



Venue and Venue Access

- Full access for both 2 room rental that we set up/service for Cocktail, Ceremony + Reception packages AND 1 room rental to set up/service for Reception only.
- Exclusive rental of the whole facility during the event timeline booked with any package.
- 2 hours non-exclusive access to the venue for setup purposes for morning/evening events
- Our venue fee includes tables and white chapel chairs
- Crew to set up and tear down according to the seating plan.
- Parking, heating and ventilation, washroom facilities, Wi-Fi.
- We also have two bridal suites with separate attached washrooms inside our Fig Leaf Room that you have access to during your event.
- 1-hour teardown/cleanup for the evening event timeline.

**Please note that the guests' departure is required by 2 pm for the morning event. (1 pm/1:30 pm- 2 pm cleanup/teardown)

- Rehearsal based on our event schedule and the detailed/floor plan meeting with our service team.

Vendors

- We do not provide catering services in-house. An outsourced catering service will be able to provide you with linens, napkins, dishware/ cutlery, glassware for the table, water for the table, servers, and clearers. This is not offered through our venue. In the brochure attached and on our website, you may find a list of our preferred caterers. There are excellent GTA companies that endorse that range in cuisine.
- If you wish to go off this list, there will be an additional \$1000 landmark fee on your invoice to connect the new vendor to our event space.
- Our preferred caterers: [Catering | Madison Greenhouse Banquet and Chapel](#)
- All food must be prepared offsite or outside. No cooking is allowed inside the venue.

*Clients are responsible for coordinating Tableware + Linens & Napkins as well as the servers with the caterer/decorator.

Bar

- We do offer a soft bar package. Includes soft drinks, orange juice and cranberry juice, ice, glassware, lemons/limes. We do provide one in-house bartender in the package.
- If you wish to serve alcohol you will get to purchase the permit in your name under the [Special Occasion Permit](#) from the Alcohol and Gaming Commission of Ontario.
- Soft Bar Package per person:
 - \$10/guest, \$20/guest for a full-day event.
- An additional Bartender is required for more than 100 guests with an extra cost of \$400 per bartender

Audio and Audio Equipment

- We provide you access to all our technical AV equipment with our plug-in fee \$750 which grants access to the entire sound system.
- This will include access to our microphones, speakers, colored dance floor lights, podium, and inputs, and the SOCAN license fee to play copyrighted music.
- TV screens are available to rent for \$350 for one or \$500 for two.

Décor

- The venue's abundant greenery provides a picturesque backdrop year-round, minimizing the need for additional decorations.
- Upgrade the white chairs to Chiavari-style chairs for only \$3/chair.
- Additional Room for Buffet Tables/Dining is an additional fee of \$1000.
- We offer stages to rent (\$50/stage) and Champagne wall (\$100/wall)
- Any other décor you have the freedom with, so you may hire other vendors for this or bring your own.
- You may wrap the dance floor using a vendor from Madison's preferred list. If an external vendor is chosen, a \$350 facility usage fee applies.

*To clarify, the photos on our social media and website can be used as a reference, however, we do not offer those decorations in-house.

In-House Services

- We also provide one hour of consultation with our experienced venue coordinators to finalize the details of your event
- An exclusive venue coordinator will assist you with anything related to the venue during the first hours of your event.
- You will have an onsite manager for the entire duration of your event.
- Get our bridal house for your day of the event (from 8 am to 4 pm, or 10 am to 6 pm) for \$1200
- We provide the first 4 vector fans for free, if you wish to add additional fans you may rent them at \$150/unit.

Additional fees:

- Service Charge 15% (Not on AV fees/a landmark fee)
- HST 13%