



**THE STERLING AT HENDERSON**

# **INFORMATION PACKAGE**





## THE STERLING ROOM

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- ◆ 3,200 Sq Ft.
- ◆ 18 ft high ceilings
- ◆ String lights
- ◆ 150 guests sit down
- ◆ 300 guests for cocktails
- ◆ 200 Theatre style

### ROOM RENTAL:

- ◆ Weekend (Fri-Sun) \$5,500
- ◆ Weekday \$3,000

### INCLUDED:

- ◆ 1 bridal suite / Green Room
- ◆ 12 x Wooden harvest tables
- ◆ 8 x 66" round tables (for up to 10 people)
- ◆ 200 x Ghost chairs
- ◆ Tableware, glassware and cutlery
- ◆ White napkins
- ◆ 4 High top tables

## THE TAP ROOM

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- ◆ 1,000 Sq. Ft.
- ◆ 180 guests for cocktails
- ◆ Optional add on: patio (seasonal)

### ROOM RENTAL:

- ◆ Weekend (Fri-Sun) \$5,500
- ◆ Weekday \$3,000

- ◆ 2 Communal tables
- ◆ 20 Stools
- ◆ 15 Picnic tables and benches
- ◆ 2x 6ft. mobile bars
- ◆ Coat check equipment
- ◆ String lights

*All Food, Beverage and staffing in-house. Please consult our food and beverage packages for details. A 15% Service charge on food and beverage will apply.*

# IN-HOUSE AV PACKAGE

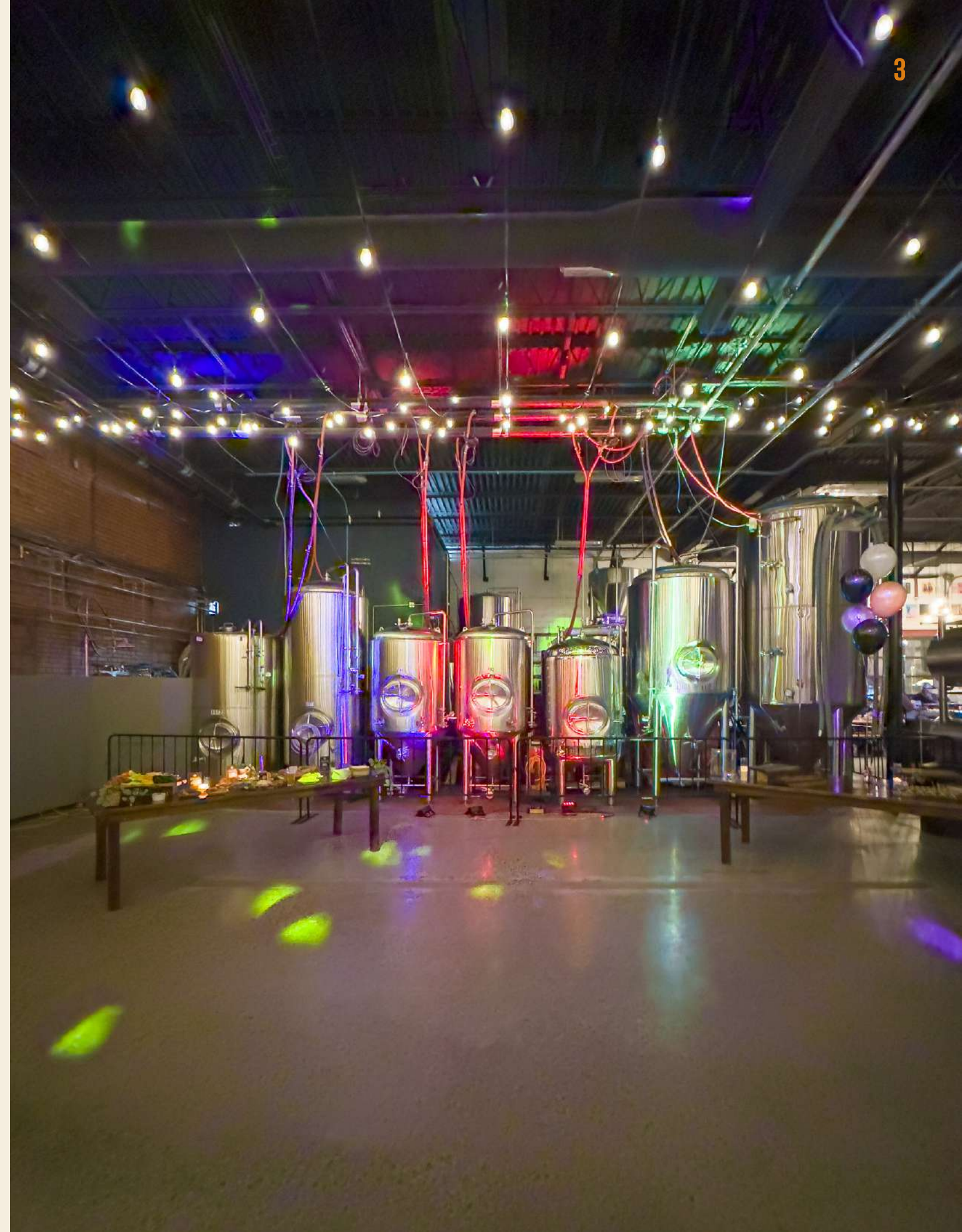
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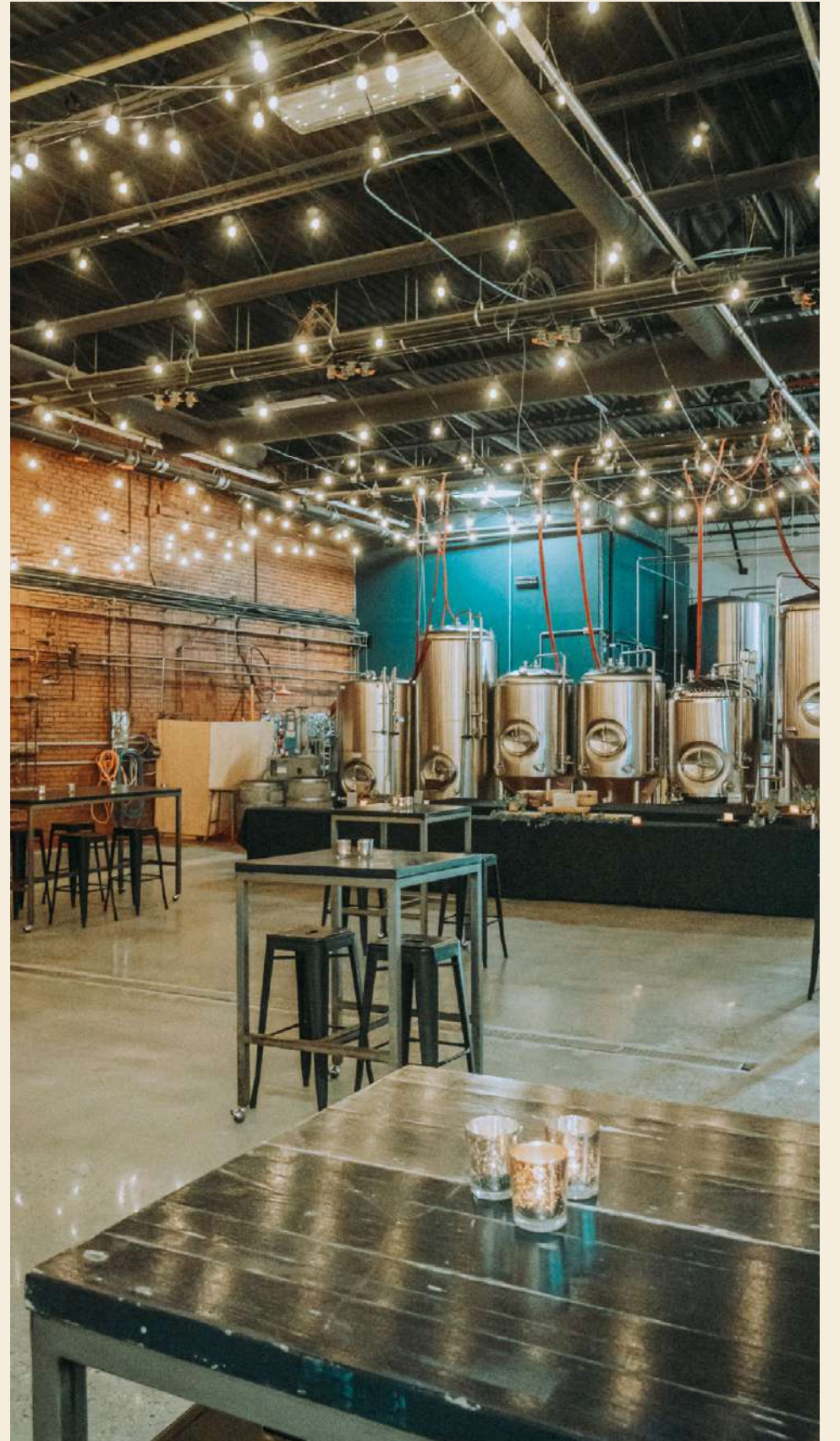
## MAIN PA SYSTEM

- ◆ PB4X4PROUSB ART POWER DISTRIBUTION SYSTEM
- ◆ MX524 ART 5CH 4 ZONE MIXER
- ◆ EQ351 351 ART SINGLE 31 BAND EQ 1 189.00 40.00 113.40 169.00
- ◆ EQ355 355 ART DUAL 31 BAND EQ 1 1 289.00 40.00 173.40 269.00
- ◆ 2 x SDA1 ART AMPLIFIER DIGITAL 150W/CH (For sound in the tap room)
- ◆ PX1700 YORKVILLE 2X850W 2R 2U POWER AMP (For sound in The Sterling)
- ◆ RSC-500R/14 ROUND 14 GAUGE SPKR CABLE, 2 CON 1 1 849.99 55.00 382.50
- ◆ 8 x C08CW COLISEUM 8» Speakers in the Sterling
- ◆ 2 x C08CW COLISEUM 8» Speakers in the Tap Room

## EXTERNAL PA

- ◆ 2 Sennheiser E835 Performance Vocal Mic
- ◆ 2 x YX10P powered speakers (can be used for Monitors)
- ◆ 2 x NX55p powered speakers (to be used as mains)
- ◆ Yamaha MG12XU 12 channel mixing board
- ◆ 2 mic stands
- ◆ Variety of cables
  
- ◆ Stanton St 150 Turntable
- ◆ Numark DXM06 mixer
  
- ◆ Epson Projector PowerLite X49 3LCD 3600-Lumen XGA Classroom Projector with HDMI





## WHAT IF I WANT TO BRING IN MY OWN RENTALS?

The client is welcome to bring in their own tabletop rentals at their own additional cost. This can include china, cutlery, linens, napkins and dinner glassware. It is recommended to have your account manager guide you on any outsourced rentals to ensure quantity and product are correct to the final menu. There is no reduction in the package cost should the client choose to provide their own tabletop rentals outside these curated packages.

## SERVICE FEE & TIPS

A 15% service fee is charged to cover the administrative and operational services related to your event. Tips are not included in your quote as all staff members receive a premium hourly wage. Any additional tips are fully discretionary to the client during the event time. If the client would like to distribute additional tips postevent, they should contact their event coordinator.

## ANNUAL MENU CHANGES

Food Dudes Executive Chefs change the menus each year, based on seasonality, sustainability and food trends. Therefore, food tastings for weddings are recommended within the same year.

## WHEN DO YOU NEED THE FINAL GUEST COUNT?

14 days before the event date. Our chefs order food in advance, so last minute changes (like large increases or decreases) cannot be guaranteed.

## HOW LONG IS THE APPETIZER SERVICE?

Appetizer service lasts anywhere from 1 - 2 hours, depending on your guest count and the event timeline.

## HOW MANY APPETIZERS WILL EACH GUEST RECEIVE?

We guarantee one of each appetizer per guest. Since some guests take more than one of certain items, we always bring extra food to ensure there is more than enough.

## WHEN DO I NEED TO SIGN THE CONTRACT?

To save your date, it is recommended to sign the contract as soon as possible, since many dates book up quickly. Your event is not confirmed until a signed contract and deposit have been received.

## HOW DO YOU DEAL WITH FOOD ALLERGIES & RESTRICTIONS?

Our food is made from scratch, so it's easy for us to accommodate allergies and food restrictions. So long as we are informed of the specifications in advance, we can always prepare dishes without certain ingredients or create a separate dish to accommodate the special needs of a particular guest.

## VEGAN OPTIONS

Vegan options will be provided complimentary for all food services to accommodate vegan guests at each event.

## FORMS OF PAYMENT

We require a 50% deposit on room rental and 25% deposit on minimum Food and Beverage spend upon signing of the contract. This can be paid via Cheque, E-Transfer, or Wire Transfer.

The same amount will be due a month before the event and the remainder of the payment is due 14 days before your event, and can be paid using the same methods. We do not accept Credit Cards. However, if it is the only option, an additional 4% Admin Fee will be applied on top of the final bill for Visa, or Master Card.

## CANCELLATION

If the Client partially or fully cancels the Event, the Initial Deposit and any subsequent payments will not be refunded, and a fee in accordance with the schedule below shall be charged to the Client for liquidated damages and not as a penalty. The fee outlined below is due no later than thirty (30) days after the Client receives an invoice from Venue.

The fee is based upon rental and minimum spend pricing at the time notification of cancellation is received by Venue. Should another client rebook the Event Space on a date that is the same as the Event Date with a comparable rental fee, Food and beverage expenditure after cancellation by the Client, all or a portion of the payments, deposit and cancellation fee will be refunded to the Client, as applicable.

If event is canceled 0-60 days prior to the event date, Client would owe 100% of the estimated lost revenue.

If event is canceled 60 -90 days prior to the event date, Client would owe 60% of the estimated lost revenue.

If event is canceled 91 days or greater, prior to the event date, Client would owe 50% of the estimated lost revenue

## INCLUSIONS

### DO YOU CHARGE A CAKE CUTTING FEE?

No. If you wish to have our staff cut and serve the cake at your wedding, we are more than happy to oblige at no additional cost.

### CAN I BOOK A TASTING?

We offer complimentary tastings to our wedding clients, held in our private and distinctive tasting rooms at 24 Carlaw Avenue. We allow four guests in total to taste the majority of the items on their proposal. The tasting will be booked by your Account Manager once the menu is confirmed.

### WHAT DO YOU OFFER FOR KIDS MEALS AT WEDDINGS? HOW MUCH DO THEY COST?

We have a customized Kid's Menu available upon request. You must select 1 entrée that all kids at the event will be served. Kid's meals are charged at a rate of \$45 per guest.

### DO YOU PROVIDE VENDOR MEALS? HOW MUCH DO THEY COST?

Yes. Vendor meals cost \$45 and will be served at an appropriate time. We ask that you include the vendor's selections when you submit your final guest count and meal selections.

**MORE QUESTIONS? CONTACT US!**

