

# MacLaren Art Centre

## Wedding Package

In choosing the award-winning MacLaren Art Centre as a venue for your wedding, 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, courteous service throughout the process. With over a decade of event management experience, our staff works closely with you to meet your expectations.

In booking with the MacLaren, you not only get a gorgeous venue, you receive many other services that enhance your experience, 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,

Event Services  
MacLaren Art Centre

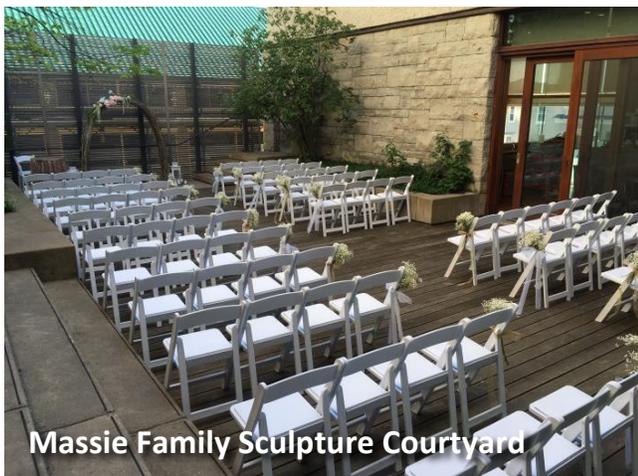
# The Complete Package



The 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 may take place in our main lobby for small receptions or 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 for ceremonies.

## Booking

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 expectations are met. Our Event Services team will provide the preliminary facility tour and handle the booking of the wedding. We are available to answer your questions throughout the planning process. Just ahead of the date, we will meet with you to go over the details. On the day of the wedding, a staff member will be on site to manage receiving rentals and field inquiries.

## Food, Beverage and Flowers

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. The bar closes at 1 am, unless an earlier time is requested. While the MacLaren does offer catering options, for weddings we recommend choosing a full-service caterer. Please refer to our caterers section to see our list of pre-approved catering companies. Please note that only cut flowers from a professional florist are permitted in the building. We do not allow any potted plants, flowers collected from the garden, or wildflowers.

## Scheduling

The MacLaren Art Centre is pleased to accommodate ceremonies and receptions on weekends, after 5 pm on Fridays and after 4 pm on Saturdays when we close to the public. A courtesy hold may be placed on a date by request, though the date will not be confirmed without 50% deposit. If we do not hear from you within 30 days of the hold being placed, or a deposit put down the hold will be considered void. Vendors have access to the catering room and the Carnegie Room on the morning of the wedding. No set up is permitted in the halls or lobby area 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. If you choose to set up a pipe and drape backdrop it must be of a curtain variety that can be pulled aside so that visitors to the gallery during the day can still view the artwork installed on the wall behind it.

**What's included:**

- Set up and tear down of chairs and tables, including: 150 black chivari chairs; 16 60-inch round tables; up to three rectangle tables measuring 5ft x 2.5ft and up to ten rectangle tables measuring 6ft by 2.5ft
- Completely wheelchair accessible facility
- Use of loading dock and large elevator for ease of loading and unloading
- Washrooms located on every floor

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

**Fee Schedule**

For \$2500, our award-winning heritage facility 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 security deposit in the form of credit card number kept on file, that will be taken before your event.

### **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. Gift certificates for framing services can also be added to your wedding registry.

### **Art Rental and Sales Programme**

See something you like? Or maybe you've just bought your first home together. The MaClaren Art Centre's 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**

While not available during your wedding, we encourage you and your guests to book a free tour of our galleries on another date. Please contact us for more information.

## Approved Caterers

*As the MacLaren Art Centre is an art museum, to protect the artworks on display as well as our permanent collection, we ask that you choose from our list of pre-approved caterers. These caterers know how to best work in the space and have proven on a regular basis to respect and keep our heritage building in good order. Additionally, though we provide a room for caterers to use, we do not have a full-service kitchen onsite and we do not provide any equipment. The caterers listed below offer a variety of high quality menu options along with great service.*

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

Catering by Colin  
705-726-3755

Liberty North  
705-728-3877

Feast Catering Company  
705-309-5337

Holly's Sweets and Eats Bakery  
705-735-3366

## **Recommended Vendors**

*Please refer to the list below for a list for our recommended vendors. You can choose from the following vendors or select outside vendors for your flowers, décor, photography and DJ services. Please ensure that if you choose vendors outside of this list that you send them a copy of our contract to review our policies on set up, take down, and décor.*

### **Florals and Event Design**

Art in Bloem  
705-309-1950, [artinbloem.ca](http://artinbloem.ca)

### **Rentals and Décor**

Elite Party Rentals and Décor  
705-722-6030, [elitepartyrentals.ca](http://elitepartyrentals.ca)

### **Photography**

Nat Caron Photography  
705-797-0703, [natcaronphotography.com](http://natcaronphotography.com)

Jennifer Klementti Photography  
705-719-9769, [jenniferklementti.com](http://jenniferklementti.com)

Rowell Photography  
705-321-1102, [e.r@rowellphoto.com](mailto:e.r@rowellphoto.com)

Acme Photographic  
705-321-1505, [acmephotographic@gmail.com](mailto:acmephotographic@gmail.com)

### **DJ**

Keep Them Dancing Disc Jockey Services  
705-722-6469, [keepthemdancing.com](http://keepthemdancing.com)