



Your  
Wedding  
at the  
Stockey  
Centre



THE CHARLES W. STOCKEY CENTRE  
2 BAY STREET, PARRY SOUND, ONTARIO P2A 1S3  
STOCKEYCENTRE.COM | 705-746-4466



Thank you for considering holding your wedding here at the Stockey Centre! You probably have a whole series of great questions about holding an event here. We intend that this document will provide a series of helpful answers. After reading this, we will be happy to answer any questions that you still have personally.



The Charles W. Stockey Centre for the Performing Arts is an architecturally striking building nestled on the shore of Georgian Bay in Parry Sound, the heart of the 30,000 Islands. Our Performance Hall, with its soaring cathedral ceilings and granite walls, can be configured as both a theatre and a flat floor event hall. In the event hall configuration, we can seat up to 200 people for a sit down dinner. The adjoining Prelude Room and Patio overlook the waters of Georgian Bay, offering an unparalleled location for your ceremony and guest reception, as well as a sunset you won't soon forget.



The Stockey Centre can host just your reception or both your reception and ceremony. Your day here begins as early as 10:00 am and runs as late as 1:00 am. We reserve exclusive use of the main hall, the Prelude Room, the kitchen, and our Patio on the shore of Georgian Bay, and non-exclusive use of the Atrium for you and your guests. Please note that depending on the date and time of your event, the Bobby Orr Hall of Fame may still be open to the public for part of the day.

# OUR RATES

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**High Season:** June - September \$2,514.00 + HST

**Off-Peak Season:** October - May \$2,151.00 + HST

The rental price includes tables, chairs, setting up the chairs/tables in the hall and on the deck according to your floor plan, SOCAN and RESOUND levies, use of our concert sound system, the kitchen, commercial dishwasher, ovens, grill, refrigerator and freezer, water and wine glasses, plates, side plates, bowls, coffee/tea cups and cutlery, and cleaning. Please note the Stockey Centre does not supply linens, chair covers, vases or other centerpieces.

- **Prelude Room:** No additional charge.
- **Atrium:** No additional charge.
- **Patio:** No additional charge.
- **Parking:** No additional charge.

**Technician time:** \$42/hr for the time needed (\$47/hour after 8 hours) + HST. A technician needs to be here at any time that someone is in the hall, plus whatever time is needed to set up, prepare for and take down items directly related to your particular event. If a second technician is required simultaneously for your event, you will be billed an additional \$37/hr (\$42/hr after 8 hours) + HST. \*\*Separate rates apply on statutory holidays.

## Options:

- **An Outdoor Ceremony:** There is a \$604 + HST charge to hold your ceremony on our waterside patio or in our Performance Hall. We will set up our outdoor sound system to play music and supply a cordless microphone for your officiant so that everyone can hear what is being said clearly. You will need to make a weather determination three hours prior to your scheduled ceremony time and confirm with us what that decision is at that time. If the weather will not cooperate with a planned outdoor ceremony, we will move the ceremony into the main hall, setting up chairs for your guests there. Once this decision is made, it cannot be changed.



## MUSIC MAKES THE DAY

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Music is always a big part of a wedding, and the Stockey Centre is one of the finest music halls around. We can accommodate bands or DJs. DJs are welcome to plug in to our concert sound system for \$363 + HST. Our technicians will not act as DJs, but if you have a CD or mp3 player that you would like plugged in to our system and played during dinner, we'd be happy to do that. We also will set up a podium and microphone for your speeches, and we will light the head table, podium and dance floor to create a perfect mood for your event.

### Options:

- Large screen and projector in the main hall: \$61 + HST
- Yamaha C6 6'11" grand piano or Steinway vintage upright piano: \$144 +HST (including tuning, advance notice required).

## PAYMENT PLAN

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- 50% of the rental fee is due upon signing of the contract. This is non-refundable.
- A post-dated cheque for 40% of the rental fee payable one month prior to your event is due upon the signing of the contract.
- A refundable Damage Deposit cheque for \$150 post-dated for the day before your event is due upon signing of the contract.
- The balance will be invoiced after your event and is payable within 30 days.
- All prices are subject to HST which will be applied to the final invoice total.

# BAR SERVICE

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We provide bar service under our liquor license, and a variety of options are available for your event, ranging from open bar packages to a straight cash bar. We do not charge for the bartenders or the bar service beyond consumption costs. There are several options for bar service costs: you can have a cash bar, where your guests buy their own drinks, an open bar, where you buy the drinks for your guests, or a combination of those two. For example, some people have opted to buy drinks for their guests during a cocktail reception and dinner, and then after dinner the bar became a cash bar, while others have given each guest a number of drink tickets, after which time they purchased their own drinks.

We also have options for how you choose to structure an open bar. You can choose to pay by consumption or by a flat fee per guest. By consumption means that we simply run a tab for the night and will add that to the final settlement. If you would like to know exactly what your bar bill will be at the end of the evening, you can opt for a set rate of \$55 + HST per guest (please call us for details on this package). Your best option will depend largely on your guests' consumption habits. Please note that a gratuity of 18% is added to all open bar fees, but there is no charge for the bartending service. We will be happy to discuss all the details of any package you choose.

We will stock the bar with our standard bar rail and a selection of popular domestic and premium beers, the full list is available upon request. Special requests for anything other than these must be made 2 months in advance and will result in stocking and administration fees. Please contact us for details on these fees.

Some people have asked to bring in their own home made wines to serve at the tables during dinner. This is possible provided that you secure a Special Occasions Permit for the duration of your meal. By law, only one Liquor License is allowed in our building at a time, so our own bar will close while your Special Occasions Permit is in effect. We will open our bar again after your permit expires, or once all the wine has been removed from the tables. If you choose this option, a corkage fee will apply of \$5/bottle + HST.

## **DECORATING**

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Decorating that is non-destructive (for example, that does not require nails or other damage to our walls) may be done on the morning of your event. You will have access to the Stockey Centre at 10:00 am that day. Our technicians must be present during your decorating time. Your decorations must be removed from the centre immediately following your rental period. If you need to leave your decorations at the centre after your event, arrangements must be made minimum 2 weeks in advance to be picked up at a specified date and time that fits within our business hours. There will be a storage fee of \$121 + HST per Stockey Centre business day until your decorations are picked up. If prior arrangements are not made, decorations must be removed from the centre within 45 minutes after last call on the night of your event (no later than 1:00 am). Patrons are permitted to decorate on the main floor and the mezzanine level; anything that needs to be hung any higher than that must be done by one of our technicians due to safety concerns. Please see "[The Tech Specs](#)" for more details.

## **CATERING**

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The Stockey Centre does not have an in-house caterer. Please talk to our Programming & Events Manager about catering options.

## **REHEARSAL**

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A rehearsal can be scheduled during business hours in the days prior to your event. You will have a period of 45 minutes to an hour in which to hold your rehearsal. If your rehearsal goes past our summer business hours of 10:00 am – 6:00 pm (Victoria Day - Thanksgiving) and winter business hours of 10:00am to 4:00pm (Thanksgiving to Victoria Day), you will be charged an overtime fee of \$121 +HST per hour.



# BOOKING THE STOCKEY CENTRE

The first step is to call us to set a date for your event. We will put that date on hold for you, and prepare the contract. When you have returned the signed contract with your deposits the date is yours.

We hope this answers most of your questions. Should you have any other questions, please do not hesitate to ask.

**Nicole Mullen**  
**Programming & Events Manager**  
**Charles W. Stockey Centre**  
**(705) 746-4466 extension 202**  
**[nmullen@stockeycentre.com](mailto:nmullen@stockeycentre.com)**



# QUOTE - PRIME TIME

**RENTAL FEE** \$1,694.00

**CEREMONY FEE** \$604.00

\*NOT APPLICABLE IF CEREMONY IS NOT HERE

**KITCHEN FEE** \$241.00

**TECH FEE** \$504.00

\*\$42/HR ESTIMATED AT 12 HOURS

**CLEANING FEE** \$121.00

**PIANO** (NOT APPLICABLE IF NOT USED) \$144.00

**SCREEN/PROJECTOR** (NOT APPLICABLE IF NOT USED) \$61.00

**SOUND SYSTEM** (NOT APPLICABLE IF NOT USED) \$363.00

**SOCAN** \$65.00

**RE:SOUND** \$30.00

**SUBTOTAL \$3,827.00**

**HST \$497.51**

**TOTAL \$4,324.51**

**TIMES QUOTED ARE ESTIMATES. FINAL INVOICE WILL REFLECT ACTUAL OCCUPANCY.**

## **Deposits:**

- A deposit of \$2,162.26 will be due upon signing the contract.
- \$1,729.80 is due 30 days prior to the event. A post-dated cheque is due upon signing.
- A \$150.00 damage deposit cheque post-dated for the day before your event is due upon signing the contract.

## **Insurance:**

The Stockey Centre will require a copy of insurance for the event. The policy must be a 5 million dollar liability policy naming the Town of Parry Sound as additional insured.

# QUOTE - NON-PRIME TIME

**RENTAL FEE** \$1,331.00

**CEREMONY FEE** \$604.00

\*NOT APPLICABLE IF CEREMONY IS NOT HERE

**KITCHEN FEE** \$241.00

**TECH FEE** \$504.00

\*\$42/HR ESTIMATED AT 12 HOURS

**CLEANING FEE** \$121.00

**PIANO** (NOT APPLICABLE IF NOT USED) \$144.00

**SCREEN/PROJECTOR** (NOT APPLICABLE IF NOT USED) \$61.00

**SOUND SYSTEM** (NOT APPLICABLE IF NOT USED) \$363.00

**SOCAN** \$65.00

**RE:SOUND** \$30.00

**SUBTOTAL \$3,464.00**

**HST \$450.32**

**TOTAL \$3,914.32**

**TIMES QUOTED ARE ESTIMATES. FINAL INVOICE WILL REFLECT ACTUAL OCCUPANCY.**

## **Deposits:**

- A deposit of \$1,957.16 will be due upon signing the contract.
- \$1,565.73 is due 30 days prior to the event. A post-dated cheque is due upon signing.
- A \$150.00 damage deposit cheque post-dated for the day before your event is due upon signing the contract.

## **Insurance:**

The Stockey Centre will require a copy of insurance for the event. The policy must be a 5 million dollar liability policy naming the Town of Parry Sound as additional insured.

# THE TECH SPECS: PAGE 1

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## **General:**

- There must be a house tech person onsite at all times during any activity in the hall.

## **Floor Plans:**

- Please submit your floor plan to us at least two weeks before your planned date.

## **Decorations:**

- If you require anything to be suspended from the catwalk (lanterns, lights, etc.) it must be approved in advance and installed by a house technician. Any time related to installing and removing these items will be billed to the client.
- Clients are allowed to decorate on the floor and mezzanine level only (string lights, etc.).
  - Only approved styles of string lights are allowed; no globe style or Edison style lights are permitted.
- We cannot allow use of confetti or any confetti-like materials in the hall or onsite.
- Candles where the candle and the flame do not exceed the height of the candle holder or lantern are generally permitted in the Stockey Centre. Oil-based lanterns are not permitted in our facility. Any use of open flame must be approved in advance by house technical staff.
- Fire pits are not permitted anywhere on the premises.
- Sparklers are not permitted anywhere on the premises.

## **Ceremony:**

- Will you hold your ceremony on the deck? If yes, do you require a sound system with CD playback and microphones?
- Is there an alternate plan to move inside in the case of inclement weather? The final decision about whether to hold a ceremony inside or outside will be made 3 hours prior to the ceremony.

# THE TECH SPECS: PAGE 2

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## **Reception:**

- Will there be a DJ? If so, please provide a contact name, number and/or email.
- Will there be a band? If so, please provide a contact name, number and/or email.
  - It is important that the tech staff contact your DJ/band to discuss set up details and times at least 1 week prior to your event.
- Do you require any microphones other than the podium mic?
- Will you be using the hall projector? If so, please discuss details with the technical director in advance. It is often advantageous to test your presentation in advance.
- Do you require any special lighting? If so, please discuss details with the technical director in advance. Normally we provide appropriate room lighting, spot lighting for the podium, cake table, etc., and simple coloured lighting for the dance area.
- Will there be any special event or performance during your day? Please contact us with details as soon as possible so that we can be prepared to support it seamlessly.

Please contact the technical director if you have any questions or concerns.

**Craig Harley**  
**Technical Director**  
**Charles W. Stockey Centre**  
**(705) 746-4466 extension 207**  
**charley@stockeycentre.com**