSPORTATION UNITS SUCH AS DOLLIES, CARTS ETC.

### **EVENT TEAR DOWN**

EVENT TEAR DOWN MUST BE COMPLETED WITHIN TWO HOURS FOLLOWING THE EVENT END TIME. ALL CONTRACTORS MUST REMOVE THEIR OWN EQUIPMENT BY THIS TIME. SHOULD TEAR DOWN EXCEED THE ALLOTTED TIME, THE CONVENOR WILL BE BILLED FOR THE ADDITIONAL TIME. ANY ITEMS LEFT BEHIND FROM A FUNCTION MUST BE PICKED UP BY THE NEXT BUSINESS DAY. THE GUILD INN ESTATE IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE LEFT BEHIND. ALL SIGNS, POSTERS, DÉCOR ETC. MUST BE FREE STANDING, RESTING ON EASELS OR ATTACHED TO THE WALLS ONLY WITH PUTTY ADHESIVE. ANY DAMAGES WILL BE BILLED TO THE CONVENOR.

### **GARBAGE**

IF THE EVENT SPACE IS LEFT WITH EXCESSIVE DEBRIS IN THE ROOM AFTER THE EVENT. A CHARGE OF \$300.00 PLUS HST WILL BE BILLED TO THE CONVENOR.



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