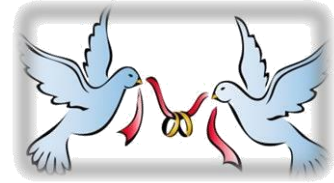




8215 Heartland Forest Road  
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905.356.7384  
www.heartlandforest.org



## WEDDING POLICIES and FEE SCHEDULE 2021

Heartland Forest is happy to help the new couple start their life's journey together by providing a beautiful venue for this special occasion. Our **fee schedule** will tell you how much to expect for various combinations of services and you can choose the combination that's tailor-made for you. Our **policy schedule** will provide you with information regarding cancellation, damage deposit and helpful details to ensure your day is extraordinary!



**CAPACITY:** We recommend a maximum of 150 guests

### **FEE SCHEDULE ~ Facility rentals**

Rental costs at beautiful Heartland Forest vary by time period and the number of rooms required. (Please note that we do not offer Friday or Sunday weddings) The rental fee covers the following:

- Use of the Forestview Wing, Atrium, and Patio's located directly outside of the Nature Centre
- Room set-up utilizing our standard tables & chairs. ( 5 foot round tables or 8 foot banquet tables and use of our low-back black padded chairs)
- Use of the Café which provides a full-sized fridge, small freezer, microwave, sink, counter space. (Please note that there is no access to a stove onsite)
- Use of the Art Studio for Catering companies only!
- Use of the grounds directly behind the Nature Centre or CTFS Pavilion for outdoor ceremonies
- Use of the grounds/treehouse for wedding photography

<b>Facility Access times:</b>	<b>Saturday 9 am to Sunday 1 am</b>	<b>\$ 2,800.00</b>
<b>Security/Damage</b>	Deposit required for all bookings (refundable)	<b>\$ 500.00</b>
<b>ADD ONS:</b>		
<b>Rehearsal time:</b>	2 hours ~ Thursday or Friday preceding the wedding between 4 pm and 7 pm (must be booked in advance and confirmed in writing)	<b>\$ 100.00</b>
<b>Set up/Décor:</b>	3 hours – day before the wedding – Time to be confirmed	<b>\$ 150.00</b>
<b>AV/Sound</b>	Technician for Video/PowerPoint presentations ONLY! 1 hour	<b>\$ 200.00</b>
<b>Tootsie Express Train:</b>	The train and conductor may be rented for a maximum of 2 consecutive hours for photographs and/or train rides	<b>\$ 200.00</b>

## **POLICY SCHEDULE**

*Payment:* A deposit equal to fifty (50) percent of your rental fee is required when your facility contract is signed. Cheques are payable to Heartland Forest Nature Experience. The balance is due ten (10) days prior to your booking date. All applicable taxes are included in the facility contract fee.

*Security/damage deposit* is required. Please provide a credit card payment for \$500.00. This deposit will be returned to you after your wedding unless:

*a. Discarded garbage, confetti materials or alcoholic beverage containers are found on the property. This includes the parking lot, treehouse, grounds and entrance to the Nature Centre.*

*b. Damage is done to the walls, tables, furniture or facility. If it is necessary to retain your damage deposit or a portion of same, Finance will send you a letter explaining why your deposit was not returned to you in full.*

*Linens and Chair Covers:* You are free to rent these items from any company of your choosing. Items may be dropped off between the hours of 11 am and 4 pm only (Friday preceding the wedding) or on Saturday at 9 am. You must rent patio chairs for an outdoor ceremony (or for your reception should you choose to decline our black padded low-back chairs which are solely for indoor use.)

<http://www.simplybeauty.ca/>  
<http://www.partyshoppe.ca/>

<http://www.partyconnectionrentals.ca/>  
<http://www.specialoccasionsrental.ca/>

**Catering:** You may secure the services of any company of your choosing. \*Public Health Food handling Guidelines must be followed. Supplies may be dropped off on Saturday any time after 9 am. Chef/catering staff must conduct a site visit prior to the wedding date. Catering Contract must be signed.

**Failure by the catering company to comply with Catering Contract will result in a fee being assessed to the Catering Contract Holder.** (Caterer must abide by all terms/conditions of your contract.)

*Floral/Photography:* You are free to secure the services of any company of your choosing. Items may be dropped off and/or set up between the hours of 4 pm and 7 pm only (Friday preceding the wedding) or on Saturday after 9 am. (Vendor must abide by all terms/conditions of your rental agreement.)

*DJ/Music:* You are free to secure the services of any company of your choosing. Items may be dropped off and/or set up between the hours of 4 pm and 7 pm only (Friday preceding the wedding) or on Saturday after 9 am. (Vendor must abide by all terms and conditions of your rental agreement.)

*Wedding Planner/Organizer:* You are free to engage the services of any wedding planner/organizer. (Vendor must abide by all terms/conditions of your rental agreement.)

*Décor Items:* You may bring in own décor items and centerpieces. Please note that painter's tape and sticky tac are the only adhesives allowed on the Nature Centre walls. You may not pin, tack, staple, nail or otherwise secure items in the venue without written permission. All items are to be removed no later than 1 am (Sunday).

*Facility Signage:* You may cover signage with draping, burlap or other materials provided they have been reviewed and approved in writing!

*Alcohol:* The booking client will not permit consumption of alcoholic beverages in the Rental Venue except in designated areas and as authorized by the LCBO's **Special Occasions Permit**. The client will post the **Special Occasions Permit** (liquor license) outside of the café (bulletin board) and ensure that guests comply with the terms and conditions set out by the permit. ( [http://www.agco.on.ca/forms/en/1575\\_a.pdf](http://www.agco.on.ca/forms/en/1575_a.pdf))

*Special Event Liability Insurance:* Client to obtain \$2,000,000.00 public and general commercial liability insurance, naming Heartland Forest as additional insured. Certificate of Insurance must be received by Heartland Forest no later than ten days prior to booking date.

Cost: a. through your own home insurance provider **OR**  
b. Heartland Forest to provide insurance for single day event with alcohol permit = \$205.00  
c. Heartland Forest to provide insurance for single day event with no alcohol = \$ 82.00

As the event host, you also want to make sure the vendors you hire are properly insured, reputable and have trained staff. Ask your vendor for a Certificate of Insurance that lists the vendor in question, the amount of insurance they hold (usually \$2-5 million), the insurance company providing it, the dates the policy is active, and the type of insurance. When liquor is served the caterer should also list Liquor Liability insurance as well. A common practice is to ask the vendor to add you onto their policy as an "Additional Insured", which means that their insurance will cover you as well.

*Event music* must conclude by 12:30 am.

*Storage of items:* Please discuss storage details with the Facility Services Manager. (subject to availability and all details to be confirmed in writing)

*Accessibility:* The facility is easily accessible by wheelchair and scooter and provides 2 indoor accessible washrooms. **Heartland Forest** is endorsed by [Accessible Niagara](#).