

# Wedding - Rental terms and Conditions

## Wedding - Rental terms and Conditions

### DEPOSIT

- A deposit of \$1 000.00 is required for all functions at the time of booking. In case of cancellation the deposit will only be refunded if the Hall is rebooked with a similar booking.
- Renter(s), upon booking, have to inform the Hall management of approximate number of guests, type of service and possible menu choices.

### RENTAL FEES

Hall rental fees are applied in the following manner:

- For 100 or less confirmed adult dinners a \$1000.00 fee applies.
- For 101 to 125 confirmed adult dinners a \$750.00 fee applies.
- For 126 to 150 confirmed adult dinners a \$500.00 fee applies.
- For 151 or more confirmed adult dinners a \$250.00 fee applies
- For those parties who do not wish to have dinner a minimum food order of \$1000.00, plus a hall fee of \$2000.00 applies.

### MENU TERMS

- Outside catering is NOT permitted.
- Menu choices must be submitted 30 days in advance of the event.
- The number of guests must be confirmed no later than **10 business days** prior to the event.
- All charges will be based on the number guaranteed on that date or on the actual number of guests served, **whichever is the greater number.**
- Any special menu requests such as; allergies, vegetarians, etc., must be given in writing, 10 business days prior to the event.

### DECORATIONS

- Decorating the Hall is subject to approval.

## Wedding - Rental terms and Conditions

Published on Sudbury Greek Community (<https://sudburygreekcommunity.ca>)

---

- Access will be granted at 11 am the day before the scheduled event for decorating purposes (unless the hall is rented that day).
- The renter(s) are responsible to putting up **and** removing all decorations.
- No tape or tacks are to be used anywhere in the hall.
- The renter(s) are responsible to any and all damage that may occur as a result of their decorating.
- An extra charge of \$150.00 will apply if any confetti or sparkles are thrown inside or outside the hall.
  - **The following restrictions apply for fire hazard reasons;**
    - No candles or open flames unless the flame is in a glass enclosure.
    - No kerosene or other fuelled lanterns.
    - No hay or straw.

### DJ OR LIVE BAND

- The DJ and/or live band will be granted access at 12 pm on the day of the event for setup.
- The music must cease at 1 am.

---

### BAR TERMS

- Renter(s) must host their own bar (sale or no sale) and must obtain a Special Occasion Permit from the LCBO. They must provide the Hall with a copy of both the permit and the permit holder's liability insurance. The **ORIGINAL** documents must be on the premises during the event.
- Service of alcoholic beverages must cease at 1:00 am. The Hall must be vacant by 1:30 am.

### LIQUOR LIABILITY INSURANCE

- The renter(s) must purchase Liability Insurance (Liquor).
- One million dollar liability coverage minimum, offered at insurance companies.
- **All Ontario Liquor Laws must be adhered to.**

### BAR FEES

- There is a \$6.00 per person bar charge for mix, garnishes, ice, bar supplies, glassware, etc.
- Wine service is subject to a \$5.00 corkage fee per bottle.
- Bartenders will be supplied at a rate of \$200.00 per bartender, per night (minimum of 2 bartenders). You will pay bartenders directly.
- Bar is closed during dinner services
- For "Guests" arriving after dinner, there will be a \$6 per person charge.

## **Wedding - Rental terms and Conditions**

Published on Sudbury Greek Community (<https://sudburygreekcommunity.ca>)

---

---

### **LINEN FEES**

- Regular linen with setup will cost \$6.00 per person.
- Deluxe linen with setup will cost \$8.00 per person.
- If you provide your own linen, (rental or decorator) a flat fee of \$100 applies for setup.
- If you need chair covers, they are your responsibility.

### **SOCAN FEES**

- In the event that a DJ or Band performs at the event the renter(s) must pay the SOCAN fees of \$59.95.

### **WEDDINGS**

- (On premises) – \$200.00 charge

---

### **OTHER**

- *30 days prior to the event 50% of the estimated total cost must be paid and the balance due on wedding day. Major details of the event will be discussed at this time.*
- *10 days before the event ALL DETAILS concerning the menu, the bar, and times must be confirmed.*
- *Use of the PA System is included.*

**The Hellenic Center reserves the rights to change any prices at any time, including but not limited to; Hall fees, menu prices, etc., upon their own discretion.**

**The Hellenic Center is not responsible for the loss, damages or theft of personal property or equipment brought onto or left on the premises.**

**All Food, Bar & Linen Charges are subject to applicable taxes and 15% Service Charge All Food, Bar & Linen Charges are subject to change. Hall Charges are subject to applicable taxes.**

## **Wedding - Rental terms and Conditions**

Published on Sudbury Greek Community (<https://sudburygreekcommunity.ca>)

**Source URL:** <https://sudburygreekcommunity.ca/node/7>

---