



Wedding Planning Guide

Orchard Hall & Heritage Barn

Pricing effective January 1, 2019



Old Orchard Inn Conference Resort & Spa

Exit 11, Highway 101, 153 Greenwich Road South,
Greenwich, Nova Scotia, B4P 2R2

T: (902) 542 5751 TF: 1 800 561 8090 F: (902) 542 2276
www.oldorchardinn.com

Old Orchard Inn Hotel & Conference Centre

Wedding Planning Guide



Congratulations on Your Engagement

Old Orchard Inn Hotel & Conference Centre offers a selection of services and facilities to host your reception. The following guide will help make your planning easier.

Bride: _____ Telephone #: _____ Email: _____ Address: _____ _____ _____ Bride's Parents (if applicable) _____ Telephone #: _____ Email: _____ Address: _____ _____ _____
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Groom: _____ Telephone #: _____ Email: _____ Address: _____ _____ _____ Groom's Parents (if applicable) _____ Telephone #: _____ Email: _____ Address: _____ _____ _____
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SIX MONTHS TO ONE YEAR PRIOR

Wedding Date: _____

Anticipated number of guests: _____

Location of Reception: _____

Please Note: Minimum \$1,000.00 advance **non refundable** deposit or 50% of the venue rental (whichever is greater) along with the signed contract is required **two (2) weeks** after the initial booking is made to confirm your function space.

Will you require guestrooms for any out-of-town family or friends? **Yes / No**

At your request, a block of rooms may be set-aside at a special wedding rate.

*Any unreserved guestrooms will be released **one (1) month** prior to the arrival date*

Larger blocks of thirty room nights or more will be reviewed three months prior to arrival

Location of Wedding Ceremony: _____

Time of Ceremony: ____: ____ **am / pm**

Expected duration of Ceremony: _____ **Hour(s)**

Receiving Line Locations (if any): (1) _____, (2) _____

Size of Receiving Line: _____ people

Guest Book /Photo Frame Location: _____

Will the reception area be professionally decorated or otherwise? **Yes / No**

If yes, please indicate who will be decorating & when _____

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Your Photographer & Photo Session:

Who is your photographer?

Name: _____	Company: _____
Telephone: _____	E-mail: _____
Address: _____	

When and where will the photo session(s) be taking place? ____: ____ am / pm at _____

How long will the photo session(s) last? _____ Hour(s)

Will you be hiring a videographer? **Yes / No** If yes, who is your videographer? _____

Name: _____	Company: _____
Telephone: _____	E-mail: _____
Address: _____	

IMPORTANT

Dinner *will be ready to serve* at the time you have indicated. **If circumstance should dictate** (such as the photo session taking longer which will delay your arrival) we request that someone from your party notify the hotel as soon as possible. As we want the best guest experience, please note that the **timing of your meal is critical** to ensure that this remains of the highest quality.

Dance: Please be advised that any function, which plays or broadcasts live or recorded music, is subject to a *SOCAN (Society of Composer, Authors and Music Publishers of Canada)* fee. Dance and non-dance functions will be charged \$60.00 + HST and \$30.00 + HST respectively. For further information on *SOCAN* please visit their website at www.socan.ca. In addition, any function which plays recorded music is also subject to a Re: Sound (formerly known as the Neighbouring Rights Collective of Canada or the "NRCC") fee and will be charged \$30.00 + HST for an event with dancing and \$15.00 + HST for a non-dance event.

DJ or Band: Should you have a dance, please provide the following information about your DJ or Band

Name: _____	Company: _____
Telephone: _____	E-mail: _____
Address: _____	

SOCAN License #: _____	

What time will they arrive to set up? ____: ____ am / pm

How much space will they require to set up? _____

Do they require a 6 ft or 8 ft rectangular table? _____

Please see our Sales Team for a list of terms & conditions for music services

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THREE MONTHS PRIOR

Onsite Services available for direct booking

Eau Spa Telephone: (902) 542-4800 or email: info@eauspa.ca

Jazz It Up Hair Studio Telephone: (902) 697-3200 or email: jazzitup@eastlink.ca

Wedding Reception

Catering

What menu have you selected for your reception? _____

Our catering menus offer a wide selection of delicious choices. Are you aware of specific dietary needs or special requirements? _____

- Will there be any Pre-Dinner service requirements? Such as:

Bar Service: **Yes / No**

Punch Service: **Yes / No**

Hors d'Oeuvres: **Yes / No**

- Guests are expected to arrive at the reception by: ____: ____ **am / pm**

- The Wedding Party is expected to arrive at the reception by: ____: ____ **am / pm**

Wedding Cake

Who is preparing your wedding cake

Name: _____ **Company:** _____

Telephone: _____ **Email:** _____

Address: _____

Will you also be having a groom's cake? **Yes / No**

What time will the cake(s) be delivered? ____: ____ **am / pm**

Will additional items for the cake arrive separately? (ie: flowers, cake topper, etc.) **Yes / No**

If yes, when will they be delivered? _____

Will the cake require refrigeration? **Yes / No**

When are you planning the official cutting of the cake? _____

Would you like our staff to cut your wedding cake? **Yes / No**

We are able to provide silver trays for the cake service

If so, how would you like the cake cut? **1 x 1 Finger Slices or Dessert Size**

Would you like the top layer saved? **Yes / No**

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Room Setup & Timeline

- How many people do you wish to seat at each table? _____ people
- How many people will you have at your head table? _____ people
- Do you wish to rent our staging for your head table? Yes / No

*If yes, please indicate your height preference: **one foot or two feet***

- Would you like tables reserved for family members? Yes / No
- Are you providing a seating arrangement for your guests? Yes / No
- Will you require our table numbers and/or stands? Yes / No
- Do you plan on any special floral arrangements? Yes / No
- Will you be providing centerpieces for the tables? Yes / No
- Would you like the option of renting our centerpieces? Yes / No

If yes, please indicate the items you require: _____

- Will Wedding mementos be provided for each place setting? Yes / No
- What time is the catering is to be served at? ____: ____ **am / pm**
- Will a blessing be said before the meal? Yes / No
- Who is your Master of Ceremonies? _____
- May we have a copy of your wedding reception program? Yes / No
- Have you planned any toasts and responses? Yes / No
- Will this take place before or after the meal? **Before or After**
- Will you be making an audio visual presentation? Yes / No

*If yes, please advise the time: ____: ____ **am / pm***

- Will you be renting any of our equipment for this presentation? Yes / No
- Will you have any entertainment take place at any time? Yes / No

*If so, please specify when: **Before, during or after dinner***

To ensure the quality of catering services, we suggest that the majority of speeches and/or audio visual presentations occur during or after dessert.

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Service Charges on Banquet Rooms

A bartender fee of \$100.00 + HST applies to all bar services when sales fall below \$400.00 before taxes. Should an additional set-up be required, a service fee will apply (*such as a ceremony setup changed to a banquet setup*).

Beverage Services

Our Beverage Service Licenses do not permit the service of beverage items being supplied from external sources. This includes any donations. All alcoholic beverages served in our facilities must be supplied from regular Hotel inventories.

Supervision and Damages

The Hotel reserves the right to inspect and control all private functions. The Hotel does not assume responsibility for personal property and equipment brought into the banquet function. If there are any additional charges for damage to Hotel property caused by function guests, these will be added to the final invoice.

FOUR WEEKS PRIOR

At this time, **Old Orchard Inn** recommends a return visit with Sales Team member to update itinerary details and provide guest count. **Fifty percent (50%) of the balance of your estimated cost is now due.**

FIVE BUSINESS DAYS

At this time, we ask that you please provide the guaranteed number of guests attending your reception. Minimum charges will apply for the **Guaranteed Number** as this is the number that you will be invoiced.

Decorating Policies

Only **masking tape** is permitted on any of our wall or ceiling surfaces. Anything that will **puncture** the walls or ceiling surfaces is **not** permitted. **Examples:** *thumbtacks push pins, hooks, or nails, etc. may not be used.*

Old Orchard Inn respectfully requests that wedding guests refrain from bringing any and all forms of confetti into the building. If confetti, rice, flower petals, glitter, etc. are used on the property of the Old Orchard Inn, a minimum clean-up fee of \$500.00 + HST will apply. Decorations and Rental Items provided by the Old Orchard Inn are not to be removed from the property.

Candle Policy

*Due to our Fire Regulations, **no open flames** will be permitted onsite. Candles are permitted, but **must** be contained in appropriate holders. See your Sales Team member for more information.*

Non-Smoking Policy

Old Orchard Inn Hotel & Conference Centre is a designated Smoke-Free Facility. Please ask your Sales Team member as there are designated smoking areas for cigarettes & Ecigarettes or vaping.

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Provincial Liquor Laws

Nova Scotia Provincial Liquor Laws strictly prohibit the consumption of outside (**not purchased from the hotel**) liquor in most areas of the hotel. This includes, but is not limited to, any rented venue, public areas and parking lots/ grounds of the hotel. Therefore, **any and all alcohol must be purchased directly from the hotel**, with the only exception of alcohol in a rented guest room, which may be purchased elsewhere as long as it is not consumed in areas other than said guest room.

Any guest deemed by hotel staff/management found to be in violation of the NS Liquor Law will be advised they cannot re-enter the event in progress as we will not be responsible for how much alcohol they may have consumed and/or they will be asked to leave the hotel property immediately.

If these actions continue unabated, the consumption of alcohol not purchased from the hotel, then the event may run the risk of being terminated. The Old Orchard Inn & Spa would ask that any MC or convener make announcements to such effect should this action be required. The signature of the organization, person(s) below indicates that there is an acknowledgement of this clause.

Included in Reception Room Rentals

- Head table with white skirting
- White linen tablecloths & white linen napkins
- Choice of rectangular or round tables *dependent on location*
- Lecture podium & microphone
- Guest book table and gift table with white skirting
- Cake table with white linen and cake cutting services
- A cake knife *upon request*
- Bartending services *with drink sales over \$400.00 before tax*
- Dance floor: *dependent on event location*
- Set-up of reception room
- Onsite coordination of your wedding reception



Simply Wedding Offerings

Making your special day easier

Price List

<i>Item</i>	<i>Price per item</i>
Elegant White Chair Covers	\$3 <i>installed</i>
Tall 10" x cylinder vases	\$3
12" mirrors for centrepieces with 3 votive candles	\$5
Submersible LED lights	\$2
Printed Dinner Menu (Minimum 2 per table or \$2.50 each)	\$5
Sugar Cookies Heart Shaped with Bride & Groom initials for guests	\$3
Elegant White Ceiling treatment with lights*	\$300

**Please note: Ceiling treatment includes rental of Salons D, E & Fireside at a minimum*



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Simply Wedding Packages

Making your day easier

All packages include complimentary 12" x12" mirror centrepieces

With three votive candles, if requested.

A Touch of Elegance

Minimum of 50 guests

Elegant White Chair Covers installed

Glass of House White or Red for each guest

Next Morning, Complimentary Breakfast for Bride & Groom

75 guests or less \$10.95 pp + +

75 guests & over \$9.95pp + +

Wedded Bliss

Minimum of 75 guests

Elegant White Chair Covers installed

2 (two) Printed Dinner Menus at each table

Glass of House White or Red for each guest

Next Morning, Complimentary Breakfast for Bride & Groom

75 guests or less \$10.95 pp + +

75 guests & over \$9.95pp + +

Love Our Day

Minimum of 75 guests

Elegant White Chair Covers installed

2 (two) Printed Dinner Menus at each table

Glass of House White or Red for each guest

Sugar Cookies Heart Shaped with Bride & Groom initials for guests

Elegant white ceiling treatment with lights

Next Morning, Complimentary Breakfast for Bride & Groom

First Anniversary Dinner voucher for our dining room to Bride & Groom (\$75.00)

75 guests or less \$16.95 pp + +

75 guests & over \$15.95pp + +

** Please add 15% HST and 16% gratuity to all prices*



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OLD ORCHARD INN HOTEL & CONFERENCE CENTRE

WEDDING & SOCIAL EVENT FACILITIES

FUNCTION ROOM	SQUARE FEET	ROOM SIZE (L X W)	CEILING HEIGHT	THEATRE OR STANDING RECEPTION	BANQUET ROUNDS OF 10PPL	DAILY RENTAL
Orchard Hall (Fireside Lounge + Salons A,B,C,D & E)	7400	123 x 60 ft	12-14 ft	640	250-300	\$2100
Salon A	704	32 x 22 ft	12 ft	40	36	\$275
Salon B	608	32 x 19 ft	12 ft	40	20-30	\$240
Salon C	608	32 x 19 ft	12 ft	40	20-30	\$240
Salon D	1800	60 x 30 ft	14 ft	140	90	\$485
Salon E	1680	60 x 28 ft	14 ft	120	90	\$475
Fireside Lounge	2000	72 x 29 ft	12 ft	140	90	\$725
Salons A & B	1312	32 x 41 ft	12 ft	80	60	\$425
Salons B & C	1216	32 x 38 ft	12 ft	70	60	\$400
Salons A, B & C	1920	60 x 32 ft	12 ft	150	100	\$650
Salons A, B, C & D	3720	60 x 62 ft	12-14 ft	240	180-210	\$1125
Salons A, B, C, D & E	5400	60 x 90 ft	12-14 ft	260 -300	250-300	\$1550
Salons D, E & Fireside Lounge	5480	60 x 87 ft +	12-14 ft	260-300	150-175	\$1600
Salons D & E	3480	60 x 58 ft	14 ft	320	160	\$850
Salon E & Fireside Lounge	3680	60 x 57 ft +	12-14 ft	320	100 Dance 120 No Dance	\$1200

ADDITIONAL WEDDING & EVENT SPACE

FUNCTION ROOM	SQUARE FEET	ROOM SIZE (L X W)	CEILING HEIGHT	HOLLOW-SQ	THEATRE OR STANDING RECEPTION	BANQUET ROUNDS OF 10PPL	BANQUET RECTANGLE TABLES	DAILY RENTAL
Boardroom 201	240	20 x 12 ft	8 ft	8	-	-	-	\$150
Boardroom 303	240	20 x 12 ft	8 ft	12	-	-	-	\$150
Salon 304	530	22 x 24 ft	8 ft	20	45	24	35	\$220
Blomidon Room	1420	43 x 33 ft	12 ft	45	100	-	80	\$400
Heritage Barn	2700	54 x 50 ft	8 ft	-	160	-	120	\$1250

All occupancies include **entire** floor areas.

Allowances have been made for head tables, audio/visual equipment, catering tables, dance floors etc.

Note: Salon D Dance Floor = 728 Square Feet (28 x 26 ft)

Salon E Dance Floor = 644 Square Feet (28 x 23 ft)

*** All Rental Fees include one setting of the venue booked.**

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AUDIO/ VISUAL PRICES

Projection Screen, A/V Cart & Power Cord	\$25
LCD Data Projector	\$135
Laptop	\$75
32" LCD TV	\$75
CD Player & Mixer	\$35
DVD Player, TV or VCR	\$35 / each
P/A Podium	Complimentary
Wireless Microphone (Lapel or Handheld)	\$40
Each Additional Microphone (Head Table/Floor)	\$25
Mixer	\$35
High Speed Wireless Internet	Complimentary
Portable Outdoor Speakers (2)	\$75
4 x 8 ft Sections of Staging (1 x 2 ft heights available)	\$40 / section

Onsite Facilities

Eau Spa

The World Class Spa offers a full range of services including Facials, Massage, Body Wraps, Body Scrubs, Hydrotherapy Baths, Manicures, Pedicures, Waxing and Makeup Application. All appointments must be made **directly with Eau Spa by calling: 902.542.4800**

Jazz It Up Hair Studio

Featuring a Master Hair Stylist. All appointments must be made directly **with 'Jazz It Up' by calling: 902.697.3200**

Indoor Swimming Pool

Our heated indoor swimming pool measures fifty (50) feet in length and has a width of twenty-five (25) feet. The swimming pool is tucked away in a private wing of the hotel, featuring large windows and offering a panoramic view of the Apple Orchard landscape.

Hot Tub

Located in the pool area, the hot tub has seating for up to eight (8) people.

Sauna (Dry)

In close proximity to the swimming pool, our Sauna accommodates four (4) to six (6) guests. This is a dry sauna, with **no water** needed.

Fitness Room

Located on the first floor, the fitness room features a treadmill and two elliptical machines.

Tennis & Basketball Courts

Adjacent to our Heritage Barn and Lounge, the property offers two (2) full-size Tennis Courts with basketball available. Tennis Racquets, Tennis Balls and Basketballs are available by request from our Front Desk.

Horseshoe Pits

The horseshoe pits are measured to regulation size. Horseshoes are available by request from our Front Desk.

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Local Valley Attractions

- * CentreStage Theatre (amateur)
- * Two Planks and a Passion Theatre company
- * Acadia Cinema Cooperative
- * Cineplex Cinemas, New Minas
- * Valley Drive-In Theatre
- * Berwick Heights Golf Course
- * Ken-Wo Golf Club
- * Eagle Crest Golf Course
- * Wolfville Farmer's Market (Saturday mornings)
- * Halls Harbour Fishing Village & Lobster Pound
- * Art Galleries and Craft Shops
- * Local Farm Markets and U-Pick Farms
- * Ski Martock (downhill and cross-country)
- * Dooly's Billiard Hall
- * West Side Charlie's Billiard Hall
- * Sandy and Rock Beaches
- * Domaine de Grand Pré Winery
- * Gaspereau Vineyards
- * Benjamin Bridge Winery
- * Mercator Vineyards
- * Blomidon Estate Winery
- * Sainte-Famille Wines Ltd
- * Luckett Vineyards
- * L'Acadie Vineyards
- * Lightfoot & Wolfville Winery
- * National and Provincial Parks
- * Fox Hill Cheese House
- * Agriculture Research Station
- * Fishing and Hunting
- * Bird Watching (Bald Eagles)
- * Kayaking and Canoeing

Notes

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