

The Heights
SCC

WEDDING INFORMATION BOOKLET



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Welcome to The Heights

Thank you for choosing to host your upcoming wedding with us, we are thrilled and excited to work with you to make your big day everything you hoped it would be and more. In this package, you will find lots of helpful hints, details, and information about how to make your planning experience as easy as possible, and hopefully some answers to the questions you may have. The appendices include tools we will be using and referring to when planning the details of your day. Take a look, and feel free to reach out to us if you have any further questions, we are always happy to help!

WHAT WE OFFER

One of the things we are most proud of is how many couples tell us how easy it was to plan their wedding at The Heights. Our goal is not only to give you the wedding of your dreams, but to make the experience as stress-free as possible so you can enjoy every second of it. Here is some more information about some of the items included in your wedding package:

CEREMONY & RECEPTION SPACE

The beautiful hillside hosts the majority of our wedding ceremonies. Rental of this space includes the set up and tear down of the area, including any décor items you may want to bring in. We include white folding chairs, signing table with white linen, table and power outlets for your DJ / performers, and a water station for your guests on extremely hot days.

The reception space is our Main Room and Pub area, which come equipped with a full-service bar, tables, chairs and staging for entertainment or the head table. Many couples want to bring in additional décor or entertainment elements to enhance the space, such as back drops, photo booths, lighting, wall hangings, games, etc. We are more than happy to accommodate any of these items to personalize your day. If you would like to bring in additional features, please let us know so we can verify the room layout and be prepared for their arrival. We ask that any items brought in not damage the club in any way, for example, wall treatments must be able to be removed without affecting the paint.

LINENS

The venue rental fees include white cotton linens and basic linen napkins, which can be ordered in a selection of colors. We are happy to rent specialty linens on your behalf using our supplier's preferred rate if these options are not to your liking. All auxiliary tables and the head table will be dressed and skirted in white, unless otherwise specified.

SET UP & TEAR DOWN

On the day of your wedding, you have enough to do without having to come into the club to set up. Therefore we are more than happy to make sure everything about the space is set up exactly the way you want it. We will dress and set the tables, as well as place any decorations and table items such as centerpieces, name cards, table numbers, and any other décor items. We will also set up any auxiliary tables such as the gift table, seating table, cake table, etc. In order to do this, simply bring your items in advance to our office with instructions, a description, or photo of your vision, and we will set them up the morning of the wedding. If you wish to have extra décor such as a backdrop, lighting, or head table draping, please consult a professional decorator or rental company.

For floral centerpieces, we ask that the florists drop off and place them on the table. This is also true for bakeries with cakes and cupcakes. This way if something goes wrong, they are there to fix it.

During tear down we will place all items belonging to you in a box for pick up. Pickup by noon the following Monday is appreciated and helps ensure there's no damage to your belongings.

FOOD AND BEVERAGE

Unless otherwise specified, most of our weddings come with hors d'oeuvres, a three course meal including appetizer, entrée, and dessert, or buffet and a late-night station. Let it be known, we often make special requests for food not on the menu. The feasibility of these requests depends on availability from our suppliers, and an appropriate cost substitution. We do not allow outside food or beverage on the property (wedding celebratory item or edible favor are exempt) without a surcharge being applied. For example, you may bring in a food truck for your late-night snack however a fee of \$3.99pp will be applied to the main bill.

THE BIG DAY

The day of your wedding, the event coordinator will always be on site to assist you through the process. We will be on hand making sure everything happens on time, guiding you through the ceremony arrival and reception entrance, ensuring all elements of your wedding are the way you want, and solving any issues as they arise. From set-up to tear-down, the coordinator and staff are here to make sure that you and your guests can simply sit back, relax, and enjoy your wedding day.

TIMELINE

We recommend the following general timeline for your wedding day, to allow you ample time to get ready, take pictures, and enjoy your evening. Keep these times in mind when booking vendors and planning your own timelines.

- 3:30pm – Arrival of groom and groomsmen
- 4:00pm – First guest arrival
- 4:30pm – Arrival of bridal party, ceremony starts
- 5:00pm – Ceremony ends, cocktail hour begins, photos
- 5:50pm – Call to tables
- 6:00pm – Introduction of the wedding party, welcome, grace
- 6:15pm – Dinner is served, bar closes, wine service begins, speeches between courses

- 8:30pm – Dinner finishes
- 8:40pm – Cake cutting, first dance, father/daughter, mother/son
- 9:00pm – Bar reopens
- 10:30pm – Late night stations served
- 1:00am – Bar closes
- 1:45am Building is vacated.

If you wish to change the timeline for your day just let us know, it is *your* day, and we are only here to assist you through it.

ARRIVAL

We recommend that the groomsmen aim to arrive about a half hour before the guests to greet them and show them to their seats. The bridal party should arrive ready to go. Once the men are in position and any parents / grandparents are down the aisle, we will start the bridal procession. We will always be on site to provide walking cues and coordinate the flow of the arrival and procession.

TASTINGS

We host a group tasting in our off-season (April or May) for all couples booked that year. The full catering package is presented buffet-style so you can sample each menu item. If you're unable to attend the group tasting, we can arrange a private tasting with a more limited selection. You are welcome to bring additional guests — please let us know in advance. Additional guests are \$35 per person.

FLOOR PLAN

In Appendix 1 you will find a sample floor plan for 168 guests, including guest tables and auxiliary tables such as cake, gift, and DJ. There is some flexibility in the location and configuration of the room, please discuss the options with your coordinator. Our dance floor is a portable unit so there are also several locations for it within the space. See the three included.

SPLIT MEAL REQUIREMENTS

If you have chosen to offer more than one meal option to your guests, there are a few things we require to ensure speed and efficiency of service. First, we will need to know how many of each meal to send to each table. To do this, we ask that you please fill out the Meal Breakdown Chart found in Appendix 2. A digital version is available upon request.

Secondly, we will also need to know what meal each guest at the table is having. In order to do this, we require that each guest have a name card with a meal indicator that our staff can easily read. This indicator can be a specific color for each meal, a symbol, or letter, anything that we can use to tell them apart. Please separate these cards into groups by table, with a label indicating which table is which. See Appendix 3 for more information.

WEDDING CHECKLIST

To make sure we have all of your wedding information, and to give you a more detailed guide of some elements to consider for your wedding, we have a Wedding Checklist for you to fill out and bring to your tasting day and follow up appointment. This checklist goes over your preferred details for ceremony and reception, timing, food and beverage, décor, and provides us with contact numbers for your vendors. Please see the document in Appendix 4.

PREFERRED VENDORS

You are responsible for booking your own vendors such as officiant, photographer, entertainment, DJ, bakery, and decorator for any additional décor needs as described above. However, we have worked with some fantastic vendors in the past and would like to pass on their information to you. These vendors know the space, times to arrive, the best places to take pictures, and offer fantastic results. Attached in Appendix 5 you will find our preferred vendors list.

DEADLINES

Going forward, here are a few of the *Heights* deadlines to be mindful of:

120 days prior:

- 65% of quoted amount due, payable by e-trans, cash, cheque or credit card (no amex)

45 days prior:

- Final Menu Selection

30 days prior:

- Approximate guest count
- Linen and chair cover order if needed (preferably given at time of tasting)
- Wedding checklist completed and returned (preferably given at time of tasting):
- Meal breakdown chart
- Floor plan / room layout

10 days prior:

- Final number guarantee

2 days prior:

- Balance payment due
- Credit Card on file for any overages
- Name cards with meal indicators given to the events office
- Delivery of any décor items with instructions

FAQ

- How many functions are on site during the wedding?

The Heights is proud to have our One Wedding Guarantee. With only one banquet room you can be sure we will be giving our full attention to you.

- Can cars stay in the parking lot overnight?

Yes, cars can stay in the parking lot overnight and will not be towed. We would much rather your guests get home safely and leave their car with us, to be picked up the next day.

- Is the coordinator on site for the wedding?

There will always be an event representative on site to oversee the set-up, ceremony, and reception.

- How many guests can I sit per table?

Our round tables can seat 8 people comfortably, and our rectangular ones 10-12 people. We only own 14 round tables so if you have more than 112 guests you may require using both styles or renting more rounds.

- Do you have a microphone for the ceremony?

Yes, we do, however the DJ often uses one hooked into their system. Your DJ should be able to provide a microphone for you for the outdoor ceremony, hooking up to their sound system. You should confirm this with them. We recommend having a microphone for all outdoor ceremonies, as noise doesn't travel well in the outdoor space.

- Is there a bridal suite / changing area?

Yes, we do have a holding room in the lower level of the clubhouse where the bridal party can sit and relax while the guests arrive and are seated.

- Where is the ceremony held in case of rain or cold weather?

In case of inclement weather, we will host the ceremony in the clubhouse, usually in front of the fireplace. Following the ceremony, as guests move over to the pub area for cocktails, we will replace the chairs to finish off the reception space. By the time they return, the space is exactly as you planned for the big reveal.

- Can we have candles?

You can have candles, provided they are in a container that is higher than the flame. Fire code requires that we do not have open flame in the building. Most couples these days opt for battery powered ones because they last longer than traditional ones.

- What time should I ask my vendors to set up or deliver?

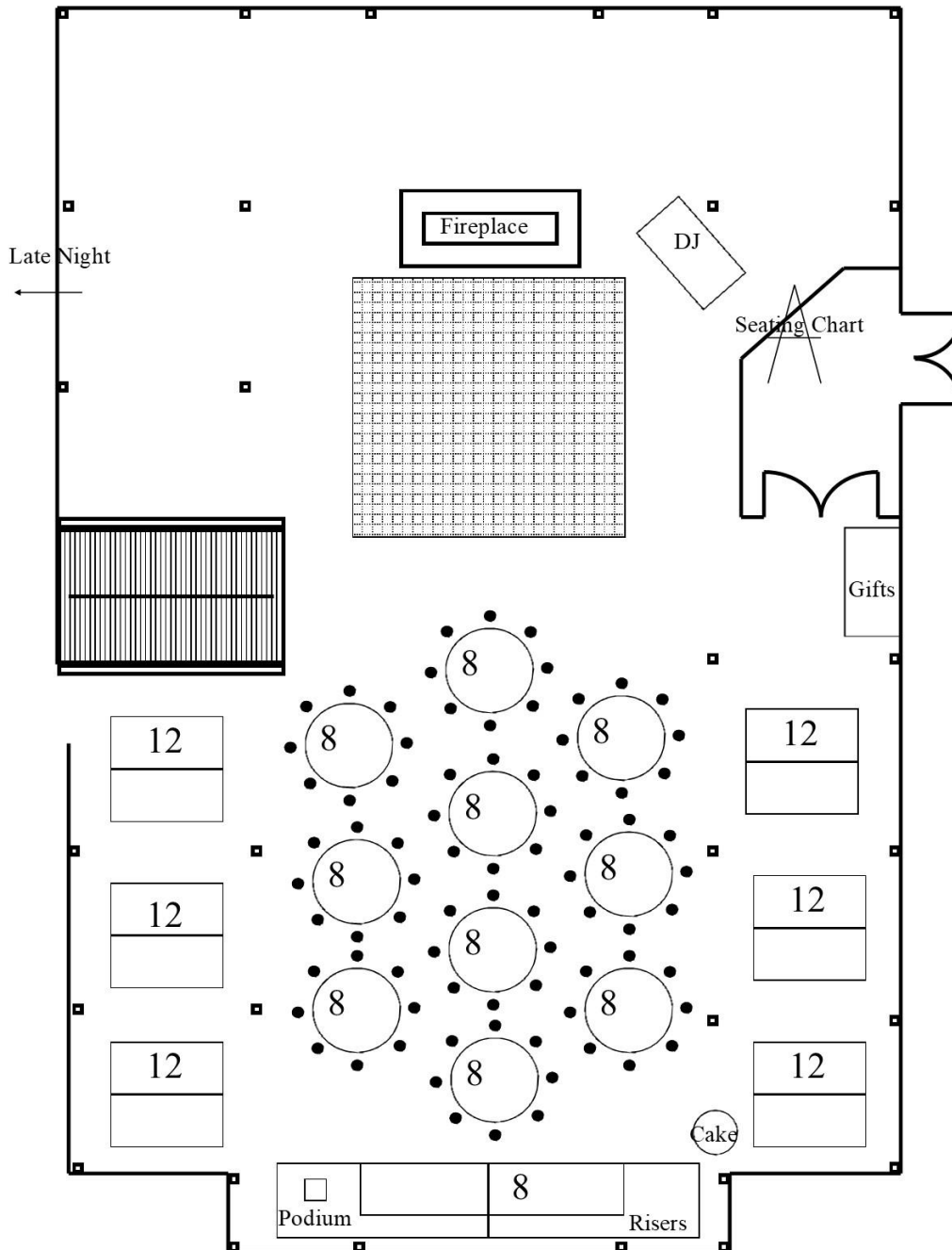
We recommend having florists and bakeries not deliver until after 12pm, so everything stays fresh and so that we can ensure the tables are properly set. If you are hiring a decorator or event rental company to install a backdrop or other large installations, it is sometimes possible for them to come in the day before for set-up. Please check with our events office to ensure the room is available for day-prior setup, or for any special requests for room access. You are only guaranteed the room from 9am the day of the wedding but we do our best to allow you in prior to that if possible.

- Can we take pictures on the hill?

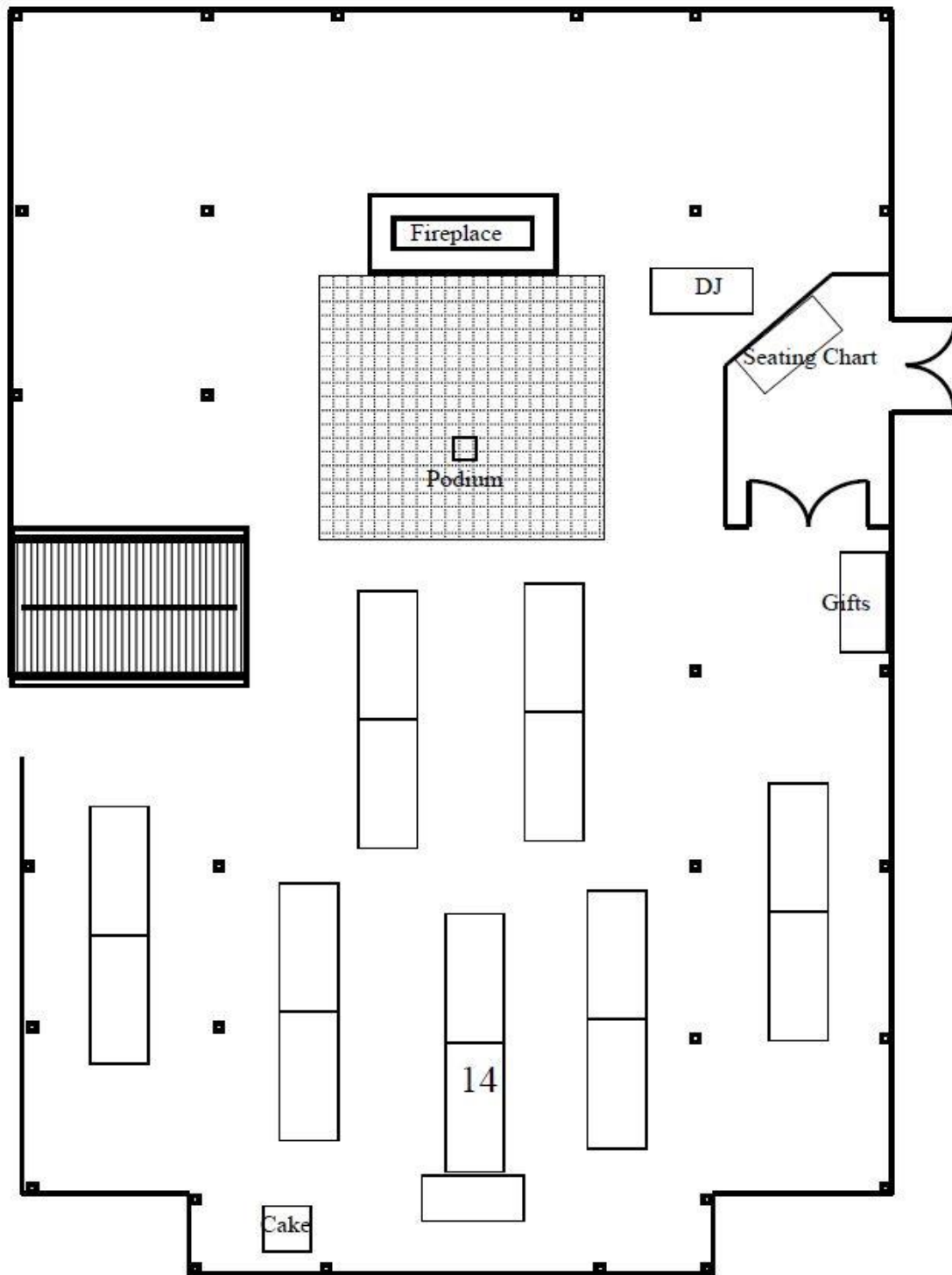
Wedding parties are more than welcome to take pictures in the many locations on the property. Unfortunately for safety we ask that only small groups venture up the hill by vehicle (ie. Couple and photographers only) as it is not a maintained road and it is considered "at your own risk". The Heights takes no responsibility for any damage that may occur to your person or property if you choose to go. Our property is used by outdoor enthusiasts, such as mountain bikers and hikers, if you do decide to explore the property we ask you to take care of others that may be out on the trails.

APPENDIX 1

Including Rounds



Harvest Style Tables



APPENDIX 2

Table #	# PPL	Beef	Chicken	Veggie	Kids	Dietary Notes
Example 1	8	4	3	1		Debbie - Chicken (Gluten Free) Simon - Beef (Egg allergy)
Headtable						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
Photographer						If not at a guest table
DJ						
Totals	8	4	3	1	0	

APPENDIX 3

SPLIT MEAL REQUIREMENTS

Individual Name Cards – each guest (including the wedding party and bride and groom) must have their own name card that is *clearly* marked with a signifying jewel or color. The staff must be able to see very easily what that guest is going to be eating for speed of service. The cards must not be made out for couples ie. Mr and Mrs Smith, if each of them is eating something different the staff will not know who the jewel pertains to.



In this case the question becomes who is
having the beef and who is having the
chicken?

We suggest you have a color or icon for each meal choice (beef, chicken, salmon, vegetarian, kids) and double it if it's a special meal (allergy). Choose a color theme that goes with your wedding, as long as we know what each one means no one else needs to know.

Note: Please have your MC make it a part of their welcoming message that the name cards be visible to the staff during service. Often time's people put them away as keep sakes.

Meal Breakdown Sheet – this is a spreadsheet which tells us how many of each type of meal is required at each table and where any special meals ie. Gluten free, are located.

Floor plan – This will tell us where the table numbers are located in the room

GENERAL INFORMATION

Name: _____

Date: _____

Number of guests: _____ (Total, including couple, children and vendors)

Contact numbers

Bridal party: _____

Photographer: _____

DJ: _____

Bakery: _____

Decorator: _____

Rental Company: _____

Florist: _____

Officiant: _____

Other: _____

CEREMONY / RECEPTION DETAILS

- ☐ Ceremony On Site: Location _____
Ceremony Off Site: Location and time _____
- ☐ DJ providing ceremony music
 - ☐ Bringing microphone
- ☐ DJ providing reception music
- ☐ Receiving line; Location: _____
- ☐ Shots during receiving line; Shot: _____
- ☐ Photographs immediately following ceremony

Ceremony / Reception Notes:

TIMELINE

- ☐ Groomsmen arrival: _____ (minimum 30min before guests)
- ☐ First guest arrival: _____ (generally 30min before ceremony)
- ☐ Ceremony start: _____
- ☐ Receiving line: _____
- ☐ Cocktail reception: _____ (one to two hours maximum)
- ☐ Call to tables: _____
- ☐ Introduction of bridal party: _____
- ☐ First dance upon entrance: _____ OR ☐ First dance to follow dinner:
- ☐ Welcome/grace: _____
- ☐ Dinner service: _____
- ☐ Speeches between courses OR ☐ Speeches during dessert
- ☐ A/V Slide show: _____
- ☐ Late night buffet: _____ (10-10:30pm recommended)
- ☐ Bar closing time: _____ (1am latest)
- ☐ Shuttle services: _____
- ☐ Room vacated: _____ (1:45am latest)

BAR / BEVERAGES

- ☐ Consumption Bar “aka” Host Bar
 - ☐ Cash Bar
 - ☐ Ticket; Details: _____
 - ☐ Special brands to be ordered: _____
 - ☐ Allowing premium alcohol; Details: _____
 - ☐ Shooters ☐ Doubles ☐ Martinis ☐ Back Rail
 - ☐ Bar open during dinner ☐ Bar Closed during dinner
 - ☐ Champagne toast; Timing: _____
 - ☐ Alcoholic Punch
 - ☐ Non-Alcoholic Punch
 - ☐ Portable Bar, additional fee
 - ☐ Wine Service
 - ☐ Drop only ☐ Replenish if requested
- Wine selections: _____
- _____

FOOD

- ☐ Hors d'Oeuvres _____

Must haves: _____
- ☐ Appetizer #1: _____

Appetizer #2: _____

Entrée #1: _____

Entrée #2: _____

Dessert: _____

Late night: _____

Vegetarian: _____

Children's meal: _____

DECOR

☐ Decorator hired

☐ Ceremony ☐ Linen ☐ Guest tables ☐ Head table ☐ Auxiliary tables ☐ Backdrop

Decorator notes: _____

Ceremony décor notes:

☐ Gift table; Linen: _____

☐ Additional décor items: _____

☐ Guest book / place cards; Linen: _____

☐ Additional décor items: _____

☐ Easels; Location: _____

☐ Head table location and configuration: _____

Guests at head table: _____

☐ Risers

☐ Our linen

Napkins: _____ Fold: _____

Overlays: _____

☐ Chair covers (additional fee): _____

☐ Backdrop being brought in: Details _____

☐ Place cards signifying marks: _____

☐ Additional Decor: _____

☐ Table numbers: _____

☐ Centerpieces: _____

☐ Bonbonnières / favors: _____

Location: _____

Decor Notes:

APPENDIX 5

Preferred Vendors

PHOTOGRAPHERS & PHOTOBOOTHS

Phil Steingard Photography – 705-435-4014 | phil@steingardstudios.com | www.steingardstudios.com

Heather Hugo Photography – 705-440-0543 | <https://heatherhugophotography.ca/>

Tanya Ellis Photography – 249-359-9309 | info@tanyaellisphotography.com | <https://tanyaellisphotography.com/>

OFFICIANTS

Lauren Andrew – 647-968-4269 | lauren@laurenandrew.ca

Julie Grigg-Mori - 705-826-2677 | juliegriggmori@hotmail.com

Patrick Bullock – 705-796-1431 | infinityofsimcoe@gmail.com

Joanne DeGasperis – 705-812-7728 | joanne@bellalunassacredcircle.com

Irene McCombs – 705-321-1456 | rev.irenemccombs@gmail.com

DJS & ENTERTAINERS

Big Event Entertainment – Ken Lindsay 705-429-1003 | bigevent@rogers.com | www.bigevent.ca

The Handy DJ - Tyler 705-345-1721 | info@thehandydj.ca | www.thehandydj.ca

Supreme DJs 647-965-6588 | drew@supremedjs.ca | www.supremedjs.ca/

DJ Mastermix – Michael 705-730-3625 | info@djmastermix.ca | www.djmastermix.ca

MTAV – 705-726-0333 | www.mtav.ca/

LIVE BANDS

Genevieve Cyr – 519-272-5549 | gcyrmartinez@gmail.com | www.gvsmusic.com

JoJo Garrisi – 705-717-4553 | noise4u@rogers.com | www.jojolivemusic.com

Rob Watts Band – management@robwatts.ca | www.robwatts.ca

The Keynotes – info@thekeynotes.ca | www.thekeynotes.ca

Memphis Mudd – info@mavericksproduction.com | www.memphismudd.com

DECORATORS & COORDINATORS

Chair Covers Plus – 905-738-2203 | info@chaircoversplus.com | www.chaircoversplus.com

All Things Love Events – 705-818-5878 | shannon@allthingsloveevents.com | www.allthingsloveevents.com

Diamond Decor - 705-791-9796 | dana.diamonddecor@gmail.com | www.diamonddecor.ca

Elite Party Rentals – 705-722-6030 | info@elitepartyrentals.ca | www.elitepartyrentals.ca

FLORISTS

19 Melrose – 705-733-3355 | www.19melrose.com

Astilbe – 416-566-8015 | astilbeboutique@gmail.com | www.astilbeboutique.com/

Art in Bloem – 705-309-1950 | info@artinbloem.ca | www.artinbloem.ca

Rural Roots Flower Co. – 705.321.7791 | diane@ruralrootsflowerco.ca | www.ruralrootsflowerco.ca

Bradford Greenhouses – 705-725-9913 | flowers@bradfordgreenhouses.com | www.bradfordgreenhouses.com

BAKERIES

Cakes by Design - 705-739-6886 | www.wedding-cake-birthday.com

Sugar City – www.sugarcitycupcakes.com

Mariposa Market – 705-325-8885 | info@mariposamarket.ca | www.mariposamarket.ca

Sugarbush Delights – 705-716-8227 sugarbushdelights@gmail.com | www.sugarbushdelights.com

Sweet Tooth Cupcakes by Keltie – 705-727-6005 | cupcakesbykeltie@gmail.com

Oro Home Kitchen – 647-866-3579 | melina@orohomekitchen.ca | orohomekitchen.ca

ACCOMODATION

Carriage Ridge Resort – 705-835-0059 | <https://www.choicehotels.com/ontario/oro-medonte/choice-hotels/cnb93?mc=llrscncn&pmf=canada>

Fairfield by Marriot Inn & Suites Orillia– 249-449-0368 | 1-888-996-7455
<https://www.marriott.com/en-us/hotels/rqsfo-fairfield-inn-and-suites-orillia/overview/>

Four Points by Sheraton Barrie – 705-733-8989 | www.fourpointsbarrie.com

Hampton Inn & Suites Barrie – 705-719-9666 | www.hamptoninnbarrie.com

Horseshoe Resort – 705-835-2790 ex 1226 | dawnc@horseshoeresort.com | www.horseshoeresort.com

SHUTTLE SERVICES

Rush Transportation – 705-721-1486 | info@rushhourservices.ca | <https://rushhourservices.ca/>

Exclusive Transportation Service – 705-321-4424 | tbozsrt8@gmail.com

Luxury Limousine – 705-733-5466 | info@luxurylimousine.ca

Sinton Transportation – 705-722-6666 | mconte@sinton.com | www.sinton.com

Sharp Bus Line – 705-527-7471 | rtuck@sharpbus.com | www.sharpbus.com