
Introduction and Policies

Thank you for considering River Run Centre (RRC) for your event. This document provides all the essential rental and policy information you need to begin planning your event. You will also find a sample budget showing a basic cost breakdown.

Canada Company Hall, which serves as the lobby for public performances, is also a beautiful space for receptions and dinners. It features a panoramic view of the Speed River and John Galt Park, and the attached patio offers a picturesque outdoor extension to the hall.

Since RRC was designed and built as a centre for the performing arts, you will find our rate structure, staffing requirements and operational terminology somewhat different than that of a standard banquet hall.

Staffing Policy

River Run Centre reserves the right to determine staffing needs based on:

- Event requirements
- Collective bargaining agreements*
- Safety of all patrons, staff, volunteers and performers
- Protection and stewardship of the venue and equipment

For every event, it is required that all front of house, technical and box office positions are filled with RRC staff. Rental clients are required to pay for all staff and services scheduled for their event.

**River Run Centre adheres to the Collective Bargaining Agreements between the City of Guelph and CUPE Locals 973 and 241, and the City of Guelph and IATSE Local 357.*

Contact Information

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Planning Your Event

Capacity:

Canada Company Hall accommodates 150-175 guests comfortably for a sit-down dinner, with still enough space for a dance floor, and special tables (such as food, gift and head tables.)

Insurance:

Comprehensive General Liability Insurance is required in the amount of \$2 million per occurrence. You must provide proof of insurance prior to the event. You may purchase insurance through the City of Guelph for \$100.00 per event.

Bar Services:

All alcohol must be purchased through RRC, which holds the Liquor Sales Licence for the facility. We will provide the bar, glassware and bar staff for all beverages served by RRC.

This document is available in alternate formats upon request.

Current prices and brands (subject to change):

Beer and Liquor:	
Canadian Club Rye	Sleeman Cream Ale
Johnnie Walker Red Label Scotch	Sleeman Honey Brown
Beefeater Gin	Sleeman Original Draught
Smirnoff Vodka	Coors Light
Bacardi White Rum	Stonehammer Pilsner
Sleeman Clear	Stonehammer Dark

House Wine (Colio Estate Wines):	
White: Chardonnay	Red: Cabernet Merlot

Bar prices (including tax):	
\$ 5.75 per liquor	\$ 1.75 per prepared beverage
\$ 5.50 per beer (bottle)	\$ 65.00 per 50-cup coffee urn
\$ 22.00 per bottle house wines	\$ 115.00 per 100-cup coffee urn
\$ 6.00 house wine per glass	\$ 25.00 per bowl non-alcoholic punch
\$ 2.00 per non-alcoholic beverages	\$ 45.00 per bowl alcoholic punch

All alcoholic beverages must be purchased from RRC. Caterers are welcome to provide non-alcoholic beverages (e.g., coffee) using their own staff and supplies.

Special orders for alcohol can be accommodated with six weeks advanced notice. Special orders will be priced separately. Charges will apply for any unused special order product.

RRC provides bar staff for the main bar. Should you request an additional bar location, additional charges will apply.

Bar Services close no later than 1:00am.

RRC provides glassware for all beverages served by RRC staff (standard wine glasses, beer glasses, rocks glasses and coffee mugs.) If specialty glassware is required, you are responsible for renting it.

Billing options for the bar are flexible. RRC staff will work with you to find a solution suited to your budget. These can include:

- Full host bar
- Full cash bar
- Drink Tickets

Please contact RRC for further details/options.

Food Services:

All food must be prepared offsite as RRC does not have on-site cooking facilities. We do have a small catering preparation room with two (2) domestic refrigerators and limited electrical service outlets.

Catering: You may hire any caterer who is licensed/certified by the local Public Health Unit. If they have not catered at RRC before, it is recommended that they meet with RRC staff prior to the event. Names of catering companies who are familiar with the facility are available upon request.

Tables & Chairs:

We have enough tables and chairs to accommodate a sit-down dinner for up to 175 guests, including:

- 5' round tables (seat 8)
- Banquet Chairs
- Some rectangular tables (6' and 8' lengths)
- Bistro tables



Our staff will set up the tables and chairs to your specifications. There is a \$100 fee, which is itemized in the attached budget.

We do not provide:

- linens
- dishes or cutlery
- cruiser tables or outdoor furniture
- dance floor
- decorations

Any items we do not provide can be rented from an event rental company.

Technical Services:

In accordance with our staffing policy (see page 1), all technical services must be provided by RRC staff, with the exception of deejay services in Canada Company Hall for weddings. Your deejay must provide his/her own equipment and may also provide a microphone for speeches.

Rates (please see sample budget, page 4):

Rent	\$2,100.00	Includes Canada Company Hall, The Bridge and Co-operators Hall from 9:00 am until 2:00 am
Set-up	\$100.00 / room	RRC will set up and strike tables and chairs in accordance with your floor plan
Facility Staff (House Manager)	\$25.00/hour	Whenever you, your suppliers, or guests are in the facility
Food Services Charge	\$1.00/person	Whenever food is served in our facility
Beverages		Charged based on consumption at current rates
Insurance	\$100.00	If purchased through City of Guelph
SOCAN	\$59.17	A license fee will be added to your billing and remitted to SOCAN on your behalf. River Run Centre is required to provide SOCAN with a list of all events that take place at the Centre on a quarterly basis. For more information, please visit www.socan.ca , specifically Tariff 8
Risers:	\$12.00 per unit	4' by 8'
Coat Check	\$15.00/hour hosted or \$1.00/coat paid by guests	May be closed
Podium	\$75.00	For Plexiglass podium (use of wooden podium is free)
House Technician	\$36.50/hour	Minimum 4 hour call
Production Equipment		Based on requirements

Sample Budget

- Assumes House Manager 9am to 2am
- Assumes no technical Requirements
- Assumes 150 Guests
- Assumes 150 guests with music and dancing (for SOCAN)
- Does NOT include any beverages
- Does NOT include "extras" such as risers, coat check or plexiglass podium

Description	Total
Base Rent	\$2,100.00
Set-up	\$100.00
House Manager (9am-2am)	\$475.00
Food Service Charge	\$150.00
Technical Services	\$0.00
Production Services	\$0.00
Non-alcoholic Beverages	\$0.00
Alcoholic Beverages	\$0.00
Insurance	\$100.00
SOCAN	\$59.17
Total Before Taxes	\$2,934.17



River Run Centre