

Old Orchard Inn Hotel & Conference Centre



Conference Groups Orchard Hall

Menu Selection & Catering Policies 30 days prior

Conference Groups | Weddings | Events | Groups of 30 or more, menu selections are required 30 days prior to the event. All food prices are guaranteed for 90 days prior to event. Our menus address the following; dietary concerns, theme menus, seasonal and local products, gourmet selections, and budget limitations.

***Special dietary needs and/or Gluten Free options are available at an additional cost.**

Buffets displayed for maximum of two hours

Municipal and Provincial Health regulations governing our food service license require that all food served for your function is supplied by our hotel kitchen and not from any external sources or suppliers. **The only exception to this policy; special occasion cakes.**

Provincial health regulations prohibit the removal, from buffets, of any food products. Buffets, pizzas and finger foods will be displayed for a maximum of two hours at any function to ensure product quality.

Beverage Service 14 days prior

Our beverage service licenses do not permit the service of beverage items supplied from sources outside of the hotel. This includes any liquor /wine donations. Only designated Old Orchard Inn personnel are authorized & licensed to sell for consumption on our premises. Beverage selections required 14 days prior.

Old Orchard Inn reserves the right to cease a function | event that contravenes provincial liquor laws.

Guarantee Policy 14 days prior

A guaranteed number of guests attending an event are required 14 days prior to the event date. The guaranteed number is the number of guests confirmed for the event or function based on the contract and the number you will be minimally charged. Old Orchard Inn reserves the right to relocate functions to an alternate venue within the hotel should the guaranteed numbers change from the original number in attendance.

Service Charges

All Cash and Host Bar services are subject to a Bartender fee of \$100.00 + HST when sales fall below \$400.00 before tax. A \$75.00 + HST charge is applied for glass and ice set-ups in each Hospitality Room and/or Suite. A variety of audio visual equipment is available to suit your needs. Please contact a member of our Sales Team for pricing and availability. All food and beverage services will have a customary 16% gratuity charge. All prices are subject to applicable 15% HST.

Payment Policy

A non-refundable deposit of 50% of venue rental or \$1000 (whichever is greater) is required with a valid credit card to confirm and guarantee your booking. 30 Days Prior to the event: a second deposit of 50% of the estimated total. For additional details, please contact our Sales Team.

Note: The balance is due, for any and all amounts owing, (whether for increases in number of guests or pre-approved adjustments which occur on the day of the event) upon completion of your event. Old Orchard Inn accepts the following methods for deposit or payment: all major Credit Cards or Debit Card in full.

Cancellation Policy 30 days or less prior

If you should cancel your Conference event 30 days or less prior to the date of the event, noting that all deposits are Non-Refundable, then you may be obligated to pay all or a portion of costs for this cancelled event. Should there be a need to address this, please contact our Sales Team for clarification.

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Arrival & Departure Times for functions and events 8am on event day until 1:00am

The venue for an event booked will be available at 8am on the day of your event until 1:00am. If you require additional time in your venue, prior to your event, please speak with our Sales Team. When booking an evening event, please be aware that the latest departure time from the venue is 1:00am.

Decorations please note prohibited decorations and extra cleanup fee

Confetti, Rice, Glitter, Flower or plastic petals, Streamers, Bubbles etc. are strictly prohibited in function/venue rooms and hotel rooms of the Old Orchard Inn. There will be a minimum clean-up fee of \$500.00 + HST imposed if there should be any contravention.

Ceremony Rental fees per location

•**Orchard Hall**: If you would like to book your ceremony in addition to **Orchard Hall** there will be an additional setup fee starting at **\$300.00 + HST** which will include a maximum of 120 banquet chairs without chair covers and additional **stipulation applies**; you must be booking Fireside plus other salons for your reception. For additional chairs required this will be \$4.00 + HST per chair.

•**Heritage Barn**: If you would like to book your ceremony there will be an additional Ceremony Setup fee starting at **\$300.00 + HST** which will include a maximum of 120 banquet chairs without chair covers and additional **stipulations apply**; you must be booking Heritage Barn for your reception. For additional chairs required this will be \$4.00 + HST per chair.

•**Sundeck Ceremony**: If you would like to book your ceremony on our Sundeck there will be a minimum setup fee of \$500.00 + HST that will include 120 standard green lawn chairs with additional chairs required \$4.50 + HST per chair. Our Sundeck will be private only for a period of two hours to accommodate decorations and ceremony. **Note**: The minimum number of chairs will be based on your guaranteed number.

•**Gazebo in the Orchard Ceremony**: If you would like to book your ceremony in our Gazebo nestled in our Apple Orchard there will be a minimum setup fee of \$500.00 + HST that will include 120 standard green lawn chairs with additional chairs required \$4.50 + HST per chair. Our Gazebo will be private only for a period of two hours to accommodate decorations and ceremony. **Note**: The minimum number of chairs will be based on your guaranteed number

Musical Entertainment SOCAN & Re:Sound fees

For the pleasure of all guests, we ask that music not commence prior to 9:00pm and end by 1:00am. All musical entertainment is subject to a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee & Re:Sound Tariff fee and will be applied to the final invoice. Music played without dancing – SOCAN \$30.00 + HST/Re:Sound \$15.00 + HST. Music with dancing – SOCAN \$60.00 + HST/Re:Sound \$30.00 + HST.

Event | Wedding Packages

There are a variety of packages available to accommodate your special occasion | event | wedding. For your guests, the Old Orchard Inn will extend a special rate for overnight accommodations. Please inquire further with our Sales Team.

Why settle for one apple? When you can have the whole orchard...