

Weddings at The Windermere Manor

General Information and Frequently Asked Questions

Minimum Numbers

The Windermere Manor requires a minimum of 80 guests for a Friday or Saturday event from April to December. This minimum also applies to Sunday's of holiday weekends. If you are planning on having an event with less than 80 guests we are more than happy to accommodate you on a Sunday of a regular weekend, a weekday or anytime from January through March. In some cases we can make exceptions however generally there is an 80 person minimum on the Grand Hall area.

Maximum Numbers

For a formal sit down dinner (either plated or buffet) The Windermere Manor can accommodate up to a maximum of 120 guests. Maximum capacity seating includes tables in The Grand Hall, Balcony and Atrium. In order to keep your dining tables limited to The Grand Hall and Balcony you will want to keep your numbers between 100 to 110 guests.

If you are hosting a Gala Cocktail Reception The Windermere Manor can accommodate up to a maximum of 150 guests.

Rental Fee's

The Windermere Manor currently charges a rental fee of \$1200.00 for all Wedding Receptions. The rental fee includes exclusive use of The Grand Hall, Balcony, Atrium, Outdoor Patio (patio furniture during the warmer months), Bar and Lounge Area as well as anywhere on the grounds for pictures. If you are also hosting your Wedding Ceremony on site at Windermere Manor the rental fee is \$1500.00. The Windermere Manor rental fee will be confirmed upon enquiry and includes setup, clean-up, tableware, linens, wait staff and bartenders.

Additional Charges

The Windermere Manor is happy to provide chairs for your wedding ceremony. We offer White Folding Garden Chairs with Padded Seats for \$2.50 per chair. Windermere Manor's long rectangular tables seating 6 to 12 people are offered at no charge. If you prefer round dining tables of 8 or 10 we are happy to rent them to you for \$8.00 per table.

SOCAN Fee

If you are planning on having a DJ you will be required to pay the SOCAN fee of \$57.19 + G.S.T. For more information regarding SOCAN you can visit their website at www.socan.ca



Hotel Rooms and Guest Room Blocks

The Windermere Manor provides you with a complimentary suite for your wedding night for the two of you. Upon booking, Windermere Manor is more than happy to block up to 30 rooms/suites for you and your guests (pending availability). Your guests will be offered a special wedding rate which will be confirmed upon booking. Your guests will be required to call in to make their own reservations. The rooms will be held until one month prior to your wedding, at which time any rooms that have not been reserved by your guests will be released back for general sale.

It is important to secure your bedroom block when booking your wedding date. If you pass up on the opportunity there is no guarantee there will be bedrooms available to you after that point.

Early Check-In

The Windermere Manor's check-in time is 3:00 p.m. If you have an early ceremony and you would like a room we suggest you request an early check-in. Unfortunately because our checkout time is 11:00 a.m. we cannot guarantee an early check-in for your guests. The front desk would be more than happy to store any items for you and your guests until the rooms are ready. If you require a room to get ready in prior to 3:00 p.m. we highly suggest that you book a room for the night prior to your wedding. That is the only way that we can guarantee a room is available for you the morning of your wedding.

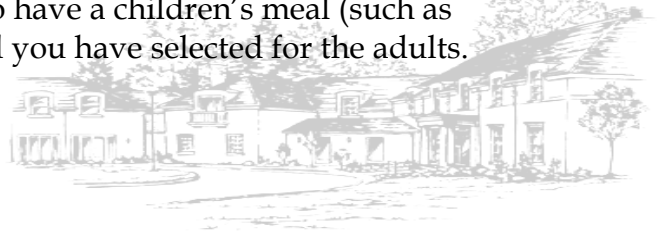
Menu Selections and Final Numbers

If you choose to have a plated dinner, you may select up to two entrée choices. Windermere Manor suggests you include the different entrée choices with an area for your guest's name on your reply cards. You will be required to provide a placecard for each guest with a symbol on the front (or a different colour) to indicate what your guest has pre-chosen. You will meet with Windermere's Wedding Coordinator about 6 weeks prior to your wedding at which time you will provide your final menu selections and details. Your final numbers are due 72 hours prior to your event.

The Windermere Manor will supply all food and beverage items, with the exception of wedding cakes.

Children's Meals

The Windermere Manor is happy to provide a complimentary meal to children under 5 years old. Children between the ages of 5 - 12 year old will pay 60% the adult entrée price. The children are able to have a children's meal (such as chicken fingers and fries) or the same meal you have selected for the adults.



Vegetarian Options and Dietary Restrictions

Our Chef is more than happy to accommodate any of your guests that have specific dietary restrictions. We recommend that your reply cards offer your guests a spot to note if they have any allergies or restrictions.

The Bar

It is possible to offer either a Host or Cash bar or a combination of both if you prefer (host bar following the ceremony and a cash bar following dinner). A host bar estimate is based on one drink per person per hour and a standard bar includes domestic beer and standard liquor. It is also possible to offer your guests additional drink options as indicated on the bar list. Another option is to offer your guests complimentary drink tickets. The Windermere staff usually place these under the coffee cup of each guest for you. Following dinner your Master of Ceremonies would announce that the tickets are available for use at the bar.

Provincial Liquor Laws do not permit the service of alcoholic beverages prior to 11:00 a.m. Monday to Sunday. All alcoholic beverage service will cease at 1:00 a. m. at the Windermere Manor.

Host Dinner Wines

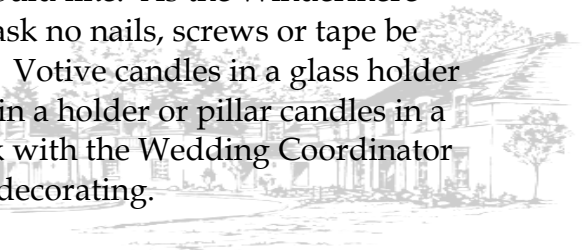
Dinner wines will be served to your guests once dinner service has begun. The wine estimate is based on 2 glasses per person with a yield of 5 glasses per bottle. The Windermere Manor's wine list is not exclusive. If you prefer a wine not listed it is possible to advise the Wedding Coordinator what you would like to serve and we would be more than happy to check availability and price for you.

Deposits and Payments

The Windermere Manor requires a \$1,000.00 non - refundable deposit to confirm your booking along with your signed contract. Based on the details provided to the Wedding Coordinator at the finalization meeting, you are required to pay 50% of your estimated total 30 days prior to your event. The remaining balance is due 14 days prior. All of these details are outlined in your original contract with terms & conditions upon booking of your event.

Decorations

The Windermere Manor doesn't have any decorations available for use onsite. You are welcome to decorate the Grand Hall or have a decorator come in on the day of the wedding and setup any items you would like. As the Windermere Manor is an old building with lots of wood we ask no nails, screws or tape be used in any way that will damage the property. Votive candles in a glass holder are preferred on the tables but tea light candles in a holder or pillar candles in a hurricane vase are also acceptable. Please check with the Wedding Coordinator if you have any additional questions regarding decorating.



The Grand Hall Fireplace

The Grand Hall fireplace is functional and is in operation from October to April (pending weather). During the warmer months we suggest filling the fireplace with pillar candles (6 – 12 varying in size) - hurricane vases are not required. This way the fireplace is still being used without creating any heat. We are happy to place your candles in the fireplace for you.

* The small fireplace in the bar lounge area is not in operation but again you may choose to provide pillar candles.

Item Drop Off and Setup

Your wedding cake and any fresh floral arrangements are to be delivered the day of your wedding. Please have your florist, baker or decorator contact Windermere directly to set-up timing. Non-perishable items (such as favours, place cards, guest book, seating plan etc.) can be dropped off the day prior to your wedding. Set-up and decorating specifics for the items dropped off will be discussed at your finalization meeting 6 weeks prior to your wedding or as things arise. The Windermere Manor will assist with the setup of most of your items on your wedding day. We suggest that if you would like to have items that are more intricate and time consuming to setup, that you delegate someone in your wedding party to set these up for you.

Wedding Rehearsal

If you are having your ceremony onsite and would like to have a wedding rehearsal, the Windermere Manor will be happy to arrange a suitable time with you at your finalization meeting. If your officiant is not able to attend the rehearsal, either the Wedding Coordinator or one of the Banquet Managers will be happy to guide you through the rehearsal. There is no fee to have a rehearsal.

Brunch the following morning

If you would like to have brunch with your guests the following morning Windermere Manor has a number of options depending on the number of guests and what you would like to offer. The Wedding Coordinator will be able to discuss the options at your finalization meeting. There is no room rental fee for your brunch.

Appointments and Touring Windermere Manor

In order to serve you better we require that you make an appointment to tour Windermere Manor. We are frequently booked for meetings, dinner, social events and weddings and if you just stop by to take a look you might not have an opportunity to view the Grand Hall. When you make an appointment you are also guaranteed that someone will be available to show you around Windermere Manor and answer your questions.

*** If you have additional questions please don't hesitate to contact Windermere Manor's Wedding Coordinator at any time.**

