



Fairmont
HOTEL MACDONALD

Weddings

Frequently Asked Questions

What is included in the venue rental fee?

- Tables (round or rectangular)
- Banquet chairs
- White tablecloths and napkins (no alternative colours)
- Cutlery and fine china
- Dance Floor (\$150.00 fee to set & tear down)
- Podium (no microphone)
- Stage
- Easels for signage and seating charts
- DJ table
- Table set up for gifting, guest registry and/or cake display
- Coatracks

Could we arrange our own décor from a third party company?

- You are more than welcome to arrange your own décor. Please note that no décor items can be taped or tacked to the walls, or hung from lighting fixtures.
- All decor must be removed from the space immediately following the event.
- Outside vendors must use the loading dock to unload and pack up.

Is there a minimum food & beverage spend?

- All of our venue spaces have room rental fees plus a minimum revenue requirement in food and beverage (before taxes & gratuities) that must be met. Please note that it is only a minimum, and not the final price.
- All food and beverage, meeting room rental, and any audio visual contracted with the hotel is subject to an 18% service charge as well as 5% GST.
- You are not required to obtain a liquor license as the hotel provides the alcohol.
- Alcohol will be served until 1:00am. Last call is at 12:30am.

Is outside catering allowed?

- We do not allow outside food and/or beverages.
- Should you wish to provide cultural/ethnic desserts, our team is happy to discuss options.

Is there a corkage fee?

- We do not charge a corkage fee as we do not permit outside food and or beverage

Could we bring our own cake?

Absolutely! Cakes and cupcakes are allowed. The hotel does not provide these items. All cakes and cupcakes must be provided by a commercially licensed bakery.

What is the cake fee?

The hotel will cut and individually plate your wedding cake to be served to each guest, a fee of \$6.00 per person will apply.



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Do you provide audio/visual equipment?

- We provide AV equipment such as screen, projector, and microphone at an additional cost.
- Our onsite AV provider is Encore.
- We do not provide DJ services.
- Should you wish to arrange outside contractors, a third party fee of \$500.00 will apply.

What is the music tariff fee?

There are two fees when recorded or live music is played at events. The fees vary based on the room capacity and if you are dancing or not. They will be posted to your master account:

SOCAN

(Licensing fee collected by the Society of Composers, Authors and Music Publishers of Canada)

Capacity	Without Dancing	With Dancing
1 – 100	\$22.06 plus applicable taxes	\$44.13 plus applicable taxes
101 – 300	\$31.72 plus applicable taxes	\$63.49 plus applicable taxes

Re:Sound (Royalties collected for Public Performance of Sound Recordings)

Capacity	Without Dancing	With Dancing
1 – 100	\$9.25 plus applicable taxes	\$18.51 plus applicable taxes
101 – 300	\$13.30 plus applicable taxes	\$26.63 plus applicable taxes

Can I have a wedding rehearsal:

- Subject to availability you may rent the space for a wedding rehearsal at a rental rate of \$800 plus 18% service fee and 5% GST for a 2 hour rehearsal

What is your guestroom rate for weddings?

- All guestroom reservations should be made directly through our [website](#)
- If a reservation for the wedding couple is made through our website please provide our wedding team with your confirmation number during the preplanning call and they will look into possible complimentary upgrade options and arrange for a welcome amenity.
- If you would like to reserve a block of 8 guestrooms and more per night, please reach out to our wedding team to set up a discounted group block guestroom rate.

What are your check-in and check-out times?

- Standard check-in time is 3:00pm. Early check-ins are subject to availability, and can be reviewed 48 hours in advance. If you would like to guarantee an early check-in, full payment for the previous night's rate would be required.
- Standard check-out time is 12:00pm. Late check-outs are subject to availability, and can be reviewed 48 hours in advance.

How many guests are permitted per guestroom?

- As per our building's fire code, no more than 4 guests can occupy one guestroom. Rates are based on single or double occupancy. A charge of \$20.00 plus tax and fees per person will apply for additional guests. Rollaway beds are available on request, and are complimentary.

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Is there a cleaning fee for bridal party rooms used for hair and/or make-up?

- The hotel may add a cleaning fee, starting from \$100 per hour for deep cleaning of the guestroom or meeting space where hairstyling or makeup application is taking place if there are stains or damage to the fabrics or furniture in the room. This charge will be automatically applied to the credit card on file, and photos of damage for reference will be provided to the email on file. If irreparable damage to furniture, fixtures, or fabrics occur, additional charges will apply.

Is there a fee for décor set-up and tear down?

- Please note that the music and alcohol service will end at 1:00am. At this time, the tear down will begin.
- If you have arranged décor through a third party company, you will be required to coordinate with the company to arrange for delivery and set-up, as well as tear down and pick-up of all décor items. If you are using the hotel's décor which is included in the venue rental fee, there is no additional charge for set-up or tear down.
- If hotel staff is required to set-up chairs and/or chair covers provided by the third party company, an additional charge of \$2.00 per chair for set-up, and \$2.00 per chair for tear down will be applied.

What if I have a change in room set-up?

- If you will be hosting both your ceremony and reception with us in the same venue room, please allow for 3 hours to convert the room from your ceremony set-up, to your reception set-up.
- Between the ceremony and the reception, your guests are more than welcome to enjoy our beautiful gardens (during warmer months), or enjoy a drink in our Confederation Lounge.

Are there storage options for décor/any leftover items?

- Our team is happy to store décor and/or cake leftovers for you. Your items will be set aside and would need to be picked up the following day.

What parking options are available?

- Valet Parking: \$50.00 overnight or \$25.00 for up to 4 hours
- Self-Parking: \$40.00 overnight

How are deposits calculated? When are payments due?

- Payment deposits are calculated by adding your contracted food & beverage minimum with your rental fee, and dividing the total into 4 (25% deposits).
- Your first deposit is required at the time your agreement is signed. Your final deposit is required 30 days prior to your event.