



Code's Mill ON THE PARK

WEDDINGS ■ CONFERENCES ■ SPECIAL EVENTS

Weddings & Events



17 Wilson St. E, Perth, Ontario, K7H 1L3

t 613-264-9604 f 613-267-1635

www.codesmill.com



TABLE OF CONTENTS

Welcome	2
Location	3
Ceremony & Reception Facilities	4
Contract	5
Build Your Own Package	11
Hors D'oeuvres	10
Party Trays	11
à la Carte	12
Dinner Entrées	13
Desserts	15
All- Inclusive Menu Packages	16
Buffet Package	16
Cocktail Reception Package	17
A Special Brunch Package	18
All Inclusive Package	19
Boho Wedding Package	20
Our Wine List	21
The Bar on the Park	22
Local Services	23
FAQ	25
Officiating Clergy	28

WELCOME

WEDDINGS AND SPECIAL OCCASIONS

Only an hour from Ottawa or Kingston, Code's Mill on the Park is Perth's classic venue overlooking the Tay River and Stewart Park. Fully restored limestone walls, high timber-framed ceilings and romantic balconies create a uniquely textured backdrop to your event. Code's Mill on the Park is a full service wedding, and special occasions facility open year round. Choose from the Carding Ballroom, Parkside Loft or a Private Boardroom to suit your needs. A magnificent three storey garden atrium, adds to the ambiance with an array of specialty shops and services making this the perfect destination. The meandering paths, bridges over the little Tay River, and perennial gardens at Stewart Park provide ideal locations for wedding pictures or just taking a quiet stroll between events.

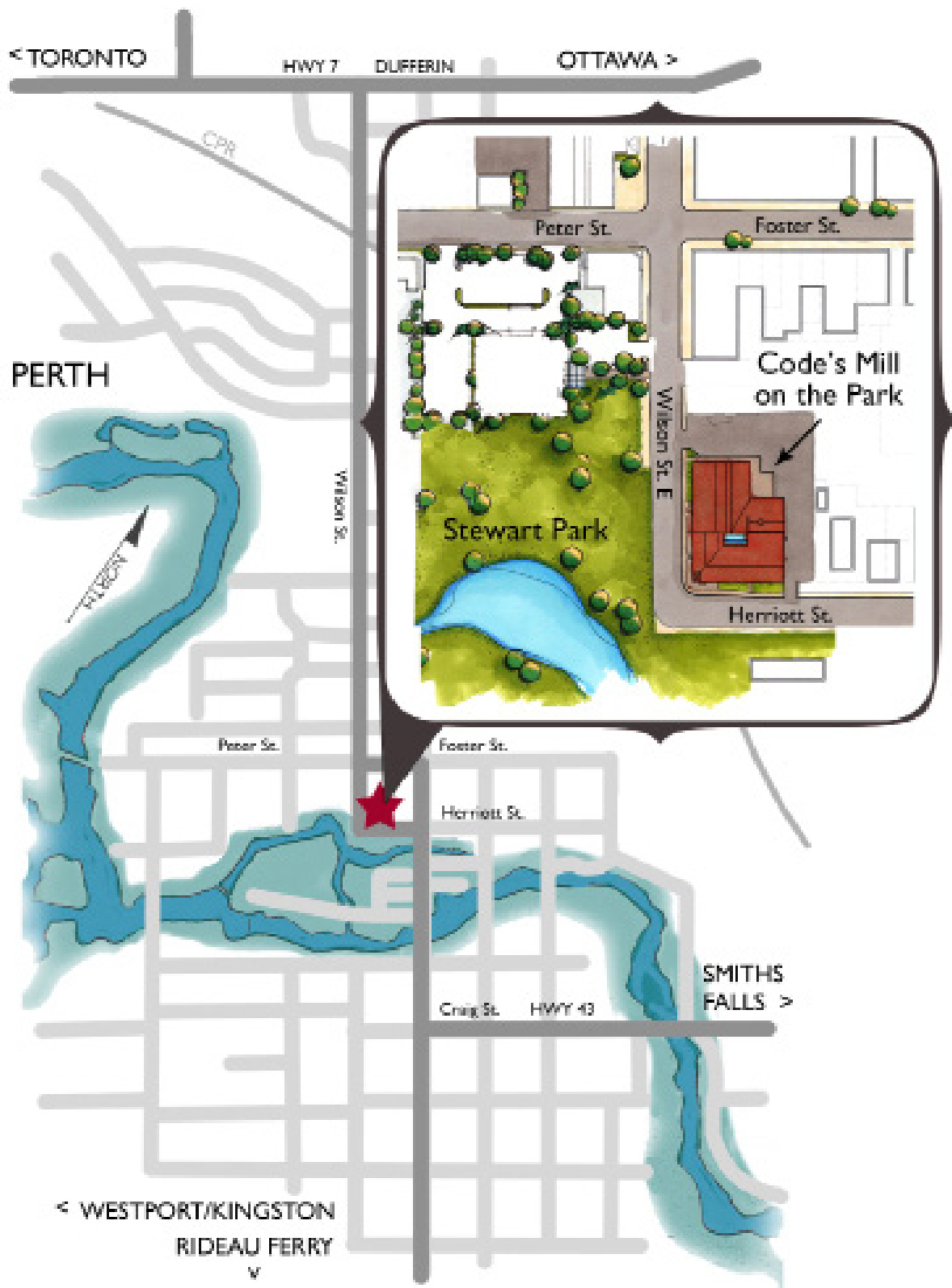
AVAILABLE WEDDING DATES

We are open year round. If you are considering a winter or early spring wedding we still have availability for 2018 and into the spring of 2019. Have a look at the web site for specials and all inclusive packages. Please give us a call directly at 613-264- 9604. Michelle will be pleased to provide a list of available dates. Please keep in mind that this package is only a guideline in planning your event. We look forward to serving you!

Sincerely,

The Staff at Code's Mill on the Park

LOCATION



FACILITIES

Carding Ballroom Capacity: 50 - 250 guests

Fri. - Sat.....\$2,250

Sun. Thurs.....\$1,600

(On Saturdays minimum # of Guests 100)

Parkside Loft Ceremony: up to 130 guests

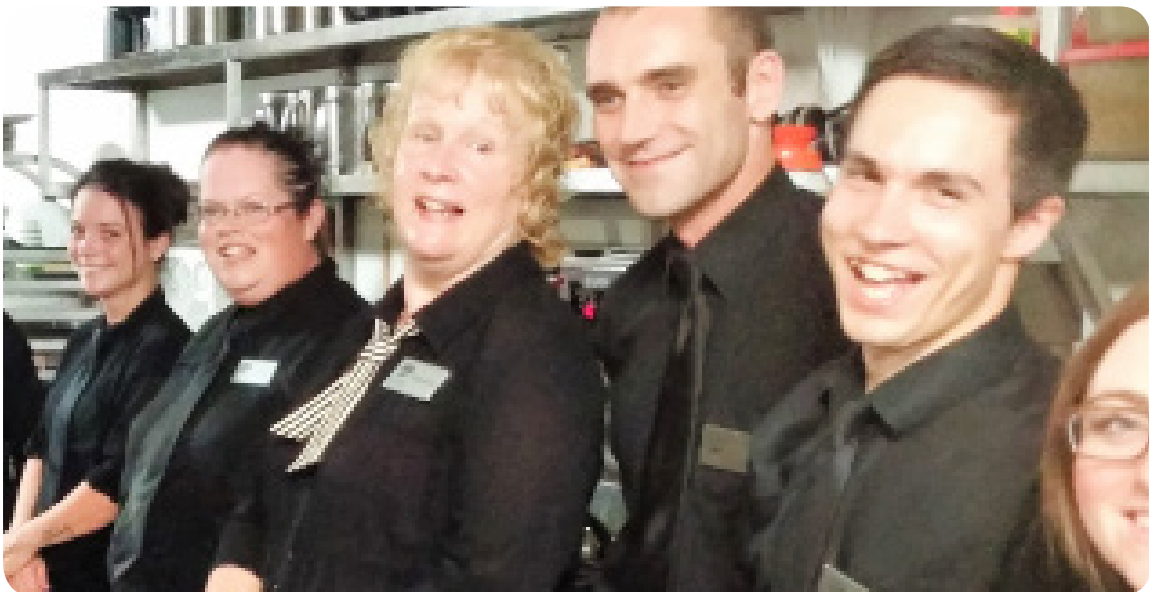
..... \$450

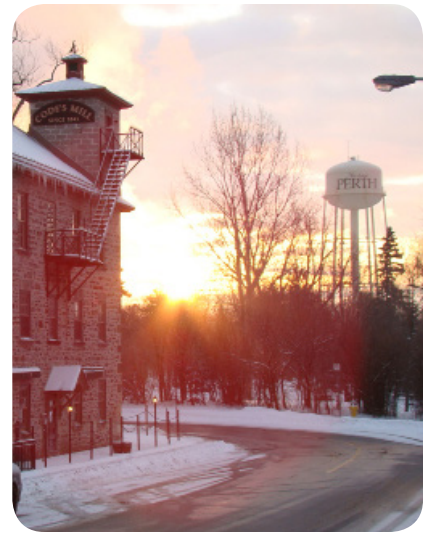
Formal Plated Banquet Service is limited to 60 guests.

Facility Rental Fee includes:

- An experienced Event Coordinator to assist you prior to and on the day of your event.
- Standard white linen tablecloths (90" round), white napkins, gleaming dishware, tables & chairs
- Beautiful gardens and landscaped park for photographs at Stewart Park just across the street.
- Complete set-up of the wedding ceremony and the reception.
- Large gas fireplace with formal mantle. Planters and urns filled with flowers and seasonal decorations in the atrium and at the entrances to the banquet facility.
- Friendly and efficient staff serving at for our licensed bar and banquet service.
- On-site guest parking .

All bookings are tentative until a non-refundable deposit is received. A final deposit equal to the estimated balance of the invoice is due 7 days prior to the day of the event.





CONTRACT INFORMATION



WEDDING CONTRACT TERMS AND CONDITIONS

Event Date: _____ Contract Date: _____

Name of Client (Bride and Groom)

Phone

Fax

E-mail

Address

Contact Person if different from Client

Phone

Fax

E-mail

Food Service: Formal Plated Buffet Cocktail **Approximate # of Guests:** _____

Special Reference Notes:

- We cannot guarantee a 100% allergy free environment.
- Cocktail style receptions are available Sunday through Friday bookings only.
- All tables are set as tables of 8. A fee will be implemented for tables of 6 and under.
- Tables must be indicated using Table Number
- Place cards: when choosing more than one meal selection, we require an individual place card indicating the meal option at each setting. Example: B =Beef C =Chicken
- Confetti and helium balloons are not permitted.
- Menu tasting & wine pairing available by appointment.
- Minimum # of guests Weekdays & Sunday 75, Saturday 100.
- Elevators are for guests only. No vendors are allowed to use the elevator.

Additional Charges:

- Ceremony on Site
- Client wedding cake served as dessert.
- All containers and disposable goods brought into Code's Mill on the Park are the responsibility of the client (e.g. empty boxes used to bring in items). A fee will apply for ANY materials not removed.

Booking Deposit: All bookings are tentative until a **non-refundable deposit** is received and the contract is signed. This amount will be deducted from your final invoice. In the event that a date is held on a tentative basis, and a second party is interested in the space, reasonable attempts will be made to contact the client.

Services/Products Offered: Code's Mill on the Park is contracted to provide products and services set forth in this contract. Any other products or services either actual or implied must be written into the contract. Code's Mill on the Park will not be held responsible if the terms of this contract are unable to be carried out due to any fire/flood/act of God/Force-majeur.

Included in Rental: Code's Mill on the Park will provide the client with: clean facilities, all set up necessary for food and alcohol services, appropriate staffing for service of food and alcohol, and linens,

along with sufficient coordination services for the smooth running of the event.

Accent & Linens: All chairs, chair covers, linens and overlays must be rented through Code's Mill on the Park.

Setup/Cleanup: There is no set-up fee if a meal is included. In the case where a meal is not involved, an additional \$500.00 for the setup/tear down and cleanup of the event will be charged. There will be an additional staffing fee and linen fee charged for special events if so required. *Confetti, rice, helium balloons, and/or dried hydrangea are not permitted. If these articles are used, the Damage Deposit will be applied.*

Guaranteed Number: Final dinner numbers must be confirmed no later than twenty one (21) days prior to the event. *You will be charged for the Guaranteed Number or the actual number of attendees whichever is greater. It is not Code's Mill on the Park policy to provide take - out or doggy bags for unserved meals.*

Cancellation Policy: Payment of 10% of the estimated invoiced amount plus applicable taxes is payable upon cancellation. If cancellation occurs within 45 days of scheduled event, 100% of estimated invoiced amount is payable immediately.

Early Contract Bookings: Clients who book in advance of six (6) months are warned that fluctuations in market prices of certain items may affect the final price of the event. If the fluctuation is drastic, Code's Mill on the Park reserves the right to charge the client up to a maximum of 15% over and above the prices set out in our wedding/conference package.

Damage: A pre-approved credit card and the expiry date will be recorded for the **Damage Deposit** of \$500. In the event that damage does occur (usual wear and tear expected) the cost for repair will be charged to the credit card account. If there is no damage the credit card number and expiry date will be destroyed or returned to the owner. In the event that damages exceed the \$500 Damage Deposit, an invoice for the additional repairs will be sent to the Client for payment.

Private Alcohol: Due to LCBO regulations, no private alcohol in any form may be brought onto the licensed premises. For example: bottles of wine used as centerpieces and as favours for your guests, are not permitted.

Alcohol Services: Code's Mill staff will dispense all alcoholic beverages. The bar will operate as a cash bar unless alternate arrangements are made with the Event Coordinator. No alcoholic beverages shall be carried into or out of the hall; this is a violation of liquor laws. We do not serve shots or doubles.

Bar Hours of Operation: Alcohol services are available from 11 a.m. to 1 a.m. Monday to Sunday.

Minors: Minors may attend your event under supervision. For the safety of guests and staff, no running, shouting or general horseplay is allowed. Minors are not allowed to consume alcoholic beverages. When age is in question, showing proof of age is required in order to consume alcohol.

Private Events: A flat rate security fee of \$150.00 is charged for all evening events where alcohol is being served. The cost will be added to the client's bill.

Outside Caterers: With the exception of the wedding cake, Code's Mill on the Park is a fully catered facility and does not invite outside caterers.

SOCAN (Society of Composers, Authors and Music Publishers of Canada): This allows a client the right to play musical works from SOCAN's repertoire at receptions, conventions, assemblies and fashion shows taking place at our establishment. The tariff rates are as follows:

CAPACITY	WITHOUT DANCING	WITH DANCING
100	\$20.56	\$41.13
101-300	\$29.56	\$59.17

Lost/Damaged Articles: Code's Mill on the Park will not be responsible for lost or damaged articles left on the premises. Any items left after an event will go into the lost-and-found and will be the responsibility of the owner to claim. Any items not claimed within ninety (90) days will be sent to a charity.

Wedding Rehearsal: Please inform the Event Coordinator if you require a rehearsal. Unless prior arrangements have been made we ask that you keep your rehearsal to a maximum of half an hour. No food or beverages can be brought into the facility. Arrangements can be made for light food and beverages to be served as part of your rehearsal.

Decorating: Decorating and personal set-up of the facility must be arranged with the Event Coordinator. Access to the hall is guaranteed up to three (3) hours prior to the event (in most cases, more time will be available the day before. After 5 p.m., a staffing charge may be applied). Code's Mill on the Park requires glass holders for candles – no open flames are permitted. All equipment/decorations/rentals must be removed immediately following the event unless prior approval is granted. Code's Mill on the Park is not responsible for any lost, stolen or damaged rental items or guest's property.

Guest Conduct: Code's Mill on the Park reserves the right to eject any guest from any event. Code's Mill reserves the right to restrict the alcohol consumption of any guest in compliance with the Liquor Control Act of Ontario.

Payment: Code's Mill on the Park accepts payment by cash, cheque, Master Card, Visa and Interac. Payment of invoice is due 7 days prior to the day of the event. As part of a host bar, there is a requirement for a pre-approved amount against your credit card. Any adjustments (including host bar, etc.) will be submitted the first business day following your event. Payment is due immediately. Delinquent accounts will incur interest at 2%, charged monthly on outstanding balance.

Valid until December 31, 20____. Prices are subject to current taxes and are subject to change.

Service Charges/Taxes/Deposits:

- *All prices are subject to current applicable taxes: HST.*
- *A 15% gratuity/service fee is applied to all invoices.*
- *Damage deposit credit card information swipe is required at time of signing*

I have read and fully accept all conditions and information as outlined in this contract.

Signature _____ Name (Printed) _____ Date _____

8301557 Canada Inc. Operating as Code's Mill on the Park _____ Date _____

Revised October 24, 2017



CODE'S MILL ON THE PARK

redefining food and event production

MENU SELECTIONS AND PRICES

Code's Mill on the Park is pleased to present our menu. It includes a selection of items to enhance any occasion. As a fully catered facility we are able to create a custom menu based on your preferences. Please contact our wedding coordinator Michelle@codesmill.com about your special meal requests and she will arrange for the chef to work with you in customizing your menu.

We can also step-in and simplify your wedding planning process with our all inclusive wedding packages - from the scheduling of events, design and décor to menu selections, flowers, and entertainment. Coordinating becomes effortless, allowing you to enjoy your wedding day with your friends and family.

Staff will be pleased to help with menu selection and wine pairing and can arrange with our chef for a taste testing. A final menu must be submitted twenty one (21) days in advance in order to guarantee delivery of products and services. Special dietary substitutes are available and must be arranged twenty one (21) days prior to the function. Guests ordering special meals should be identified to the Event Coordinator in advance of the meal service.

HORS D'OEUVRES BY THE DOZEN

A selection of canapés butler passed amongst your guests creates a
welcoming and hospitable occasion before dinner!

COLD \$24.00

Mini Pita Stuffed with Sesame Hummus

Goat Cheese Ratatouille Crostini

Olive and Feta Stuffed Cherry Tomatoes

Crab Stuffed Cucumber Rolls

Brie & Apple Brandy Mousse

Spicy Vegetarian Spring Rolls

Melon and Prosciutto

Shrimp & Scallop Fire Crackers

HOT \$24.00

Spanakopita

Sweet Potato Cheddar Cheese Poppers

Maple Bourbon Meatballs

Sesame Sriracha Chicken Satays

Lime Cilantro Beef Satays

Pork Belly & Scallop

Egg Rolls

Suggested Quantities based on 4/p.

35 guests (12 dozen), 100 guests (35 dozen)

Priced Per Dozen - Minimum 5 dozen of each selection.



revised October 2017

RECEPTION & PARTY TRAYS

Stuffed Pumpernickel Loaf \$67.00

Everyone's favourite! Filled with Garlic and Warm spinach Dip, surrounded by Pumpernickel.

Whole Wheel of Baked Brie.....\$104.00

Wrapped in Puff Pastry served with a Chutney Accompaniment

Poached Salmon Display\$185.00

A Whole Poached Atlantic Salmon artistically decorated. Served with Medallions of Citrus Butter and Rosettes of Dill Cheese.

Pizza Platter..... \$55.00

A Variety of Scrumptious Pizza Selections.

Fresh Fruit Platter..... ..\$87.00

A Selection of Seasonal Fruit accompanied with a Dip

Veggie & Dip Platter\$104.00

Assortment of Fresh Vegetables accompanied with a House Dip.

Artisan Cheese & Fruit Board.....\$155.00

A Variety of Imported and Domestic Cheeses including: Saint Honore, Triple Cream Brie, Bleu Benedictin, Cheddar, Havati, Served with an Assortment Crackers.

Charcuterie Board\$188.00

Prosciutto, Salami, Hot Soppressata, Chorizo, Grilled Italian Sausage, Marinated Artichoke Hearts, Mushrooms, Onions, Vine-ripened Tomatoes, Olives.

Deli Platter185.00

Allow your guest to create their favourite Sandwich with an assortment of Deli Meats, including: Roast Beef, Virginia Ham, Breast of Roast Turkey, Hungarian Salami, Mortadella and Capicola. Served with an assortment of Rolls, Butter, and All the Fixings.

Platter of Jumbo Shrimp..... \$185.00

Jumbo Shrimp Platter, with Lemon Wedges and Cocktail Sauce.

Munchie Platter..... \$123.00

Including Chicken Wings, Onion Rings, Mac & Cheese Bites, Zucchini Sticks, Chicken Fingers and Poppers. Hardy Poutine with Balderson Curds smothered in JJ's Gravy or A Fajita Station with Beef and Chicken

Poutine Stop or Fajita Station\$8.00 per pers.

Hardy Poutine with Balderson Curds smothered in JJ's Gravy or A Fajita Station with Beef and Chicken

Sandwich Tray \$130.00

Assorted fillings including: Turkey, Ham, Roast Beef, Egg Salad, Salmon, and Tuna Salad, featuring a Variety of Breads and Wraps. (serves 35 guests)

Cookie Store\$18.00 per dozen

Chocolate Chip, Oatmeal and Raisin, Peanut Butter, Macadamia Nut, Gluten Free available on request.

revised October 2017

CREATE YOUR OWN PACKAGE

Soups, Salads and Dessert can be added to your choice of entrée, as you desire.

SOUPS \$6.50

Cream of Cauliflower
Tomato Florentine with Cheese Tortellini
Basil Tomato Cream
Ginger Carrot with Curried Walnut
Minestrone
Maple Butter Nut Squash Cream
Lobster Bisque add \$3.00

SALADS \$6.00

Mixed Field Greens with house vinaigrette
Caesar Salad with Bacon, Croutons and Creamy Garlic Parmesan Dressing
Spinach and Bacon Salad with Caramelized Onion and Red Wine Honey Vinaigrette
Grilled Vegetable with Feta, Drizzled with Balsamic and Herb Infused Olive Oil

ACCENT COURSE PER TABLE BOARDS

Artisan Cheese & Fruit - \$6.00/p.
Smoked Salmon & Shrimp Cocktail \$9.00/p.

DINNER ENTRÉES

All entrées are served with herb roasted potatoes and seasonal vegetable medley unless otherwise indicated (for other potato or rice selections please ask).

CHICKEN (choose from).....\$35.00

Oven-Roasted Chicken Breast with sautéed Leek Ragoût

Rosemary and Sage Marinated Chicken Breast grilled
with Smoked Tomato Jus.

Spinach and Ricotta Stuffed Chicken Breast with Natural Jus.

PORK (choose from).....\$36.00

Maple Shallot Marinated Grilled Pork Loin with Port Reduction.

Roast Pork Loin with Wild Mushroom and Scallion Ragout.

BEEF (All Beef dishes are cooked medium rare unless otherwise specified).....\$42.00

Beef Wellington with Horseradish Mash, and Caramelized Onion,
Sherry Jus

Prime Rib au Jus with Herbed Yorkshire Pudding, Confit of Onion

Sliced Roasted Loin of Beef with red wine reduction,

Grilled Beef Tenderloin (6oz) with Brandy Peppercorn Sauce,
Portabella Mushroom and Bell Pepper Brunoise

(Surf and Turf add Giant Prawn +\$5.00)

SPECIALTY.....\$36.00

Duck Leg Confit with Sweet Potato Galette and a Blueberry Gastrique

Spinach and Ricotta Stuffed Chicken



Grilled Fennel Risotto



Beef Wellington with Horseradish Mash



revised October 2017

dinner entrées continued...

FISH (choose from).....\$34.00
Grilled Salmon Fillet with Creamy Citrus Risotto and Seasonal Vegetables

Pesto Crusted Halibut with Steamed Spinach and Caper Butter, Grilled Fennel and Tomatoes

Seared Albicore Tuna Steak
with Crispy Wontons, Mango Wasabi Aioli and Honey Roasted Beets

VEGETARIAN (Choice of one Vegetarian Option).....\$35.00

Baked Spinach Cannelloni with Herbed Goat Cheese, Roasted Roma Tomatoes, Ricotta Cheese, Yellow Pepper Coulis and Balsamic Reduction

Sweet Potato and Portobello Mushroom Tart with Grilled Marinated Onion, Bell Pepper and Zucchini with Roasted Garlic and Smoked Tomato Coulis.

Grilled Fennel Risotto with Baked Leek, Peppered Anisette Reduction and Bell Pepper Tapenade

CHILDREN'S MENU (12 and under) Choice of one Children's Option.....11.00

Chicken Fingers with French Fries

Hamburger with French Fries

Kids Noodles with Butter, Marinara or Meat Sauce

Pepperoni Pizza

Please Remember...
to let us know if your DJ or photographer require a meal.



revised October 2017

DESSERTS\$6.75

Dark Chocolate Mousse Kissed with Grand Marnier

Apple Blossom with Caramel Sauce

White Chocolate Rice Crisp with Macerated Berries and Soft Meringue

Maple Tiramisu

Senator's Chocolate Paté

NY Style Cheesecake with Berry Coulis

Maple Bourbon Pecan Tart with Caramel & Whipped Cream.

Lemon Cream Pot with Berry Compote and Pistachio Biscotti

Hazelnut Coffee Flan with Belgium Chocolate Truffle

MICHELLE'S SWEET TABLE.....\$8.00/P.

A Delicious Assortment of Cheese Cakes, Pecan Tart, Macaroons, Fruit Salad, and Assorted Squares, including brownies, nanaimo bars, lemon bars, apple blossoms, and rocky road.

CARAMEL CROQUE EN BOUCHE CREMEUSE \$140.00

A Tower of Rich Cream filled Puff Pastry coated in Grand Marnier Caramel. This is a wonderfully decadent alternative to a wedding cake.

OTHER

Cake & Cupcakes (Client provides) \$85.00

Candies (Client provides).....\$30.00

COFFEE FULL URN (100 CUPS)..... \$95.00

Price includes Regular, Decaffeinated Coffee and Tea - Herbal Tea can be served if requested.
Served with Dessert add \$2.50/p.

Please note: there will be a \$4.00 per plate cake cutting fee if you would like us to serve your wedding cake as a dessert.

revised October 2017

BUFFET OR FAMILY STYLE PACKAGE

STARTERS

either selection includes

Cheese & Fruit Platter at each table (serves eight)

or

Chef's Choice Hors D'oeuvres (butler passed 3 pieces/ person)

HARVEST TABLE \$50.00

House Garden Salad

Creamy Cole Slaw

Roast Turkey with Cranberries

Sausage Pan Stuffing and Rich Gravy

Sweet Potato and Squash

Fresh Seasonal Vegetable Medley with herb butter

Butter Whipped Potatoes

TAY VALLEY WELCOME \$60.00

House Caesar Salad

Marinated Onion, Tomato and Cucumber Salad

Pesto Cream Tortellini with Roasted Tomatoes & Peppers

Prime Rib au Jus

Chicken Chasseur

Fresh Seasonal Vegetable Medley with Herb Butter

Herb Roasted Potatoes

Either selection includes Michelle's Sweet Table

Fresh Roasted Coffee/Tea

LATE NIGHT

Add a Fajita Station or Poutine Stop for \$8.00/p.

Add a DJ to dance the night away \$8.00/p. based on 100 Guests

Add wine with Dinner \$46.00/table (based on two bottles/table)

Both of these options are good value and can be presented either as a full buffet for larger groups or Family Style Service for smaller groups (up to 100) desiring a more intimate approach. Priced Per. Person - Min. 75 Guests. Children under 12 accompanied by an adult - \$18.00.

COCKTAIL RECEPTIONS AFTER-DARK PACKAGES

Cocktail Receptions are a popular alternative to a full sit down banquet. At Code's Mill, we endeavor to satisfy an array of varied tastes. We offer an elegant stand-up and mingle reception with cruiser tables, along with seating and guest tables dressed with linens. The following reception menus can create the perfect solution following either a ceremony or celebrating an event.

MENU 1

Fresh Fruit Tray
Veggies and Dip
Artisan Cheese Board
Assorted Sandwiches
(Ham, Egg, Tuna & Beef)
Coffee & Tea

\$25.00

MENU 3

Stuffed Pumpkinckel
Whole Wheel of Warm Brie
Fresh Fruit Tray
Gourmet Pizza Wedges
Munchie Platter
Veggies & Dip
Deli Platter
Coffee & Tea

\$30.00

MENU 2

Assortment of Hors D'oeuvres
(choice of 5 from the menu)
Artisan Cheese Board
Charcuterie Board
Veggies & Dip
Coffee & Tea

\$28.00

MENU 4

Assortment of Hors D'oeuvres
(choice of 8 from the menu)
Hungry Man's Station
(Carved Hip of Beef & Kaiser Rolls)
Artisan Cheese and Fruit Board
Shrimp Platter
Veggies & Dip
Coffee & Tea

\$34.00

Add additional party trays from pages 2 & 3

Add Dessert from page 14

Add a DJ to dance the night away \$8.00/p. based on 100 Guests.

Priced Per Person - Minimum 75 Guests in Carding Hall and 25 Guests in the Parkside Loft. Children under 10 with an adult - \$10.00.

BRUNCH WEDDING PACKAGE

Available Sundays - Fridays year-round 11 AM to 3 PM
Minimum 60 adult guests includes Hall rental.

The all inclusive package includes: A picture perfect fireside ceremony in Carding Hall or in the Parkside Loft with individual guest seating, a podium, and signing table.

Tables of eight dressed with floor length ivory linen, ivory chair covers,
your choice of ivory or coloured napkin.

Mimosas following the Ceremony, poured by our service staff
A Full-Service Buffet Luncheon Menu.

FEATURING

Scones, Baby Brioche, & Croissants

BUFFET

French Toast with Berry Romanoff, Crème fraîche, Maple Syrup
Cheddar Chive Bomb Scrambled Eggs
Crispy Bacon & Sausage
Steak & Eggs - "AAA" Black Angus Strip Loin Medallions
Topped with Soft Poached Egg, Pepper Corn Hollandaise Sauce
& Fried Shallots
Caesar Salad

DESSERT

Your Choice - Montreal Style Cheesecake,
Chocolate Mousse,
Coffee, Decaf and a selection of Herbal Teas

Wine with lunch 45.00/ (2 bottles/table)
Bar Service Offering the Option of Cash or Host Bar

\$76.00/P

ALL INCLUSIVE PACKAGE CARDING FARE

ALL INCLUSIVE

Complimentary Hall Rental for the Reception
Full Length Linens, Runners, Chair Covers

PRE-RECEPTION

Champagne Toast with The Chef's Compliments
Bottomless Non-Alcoholic Punch

&

Chef's Selection of Assorted Hot & Cold Canapés
Fruit and Cheese Platter, Fresh Vegetables and Dip

SOUP OR SALAD

YOUR CHOICE from our Menu

ENTREE

YOUR CHOICE of 2 OPTIONS from our Menu

DESSERT

YOUR CHOICE OF

Plated Choice of One Dessert from our Menu

Fresh Baked Breads & Whipped Butter,
Coffee, Decaf & Selection of Teas

LATE NIGHT

YOUR CHOICE OF ONE

Freshly Baked Pizza Platters
Hardy Poutine with Balderson Curds smothered in JJ's Gravy
or A Fajita Station with Beef and Chicken

3-Tier Wedding Cake

Floral Package

DJ to Dance the Night Away

\$130.00

Optional host bar throughout the evening including wine with dinner
(two bottles/ table) add \$56.00/p

revised October 2017

BOHO WEDDING PACKAGE

(Based on 100 adult guests)

This package captures the spirit of celebration and joy with a menu that varies with the availability of local produce. It's your wedding and we'll work with you to make it fabulous and fun. The package is designed to simplify your wedding planning process with our all inclusive wedding - from the schedule of events, design and décor, to menu selections, flowers and entertainment. The package includes:

- Planning services and on-site coordinator the day of the event, with 50% off hall rental fee.
- The ceremony either overlooking the Atrium in the Main Hall or in Parkside Loft, seating for guests with a podium and signing table. (An outdoor ceremony in Stewart Park is also a popular location and can be arranged through the Town of Perth)
- At dinner each table is set for eight, dressed with ivory linens, coordinated napkins, ivory chair covers and glistening tableware with a centre piece.
- Pre-Dinner non alcoholic punch, a multi-course dinner, either pre-dinner butler passed canopés or late night pizza station, cup cakes, and a great DJ to dance the night away.

RECEPTION

Non alcoholic Punch served following the ceremony,
Chef's selection of hot & cold Canopés or late Night Pizza Buffet

SOUP OR SALAD

Mixed Field Greens with House Vinaigrette
or
Seasonal Soup

MAIN COURSE SELECTION FROM OUR MENU

All main courses are served with dinner rolls, seasonal vegetables & roasted potatoes.

One choice of any one dinner entrées on the menu

DESSERT

Cup Cakes
Coffee, Decaffeinated Coffee and a selection of Tea

LATE NIGHT BUFFET (OPTIONAL)

Assorted Gourmet Pizza Platters

\$90.00

Optional host bar open for 1 hour prior to dinner and wine with dinner (two bottles/ table add \$24.00/p

OUR WINE LIST

Alcoholic Punch 4 Litre:

Cranberry, sassafras with fresh fruit (Vodka Based)	\$120.00
New England Tea (Rum Based)	\$120.00
Sangria (Red or White Wine) with fresh fruit	\$112.00
Mimosas (Champagne & Orange Juice)	\$120.00

Non-Alcoholic Punch 4 Litre:

Tangy Cranberry and Ginger Beer	\$75.00
Warm Apple Cider with Cinnamon	\$72.00

Wines:

White Wines

Price per bottle

Ontario Pelee Island Vidal	24.00
Ontario Pelee Island Pinot Grigio	27.00
Ontario Pelee Island Chardonnay Barrique	33.00
South African Chenin Blanc, The Vine Crafter	24.00
France Hob Nob Chardonnay	31.00
California Menage a Trois Gold Chardonnay	39.00
Ontario Riesling Dry VQA	26.50

Red Wines

Ontario Pelee Island Baco Noir	24.00
Ontario Pelee Island Merlot	26.75
Chile Cabernet Sauvignon Central Valeey	24.00
California Sycamore Lane, Cabernet Sauvignon	26.00
Australian Yellow Tail Shiraz	27.00
France Hob Nob Pinot Noir	32.00
California Menage a Trois	39.00
Italian Amarone DOC, Veneto	80.00

Champagne & Specialty

Argentina Sparkling Brut Tapiche	30.00
Australian Yellow Tail South Eastern Bubbles	33.00
France Grand Cuvee Cremant Blanc, Roussillion	37.50
California Sutter Home White Zinfandel	24.00
Ontario Icewine- Vidal	80.00
Australian Yellow Tail Sangria	24.50

All of the above prices are subject to applicable taxes

Tips for Entertaining

- *When ordering wine for a meal you should calculate approximately 4-5 glasses per bottle.*
- *During dinner we suggest 2 glasses per guest, to allow for top-up for toasting.*
- *When ordering champagne for a toast you should calculate approximately 6-8 glasses per bottle.*

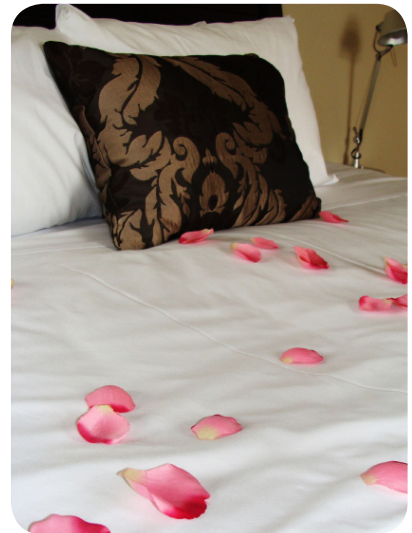
revised October 2017

THE BAR ON THE PARK

House Selection Wine. (6 oz.)	\$7.00
Domestic & Premium Beer.....	\$6.50
Coors Light Budweiser Bud Light Canadian Alexander Keith's Imported Beer.....	\$7.25
Guinness Stella Corona Heineken Draft Beer featuring Perth Brewery.....	\$7.00
Coolers.....	\$7.50
Cocktails (1oz.).....	\$8.00
<p>THESE dOL Gin, & Vodka, Bombay Sapphire Gin Polar Ice Vodka Bacardi White Rum Wiser's Special Blend Rye Ballantine's Scotch</p>	
Martinis, Caesars, (1 oz.).....	\$8.00
Liquors (1oz)	
Punches and Non Alcoholic Drinks	
Pop (Pepsi, Diet Pepsi, Ginger ale, 7-Up).....	\$2.50
Juice (Cranberry, Apple, Orange,)	\$2.00
Non-Alcoholic Sparkling Wine.	\$22.00



revised October 2017



LOCAL SERVICES



LOCAL SERVICES

Accommodations	Aquarius Motel	866-232-2342
	Colonial House Motor Inn	800-362-6039
	Drummond House (B&B - 3 rooms)	613-267-1038
	Nevis Estate (B&B - 5 rooms)	613-326-0017
	Perth Manor (B&B - 6 rooms)	613-264-0050
	Perth Plaza Motel	800-790-9952
	Tay Inn	866-890-9498
AV Equipment	Quality Entertainment	613-526-8742
Florists	Kelly's Flowers	613-267-7065
	Apropos	613-264-9908
Gift Stores	Ground Waves	613-267-3322
Photography	Charles Ebbs	613-257-1102
	Kaufmann Photography	613-483-6955
	Luke & Lee Photography	613-818-2882
	Michael Bennet	613-264-8816
	Ruth Stenson	613-273-6141
	Ryan Holland Photography	613-485-0630
	Sarah Edmundson	613-259-5527
Rentals	Shutterframe	613-962-2385
	Kelly's Flowers	613-267-7065
	Mastermind Events	613-836-3608
	Rental Village	613-264-0078
Song & Dance	Driftwood Music (DJ)	613-812-3616
	Get on the Floor (DJ)	613-328-9286
	Kimberley Dun (Singer, Piano)	613-839-0540
	Midnight Music (DJ)	613-260-2220
	Main Event Entertainment (DJ)	613-699-6101
	Quality Entertainment (DJ)	877-526-8742
Videographer	Lakeview Productions	613-284-2693
Wedding Cakes	Sunflower Bake Shop	613-267-2458
	Cloud 9 Bakery	613-267-4140
	The Girl with the Most Cake	613-839-2741
	RMC Cake Creations	613-267 6218

FAQ's

When do I meet with my Wedding Coordinator?

Your Coordinator will contact you approximately 6 weeks before the wedding day to set up a meeting. The menu must be confirmed 30 days in advance, with final guest count and details confirmed no later than 21 days prior. In the meantime, please direct questions to Wedding Reservations, from 9:00 am- 5:00 pm, Monday through Thursday, and until noon on Fridays.

Can we get cost estimates?

Yes, certainly. Cost estimates can be provided by the coordinator.

Do you offer taste testing?

Yes, we would be happy to arrange a tasting opportunity with our chef. At the same time we will organize a wine pairing. Please contact the coordinator for availability and costs.

Is Code's Mill on the Park licensed?

Code's Mill on the Park is fully licensed by Alcohol & Gaming Commission of Ontario. No private alcohol can be brought into the licensed areas.

How much wine will I need for the meal?

When ordering wine for dinner base it on 2-3 glasses per guest to allow for top-ups for toasting. This works out to one bottle for every four guests and we suggest two bottles per table, one red and one white. Additional wine can also be ordered. Following dinner any remaining wine is cleared from tables and is available at the bar at no additional cost. With a champagne toast assume one bottle serving 8-9 guests.

What if we prefer a wine that is not listed on your price list?

With a minimum of six weeks' notice, we can arrange for other wines, based on availability.

What about decorating the Hall?

You are invited to personalize your décor by hiring someone or doing the decorating yourself in the Hall that you have booked as long as there is no damage to property (see Contract for details).

The majority of our guests at Code's Mill on the Park choose centerpieces, candy bars and a seating directory with place cards.

The hall will be available the day of your wedding at least 3 hours before your event. If there is nothing taking place before hand, you can come in that same day after 10 am.

Does Code's Mill on the Park provide candles?

Code's Mill discourages the use of candles. Votive candles and hurricanes (candles surrounded by glass) are permitted and must contain the wick by a minimum of 2 inches.

What is the suggested timing between the ceremony and the reception?

We recommend at most two hours from the time of the ceremony to the start of the meal. Guests attending only the reception should be invited to arrive 3 hours after dinner start time. We recommend hors d'oeuvres be ordered following the ceremony if there is more than 1 hour between the ceremony and dinner.

Can we bring in our own caterer?

Code's Mill on the Park is a fully catered facility and does not allow outside caterers.

Are we able to customize a menu?

Yes, definitely. Code's Mill on the Park would be delighted to create a custom menu based on your preferences. Please contact our wedding coordinator Michelle Kerr Michelle@codesmill.com about your special meal requests and she will work with you to customize the menu. There potentially could be an additional cost.

Can we bring in a wedding cake?

Yes, we invite you to bring in your own wedding cake. Code's Mill on the Park will cut and serve it for you (additional fees apply).

What if some of my guests have allergies?

During final details, your Coordinator will discuss substitutions for vegetarians and vegans, along with severe allergies. Code's Mill on the Park offers vegetarian, vegan and gluten free meals at no additional cost. Our kitchen is not a nut free kitchen. While we take great care to ensure no cross contamination when considering allergies, we cannot guarantee that our kitchen is free of food items that can cause fatal allergic reactions. Couples should advise guests to take precautions to ensure their own health and safety.

Do we have to use the suppliers on your referral list?

No. The suppliers on our referral list are suggestions only; please choose any suppliers you wish.

Do I pay for the DJ and the photographer's meal?

It is usually expected that you to provide a meal if they are asked to provide services before and during dinner.

Are the facilities air-conditioned?

Yes, all facilities are air-conditioned.

Is Code's Mill on the Park accessible to the physically disabled? Both Carding Hall and the Parkside Loft are fully accessible.

Is there parking?

There is ample public parking which is free on weekends. We have 40 spaces in the main lot as well as additional parking on the street, and in adjacent public lots.(including handicap).

Is the Hall available for rehearsal?

For those who wish to have a rehearsal, they are scheduled on Thursday evenings at 5:30, 6:30 or 7:30 p.m., with date/time to be confirmed 10 days prior (business dictates rehearsal availability). A fee of \$50 plus tax will be charged. Rehearsal dinners are also available in which case the fee is waived. If you would like a rehearsal, please call the wedding coordinator for availability.

Where can I have pictures taken?

Code's Mill offers lovely photo areas in the hall, in the atrium and there are many beautiful outdoor areas in Stewart Park and along the Tay River. Your coordinator will work with the photographer to make suggestions. The gardens in Stewart Park, and its surrounding lawns are very scenic but they are public and available to other parties.

Can we invite more guests after dinner?

Yes, definitely. There are maximum capacities. Code's Mill on the Park is a destination facility, so we find that guests being invited to the reception often arrive a little earlier than the invited time, allowing for travel and locating Code's Mill on the Park. With this in mind we suggest reception guest arrival be no earlier than 3 hours from dinner start time. Your Wedding Coordinator will discuss arrangements that may be made for greeting and directing reception guests who arrive early until they are able to join the festivities.

May I have my ceremony at Code's Mill as well?

Yes, we have beautiful indoor locations and outdoor ceremony locations are available in Stewart Park. There is a charge for ceremonies on site and arrangements should be made through the town for weddings in Stewart Park.

Is there a room rental fee?

Yes, there is a room rental fee. This fee includes tables, chairs, china, silverware, glassware, white linen, overlays and napkins as well as set-up and tear down, and cleaning before and after the function.

Is there a service/gratuuity fee? If so, how much is it?

Yes. Like all reception venues there is a service fee, which is included in the contract at 12%.

Who will I speak to regarding any questions that I might have?

An Event Coordinator is assigned to assist you with all your planning needs. The Code's Mill on the Park staff is here to answer your questions and guide you with the preparation of everything including meal and floor plans. Each event will have an Assigned Banquet Captain who will be in charge the entire time of your event.

OFFICIATING CLERGY

These contacts are only suggestions of who can perform marriage ceremonies. All clergy possess a certificate of registration from the Province Of Ontario. Code's Mill on the Park assumes no responsibility for services provided by the names mentioned below.

Rev. Arlyce Schiebout	613-543-3578
Dr. Casey McKibbin	613-821-1106
Peter Moller	613-256-1237
Judie Diamond (Interfaith)	613-375-6772
Rev. June Craig	800-545-3681
Sterling Irvine	613-752-2700
Vic Bode	613-624-5455
All Seasons	800-545-3681
Ottawa Wedding	800-545-3681
Perth Town Hall	613-267-3311

