



Rental Information for Balzac's Café 2016

Thank you for your enquiry into renting Balzac's Café for your special event. The venue offers a unique and warm environment for most special events that require something more flexible than a restaurant or a traditional banquet hall. We feel we are one of the more interesting places in the city to hold a wedding reception or a birthday party, as we provide a free-standing building rich in history, carefully planned and updated using custom modern and original antique furnishings, and artifacts hand-picked from antique markets and auctions around the world.

Balzac's Café is available for exclusive use 7 days a week throughout the year. Some dates are excluded because of festivals and holidays, or any site-wide event that we feel may impact negatively on your enjoyment of the space.

The rental rates are \$2,800 + HST for exclusive use of the cafe between the hours of 5pm and 2am, Sunday to Friday, \$2,975 + HST for Saturdays and \$3250+HST for holidays. This price includes the fee for the security officer who is required at all events where alcohol is served. The officer will be booked through Balzac's and the charge will appear as part of the rental statement.

The rental rate also includes the fee for your Event Supervisor who is also required for the duration of your event. Our supervisor will work with you to turn the space from café to special event space, assist throughout the night, and work with the staff to clean up at the conclusion of the event, ensuring that all of your personal items are ready for transport.

The user has full use of the café, its furnishings, and the outdoor patio.

The café will close no earlier than 5 pm for any event, with **wedding party arrival after 6PM, guest arrival after 6:30pm.**

There is a storage room with a lock for any personal items and alcohol brought in before the event. **It is available between 8AM and 9AM or after 4PM the day of the event.** The user may obtain a Special Occasion Permit from the LCBO for alcohol (\$25.00), we do not charge a corkage fee on any alcohol brought in for the event.

Caterers:

We allow most outside caterers and planners. We can also make recommendations for caterers who have worked in the venue and in the Distillery, or we can approve someone who has not worked there before. The Distillery District charges a landmark fee to your catering company: 15% on food and service for those catering companies on the Distillery's Preferred List and 20% for those not on their list.

Balzac's equipment:

Use of the patio and furniture is included in the café, as is use of the long bar and tin topped table both of which are cleared off for private events. Our drip coffee machines and china may be used for a coffee and tea service if it is required.

Please note that use of confetti, streamers or silly string is prohibited. Capacity:

The capacity for any event is 100 persons. The ideal number of guests depends on the set up, and nature of event. For 100 persons, a cocktail reception is the most comfortable scenario.

Seated dinners:

40-44 on each floor, we recommend that one floor be used for a cocktail area and another for the dinner.

Washrooms:

There are two washrooms in the building, both wheelchair accessible and on the main floor. Additional washrooms are open to the public in the main building beside Balzac's.

Music:

Bands and DJ s are welcome to perform in the café; we have several areas that work best for set up. We do not provide any technical equipment or supervision.

Art:

The upstairs gallery is curated by The Distillery. We do not know in advance what art will be shown but all pieces will be family appropriate. For more information: Marjolyn van der Hart <mvanderhart@sympatico.ca>

Removal of any art pieces must be arranged in advance with Marjolyn and the individual artist. Any costs associated with this removal would be arranged separately from Balzac's. Art cannot be removed by unauthorized persons for insurance reasons.

Photography:

Permits are typically issued for any photography done outside of the café, on common Distillery ground, and are available to any client having a party or getting married in the café through the Distillery District Management Office. http://thedistillerydistrict.com/photo_permits.php

Tenting:

A tent is permitted on the patio and at the back for the caterer's kitchen.

Parking:

Please note that there is no dedicated parking for Balzac's events or employees. There is a Green P parking lot directly south of our building which is convenient for unloading.

Green P parking lot along the south side of the Distillery Historic District, along Distillery Lane.
Green P parking lot just north of Mill Street on the West Side of Parliament Street.

Taxi:

There is a taxi stand at the front gates of the Distillery with many taxis on stand-by until 2AM.

Directions

Directions on how to get to The Distillery are listed on the website:

<http://www3.thedistillerydistrict.com/contact-us/visit-us/>