

MacLaren Art Centre Wedding Package



*Congratulations on taking the next
step in your journey together.*

In choosing the award-winning MacLaren Art Centre as a venue for your ceremony and/or reception, you begin with the perfect canvas. With its high ceilings, natural light and beautiful windows, the impressive Carnegie Room at the MacLaren provides the perfect backdrop for wedding ceremonies and receptions. Personalized décor can transform the venue into your dream space, and highlight the buildings impressive architecture and natural elegance.

Along with your booking we are pleased to offer professional and courteous service throughout the process. With over a decade of event management experience, our staff works closely with you to ensure all of the details meet your expectations.

In booking with the MacLaren, you not only get a gorgeous venue, but we offer many other services that can amplify your experience with us, some of which are already included in the price of booking the venue. Please take your time to read through this information and let us know how we can do more for you.

We look forward to being a part of your special day.

Sincerely,

The Event Services Team
at the MacLaren Art Centre

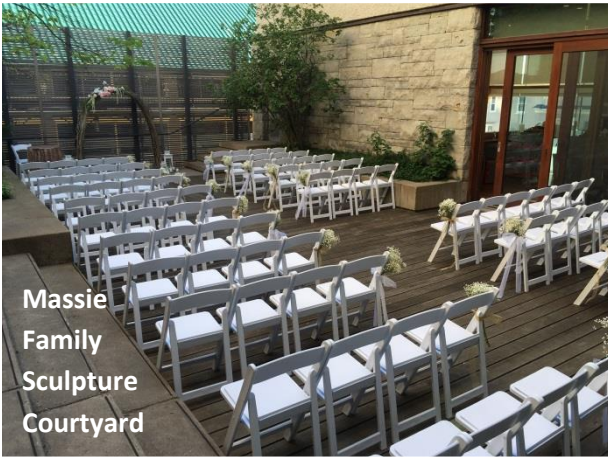
The Complete Package



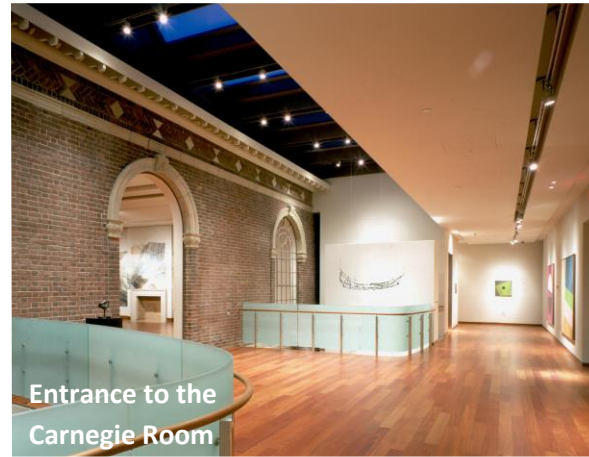
Carnegie Room



Harris Hall



Massie Family Sculpture Courtyard



Entrance to the Carnegie Room

The Venue

In warmer months, you may have the option of using our beautiful, garden courtyard for your ceremony and throughout the evening. This intimate outdoor space accommodates up to 100 guests, seated in our sleek white chairs that enhance the natural ambiance, or rental chairs of your choice. After the ceremony, the chairs are removed and bistro tables and chairs can be set up to invite your guests to use the space all evening long.

Receptions and indoor ceremonies take place in our Carnegie Room, a transformed 1917 Carnegie public library. This inviting space is an architectural gem with its magnificent windows and gorgeous brick archway. We have elegant black chivari chairs for your guests, and the impressive space makes for an ideal backdrop for wedding photos.

Capacity

The Carnegie Room: up to 150 guests for seated receptions; up to 200 guests for a cocktail reception

Massie Family Sculpture Courtyard: up to 100 guests seated or ceremonies



Coordination

We work with the rest of your wedding day dream team – caterers, florists, decorators, event planners – to make sure there is a successful flow and ensure details are made and expectations are met. Our Event Services team will provide the preliminary facility tour and handle the booking of the wedding. We are always available to answer your questions throughout the planning process. Just ahead of the date, we will sit down and meet with the bride and groom to go over the details. On the day of the wedding, a staff member will be on site throughout the day to manage receiving rentals and assist vendors with any required set up.

Food and Beverage

While the MaClaren does offer catering options, for weddings we recommend choosing a full-service caterer to assist with your meal. Please refer to our Recommended Vendor List to find out who we work with often.

The MaClaren Art Centre is a fully licensed establishment. We have an experienced team of bartenders that ensure the evening goes smoothly. Standard bar staff is included in the price of rental, and you decide how you want the bar to be run—cash, open, tickets, toonie—it's your choice. We carry a nice selection of beers, wines and liquors to suit a variety of tastes.

Timing

The MaClaren Art Centre is pleased to accommodate ceremonies and receptions on weekends, after 5 pm on Fridays and 4 pm on Saturdays when we close to the public. Vendors have access to the catering room and the Carnegie Room from 10 am, the day of the wedding. No set up is permitted in the halls until the MaClaren closes. Please note: All public spaces, including the Carnegie Room, remain open to the public throughout set up. We ask those preparing for the evening's events to provide unobstructed access to the art. The bar closes at 1 am, unless an earlier time is requested.

What's included:

- Set up and tear down of chairs and tables, including: 150 black chivari chairs; 16 60-inch round tables; up to 4 rectangle tables measuring 5ft x 2.5ft and up to 10 rectangle tables measuring 6ft by 2.5ft
- Complimentary rehearsal (when schedules permit)
- Completely wheelchair accessible facility
- Use of loading dock and large elevator for ease of loading and unloading
- Unisex washrooms located on every floor

Please refer to the Facility Rental Contract for a complete list of MaClaren's policies, specifically those related to food and beverage service and set up and décor.



Booking information

For \$1900, our award-winning heritage building can be booked for your ceremony and reception. Included in this price, is access to the Massie Family Courtyard, Harris Hall (main level lobby) and the Gallery Café throughout the evening.

A signed contract and 50% deposit are required upon booking any of our facilities. The Gallery also requires a \$500 security deposit that will be taken at the time of booking, in addition to the facility rental deposit.

Additional Services Available

In addition to our beautiful facility, we invite you to enjoy all of the services MacLaren has to offer. With your booking, we are pleased to offer you a complimentary one-year Family Membership to the MacLaren. All Gallery Members receive a 10% discount on Gallery Shop purchases, MacLaren Framing Services and art class registration.

Wedding Registry

Allow our Gallery Shop Manager to take you on a private tour of the Gallery Shop. This inspired retail space hosts over 100 Canadian artisans, many of which are local. The gifts you choose will add to the memories of your special day. While you're completing your gift registry, you are sure to find unique gift ideas for bridesmaids or groomsmen.

Framing Services

Conclude your momentous day with beautifully-framed photographs. Using quality materials and museum standard service, MacLaren Framing Services offers professional and efficient service for all customers.

Art Rental and Sales Programme

See something you like? Or maybe you've just bought your first home together. The MacLaren Art Centre Art Rental and Sales Programme offers limited edition prints, drawings and photographs by local, regional and national artists in a wide range of styles to suit any space and budget. Choose a piece of art that speaks to you and will help tell your story.

Art Tours

Take advantage of the Gallery and arrange to have your guests tour the MacLaren during cocktail hour. Tours are based on the availability of tour guides and will cost a minimum of \$30/hour. Please note absolutely no food or drinks are allowed in any of the galleries.



Recommended Vendors

Catering

We provide a room for caterers to use, however this room is not a full-service kitchen and we do not provide any equipment. The caterers listed below have worked here many times and are familiar with the space and its restrictions. Please ensure any vendors who have not worked with us before come in for a tour to view the venue and understand what is expected of them.

Craving's Fine Food Market & Catering
705 734 2272

Michael & Marion's
705 721 1188

Wildwood Hospitality Solutions
705 727 3772

Casal Catering
705 735 2727

Florals and Event Design

Art in Bloem
705 309 1950, artinbloem.ca

Rentals and Décor

Elite Party Rentals and Décor
705 722 6030, elitepartyrentals.ca

Photography

Nat Caron Photography
705 797 0703, natcaronphotography.com

Jennifer Klementti Photography
705 719 9769, jenniferklementti.com

Rowell Photography
705-321-1102, e.r@rowellphoto.com

DJ

Keep Them Dancing Disc Jockey Services
705 722 6469, keepthemdancing.com