

**ROBERTA BONDAR
PARK**

WEDDING PACKAGE



Roberta Bondar Park

Wedding Ceremonies and Receptions

Roberta Bondar Park is an outdoor venue perfect for wedding ceremonies and receptions! The Pavilion provides a covered space of 14,000 square feet, which can be decorated as you please to create the atmosphere you are looking for.

To secure your date, submit the Facility Booking Form along with a deposit. Once the date is secured, our Events Assistant will schedule a meeting with you to review the details of your wedding.

We can't wait to meet with you to discuss your ideas and help you plan the perfect day!





Ceremony Layout Options

Choose from one of the options below or share your vision with us and we will do our very best to make it come to life!

Option One

Chairs are set up in the walkway with a center 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 center pillar to allow for the aisle. Metal barricades will be placed in a distant area to block off the area for privacy. This option can accommodate up to **140** chairs.



Option Two

With St. Mary's River in the background, the altar can be situated between the two tree gardens. This area offers a picturesque backdrop for photos. Chairs will be set up with a center aisle on a slight angle between the windscreens and the tree garden. Windscreens will be lowered and barricades set in place. This option can accommodate up to **250** chairs.

Option Three

In the amphitheater area of the Pavilion, chairs are facing the concrete seating area. An aisle is left on either side of the pillar. This offers a full coverage ceremony for both privacy and protection from weather. Windscreens will be lowered and barricades set in place. This option can accommodate approximately **200** guests as chairs are not required.





Ceremony Layout Options

Choose from one of the options below or share your vision with us and we will do our very best to make it come to life!

Option Four

With natural greenery behind the alter, chairs are set up under the Pavilion, facing either North or South with the trees as the backdrop. A center aisle will run diagonally between the two sections of chairs. This option can accommodate up to **300** chairs.



Option Five

Have a large guest list? Take advantage of the space under the Pavilion! In this set up, chairs are under the Pavilion facing the stage with the ceremony taking place on or in front of the stage. Chairs can be set up in two or four sections across the front of the stage depending on the number of guests, with an aisle in the middle. Windscreens will be lowered and barricades set in place. This option can allow the largest number of chairs.





Reception Layout Options

When holding a reception at Roberta Bondar Park, there are a variety of options that you can choose from. Two set ups are outlined below, but other options are available.

Option One

For a reception held at the amphitheater side of the Pavilion, the head table is centered directly in front of the amphitheater seating or in the alcoves located on either the left or right side of the amphitheater. Tables and chairs are set up according to the floor plan provided by the user.



Option Two

For a reception held on the stage side of the Pavilion, the head table can be located on either the North, South, East or West side of the floor or on the stage. Tables are set up in front of the stage with a dance floor in front of the head table. This layout allows for variety of set up options.



Floor plans must be provided by the user 72 hours prior to the reception.

Things to note about the venue

Weather- Even with the windscreens down, keep centerpieces lower with a heavier base, try not to use high pedestals when displaying your cake and use table clips to keep table linens in place.

Roberta Bondar Park has limited parking spaces available for users in front of the Pavilion. If parking is not available, the Civic Centre's North and South parking lots are open for use and are within a very short walking distance to the venue.

****Smoking is prohibited on city property BY-LAW NUMBER 2019-200 and The Smoke-Free Ontario Act, 2017, S.O. 2017**



Decorations

What's included in your rental

Tables

60" round tables that can accommodate up to 8 people (33 tables available)

30' x 96' rectangular tables that can accommodate up to 8 people along two sides. These tables can also be used for the head table, gifts, dessert, etc. (30 tables available). Both tables use standard skirting clips.

Chairs

Black Plastic

(1000 available)

Decoration guidelines

- Depending on venue availability, arrangements can be made to have decorations dropped off the day prior to your wedding.
- Storage at the venue is available, however, 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 clean up.
- **Helium filled balloons are not permitted.**
- All burning candles must be contained in order to comply with local fire codes, as well as to prevent spillage on the brick or concrete.
- Decorative items cannot be stapled, glued, nailed, or tacked 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 adhesive is not permitted.
- Roberta Bondar Park staff is not responsible for the set up or takedown of any decorations.
- All decorations are to be removed off-site when the wedding is over.

NOTE: Any Damages caused by guests/contractors of the wedding are the responsibility of the user group and any repair charges will be billed accordingly.



Sound and Lighting

Sound

A PA system is available for announcements and background music. Whether you choose a DJ or Band, 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 DJ/Band are not permitted to announce "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 Corporation of the City of Sault Ste. Marie collects this fee on SOCAN's behalf and sends payment for all events held at Roberta Bondar Park. This fee is included in rental costs and not an additional charge to user.

Lighting

Roberta Bondar Park 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 by the user.





Food and Beverage

All caterers are welcome at Roberta Bondar Park!

The venue's kitchen offers a commercial fridge, 6 burner stove and 1 hot holding cabinet, large island that can be used as a prep area with ample storage underneath. There are 2 commercial size sinks and several electrical outlets. The stove must be lit by Roberta Bondar Park staff only. Users are reminded that the kitchen facility is not fully equipped and therefore alternate equipment is likely to be needed.

Regardless of the rooms used, all areas are to 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 beverage cups until the event is over.**

Alcohol

If you choose to serve alcohol 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 must obtain a Special Occasion Permit (S.O.P) 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. The Alcohol Policy form in this package must be completed and submitted to the Community Services Department for approval and record, along with a copy of the S.O.P or Caterer's License. Insurance and Security is also required and is mentioned in further detail under Security and Insurance Requirements.

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

- To contain the licensed area, entrances will be barricaded, windscreens will be lowered and signage will be posted.
- Glassware **is only permitted for use during the meal** and is to be removed from the tables once dinner has ended. Plastic cups of different colors are to be used for alcoholic and non-alcoholic beverages (i.e. red= alcoholic and blue= non-alcoholic). **Beer in bottles must be poured.**
- At the end of the evening, the bar must shut down softly. This means that the DJ/Band is not permitted to mention "last call" for bar services.
- All alcoholic products must be removed from the site as cited in the S.O.P.



Security Requirements

Event security is the responsibility of the user. The Corporation of the City of Sault Ste. Marie and its employees are not responsible for items and equipment belonging to the user or rental equipment brought to the site. For wedding receptions, security is required on-site during the time that alcohol is served. The times are as per the S.O.P and a sufficient number of guards is required to ensure that unauthorized persons do not attend the event. The permit requirements of the Liquor License Act must be reviewed in order to determine whether security is sufficient. The user shall consider;

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

****A minimum of 2 paid security guards are required.** The City can provide guards at the contracted rate.

Insurance Requirements

During any use of Roberta Bondar Park, the user is required to maintain comprehensive third party liability insurance coverage.

A minimum of \$2,000,000 liability coverage is required if NOT serving alcohol and a minimum of \$5,000,000 liability coverage if alcohol is being served.

A copy of the Certificate of Insurance must be presented to the Supervisor of Community Services, Recreation and Culture Division no less than 14 days prior to the date of the event.

The Certificate of Insurance document should contain the following information:

- of insurance company and policy number
- Policy term
- Named insured and address (individual, organization or group)
- Date(s), location, and name of event to which the certificate of insurance applies
- Description of coverage including policy limits and deductibles
- Name and address of certificate holder and Additional Insured (**The Corporation of the City of Sault Ste. Marie**)
- 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 regards to the above event but only with respect to the operations of the named insured."
- Signature of the insurer's authorized representative and date



Venue Fees and Services

Ceremony and Reception

Looking to have both your wedding ceremony and reception in one place? Roberta Bondar Park offers multiple locations that you can choose from for your ceremony. All receptions are held under the Pavilion, however, you can choose how you'd like to set up the space. The set up for the event will be completed approximately 2 hours before the ceremony, unless other arrangements have been made.

Fee Structure for Ceremony and Reception

Deposit (non-refundable)	\$500.00
Ceremony and Reception	\$1,526.55
Fee** Subject to HST	

*This fee includes ceremony set up (including tables and chairs) for your reception as per your floor plan. All chair and table linens are the responsibility of the user.

Ceremony Only

Deposit (non-refundable)	\$100.00
Ceremony Rental Fee	\$296.46
Chairs	\$0.66 each
Tables	\$5.31 each
Public Address System (if under Pavilion)	\$42.04
Signing Table	\$5.31

Reception Only

Deposit (non-refundable)	\$500.00
Wedding Reception Fee *	\$1,141.59

*Includes tables and chairs set up for reception, PA system, access to kitchen and dressing rooms, supervision, and cleaning costs.



Contract and Deposit

In order to secure a booking for Roberta Bondar Park, a deposit and a completed Facility Booking Form must be received by the Community Services Department. Upon returning this form, a Facility Rental Contract will be created.

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

Deposits required:

Ceremonies	\$100.00 non-refundable deposit
Receptions	\$500.00 non-refundable deposit

Additional Forms Required

- Information Section for Permits where alcohol will be served that must be submitted to the Community Services Department for approval at least 50 days prior to the event
- Special Occasion Permit (S.O.P) that is obtained from the AGCO
- User Insurance Policy
- Temporary food permit from the Algoma Public Health Unit or a Caterer's License
- Signed Rental Contract



Wedding Booking Form

Please complete this form and submit it to the address below

Names of Persons to be married: _____

Address: _____ City: _____

Postal Code: _____ Phone Number: _____

Email address: _____

Event information

Event (check all that apply): ☐ Wedding Rehearsal ☐ Wedding Ceremony ☐ Wedding Reception

Date and time of Ceremony/Reception: _____

Date and time of Rehearsal: _____

Time required for set-up: _____ Time required for take-down: _____

Anticipated Number of Guests: _____

Number of tables required: _____ Number of chairs required: _____

If you have a decorator, please provide their name: _____

Name of DJ/Band: _____ Set-up time for music: _____

Food and Beverage

Do you intend to provide food and/or alcohol?

☐ Yes ☐ No

If yes, who is supplying the food? _____

If yes, who is running the bar service? _____

What are the hours the bar will operate? _____

Who will provide security?(required when alcohol is serve _____

Do you have a safe transportation option? ☐ Yes ☐ No

Submit completed form to:

Community Services Department

Recreation and Culture Division

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6

Phone number: 705-759-2500 Fax: 705-759-6605

Email: csd@cityssm.on.ca



Wedding Planning Checklist

50 days prior to event

- ☐ If serving alcohol: Submit forms B-2A and B-2B to the Community Services Department. Please note that this form requires signatures from Police Services, Fire Services and the Algoma Public Health Unit.

30-60 days prior to event

- ☐ Complete and send in Booking Form
- ☐ Sign Contract and secure date with deposit
- ☐ Site visit to confirm details such as security, catering arrangements, timelines and floor plan
- ☐ Rehearsal date and time confirmed
- ☐ Arrange for vendors to do a site visit if required

14 days prior to event

- ☐ Submit Insurance Certificate
- ☐ If serving alcohol: Submit Special Occasion Permit or a copy of Caterer's Liquor License and catering endorsement

5 days prior to event

- ☐ Submit final numbers for set-up