

THE
GUILD
INN ESTATE

CEREMONY PACKAGES

*Outdoor Ceremonies available from May 1st to October 31st
November 1st to April 30th Ceremonies are hosted indoors in a Ballroom*

\$3,500.00 PLUS HST, INCLUDES: THE RENTAL OF THE SPACE FOR 1HR, ALL CHAIRS REQUIRED, CHAIR SET UP & TEAR DOWN (FACING EAST), SIGNING TABLE (WHITE HOUSE LINEN), CHAIR, AV SYSTEM.
DÉCOR/MUSIC AND OFFICIANT MUST BE PROVIDED BY THE CLIENT.

\$4,500.00 PLUS HST, INCLUDES: THE RENTAL OF THE SPACE FOR 1HR, ALL CHAIRS REQUIRED, CHAIR SET UP AND TEAR DOWN (FACING EAST), SIGNING TABLE & CHAIR, WHITE AISLE RUNNER, USE OF PIANO/KEYBOARD WITH A PIANIST AND OFFICIANT, AV SYSTEM.
DÉCOR MUST BE PROVIDED BY THE CLIENT.

Gazebo – Maximum capacity 400ppl Theatre Style



POLICIES AND PROCEDURES FOR EVENTS HELD AT THE GUILD INN ESTATE

CONTRACT

EACH EVENT IS ISSUED A FUNCTION CONTRACT WHICH OUTLINES THE 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 14 DAYS.

DEPOSIT

A DEPOSIT OF 25% 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 TIME

EVENT TEAR DOWN MUST BE COMPLETED WITHIN THE 1HR RENTAL FOLLOWING THE EVENT END TIME. ADDITIONAL TIME MAY BE PURCHASED AT A COST OF \$1,100.00 (PLUS HST) FOR 1HR AND \$550.00 (PLUS HST) FOR 30 MINUTES. 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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