

# *Wedding Ceremonies & Receptions*

## *Roberta Bondar Park Tent Pavilion*



# Roberta Bondar Tent & Pavilion Weddings & Receptions

The Roberta Bondar Park Tent Pavilion is an outdoor venue, perfect for your Wedding Ceremony, Reception or both. We are ready to meet with you; discuss your ideas and help you plan any part of your special day.

The Tent Pavilion provides a covered space of 14,000 square feet which you can decorate to create the atmosphere you are looking for. The options are almost endless.

To secure your date you simply fill out a facility booking form and submit it along with a deposit. Once the date is secured we will schedule one or more meetings to review the details for your special day.

## Full Day: Ceremony & Reception

A great option is to have your ceremony and reception all held in one great outdoor location. For a full day ceremony and reception, you receive all the services available for the ceremony and reception as listed below.

### Fee Structure for Ceremony & Reception

Wedding Ceremony & Reception Fee	\$1326.25
Deposit	\$500.00

*\*Subject to HST*

This fee includes ceremony set up (chair covers are the responsibility of the user) as well as table and chair set up for your reception as per your floor plan. \*Table Dressing is the responsibility of the user group\*

## Ceremonies

Wedding ceremonies are a special part of the day. At Roberta Bondar Park Tent Pavilion you have the option to select the location for your ceremony as well as customize your seating arrangement. We have outlined five options that are frequently used, however, if you have a different idea, please let us know.

Set-up will be completed approximately 2 hours before the ceremony, unless other arrangements have been made.

### Fee Structure for Wedding Ceremonies

Ceremony Base Fee	\$ 255.50
Chairs	\$ .57each
Tables	\$ 4.90 each
Public Address System (if under pavilion)	\$ 33.00
Signing Table	\$ 4.90
deposit (non-refundable)	\$ 100.00

### **\*\* PAYMENTS TO BE MADE IN FULL 7 DAYS PRIOR TO CEREMONY**

*\*All Fees are subject to HST.*

### General Notes

- Chair covers will fit on the chairs provided and measurements can be found on page five.
- Table linens and chair covers are not provided.
- It is the responsibility of the user group to have the chair covers put on.

# Ceremonies

## **Option 1:**

Chairs may be set up in the walkway with a centre aisle on the immediate south side of the tent. Windscreens on the south side of the tent will be lowered with the exception of one on either the left or right side of the centre pillar to allow for the aisle. The bridal party and bride may choose to walk from either the main building dressing rooms or by way of the amphitheater washroom pathways. Metal barricades will also be placed in a distant area to block off the area for privacy.

This area can accommodate up to 140 chairs.



## **Option 2:**

The alter can be situated between the two tree gardens with the water in the background this area offers a picturesque backdrop to ceremonial photos. Chairs will be set up with a central aisle on a slight angle between the windscreens and the tree garden. This set up offers accommodation of up to 250 chairs. As in Option 1, windscreens will be lowered and barricades set in place to allow for privacy.



## **Option 3:**

Chairs may be set up in the amphitheater area of the Pavilion facing the concrete seating area. An aisle is left on either side of the pillar. Windscreens will be lowered to allow for privacy. This area offers privacy and protection from the elements. The amphitheater area can accommodate a large number of guests. The windscreens will be lowered and barricades will be put in place at all entrances with signs to allow for privacy.

## **Option 4:**

Chairs may be set up under the Pavilion facing either North or South with the trees as a back drop. A centre aisle will run diagonally between the two sections of chairs. The setup of chairs in this style allows the area to accommodate up to 300 guests.



## **Option 5:**

Chairs may be set up facing the stage of the Pavilion. The Ceremony may take place on the stage or down in front of the stage. A central aisle is left and the windscreens are lowered for privacy. This setup allows for the largest guest attendance. Chairs can be set up in two or four sections across the front of the stage depending on the number of guests, with a central aisle down the centre. Windscreens are lowered and entrances barricaded with signage to allow for privacy.





# Receptions

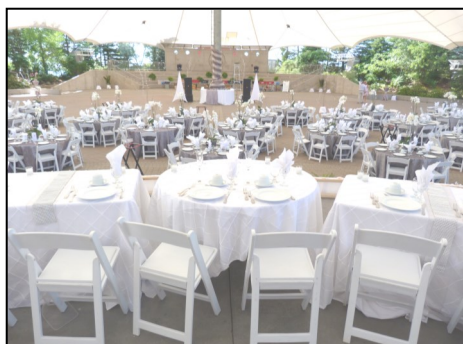
When holding a reception at the Roberta Bondar Tent Pavilion there are a variety of options that one may consider aside from whether the meal will be a buffet or plated meal.

The location of the reception/meal is something that should be considered and can be dependent on the number of guests or the atmosphere that you may be trying to achieve. Whichever option is chosen is tailored to your special day.

If you choose to bring in a dance floor please provide location and dimensions to ensure adequate space is allocated during set-up.

## **Option 1:**

A reception may be held in the amphitheater end of the Pavilion. Tables and chairs are set up according to a floor plan provided by the user. A head table can be centered directly in front of the amphitheater seating. Another location for the head table can also be in the alcoves located on either the left or right side of the amphitheater.



## **Option 2:**

Tables for a reception may be set up in front of the stage in the large open area. Room for a dance floor is left in a central point of the floor and the tables placed around. The head table can be located on either the North, South, East or West side of the floor. The layout allows for a variety of set up options. The stage may also be utilized for the head table or the evenings entertainment.

**\*\***Since a reception can vary in set up, a floor plan will need to be forwarded to the Community Services Department 72 hours in advance.

## **Fee Structure for Full Day Wedding and Receptions**

Wedding Rental Fee *	\$ 991.34
Deposit (non-refundable)	\$ 200.00

### **\*PAYMENTS TO BE MADE IN FULL 7 DAYS PRIOR TO WEDDING**

\*Includes tables and chairs set up for reception, PA system, access to kitchen and dressing rooms, supervision, cleaning costs and facility use for the event)

All Fees are subject to HST.

## *Tips to Consider*

1. Colour---this is one of the best ways to make a big impact and can really transform the entire tent setting.
2. Even with the windscreens down it may get windy:
  - Keep centerpieces lower and with a heavier base.
  - Try not to use high pedestals when displaying your cake.
  - Table Clips can be used to keep the table linen in place.
3. Alcoholic and Non-alcoholic beverages are to be served in different colour plastic permitted on the tables with the exception of wine bottles during the dinner.
4. Smoking is not permitted under the tent, therefore you may wish to set up a designated smoking area.



## *Caterers*

All Caterers are welcome at Roberta Bondar Park.

They are reminded that the kitchen facility is **not** fully equipped and therefore alternate equipment is likely to be needed. The kitchen offers a commercial fridge, eight burner stove, a large island that can be used as a prep area with ample storage underneath, 2- commercial sinks and several electrical outlets.

\*The stove must be lit by Bondar Park Staff Only. **Ovens DO NOT WORK**

Regardless of the rooms used, all areas should be left in relatively similar condition when finished as when they began. Garbage bags, mops, cleaners, and paper towel can be supplied for cleaning purposes only. An extra cleaning charge may be applied in addition to the agreed upon rental fee should the catering areas be left unnecessarily dirty. Caterers are also reminded that supplies and equipment are to be removed off site at the end of the event.



**It is the responsibility of the Caterer or Servers to clear tables throughout the evening including clearing beverage cups until the event is over.**

## *Decorations*

Arrangements can be made to have decorations dropped off the day prior to the wedding, this will depend on whether there is an event the day before the wedding that may be utilizing the storage rooms.

- Any items brought down can be stored in either of the two change rooms, the kitchen, or the table and chair room (large items like pillars/trees etc.). The City assumes no responsibility for lost, stolen or damaged goods.
- **The use of novelty items such as confetti, rice etc. is not permitted due to the difficulty of their clean up.**
- **No helium filled balloons.**
- All burning candles must be in some form of containment in order to comply with local fire codes, as well as to prevent spillage on the brick or concrete.
- Decorative items will not be stapled, nailed, tacked or glued onto tables or chairs.
- We do not permit holes to be made in any of the structures or rooms at the Pavilion.
- The use of liquid adhesives is not permitted.
- Roberta Bondar Park Staff is not responsible for the setup or take down of any decorations.
- **All decorations are to be removed off site when the wedding is over.**

## *Tables and Chairs Available for Use*

- 33      60" Round tables. Accommodate up to 8 people for a dinner service. These tables accept standard skirting clips.
- 30      30"x96" Rectangular Tables. Accommodate 8 people on two sides. These tables can also be used for head tables, receiving line gift tables, buffet tables, dessert tables, etc. They also accept standard skirting clips.
- 1000      Plastic Stacking Chairs.

The following chart lists the type of tables available and the linens associated with their use.

Linen	8' or 96" Banquet Rectangle	5' or 60" Round
120 " rnd		To Floor
108" rnd		24" Drop
90" sq		15" Drop
84" sq		12" Drop
81" sq		10" Drop
71" sq	Decorative overlay	
54"sq		Decorative overlay
53"x118"	10" Drop	
53"x96"	10" Drop on long sides only	
88"x154"	To floor on all sides	

### **Chair Dimensions**



# *Sound and Lighting*

## **SOUND**

A public address system is available for event announcements and background music. Whether you choose a Band or a DJ both provide excellent sound and have performed at the Pavilion. The stage of the pavilion is the most common area for the entertainment set up and has several electrical outlets available.

The Band or DJ must be reminded that they are not permitted to call "last call" for bar services.

SOCAN (Society of Composers, Authors and Music Publishers of Canada) collects fees for all music that is played during events. The City of Sault Ste. Marie collects this fee on SOCAN's behalf and sends payment for all events held at Roberta Bondar Park. See Chart Below.

## **SOCAN**

SOCAN is the governing body of prerecorded music which collects fees on behalf of musicians and composers. Fees apply depending on the type of event you are having and are listed below and are subject to **HST**. These fees are collected on behalf of and remitted back to SOCAN.

	<b>Fee Per Event</b>	
<b>ATTENDANCE</b>	<b>Without Dancing</b>	<b>With Dancing</b>
<b>1-100</b>	\$ 20.56	\$ 41.13
<b>101-300</b>	\$ 29.56	\$ 59.17
<b>301-500</b>	\$ 61.69	\$ 123.38
<b>500+</b>	\$ 87.40	\$ 174.79

## **LIGHTING**

The Roberta Bondar Park Tent Pavilion facility is illuminated by general, house and emergency lighting. Halogen lighting is used during the evening for receptions as they add a softer ambiance. Building Lights will be turned off to prevent harsh glares. The house lighting will remain off until a later time in the evening at which point staff will turn on a section of the Mast Lights for security and safety purposes; these will be the softer halogen lights. Additional sound equipment and stage /spot lighting if required, is to be arranged for by the user group.

## Event Security

Event security is the responsibility of the user group. The Corporation of the City of Sault Ste. Marie and its employees are not responsible for items and equipment belonging to the user group or rental equipment brought to the site. For wedding receptions security is required onsite during the time that alcohol is served. The times are as per the Special Occasion Permit and a sufficient number of guards is required to ensure that unauthorized persons do not attend the event and ensure that the conditions of the permit and requirements of the Liquor Licence Act are observed in order to determine whether security is sufficient, the permit holder shall consider;

- Nature of the event
- Size of the premises
- Age and number of persons attending the event.

## Alcohol

If you choose to serve alcohol at your wedding under the Pavilion there is an Alcohol Policy that must be adhered to and is set out by the Community Services and Public Works Department.

The user group must obtain a Special Occasion Permit if supplying the alcohol. Should a caterer be supplying the alcohol a copy of the establishment's liquor license is needed and must include the catering endorsement.

**Forms attached to the Alcohol Policy must be completed and returned to the Community Service Department** for approval and record, along with a copy of the S.O.P or Caterer's License. Insurance is also required.

All conditions within the Alcohol Policy and S.O.P must be adhered to during the wedding. City staff has the authority to demand correction of infractions or shut down the bar.

### Please note:

- To contain the licensed area entrances will be barricaded and signed and the perimeter windscreens will be lowered to contain the event. **Event Security is Required!**
- Glassware is **only** permitted for use **during the meal** and is to be removed from the tables once dinner has ended. In addition to dinner glassware it is required that plastic cups of different colours be used for
- alcoholic and non-alcoholic, ie/ red=alcoholic, blue=non-alcoholic. **Bottled Beer is not permitted on the floor.**
- At the end of the evening the bar must be shut down softly. This means that The DJ/Band is **not** permitted to call "*last call*" for bar services.
- **All alcoholic products must be removed off site as cited in the S.O.P application form.**

## Contracts & Deposits

In order to confirm a booking for Roberta Bondar Park, the attached booking form must be completed and returned to the Community Services Department. Upon returning this form a Facility Rental Contract will be created.

This contract must be read and understood and signed as it outlines dates, times, appropriate fees, the conditions of use as well as City Disclaimers associated with the facility. A copy of this contract is kept on file at City Hall and given to the user.

Deposits are required to secure the date:

Ceremonies	\$100.00 non-refundable deposit
Wedding Receptions	\$200.00 non-refundable deposit



## Insurance Requirements

During any use of the Roberta Bondar Park Tent Pavilion facility, the user is required to maintain comprehensive third party liability insurance coverage. A wedding reception is no different.

Minimum \$4,000,000 liability coverage must be obtained for the day of the event and for the specified times if alcohol is being served. If alcohol is NOT served then a minimum of 2,000,000 is required.

## Insurance Certificate

A copy of the Certificate of Insurance must be presented to the Supervisor of Community Services, Recreation and Culture Division, not less than 14 calendar days prior to the date of the facility rental.

The certificate or policy of insurance document should contain the following information:

1. Name of insurance company and policy number;
2. policy term;
3. named insured and address ( organization or group);
4. Date(s), location and name of event to which the certificate of insurance applies;
5. description of coverage including policy limits and deductibles;
6. name and address of certificate holder (**Corp. of the City of Sault Ste. Marie**);
7. the clause " It is understood and agreed that the Corporation of the City of Sault Ste. Marie is added as an additional named insured in regard to the above event but only with respect to the operations of the named insured.";
8. signature of the insurer's authorized representative and the date.

## Forms Required

1. Appendix B-2A & B-2B-"Information Section for Permits where alcohol will be served"
  - (To be submitted to Community Services Department for Approval at least **50 days** before the event
2. Special Occasion Permit (obtained from the LCBO)
3. User Insurance policy- ***the city must be named as an additional insured with liability of \$2,000,000 or \$4,000,000 if alcohol is being served.***
4. Temporary food permit from the AHU or Caterer's License
5. Signed Rental Contract

## Parking

Roberta Bondar Park has limited parking spaces available to users.

On Saturdays the Algoma Farmer's Market takes place under the market tent until noon from June to October. Dependent on the day the parking lot could be empty. Should more parking be needed the Civic Centre's North and South lots are available for use and are within a very short walking distance to Roberta Bondar Park.

## Wedding Booking Form

**Please complete this form and forward to the address below:**

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Wedding: ☐ Ceremony and/or ☐ Reception ☐ Rehearsal

Date & Times: Ceremony/Reception \_\_\_\_\_ Rehearsal: \_\_\_\_\_

Anticipated Guests: \_\_\_\_\_

Time required for set-up: \_\_\_\_\_ Time required for take down \_\_\_\_\_

No. of tables required: \_\_\_\_\_ No. of chairs required: \_\_\_\_\_

If hosting a reception and you intend to provide food and/or alcohol who will be supplying the food (caterer or family)?

### **If Serving Alcohol:**

Who is running the bar service: \_\_\_\_\_

Who will provide security services: \_\_\_\_\_ Hours the bar will operate: \_\_\_\_\_

Do you have a safe transportation option? \_\_\_\_\_

### **Wedding Details**

Do you have a decorator? Please provide contact name: \_\_\_\_\_

Decorating will begin at: \_\_\_\_\_ If facility can permit, some decor items may be dropped off prior.

Who will supply the music for the ceremony and/or reception: \_\_\_\_\_

Time set-up will begin for music: \_\_\_\_\_ If Music and or Dancing will take place SOCAN fees apply.

### **Contact Information :**

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

#### **Amanda Comegna**

C/O Community Development & Enterprise Services  
Recreation and Culture Division  
99 Foster Drive  
Sault Ste. Marie, ON P6A 5X6

PHONE: (705) 759-5489  
FAX: (705) 759-6605  
EMAIL: a.comegna@cityssm.on.ca  
Office Hours: Monday to Friday  
8:30am to 4:30 pm

## Marquee Message

Roberta Bondar Park has available, a marquee located at the entrance to the park on Foster Drive. This marquee can be used to display a congratulatory message.

One side of the marquee at the entrance to Roberta Bondar Park is available for this message at the request of the bride or groom.

There are three lines available with space to accommodate up to 17 letters per line. The requested marquee message will be displayed the morning of the wedding.


The City of Sault Ste. Marie, Recreation and Culture Division, would like to thank you  
for your interest in selecting Roberta Bondar Park as your  
wedding venue.

We look forward to working with you to make your day a special one.

Further inquiries can be sent to:

Amanda Comegna

C/O Community Development & Enterprise Services

Recreation and Culture Division

99 Foster Drive.

Sault Ste. Marie, ON P6A 5X6

PHONE:

(705) 759-5489

FAX:

(705) 759-6605

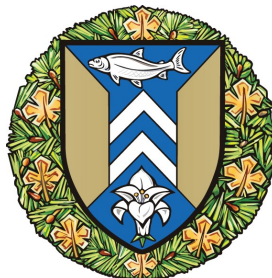
EMAIL:

[a.comegna@cityssm.on.ca](mailto:a.comegna@cityssm.on.ca)

Office Hours:

Monday to Friday

8:30am to 4:30 pm

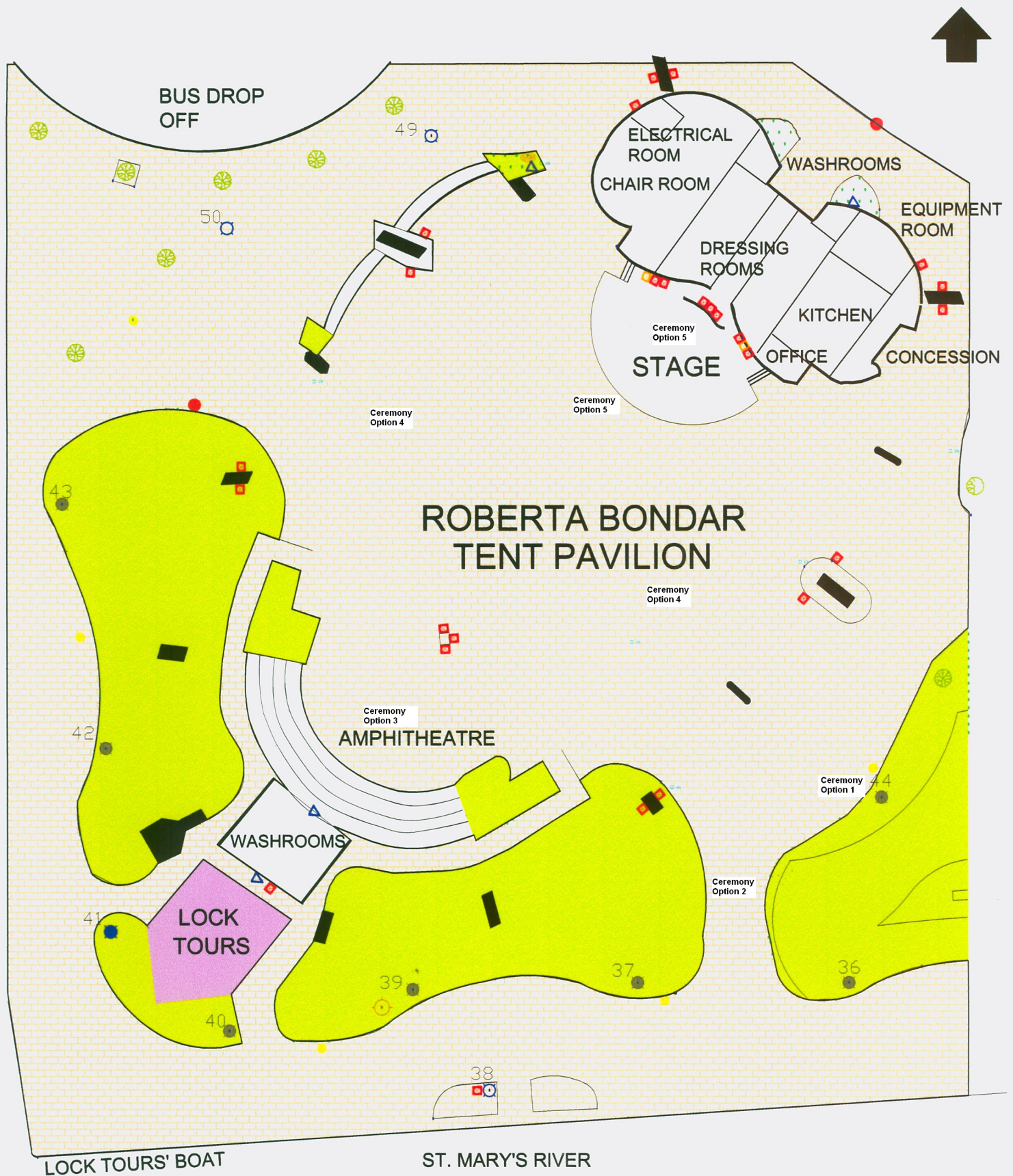


## Planning Checklist

TASK	Time Frame (minimums)	Complete
Complete Booking Form	30-60 days prior	
Sign Contract and secure date with deposit NOTE: Minimum 60 days in advance if serving alcohol.	30-60 days prior	
Site Visit: (confirm details such as security, catering arrangements, drop off of items etc. and develop floor plan)	30 days prior	
Rehearsal: Confirm rehearsal time	30 days prior	
Arrange for caterer, decorator to visit site if required	30 days prior	
<b>If serving Alcohol:</b>		
Submit forms B-2A and B-2B to Community Services Department NOTE: This form requires signatures from Police services, Fire Services and Algoma Public Health Unit	30 days prior	
Submit Insurance Certificate	14 days prior	
Submit Special Occasion Permit <u>or</u> copy of Caterer's Liquor License and catering endorsement.	14 days prior	
Final numbers for set-up	5 days prior	



# CEREMONY OPTIONS





RECEPTION OPTIONS

