



EDGE HOSPITALITY

☞ Weddings and Events ☞

Our Facilities

ALCOHOL

- All of our facilities are licensed through the Alcohol & Gaming Commission of Ontario, and therefore provides all bar services. Any unauthorized alcohol brought onto the premises will be confiscated and may result in the closure of your function. No outside alcohol is allowed on our premises at any time.

PATIOS

- No alcohol is permitted outside the main doors of the facility at any time. Patios (if applicable) are permissible. Bar services will be revoked if this condition is not adhered to.
- Our facilities are Smoke-Free Facilities. Smoking is only permitted outdoors in "uncovered" areas. Under new by-laws, smoking is not allowed on our patio spaces.

CAKE

- All cakes will need to be delivered to your facility on the day of your event. We do not set up cakes – This will need to be done by your vendor. We cannot accept cakes prior to your event date.
- We do not store cakes in our fridges/freezers at any time, so you will need to coordinate with your bakery the delivery time of your cake.

FLOWERS

- Flowers can be delivered to your facility on the day of your event, and will need to be set up by your florist. We do not set up any flowers or floral arrangements.
- As flowers are perishable items, we cannot accept any flowers prior to your event date.

DECORATING

- All décor for your wedding would need to be provided by you or your event decorator. Typically your room will be set by 12noon the day of your wedding, so your decorator would be able to come in any time after that to begin their work.
- We do not set up any centerpieces – These will need to be set up by yourself or your wedding coordinator/event decorator.
- For décor, no items are allowed to be affixed or adhered to the walls or ceilings in any way that can damage the walls/paint, therefore we ask that no tape, staples, tacks, pins, or any like item be used to hang or secure anything in our facilities.
- We allow the use of candles provided they are in a holder that is taller than the top of the flame. Tealights, votives, or pillars in glass holders are allowed... Taper candles on candelabras are not.

DJ / ENTERTAINMENT

- Pyrotechnics, Smoke Machines, Streamers, and Bubble Machines are not permitted to be used inside the facilities. Dry Ice is acceptable.
- To maintain the comfort environment of your guests, the sound level of music should not exceed 75 decibels during introductions/dinner, and the dance portion of your evening should not exceed 90 decibels.

AUDIOVISUALS

- Any audiovisual requests are setup as per request – and no "assumptions" should be made. We ensure the equipment is in proper working order - and it is up to the client to assume knowledge and proper use - including potential troubleshooting of basic connectivity issues.

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Should professional assistance be required, an on-site technician can be contracted for \$40.00 per hour (min of 4 hours) to assist with your event.

Frequently Asked Questions

When Will I Discuss My Final Details With The Venue?

Final appointments typically take place about 4-6 weeks prior to your event date. This is the opportunity for you and your sales rep to discuss your menu, timing, linens, and details regarding your event at our facility. At this time, we will discuss a floor plan with you as well. Once the meeting is done, you will be emailed a copy of the agenda, floor plan, and a seating grid for you to fill out. Please feel free to contact your Sales Rep to coordinate your final appointment.

When Can I Drop Items Off For My Wedding?

If you would like our staff to set up some non-perishable items, such as your money box, seating chart, and guest book, we are more than happy to do that for you. You will need to drop these items off no later than 12:00 noon the day prior to your function. Any items that you want put out will need to be packaged and clearly labeled with your names, event date, ballroom, what each item is, and where items are to be placed. The more details, the better! Please keep in mind that we do not set up centerpieces or favours.

When Do I Pick Up Items From My Wedding?

Anything you bring in to our facility will need to be removed the night of your wedding. Please ensure you coordinate with your bridal party/family who will be helping the night of the wedding to load any leftover items. Items cannot be stored or kept overnight in our facilities.

What Time Can My Vendors Come In?

Vendors typically have access to our facilities as of 10am the morning of your event; however this will need to be confirmed closer to your event date.

What Happens If I Have Guests Who Have Allergies Or Dietary Concerns?

We are more than happy to accommodate any guests who have allergies or dietary concerns and restrictions. Our Chef will accommodate accordingly based on the total amount of guests with special requirements. For instance, if you have 3 Vegetarian guests and 2 Vegan guests, it is likely that those 5 guests will all receive the same Vegan-friendly meal. Your final seating grid that you provide to us in your sign back documents should include the dietary concerns on each guest table, and our Chef will review and accommodate as required.

If I Need A Ceremony Rehearsal, When Can I Do That?

Ceremony rehearsals typically take place the week of the wedding, on a mid-week day. Unfortunately we cannot confirm a date/time with you until much closer to your wedding date. At our Harbour Banquet Centre and Oakville Conference Centre locations, if your wedding ballroom is not available the day of your rehearsal, we will try and accommodate you in a different ballroom. For our Holcim or Paletta couples, we would need to check the availability closer to the date to confirm when you can host your rehearsal.

Can I Upgrade Items From My Original Contract, And If So, When Do I Do That?

We would be happy to help you customize your package and upgrade certain items that you want for your big day. You can easily do this with your Sales Rep during your final meeting. Common items to upgrade include late night buffet offerings, linen selections, specialty chair rentals, or upgrading certain menu items.

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Is There Overnight Parking For My Guests?

Our facilities do offer overnight parking for guests, and in the event they choose to leave their car, we can provide phone numbers for cab companies so they can call for a safe ride home. Parking passes can be found at the bar areas in your ballroom, and your guest will just need to place the parking pass on their dash board. All cars must be removed from the properties by 10am the following morning.

Are There Hotels In The Area?

Each of our facilities is located within a 10 minute drive to a hotel. For the Harbour Banquet Centre and the Oakville Conference Centre, the closest hotels are the Holiday Inn and Suites at Bronte, or the Staybridge Suites Oakville-Burlington, both located next door to the Oakville Conference Centre at Bronte Road and Wyecroft Road. For Holcim, there is a Homewood Suites by Hilton - Oakville hotel located just up Winston Churchill Blvd. For events at Paletta, the closest hotels would be the Waterfront Hotel in Burlington, or the Homewood Suites by Hilton - Burlington hotel off of Burloak Drive.

Can I Host My Bridal Shower, Stag, or Rehearsal Dinner With You As Well?

Absolutely! We love hosting our couples for all of their special occasions. You would be welcome to choose from any of our EDGE Hospitality properties based on your expected numbers. We have great packages ranging from brunch, three course meals, cocktail parties, high tea, or hot buffets. Since your wedding is already booked with us, we would work with you to determine a great price for your additional events. Please feel free to contact your Sales Rep at any time for more information.