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## Introduction and Policies

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Thank you for considering River Run Centre for your event. This document provides all the essential rental and policy information you need to begin planning your event. You will also find a sample budget showing a basic cost breakdown.

Canada Company Hall, which serves as the lobby for public performances, is also a beautiful space for receptions and dinners. It features a panoramic view of the Speed River and John Galt Park, and the attached patio offers a picturesque outdoor extension to the hall.

Since River Run Centre was designed and built as a centre for the performing arts, you will find our rate structure, staffing requirements and operational terminology somewhat different than that of a banquet hall.

### Staffing Policy

River Run Centre reserves the right to determine staffing needs based on:

- Event requirements
- Collective bargaining agreements (River Run Centre adheres to the Collective Bargaining Agreements between the City of Guelph and CUPE Locals 973 and 241, and the City of Guelph and IATSE Local 357)
- Safety of all patrons, staff, volunteers and performers
- Protection and stewardship of the venue and equipment

For every event, it is required that all front of house, technical and box office positions are filled with River Run Centre staff. Rental clients are required to pay for all staff and services scheduled for their event.

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## Planning Your Event

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### Capacity

Canada Company Hall accommodates 150-175 guests comfortably for a sit-down dinner, with still enough space for a dance floor, and special tables (such as food, gift and head tables.)

### Additional Spaces

Rental of Canada Company Hall includes The Bridge and Co-operators Hall (subject to availability.) For a wedding, these spaces may accommodate a ceremony and/or cocktail reception, dependent on number of guests. Contact River Run Centre to find out what options these spaces offer for your event.

### Insurance

Comprehensive General Liability Insurance is required in the amount of \$2 million per occurrence. You must provide proof of insurance prior to the event. You may simply purchase insurance through the City of Guelph.

### Contact Information

Jill Grantmyre  
Supervisor of Ticketing and Event Services  
519-837-5662 extension 2804  
jill.grantmyre@riverrun.ca  
35 Woolwich Street, Guelph, Ontario N1H 3V1  
www.riverrun.ca

This document is available in alternate formats upon request.

## Bar Services

All alcohol must be purchased through River Run Centre, which holds the Liquor Sales Licence for the facility. We will provide the bar, glassware and bar staff for all beverages served by River Run Centre.

### Current prices and brands (subject to change)

#### Beer and Liquor

- Canadian Club Rye
- Johnnie Walker Red Label Scotch
- Beefeater Gin
- Smirnoff Vodka
- Bacardi White Rum
- Sleeman Clear
- Sleeman Railside
- Sleeman Honey Brown
- Sleeman Original Draught
- Sapporo
- Wellington SPA (Special Pale Ale)
- Wellington County Dark Ale

#### House Wine (Colio Estate Wines)

- White: Sauvignon Blanc
- Red: Cabernet Merlot

#### Bar Prices (including tax)

- \$6.00 per liquor
- \$6.00 per beer (bottle)
- \$30.00 per bottle house wines
- \$6.00 house wine per glass
- \$2.00 per non-alcoholic beverage
- \$2.00 per prepared beverage
- \$65.00 per 50-cup coffee urn
- \$115.00 per 100-cup coffee urn
- \$40.00 per bowl non-alcoholic punch

All alcoholic beverages must be purchased from River Run Centre. Caterers are welcome to provide non-alcoholic beverages (e.g., coffee) using their own staff and supplies.

Special orders for alcohol can be accommodated with six weeks advanced notice. Special orders will be priced separately. Charges will apply for any unused special order product.

River Run Centre provides bar staff for the main bar. Should you request an additional bar location, additional charges will apply.

Bar Services close no later than 1:00 am.

River Run Centre provides glassware for all beverages served by River Run Centre staff at the bar (standard wine glasses, beer glasses, rocks glasses and coffee mugs.) If specialty glassware is required, you are responsible for renting it.

Billing options for the bar are flexible. River Run Centre staff will work with you to find a solution suited to your budget. These can include:

- Full host bar
- Full cash bar
- Drink Tickets

Please contact River Run Centre for further details/options.

## Food Services

All food must be prepared off-site as River Run Centre does not have on-site cooking facilities. We do have a small catering preparation room with two (2) domestic refrigerators and limited electrical service outlets.

Catering: You may hire any caterer who is licensed/certified by the local Public Health Unit.

A list of local caterers who are familiar with the facility is available upon request.



## Tables & Chairs

We have enough tables and chairs to accommodate a sit-down dinner for up to 175 guests, including:

- 5 foot round tables (seat 8)
- Banquet Chairs
- Some rectangular tables (6 foot and 8 foot lengths)
- Bistro tables

Our staff will set up the tables and chairs to your specifications. There is a \$110 fee, which is itemized in the attached budget.

Any items we do not provide can be rented from an event rental company.

We do not provide:

- linens
- dishes or cutlery
- cruiser tables or outdoor furniture
- dance floor
- decorations

## Technical Services

In accordance with our staffing policy (see page 1), all technical services must be provided by River Run Centre staff, with the exception of deejay services in Canada Company Hall for weddings. Your deejay must provide his/her own equipment and may also provide a microphone for speeches. Live bands will require coverage from a technician.

## Rates (please see sample budget, page 4)

Item	Cost	Description
Rent	\$2,300.00	Canada Company Hall
Set-up	\$110.00 per room	River Run Centre will set up and strike tables and chairs in accordance with your floor plan
Facility Staff (House Manager)	\$27.00 per hour	Whenever you, your suppliers, or guests are in the facility
Food Services Charge	\$1.00 per person	Whenever food is served in our facility
Beverages	varies	Charged based on consumption at current rates
Insurance	\$250.00	If purchased through City of Guelph
SOCAN and Re:Sound	\$63.49 SOCAN Tariff 8 \$26.63 Re:Sound Tariff 5.B	A license fee will be added to your billing and remitted to SOCAN and Re:Sound on your behalf. A license is required to play music in public in Canada. For more information, visit <a href="http://www.socan.ca">www.socan.ca</a> (tariff 8) and <a href="http://www.resound.ca">www.resound.ca</a> (tariff 5B1)
Risers:	\$20.00 per unit	4 foot by 8 foot
Coat Check	\$15.00 per hour hosted or \$1.00 per coat paid by guests	Seasonal
Lectern	\$75.00	For plexiglas lectern (use of wooden lectern is free)
House Technician	\$40.00 per hour	Minimum 4 hour call
Production Equipment	varies	Based on requirements



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## Sample Budget

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- Assumes House Manager 9:00 am to 2:00 am
- Assumes no technical requirements
- Assumes 150 Guests
- Assumes Deejay provides music and microphone
- Assumes 150 guests with music and dancing (for SOCAN and Re:Sound)
- Does NOT include any beverages
- Does NOT include "extras" such as risers, coat check or plexiglas lectern

Description	Total
Base Rent	\$2,300.00
Set-up	\$110.00
House Manager (9:00 am - 2:00 am)	\$459.00
Food Service Charge	\$150.00
Technical Services	\$0.00
Production Services	\$0.00
Non-alcoholic Beverages	\$0.00
Alcoholic Beverages	\$0.00
Insurance	\$250.00
SOCAN	\$63.49
Re:Sound	\$26.63
Total Before Taxes	\$3,359.12

For more information on options for on-site ceremonies and cocktail receptions, or to see photos contact:

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