

# EVENTS 2021-23

THE  
HENLEY  
ROOM



## HOSTING ON THE WATER

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When planning an event there can be quite a few hidden costs that pop-up from vendor to vendor. But at The Henley Room, our pricing is straight forward + outlined for you. If you have any questions don't hesitate to contact one of our event managers.

Each booking requires a minimum 4 hour booking, and includes exclusive access to The Henley Room dining room, lounge and lobby. The rental also includes set-up and use of our available tables and banquet chairs. All events are required to reach a minimum spend, which varies by year and season.

Prior to the event, your booking will also include one 1hr planning session to help answer questions that you may have and co-ordinate the day of details.

## ROOM DETAILS

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### ROOM CAPACITY

Cocktail Reception .....	200 people
Plated Dinner: With dance floor .....	160 people
Buffet or Food Stations: With dance floor .....	140 people

### ROOM RENTAL

Monday to Thursday .....	\$300/hour
Friday to Sunday + Holidays .....	\$425/hour
Additional Hours: .....	\$ 250.00

### MINIMUM SPEND 2021

Saturday + Holidays, May to October .....	\$12,600.00
Sunday to Friday, May to October .....	\$ 9,200.00
Saturday + Holidays, November to April .....	\$ 9,200.00
Sunday to Friday, November to April .....	\$ 9,200.00

### MINIMUM SPEND 2022

Saturday + Holidays, May to October .....	\$13,300.00
Sunday to Friday, May to October .....	\$ 9,700.00
Saturday + Holidays, November to April .....	\$ 9,350.00
Sunday to Friday, November to April .....	\$ 9,350.00

### MINIMUM SPEND 2023

Saturday + Holidays, May to October .....	\$14,100.00
Sunday to Friday, May to October .....	\$10,300.00
Saturday + Holidays, November to April .....	\$ 9,400.00
Sunday to Friday, November to April .....	\$ 9,400.00

*\* The minimum required spend is not a set booking fee, but is the minimum booking cost for any given day of the week, prior to HST. Any services booked through The Henley Room will contribute to reaching the minimum required spend.*

## BAR + LOUNGE\*

All Inclusive Alcohol Packages Starting from .....	\$ 50.00 pp
Non-Alcoholic Package .....	\$ 20.00 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

The Henley Room does not have an in-house kitchen team. Instead, we choose to work with a curated selection of top notch caterers, providing our clients with a variety of food styles and price points.

Clients are responsible for booking their caterer separately. Catering costs do not contribute to the minimum spend. All caterers are required to pay a Landmark Fee, calculated on only the food portion of their invoices. This fee is charged directly to the caterer.

Landmark Fee- <i>Trusted Vendor</i> * .....	8% Food Sales
Landmark Fee- <i>Outside Vendor</i> .....	25% Food Sales

*\* As 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 .....	\$ 70.00
RESOUND Tarrif .....	\$ 30.00
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
Pay-As-You-Go Event Planning .....	18% service charge

*\* If you wish to use a caterer not featured in our Trusted Vendor package, an inspection and interview with the caterer will need to take place before they are allowed to serve at The Henley Room.*

*\*\*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.*

*\*\*\*Pay-As-You-Go Event Planning services include the booking, management and payment of your vendors through your day of coordinator at The Henley Room, allowing our clients to offload as little or as much planning as they like. Ask one of our event team members for more details.*

# | THE HENLEY ROOM |

*1225 Lakeshore Blvd West Toronto, Ontario, M6K 3C1*  
Located at The Argonaut Rowing Club