



POP-UP EVENT SPACE.CA
By Marquee Events



**POP-UP
EVENT SPACE
PACKAGES 2023**

PACKAGE 1

THE PROTEA

PETALS

- The Pavilion
- Washroom Trailer
- Plug-in includes (Electrical & Uplights')
- Hours of operation 10am till 11pm
- Consulting by J&M EVENTS

ADDITIONAL SERVICES

Ceremony services, includes on site setup and tear down, sound technician, speakers, wireless microphone

Ceremony Fee **\$1,000**

Clean-up Fee: setup and tear down of chairs, tables, cleaning and garbage removal **\$1,500**

Cleanup Deposit **\$500** refunded after inspection

PERMITS REQUIRED

- Noise Exemption Permit
- Liquor License Permit

Permits included in site fee

RECEPTION SITE FEE **\$7,500**



**Prices can be changed without notice / Additional Tent costs incurred for Rental / Setup / Tear down*



PACKAGE 2

THE HYDRANGEA

INCREASE YOUR PETALS

- The Pavilion
- Washroom Trailer
- Plug-in includes (Electrical & Uplights')
- Hours of operation 10am till 12am
- Consulting by J&M EVENTS
- Tables & Chairs
- Linens
- Basic tableware (glasses, silver cutlery, and white plates), Luxury tableware available at additional cost
- Setup and tear down of tables / chairs included
- Garbage removal
- Decor and florals, centre pieces, backdrops and furniture can be purchased at additional costs

ADDITIONAL SERVICES

Ceremony services, includes on site setup and tear down, sound technician, speakers, wireless microphone

Ceremony Fee **\$1,000**

PERMITS REQUIRED

- Noise Exemption Permit
- Liquor License Permit
- Event Insurance

Permits included in site fee

RECEPTION SITE FEE

\$15,000 /per 120 guests

Additional **\$20** per guest / **\$15** per child (13 & under)

Additional Surcharge applies for 150+ guests / **\$3,000**

Clean-up Fee: setup and tear down of chairs, tables, cleaning and garbage removal **\$1,500**

Cleanup Deposit **\$500** refunded after inspection

IN HOUSE SOUND PACKAGE

- POWERED SPEAKERS
- Wireless Microphone
- Setup and Tear down
- Sound Technician
- Plug-in / Sound Fee **\$1,000**

ADD ONN'S by RJM SOUNDS AV

- Dry Ice (Weather Permitting)
- Projector & Screen
- Lazer Beam Show

**Prices can be changed without notice / Additional Tent costs incurred for Rental / Setup / Tear down*

PACKAGE 3 THE ROSE

INCREASING YOUR PETALS

- The Pavilion
- Washroom Trailer
- Plug-in includes (Electrical & Uplights' and Twinkle string lights / 4-6 Sparklers)
- Full functional kitchen / additional cost for a chef
- Mobile Cocktail Bar includes Liquor / Smart Serve Bartender
- In House Sound / AV Technician
- Professional DJ's / Emcee by RJMSounds
- Hours of operation 10am till 12am (Vendor Teardown till 1:30am)
- Consulting by J&M EVENTS
- Tables & Chairs / Linens
- Basic tableware (glasses, silver cutlery, and white plates), Luxury tableware available at additional cost
- Setup and tear down of tables / chairs included
- Garbage removal
- Decor and florals, centre pieces, backdrops and furniture can be purchased at additional costs
- Ceremony services, includes on site setup and tear down, sound technician, speakers, wireless microphone
- Additional Ceremony Site Fee **\$1,000**



PERMITS REQUIRED

- Noise Exemption Permit
- Liquor License Permit
 - Event Insurance

Permits included in site fee

ADD ONN'S by RJM SOUNDS AV

- Dry Ice (Weather Permitting)
 - Projector & Screen
 - Lazer Beam Show

RECEPTION SITE FEE

\$25,000 /per 120 guests

Additional **\$20** per guest / **\$15** per child (13 & up)

Additional Surcharge applies for 150+ guests / **\$3,000**



PAYMENT STRUCTURE

- To secure your venue booking a **25%** security deposit required
 - **60 Days** a **25%** deposit is required
 - **120 Days** a **25%** deposit is required
- Final payment is due **60** days before wedding day

CANCELLATION POLICY

- Cancellation within the **1st - 60 Days** / full refund minus **\$1500** cancellation fee
 - Cancellation after **60 Days** / **25%** of your deposit will be refunded
 - Cancellation after **120 Days** / **50%** of your deposit will be refunded
- Cancellation after **final payment** / **25%** of your deposit will be refunded

Feel free to contact us if you have any further questions, our team is ready to help make your vision come true.

Sincerely yours,

Julian Willoughby, President

