

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 VAREITY 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.



MICRO WEDDING PACKAGES

Ceremony and Lunch/Dinner Package is based on a 4hr event

Plated Sit down Lunch or Dinner

Menu Price starting at \$74.95 per person
Price is Subject to 16% service fee & 13% tax

This menu includes the following items:

1 Regal Starter (Appetizer, Soup, Salad or Pasta)

1 Regal Entrée

1 Regal Dessert

&

Open bar including: Prosecco, Red & White wine, Domestic beer, Coffee/Tea, Water & Lemonade

Room Rental

Minimum 50 Adults guests – Rental Waived

Minimum 35 Adults guests – Rental \$600.00 (plus HST)

Minimum 20 Adults guests – Rental \$1,000.00 (plus HST)

Ceremony Rental accompanied by Cocktail Reception or Dinner Pkg.

\$500.00 (Plus HST), Includes: All Chairs required, full chair set up and tear down.

Décor/Music and Officiant must be provided by the Client.

Ceremony Only Rental (No Reception)

\$2,000.00 (Plus HST), Includes: Use of space for 1hr, all Chairs required, full chair set up and tear down.

Décor/Music and Officiant 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.*

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 \$1,000.00 IS DUE 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.

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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