

# MEETINGS, WEDDING + EVENTS

## TO DO CHECKLIST + IMPORTANT INFORMATION



### ASAP:

Contact the Events Team at [events.inquiry@ctfn.ca](mailto:events.inquiry@ctfn.ca) with request of date / time, number of people, and any AV requirements you may have (zoom, presentation, mics, etc)

### ONE MONTH PRIOR:

All details for large events (50+ attendees) must be finalized. Head count, menu selection, floor plans, AV requirements

### TWO - THREE WEEKS PRIOR:

All details for meetings or events for >50 attendees must be finalized. Head count, menu selection and catering requests, floor plans, AV requirements

#### **BOOKING AND HOLDING DATES:**

Requests to hold dates are encouraged for large events and must be done through email. Please be sure to include your full name, date of event, estimated number of guests, and any AV requirements you may have.

#### **DEPOSITS:**

Deposits may be required two weeks before the event in order to hold your date and time or apply to catering requests.

#### **PRICING DISCLAIMER:**

Due to market fluctuations, we reserve the right to change prices at our discretion. Rush orders are subject to a 20% surcharge.

#### **DAMAGES:**

Access to our exhibits are included with rental bookings but are for viewing purposes only. Any damage to the building or artifacts will be charged to the host of the event.

#### **GUARANTEES:**

An estimated number of guests must be provided at the time of booking. Final guest counts must be provided no later than 72 business hours before the event.

#### **KITCHEN USE + STORAGE:**

Due to limited space, we are unable to store any items overnight. If you need an exemption from this policy, it must be approved in writing two weeks prior by our events team. All food served at your function must be removed immediately following the conclusion of your event. Kitchen rentals require a separate contract.

#### **FOOD ALLERGIES + SPECIAL DIETS:**

We take food allergies very seriously. Please note to any guests with serious medical conditions that our kitchen may contain traces of milk, eggs, gluten, fish, and nuts. We can not be liable for adverse side effects from these potential trace contacts. We will do our best to ensure all allergies are address, please give 72 hours notice of dietary needs.

#### **DECOR:**

Discuss with our events team your planned decor and decoration ideas. Tape is not permitted on artifacts or wood surfaces. No glitter, confetti, bubbles, or flower pedals are permitted. Candles are allowed but must be contained in a votive. Flowers and plants are allowed but must be clean and insect-free. Overnight storage of decor is not permitted due to limited space and other event bookings.

#### **ACCESS AND EXIT TIMES:**

Please discuss with our events team at the time of booking estimated amount of load in and load out times. This must be finalized 72 business hours in advance.

#### **AV TESTING TIMES:**

For larger events with outsourced AV, we may request the AV to be tested 48 hours in advance.

#### **LIQUOR:**

In addition to obtaining a liquor license in advance, please note that serving liquor incurs a surcharge of \$200