



SAULT STE. MARIE



ROBERTA BONDAR PARK

WEDDING PACKAGE

Wedding Ceremonies and Receptions



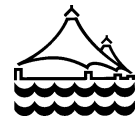
Roberta Bondar Park is an outdoor venue perfect for wedding ceremonies and receptions. There are multiple locations throughout the Park that you can choose from for your ceremony. All receptions are held under the Pavilion; however, you can choose how you would like to set up the space. The Pavilion 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 cannot 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 best to make it come to life!

Option One

With St. Mary's River in the background, the ceremony altar can be situated between the two tree gardens. This area offers a picturesque backdrop for photos. Chairs will be set up with a centre 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 200 chairs.



Option Two

Chairs are 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. Barricades will be placed in a distant area to block off the area for privacy. This option can accommodate up to 250 chairs.

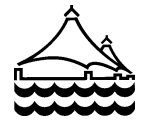


Option Three

In the amphitheatre 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 250+ chairs.



Ceremony Layout Options



Option Four

With natural greenery behind the altar, chairs are set up under the Pavilion, facing either north or south with the trees as the backdrop. A centre aisle will run diagonally between the two sections of chairs. This option can accommodate 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 allows for the largest number of chairs.



Reception Layout Options



Choose from one of the options below or design your own custom setup.

Option One

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



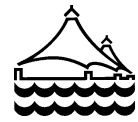
Option Two

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.



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

Decorations



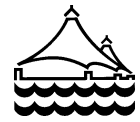
Guidelines

- 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., are not permitted due to the difficulty of clean up
- Helium filled balloons and candles are not permitted
- Decorative items cannot be stapled, glued, nailed, or tacked onto tables or chairs
- Holes are not permitted to be made in any of the structures or rooms at the Pavilion; the use of liquid adhesive is not permitted
- Even with the windscreens down, keep centrepieces 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
- All decorations are to be removed off-site when the wedding is over
- Roberta Bondar Park staff are not responsible for the setup or takedown of any decorations

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



Venue Information



Sound

A public address system is available for announcements and background music. **Additional sound equipment, if required, is to be arranged by the user group.**

Bands and DJ's can be brought in. Both provide excellent sound and have performed at the Pavilion. The stage of the Pavilion is the most common area for the entertainment setup and has several electrical outlets available.

Lighting

The facility is illuminated by house lighting. **Stage and spot lighting, if required, is to be arranged by the user group.**

Parking

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 short walking distance to the venue.

Smoking

City of Sault Ste. Marie Bylaw 2019-200 prohibits smoking and/or vaping within Roberta Bondar Park at any time.



Food and Alcohol



Food

All caterers are welcome at Roberta Bondar Park. The venue's kitchen offers a commercial fridge, 6 burner gas stove, 1 hot holding cabinet, 2 commercial sinks, ample counter space including a large island that can be used as a prep area, and plenty of 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.

All areas are to be left clean in a 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.

If the user group/vendor is serving their own food, they must have a Temporary Food Permit from Algoma Public Health (if required).

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

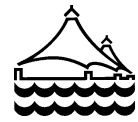
Alcohol

The serving of alcohol is regulated in accordance with the Community Services Department's *Alcohol Risk Management Policy*. Alcohol may be consumed under the authority of a Special Occasion Permit (SOP). The user must obtain an SOP 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 caterer's endorsement. The *Alcohol Risk Management Application Form* in this package must be completed and submitted to the Community Services Department for approval and record, along with a copy of the SOP or caterer's license. Security is also required and is detailed below.

All conditions within the *Alcohol Risk Management Policy* and SOP 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; **beer in bottles must be poured**
- Recyclable cups of different colors are to be used for alcoholic and non-alcoholic beverages (i.e. red = alcoholic and blue = non-alcoholic)
- The band/DJ are not permitted to mention "last call" for bar services
- All alcoholic products must be removed from the site as cited in the SOP

Security and Insurance



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 set in the SOP and a sufficient number of guards are required to ensure that regulations are followed. 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
- Ages and number of persons attending the event

A minimum of 4 paid security guards are required when alcohol is served. The City can arrange to provide guards at contracted rate if requested.

Insurance Requirements

Users are required to have a minimum of \$2,000,000 liability coverage if alcohol **IS NOT** serving alcohol, and a minimum of \$5,000,000 liability coverage if alcohol **IS** being served.

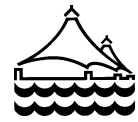
Certificate of Insurance

- Insurance is required for all events held at municipal facilities; an insurance fee will be added to your permit for this insurance to avoid you having to source your own and at a very low rate
- Your permit/contract will have a charge for insurance according to your event requirements; should you wish to source your own insurance please notify us at booking
- Factors dependent are length of event, number of people, and if alcohol is being served

The user must also agree to release the City of Sault Ste. Marie from all claims, demands or causes of action arising from the organization's use of the Roberta Bondar Park Tent Pavilion and will save the City of Sault Ste. Marie harmless from any damage or injury suffered by the organization or its members as a result of its use of the facility.

NOTE: Any damages or excessive mess caused by the user group/contractors thereof are the responsibility of the user group and any cleaning and/or repair charges will be billed accordingly or added to the permit.

Venue Fees and Services



(fees subject to HST)

Ceremony and Reception

Deposit (non-refundable)	\$500.00
Ceremony and Reception Fee*	\$1601.77

*includes tables and chairs setup, PA system, access to kitchen and dressing rooms, supervision, and cleaning costs; all table and chair linens are the responsibility of the user

Ceremony Only

Deposit (non-refundable)	\$100.00
Ceremony Rental Fee	\$309.73
Chairs	\$0.66 each
Tables	\$5.53 each
Public Address System (if under Pavilion)	\$44.03
Signing Table	\$5.53

Reception Only

Deposit (non-refundable)	\$500.00
Wedding Reception Fee*	\$1194.69

*includes tables and chairs setup, PA system, access to kitchen and dressing rooms, supervision, and cleaning costs; all table and chair linens are the responsibility of the user

Setup will be completed approximately 2 hours before decorator/caterer required time, unless other arrangements have been made.

Tables and Chairs Available

- 60" round tables that can accommodate up to 8 people (42 tables available)
- 30" x 96" rectangular tables that can accommodate up to 8 people along two sides (70 tables available); these tables can also be used for the head table, gifts, dessert, etc.
Note: table skirt clip thickness of at least 1.7"
- Black plastic chairs (1200 available)

Contract and Deposit



In order to secure a booking for Roberta Bondar Park, a deposit and a completed Wedding 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 another is given to the user.

Deposits Required:

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

Additional Forms Required:

- Information section for permits where alcohol will be served must be submitted to the Community Services Department for approval at least 50 days prior to the event
- Special Occasion Permit (SOP) obtained from the AGCO if serving alcohol
- Temporary food permit from Algoma Public Health or a caterer's license if serving food (if needed)
- Signed Rental Contract

Wedding Booking Form



Please complete this form and forward to the address below:

Name of Persons to be Married: _____

Address: _____ Postal Code: _____

City: _____

Email: _____ Phone: _____

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 Setup: _____ Time Required for Takedown: _____

Anticipated Number of Guests: _____

No. Of Tables Required: _____ No. Of Chairs Required: _____

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

Name of Band/DJ: _____ Setup time for music: _____

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 hours will the bar operate: _____

Do you have a safe transportation plan: ☐ Yes ☐ No

Submit completed form to:

Community Services Department
Recreation and Culture Division
99 Foster Drive, Sault Ste. Marie, ON, P6A 5X6
Phone: 705-759-5310 | Fax: 705-759-6605
Email: csd@cityssm.on.ca

Request to Use Marquee Sign



Groups who book the Tent Pavilion are permitted to post a message on the Park marquee sign at no extra cost to the user. A typical example for weddings is:

CONGRATULATIONS
[Names of persons being married]!

Messages can be displayed on both sides of the marquee. The west side of the sign faces the Station Mall and the east side faces the Civic Centre. Each side has three message lines and can accommodate 19 characters per line including spaces. User groups may be limited to one side only, pending availability.

Requests for the use of the marquee sign must be submitted two weeks in advance of the event, pending availability.

The Recreation & Culture Division reserves the right to approve and alter the text, if required, for all requests.

Contact Person: _____ Email: _____

Phone: _____ Fax: _____

Date Submitted: _____

Please print your message in the grid and forward to the address below. Include spaces between characters.

Send to:

Community Services Department
Recreation and Culture Division
99 Foster Drive, Sault Ste. Marie, ON, P6A 5X6
Phone: 705-759-5310 | 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 Wedding Booking Form
- ☐ Sign Contract and secure date with deposit
- ☐ Site visit to confirm details such as security, catering arrangements, timelines, and floor plans
- ☐ Rehearsal date and time confirmed
- ☐ Arrange for vendors to do a site visit if required

14 Days Prior to Event

- ☐ Submit Certificate of Insurance if using own insurance
- ☐ If serving alcohol, submit Special Occasion Permit or a copy of the caterer's Liquor License and Caterer's Endorsement

5 Days Prior to Event

- ☐ Submit final numbers for setup