

# Romantic Places Natural Spaces

Add a touch of Green to your special day with  
Credit Valley Conservation Areas



Credit Valley  
Conservation  
inspired by nature



# Romantic Places Natural Spaces

Terra Cotta CA Wedding Information Package 2018



*\*Arbour does not include flowers*

Congratulations on your recent engagement and thank you for selecting Credit Valley Conservation (CVC) for your upcoming nuptials. We are delighted to be a part of such a memorable day in your life. We understand the planning process can be overwhelming so we have included in this package information about our venue and services.

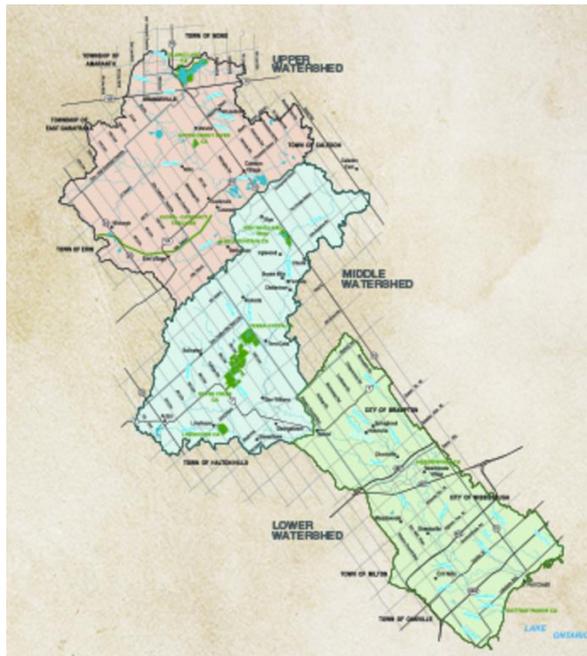
CVC offers a unique and natural venue for weddings. We are happy to accommodate groups from 10 to 200 guests. We only host one wedding client on any given day therefore we have the ability to focus solely on your needs. We also enjoy customizing our services to accommodate your needs to make your special day truly memorable.

Upon booking your event with the CVC, you will be requested to sign a Booking Agreement. This agreement will outline the event details between you, our client, and Credit Valley Conservation. If you have any questions after reviewing our package please do not hesitate to contact one of our Event Supervisors.

# Romantic Places Natural Spaces

## **About Terra Cotta Conservation Area**

Located in Halton Hills, just north of the village of Terra Cotta, Terra Cotta Conservation Area is among the most environmentally and aesthetically significant areas in the Credit River Watershed. Situated on the Niagara Escarpment a UNESCO World Biosphere Reserve, Terra Cotta's 485 acres of valleys, cliffs and bedrock plains, together with diverse forests, wetlands and streams, represent the best Escarpment habitat in this region of the province. Terra Cotta is also notable for its diversity of wildlife, including 151 bird species, 15 amphibians, 19 fish species, 6 reptiles and 14 mammals. In the spirit of conservation Terra Cotta CA encourages clients to be as green as possible and help us protect this wonderful space. It can be as simple as asking your caterer to provide reusable dishes or having your guests carpool to your event. Please discuss your many options with our staff.



## **Our Relationship with You**

Once booked, you will be introduced to your Event Supervisor who will be your primary contact going forward. Your Event Supervisor will notify you of important deadlines, including your rehearsal and site visits. Your Event Supervisor or Superintendent will be present during your event to oversee service. Clients may choose to hire a day of coordinator or wedding planner to help assist on your big day, CVC has a great list of preferred vendors that can help you decide. Your wedding planner may communicate with your Event Supervisor to advise of any special activities, itinerary items or requirements that should be considered in your event setup. Your assigned wedding planner, vendors, or set up team will be responsible for the set up and arrangement of all décor, furniture, and floral items. CVC staff will not be responsible for the

# Romantic Places Natural Spaces

transportation or placement of any personal rented items except chairs. Step ladders, tools, fasteners, or equipment should be provided by the client or their set up team.



## **Tables and Chairs**

Your package includes the use of our 6 foot picnic tables which comfortably holds 6 people. You are more than welcome to rent chairs and tables from an external source; we are happy to guide you to vendors who have been to CVC in the past. CVC will provide seating chart options for ceremony and reception per location.

## **Linens**

We do not provide linens as part of your package. For linen rentals and other table décor options we will refer you to our preferred vendor list. These rentals must be delivered on the day of your wedding before 11:00am. CVC will set-up rented chairs for an additional fee however all other rented items must be set-up by the rental company or the client. CVC is not responsible for any misplaced or damaged linen or other rental items.

## **Deliveries**

When using outside vendors, the client is responsible for arranging delivery and pick up times. When delivering items, vendors are advised to check in at the gatehouse to be directed to the event/delivery site. All décor and rentals that come from an external source are to be removed from the premises no later than 10am on the day after your event or a storage fee will be charged.

## **Event Set-up, Clean-up & Décor**

All décor is the responsibility of the client to both set-up and tear down. If you require extra assistance it may be best to consider hiring a Day-of-Coordinator whose job is to ensure your event décor is setup to your expectations as well as be your main go-to person throughout the event and who would liaise with the Event Supervisor on site. They would also be the one to

# Romantic Places Natural Spaces

help tear down your décor at the end of the event. CVC's Event Supervisor and other CVC staff are not responsible for setting up or packing up your decorations.

The Event Supervisor's role throughout the event is to oversee the set-up of all items CVC supplies for an event, and manage the facility. You will be given access to decorate your ceremony and/or reception area at a predetermined time based on operation hours and your needs.

CVC does not provide any set up equipment, such as a step stool; therefore it is the client's responsibility to bring one if needed. Please note: step stools must not be more than 3 feet high.

**Please note, only LED battery operated candles may be used. Sparklers, fireworks and wish lanterns or any such devices which ignite or use a flame are not permitted as per your Booking Agreement. Please consult your Event Supervisor for more details and to confirm your décor meets these requirements.**



## **Storage**

CVC is happy to offer our clients a storage space, maximum 10 by 10ft for 24 hours prior and 24 hours after the event date. The storage facility is locked and can only be accessed by a member of the CVC staff. CVC is not responsible for any lost, damaged or stolen items. Note that storage is not climate controlled and not suitable for fresh flowers or food items. If an item(s) is left in the CVC storage room for more than 24 hours after the event and there has been no arrangement made for pick up, the item(s) will be considered abandoned and CVC will take ownership of the item(s) or have the right to remove the item from the property.

# Romantic Places

## Natural Spaces



### ***Rehearsal***

Rehearsals are to be scheduled in the week prior to your wedding date, for 1 hour during normal operational hours. Please confirm with your Event Supervisor times for the season.

### ***Transportation and Parking***

All guest park admission and parking fees are included in your package. For guests that are unable to walk far distances, we do allow these guests to be dropped off closer to the facility.

**Cars must all be parked in the main parking lot.**

### ***Guest Numbers & Floor Plans***

Final guest numbers, floor plans and seating charts are required fifteen (15) days before your scheduled event. Changes to floor plans will be permitted only up to four (4) days prior to your event, after which no changes will be permitted.

### ***Audio & Video***

Terra Cotta CA offers a wireless microphone and speakers for an additional fee. If you will be using our equipment, we ask that you arrange a time with your Event Supervisor to come by to test your equipment to ensure everything will be in working order the day of your event.

# Romantic Places Natural Spaces

## **Photography**

All wedding packages include an engagement and wedding photo permit which allows you access to the grounds during operating hours. Please arrange the date and times with your Event Supervisor. Please note, drones are not allowed on CVC property.



## **Inclement weather**

In the event of inclement weather CVC requires one (1) day notice for any changes in location for your reception space. A final decision for your ceremony location can be made in the morning of your wedding day by 10am or at least 3 hours prior to the ceremony, whichever is sooner. All weather contingency plans will be discussed in advance with your Event Supervisor. We strongly advise if the temperature is lower than 20 degrees Celsius that the dinner be served indoors or for Spring and Fall weddings, we advise you plan to budget for renting heaters (available for rent with CVC).

# Romantic Places Natural Spaces



## **Final Payment**

Please refer to your contract for your payment schedule. Your Event Supervisor will remind you of approaching deadlines in advance of your due dates. Final payment by **certified cheque, cash, debit or credit card (Visa, MasterCard or AMEX only)** must be received by Credit Valley Conservation thirty (30) days prior to your event date as per your booking agreement. If all payments have not been received prior to the event date, CVC reserves the right to cancel the event.

## **Cancellation Policy**

A full refund of the reservation fee will be issued for the event if a written request by the client is sent within ten (10) business days of signing the booking agreement. After ten business days, the \$300 reservation fee is non-refundable upon cancellation however transferable to a new date with no penalty. In the event of inclement weather, on the date of your event, client initiated cancellations will receive a refund minus the \$300 reservation fee. If the cancellation is CVC initiated a full refund will be issued or can be transferred to another date with no penalty.

## **CVC Alcohol Policy**

- A Special Occasion Permit (SOP) may be obtained from the AGCO 60 days prior to the event, see conditions at: [http://www.agco.on.ca/en/services/permit\\_special\\_GPB.aspx](http://www.agco.on.ca/en/services/permit_special_GPB.aspx)
- Once the special occasions permit is filled out, CVC must approve it before being submitted to AGCO
- The client is responsible for attaining event insurance and providing to CVC thirty (30) days prior to the event
- Smart serve bartenders must be used and proof of certification submitted to CVC fifteen (15) days prior to your event
- The bar must close at least one half hour before the event is over
- No outside alcohol is permitted on the premises
- Beer and alcohol bottles may not be given to patrons. Bartenders must pour the drink into a glass or plastic container. Empty containers must remain at the bar.
- CVC does not allow the service of "shots", "shooters", or "doubles" on site.
- Alcohol is not permitted to be brought in by any patron/guest and consumed before the start of the event or during the event. This will result in the event being shut down.

# Romantic Places Natural Spaces

## Décor

Grand Wood Backdrop .....\$200  
A variety of wood stumps with LED candles and artificial floral arrangements – set as your ceremony backdrop or added décor for your reception.

## Event Rentals

Wood Centrepiece Rounds ..... \$4/each  
*20 units available, birch with lacquered surface*

Chalkboard ..... \$10/each  
*Large "A" frame chalkboard with chalk. Client to design, CVC to clean.  
2 units available*

Propane Heaters ..... \$100/each  
*2 units available, includes propane*

Lanterns .....\$3.50/each  
*With LED pillar candle, 20 units available*

Old Fashioned string lights.....\$150 per 100ft string  
*Lights for over the dance floor, ceremony or reception. CVC installs.*

Audio ..... \$100  
*Two speakers available on stands, one corded microphone and generator included where needed*

Life Sized Games.....\$25 per game  
*Large games such as Jenga, Connect Four, Checkers, beanbag toss and Battleship  
\*game options may change*



All prices are subject to applicable taxes. Prices are subject to change and availability.  
\*\*Items priced per person must be purchase for a minimum of half your guest list where applicable

# Romantic Places Natural Spaces

## Wedding Favours

Maple Syrup (40ml) – min order 100 .....	\$2.25
Maple Syrup (50ml) – min order 100 .....	\$4.00
Maple Syrup Lollipop .....	\$2.00
Wood Pencils (looks like twig with Park name) .....	\$2.00

\*Note: all orders must be placed at least six (6) weeks in advance.

## Sweets

*Milk and Cookies .....* \$4.00 per person  
*2% and chocolate milk or Hot Chocolate*  
*Assorted Fresh Baked Cookies (2 cookies each)*

*Bonfire and S'mores .....* \$300  
*Three hour bonfire, marshmallows with milk chocolate rounds and graham crackers for up to 150 people, staff member to keep watch of fire. \*Small children should always be under the supervision of a parent or guardian when near open flames\**

## Ceremony Extras

*Lemonade Stand .....* \$3.00 per person  
*Lemonade and infused water stand made available for your guests at the top of the ceremony path.*

*Apple Cider & Hot Chocolate Stand.....* \$3.00 per person  
*Assorted glass bottles of vintage soft drinks.*



# Romantic Places Natural Spaces

## **Option 1: Basic Package**

Ceremony only. Capacity of up to 200 people.

Price: \$800 + tax, includes \$300 non-refundable deposit



### Package Includes:

- Use of the Amphitheatre
- Admissions for up to 200 people
- Access to electricity at the stage area
- Rehearsal visit (please arrange date/time with Program Assistant)
- Two site meetings
- Wooden birch bark arbour
- Engagement and wedding photography/videography permit (\$250 value)
- Two tree trunk pillars for flower arrangements or décor (maple, ash or birch)
- Wooden signing table and chair
- One-year Family and Friends Conservation Parks Membership (\$135 value)

# Romantic Places Natural Spaces

## **Option 2: Small Ceremony and Reception Package**

Capacity for up to 50 people in the pavilion, 100 people on-site\*

Price: \$1100 + tax, includes \$300 non-refundable deposit



### Package Includes:

- Admissions for up to 100 people
- use of the Amphitheatre (hydro included and accessible via stage area)
- Forest Meadow Pavilion (Area #8), generator for electricity required and available to rent for an additional fee
- 1 wagon shuttle ride during arrival and departure (set times from main parking lot)
- four-hour Watershed Learning Centre rental for bridal party to get ready
- ceremony rehearsal (please arrange date and time with Program Assistant)
- two site meetings
- engagement and wedding photography/videography permit ( a \$250 value)
- wooden birch bark arbour
- two tree trunk pillars for flower arrangements or décor (maple, ash or birch)
- wooden signing table and chair
- one-year Family and Friends Conservation Parks Membership ( a \$135 value)

*\*Note: Pavilion can seat 50 people comfortably. To provide shelter for up to 100 people, please consider renting an event tent or our Option 3 wedding package.*

# Romantic Places Natural Spaces

## **Option 3: Full Ceremony and Reception Package**

Capacity of up to 150 people in the pavilion, 200 people on-site\*

Price: \$1500 + HST, includes \$300 non-refundable deposit



### Package Includes:

- Admissions for up to 200 people
- Access to hydro via amphitheatre stage and pavilion (multiple outlets)
- Use of Amphitheatre
- Wetland Pavilion, able to bring in event tent rental
- Four-hour Watershed Learning Centre rental for bridal party to get ready
- Rehearsal at Amphitheatre (please arrange date/time with Program Assistant)
- Two site meetings
- Engagement and wedding photography and videography permit (\$250 value)
- Wooden birch bark arbour
- Two tree trunk pillars for flower arrangements or décor (maple, ash or birch)
- Wooden signing table and chair
- One-year Family and Friends Conservation Parks Membership (\$135 value)

*\*Note: Pavilion can seat 150 people comfortably. To accommodate up to 200 people, Please consider renting an event tent.*

# Romantic Places Natural Spaces



## CVC Preferred Vendors List:

### Caterers:

#### **Lavender Blue Catering**

519.939.3663

vanessa@lavenderbluecatering.com

[www.lavenderbluecatering.com](http://www.lavenderbluecatering.com)

#### **BBQ Feast Catering**

519.283.6553 x102 David Doherty

info@bbqfeast.com

[www.bbqfeast.com/](http://www.bbqfeast.com/)

#### **Pig Roast Catering**

416.938.4853

info@pigroastcatering.ca

<http://pigroastcatering.ca/>

#### **On The Move Catering**

(905) 615-9957

info@otm.ca

<http://www.otm.ca/>

#### **Simply BBQ**

(905) 565-9607

info@simply-bbq.com

<http://simply-bbq.com/>

### Florists:

#### **Parson's Florist**

519.941.8408

parsonsfiorist@bell.net

[www.parsonsfiorist.com](http://www.parsonsfiorist.com)

#### **Kerstin Stinson**

519.925.5324

kerstin@kerstinstinson.com

[www.kerstinstinson.com](http://www.kerstinstinson.com)

#### **Cedar and Stone Floral Studio**

416.938.7447

karen@cedarandstone.ca

[www.cedarandstone.ca](http://www.cedarandstone.ca)

### Desserts:

#### **Cakes by Anna**

416.917.2181

anna@cakesbyannal.com

[www.cakesbyannal.com](http://www.cakesbyannal.com)

#### **The Quest for Cakes Bakery**

519.940.5858

quest4cakes@msn.com

[www.questfourcakes.com](http://www.questfourcakes.com)

#### **The Chocolate Shop**

519.941.8968

barb@thechocolateshop.ca

[www.thechocolateshop.ca](http://www.thechocolateshop.ca)

#### **Terra Cotta Cookie**

1.800.561.8833

[www.terracottacookies.com](http://www.terracottacookies.com)

### Officiants:

#### **Kim Perryman**

519.941.3599 x227

#### **All Seasons Weddings**

[www.allseasonsweddings.com](http://www.allseasonsweddings.com)

# Romantic Places Natural Spaces



## **CherCo Services**

905.584.9383

cheri.officiant@chercoservices.com

[www.chercoservices.com](http://www.chercoservices.com)

## **Stationary:**

### **The Love of the Art and Design**

Rosanna Casalnuovo

416.540.3243

## **Photography/Videography:**

### **Precious Photography**

photos@preciousphotography.ca

<http://preciousphotography.ca/>

### **Amy Cheshire Photography**

amy@amycheshire.com

[www.amycheshire.com](http://www.amycheshire.com)

### **Ash Nayler Photography**

705.760.5491

info@ashnaylor.com

[www.ashnaylor.com](http://www.ashnaylor.com)

### **Studio Solaris Photography**

416.890.8423

info@studiosolaris.com

[www.studiosolaris.com/blog/](http://www.studiosolaris.com/blog/)

### **QIU Photography**

647.402.6398

info@qiuphotography.ca

[www.quiphotography.ca](http://www.quiphotography.ca)

### **Emily Jean Photography**

705.305.6321

hello@emilyjeanphotography.ca

<http://www.emilyjeanphotography.ca/>

## **Decorators and Event rentals:**

### **McLean Sherwood Event Rental**

519.307.5781

<http://www.mcleansherwood.com/index.php>

### **Totally Covered Event Rentals**

705.435.5312

<http://www.totallycovered.ca/>

## **Wedding planners:**

### **Top Drawer Wedding and Events**

416.357.0875

info@topdrawer-events.com

<http://topdrawer-events.com/>

### **SW Event Management Inc**

289.314.2811

info@sweventmanagement.com

<http://www.sweventmanagement.com/>

### **Marvelle Events**

519.217.1726

Info@marvelleevents.ca

[www.marvelleevents.ca](http://www.marvelleevents.ca)

### **Elegant Professional Events**

519.941.8566

<http://www.epevents.jigsy.com/>