



BRICK LOFT

EVENT CO

100 - 301 1st Avenue North
Saskatoon, Saskatchewan

Located in the heart of Saskatoon, Brick Loft Event Co. is a foundation for really beautiful gatherings and community. With flexible floorplans, we welcome gatherings of all sizes.

WEDDINGS

We can accommodate weddings of up to 150 people. Your booking includes beautiful white crossback chairs, 5ft round tables for seating up to 10 guests with floor-length white linens, wooden harvest tables for head table use (maximum of 14 attendants) and welcome table, barware, and standard room setup set up. Room flips between a ceremony and reception are available for a fee of \$500 and we require a minimum of 2 hours to complete. If you are planning both your ceremony and reception at Brick Loft Event Co., we can confirm access for a rehearsal the week before your wedding.

Peak Season, May to October (Stat Holidays)

Saturday & Sunday - \$4,500 + tax and fees

Monday to Friday - \$3,500 + tax and fees

New Year's Eve - \$5,500 + tax and fees

Low Season, November to April

Saturday & Sunday - \$4,000 + tax and fees

Monday to Friday - \$3,000 + tax and fees

STAT Holidays are an additional \$500

FOOD AND BEVERAGE

We understand that food is such an important part of your day and for that reason we allow you to bring in the licensed caterer of your choice for your wedding meal. Attached is a list of our favorite caterers in Saskatoon.

Note that your caterer must provide the following:

- All plates, flatware and serving utensils for the meal
 - If your caterer does not provide these items, it is the client's responsibility to rent them and have them brought in for the meal
- All staff required to serve and clear the meal
- All catering items need to be removed from the venue following the service of the meal
- All garbage created from catering and the meal needs to be removed and disposed of

Brick Loft Event Co. does charge a 15% landmark fee on your catering invoice for your event to cover some of the costs associated with food service including prep space access, garbage disposal, water, power, etc. The final invoice from your caterer is to be provided to us no later than 10 days prior to your wedding date.

Our team would be happy to set your tables with dinnerware for you. This includes plates and cutlery either provided by your caterer or rented. Note that there is a flat fee of \$150+taxes for this service.

As per SLGA regulations and guidelines, food must be present and offered to guests with any bar service.

Bar service is provided by Brick Loft Event Co. and no outside alcohol or beverage is allowed to be brought in. We offer all standard spirits, house red and white wine and a variety of beer. Special wine available upon request and only offered by the bottle. Bartenders are included with your booking. Here are a few things to note:

- Full bar opens as early as 5:00 PM
- Shot service ends at 11:00 PM
- Last call is at 12:00 AM and closes at 12:30 AM
- As per SLGA guidelines
- Standard drink prices will be \$6.50 plus applicable taxes and fees, house wine by the bottle will be \$40 plus applicable taxes and fees.
- There is a minimum beverage spend of \$1000.

Host Bar - The client will pay for an estimate of the bar and will be charged for all drinks consumed post event. We will invoice the client for an estimate of 3 drinks per person on the Final Invoice, due 7 days before the event. A credit card must also be on file to guarantee and charge the balance over and above the estimate at the end of the wedding.

Subsidized Bar - The guest will pay a predetermined amount for each type of beverage and the client will pay the remainder plus taxes and fees.

Cash Bar - The guest will pay the full amount of their beverage, including all taxes and fees.

Bartenders and standard barware are included with your booking. The bar will switch to disposable glassware following dinner & speeches (approximately at 9:00PM).

All rental fees & beverage service will be charged a service fee of 18% as well as GST, PST & LCT, where applicable.

LATE NIGHT NOSH

Your late night nosh can be provided by your main caterer or another licensed service provider such as food trucks, fast food establishments, grocery stores that create trays, etc.

*There will be an automatic 15% landmark fee for any food brought in.

Set up & clean up of the late night nosh station as well as cleanup of guests plates and utensils are the responsibility of the client along with providing all of the plates, cutlery & serving items. If the client does not have this done, Brick Loft will charge a fee of \$300.

WEDDING CAKE

The client is allowed to bring in a wedding cake or cupcakes that is purchased by a licensed establishment or baker. We do not handle nor guarantee fridge space to store these items.

We will cut and plate your cake if desired for a fee of *\$3/person*. Plates & forks are included with this service.

PAYMENT METHODS

We accept cash, e-transfer or cheque. Credit cards are accepted but are subject to a 3% processing fee.

Cash, Credit and Debit are accepted at the bar on event nights from guests with no additional processing fee.

SECURITY DEPOSIT

We require a *\$500 deposit* that will be applied to any damages caused by yourselves or your guests. In the event that there are no incidentals this will be returned within the week following your wedding or event.

PAYMENT SCHEDULES

A 50% non refundable or transferable payment of the total rental fee is required along with a signed contract to secure your booking & date.

From there, you will meet with our team 4-6 weeks prior to your wedding to discuss all the details of the event. This is when the balance of your rental fee will be due.

10 days before your wedding we will require all final numbers and your catering invoice, and 7 days before your event, your final payment will be due (inclusive of landmark fee, security deposit and bar estimate).

ADDITIONAL FEES

In addition to the rental fee, the following fees will apply:

- 15% landmark fee on the pre-tax pre-gratuity final catering invoice
- 18% service charge on the room rental
- \$45.02 + tax SOCAN (Society of Composers, Authors, and Music Publishers of Canada) and ReSound Music Licensing Company Music Fee for events without dancing
- \$90.12 + tax SOCAN (Society of Composers, Authors, and Music Publishers of Canada) and ReSound Music Licensing Company Music Fee for events with dancing
- \$500 Room Flip Fee (if required)

- Party Alcohol Liability Insurance (if alcohol is being served at the event) - Client is responsible for acquiring this
- Fees for any damages to the facility (including its grounds and contents) caused by the client and their occupants, guests, suppliers or agents

WHAT MAKES US DIFFERENT?

The founders of Brick Loft Event Co. are 2 of Saskatoon's top Wedding & Event Planners. If you wish to have further support in the planning process, we are able to offer you Partial Planning Services & Month of Coordination Services at a discounted rate.

Month of Coordination - \$2,250 + gst

Before the Wedding

- One Planning Session Leading up to Your Wedding (up to 2 hours each in person/phone/ Facetime/Google Meet - this is where you fill us in on all your plans & details and pass the planning over to us! The final meeting usually happens 6 weeks out from your wedding day.
- Unlimited Contact by Phone and Email in the 30 days leading up to your wedding
- 1 Venue Visit
- Full Vendor Coordination in the Month Leading up to Your Wedding - we contact all your vendors and let them know to reach out to us if they need anything leading up to your wedding day
- Attendance + Coordination at Wedding Rehearsal
- Wedding Day Itinerary Creation + Distribution

On the Wedding Day

- Bouquet delivery to bridal party
- Coordination of ceremony decoration (additional labor fees apply for ceremonies held in outdoor spaces)
- Ceremony management of wedding party + family
- Direct ushers with seating + program distribution
- Coordinate ceremony logistics
- Coordination of reception decoration
- Oversee cocktail hour + assist guests with table assignments
- Distribute final payments + gratuities to vendors
- Gather gifts, personal items + hand off to designated person
- Reception decoration set up + take down including a room flip after the ceremony (if required)
- Full wedding day coverage with planner + assistant
- Brick Loft Event Co. will be the sole contact for vendors on your wedding day

Partial Planning - \$3,250 + gst

Before the Wedding

- Customized design
- Vendor recommendations
- Unlimited contact by phone and email in the 60 days leading up to your wedding
- Establish and maintain a working budget
- 3 planning sessions - to be used anytime prior to the unlimited contact by phone or email beginning at 60 days prior to the wedding date (in person or via phone/skype/FaceTime) (These planning sessions are in addition to the design presentation)
- Full vendor coordination - meaning the Consultant will be the main point of contact for all vendors and will coordinate the needs of the Event with the vendors
- Wedding day itinerary creation + distribution
- Attendance + coordination at wedding rehearsal

On the Wedding Day

- Bouquet delivery to bridal party
- Coordination of ceremony decoration (additional labor fees apply for ceremonies held in outdoor spaces)
- Ceremony management of wedding party + family
- Direct ushers with seating + program distribution
- Coordinate ceremony logistics
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- Distribute final payments + gratuities to vendors
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- Reception decoration set up + take down including a room flip after the ceremony (if required)
- Full wedding day coverage with planner + assistant
- Brick Loft Event Co. will be the sole contact for vendors on your wedding day

A 50% non-refundable booking fee is required to confirm this service add-on. We suggest having this confirmed at the time of booking so that we can assist in the entire planning process.

We also offer a Day of Coordination package that includes set up, take down, and ceremony coordination for \$1,500.

Commitment to any of the planning or coordination services will waive the \$500 room flip fee.

AVAILABILITY AND BOOKING

Bookings are based on availability and are treated on a first come, first serve basis. Your rental is not confirmed until you have received a booking contract and paid your non-refundable deposit. Please note that set up and take down times are included in the booked time.

DAMAGE AND INCIDENTALS

You are responsible for your guests during your booking. Any damage caused during your rental will be your financial responsibility to cover the cost of the repairs. We do not allow anything to be attached or hung from the walls or ceilings. We expect all studio rentals to leave the space in the same condition that it was upon arrival.

CANCELLATION POLICY

You may cancel your booking at any time, unfortunately your 50% non-refundable booking fee will not be returned. If you cancel within 90 days of your booking, you will be required to pay the remaining balance. You may postpone your booking one time without penalty; based on availability. If you need to postpone a second time, you will be charged an administrative fee of \$500.

Frequently Asked Questions:

Can we bring in our own alcohol?

- We do not allow outside liquor to be brought in. We will have an incredible bar with lots of selection including a list of premium offerings and cocktails. We do not offer other beverages apart from our standard and premium bar menus.
- No homemade wine is permitted on site unless it will be given away as a favor and not opened or consumed on the premises.

What time are we allowed into Brick Loft Event Co. to start decorating & setting up?

- Your booking allows you access from 9:00am - 2:00am.

Do I get a guaranteed rehearsal time the day before my wedding if I plan to have my Ceremony at Brick Loft Event Co.?

- We cannot guarantee rehearsal times when you book.
- We welcome you to reach out 7 days before your wedding to inquire if you can get in to do your rehearsal. If we are not booked for another event that day, we can allow you 1 hour for your rehearsal during business hours (9:00am - 5:00pm)

What happens if I need to Postpone or Cancel my booking?

- You may cancel your booking at any time, unfortunately your 50% non-refundable booking fee will not be returned.
- If you cancel within 90 days of your booking, you will be required to pay the remaining balance.
- You may postpone your booking one time without penalty; based on availability. If you need to postpone a second time, you will be charged an administrative fee of \$500.

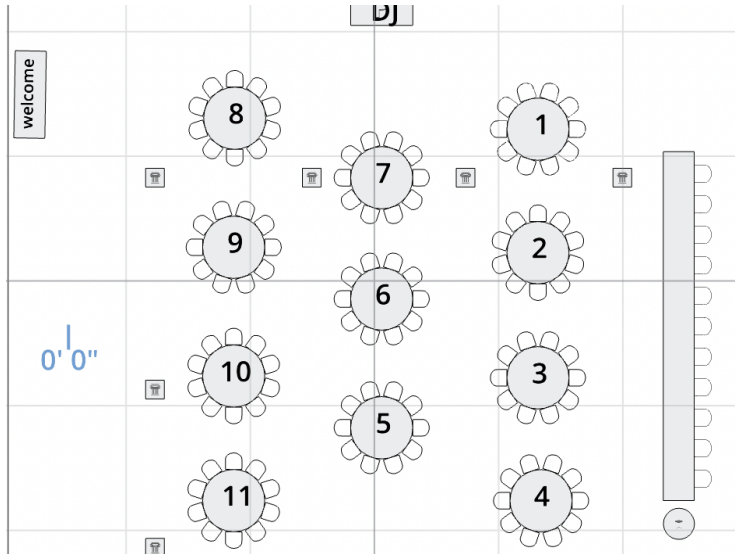
Do I need Insurance for my Wedding?

- Yes, we do require a Party Alcohol Liability Policy be taken out with Brick Loft Event Co. Inc. named as Additional Insured in the amount of \$2,000,000. This policy can be obtained through your local insurance broker or online and costs around \$200 depending on the other coverages you choose.
- This policy provides protection when lawsuits are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. Designed for event hosts who are holding reception-type events in a rented facility.

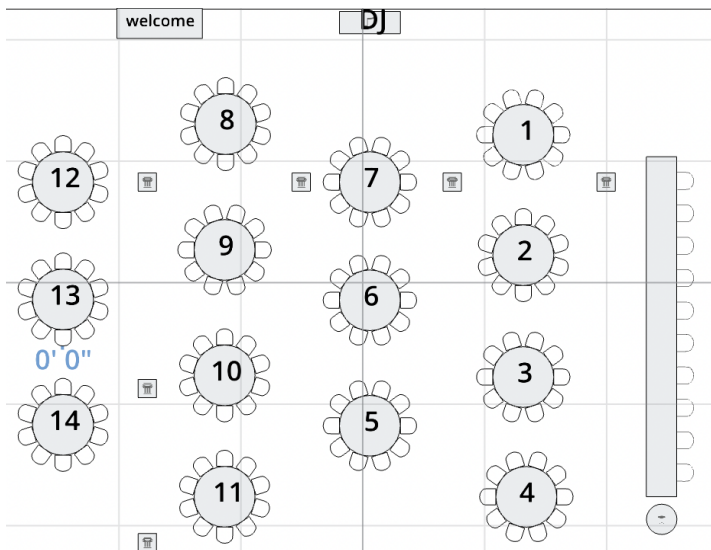
Example Floor Plans Based on Guest Count

We can accommodate a buffet line comfortably with groups of 125 or less. The below offers suggestions, but we are flexible in how we set up the space. Tables 1 and 8 are typically removed to accommodate a spacious dance floor. Please note we can accommodate a maximum head table of 14 utilizing the 4 harvest tables along the West wall.

125 People; Seated at Rounds of 10



150 People; Seated at Rounds of 10



Some of our Favorite Caterers in Saskatoon

The meal on your wedding day is an important one! It's the first meal that you will share with your partner, friends and family as a married couple. Make sure it's a one to remember for all the right reasons!

Being in the wedding and events industry for over 16 years combined, we have been very lucky to enjoy some really great food. Saskatoon has a great selection of talented culinary teams.

Below is a list of some of our favorite catering companies in Saskatoon. Once you have confirmed your perfect date with us, your next step will be reaching out to the caterer of your choice to look into your meal options and to book your wedding meal.

Calories Restaurant - <https://caloriesrestaurant.ca/>
Fresh Dish Catering - <https://www.freshdishcatering.ca/>
Grass Roots Restaurant Group - <https://www.grassrootsrestaurantgroup.ca/>
Hearth Restaurant - <https://www.hearth.restaurant/>
Living Sky Café - <https://livingskycafe.com/>
Odd Couple - <https://oddcouple.ca/>
PickNic's Catering - <https://saskatooncatering.ca/>
Pitch Kitchen - <https://www.pitchkitchen.online/>
Style and Graze - <https://styleandgraze.ca/>

You are not limited to this list, however the caterer you choose must prepare all food from a licensed kitchen and carry business insurance.

We do not have fridge space to store any food related items.