

The Capital Hotel *Weddings*



The Capital Hotel - 208 Kenmount Road - St. John's, NL - A1B 3P2

The Capital

HOTEL · ST. JOHN'S

Contact us at 1-709-738-4480 or 1-800-503-1603

OR

Lori Squire: lsquire@capitalhotel.ca

Angie Potter: apotter@capitalhotel.ca

General Wedding Information

- We offer a complimentary suite for the bride and groom on the night of the reception.
- Special bedroom rates are available for your guests who would like to overnight at The Capital Hotel. We also offer additional discounts to your bridal party and immediate family that require rooms. *restrictions apply*
- We provide a complimentary salon for a bridal shower or gift opening pending availability.
- It is NL Liquor Corporation's policy that wine and/or other alcoholic beverages may not be brought into the banquet room, but must be purchased at our licensed establishment. Bartenders are authorized to close the bar for infractions of the Liquor Licensing Act. Bar closes at 2 am.
- Decorating is normally done the morning of the reception. If however, the reception room is not in use the previous day and/or night, special arrangements can be made to decorate the day/night before.
- Candles/tea lights are only permitted if approved prior by hotel. If using an outside decorator, please make sure they are aware.
- When decorating, only masking tape or scotch tape is permitted. No nails, tacks or staples are permitted. Confetti will not be permitted. Any damage caused by decorating will be the responsibility of the bride and groom. **Outside decorators are required to meet with management before they start decorating.**
- For Health & Safety reasons, food or beverages are not permitted to be taken from the premises.
- Food quality becomes an issue when events are delayed. We ask that you keep this in mind when choosing meal service times.

The Capital Hotel offers decorating packages as well.

Please contact Angela LeBlanc at 738-4480 or

aleblanc@capitalhotel.ca

for further details



FEES

**Hall Rental Fee - \$500.00 if under 125 people
\$250 if over 126-200 people
Complimentary with 200 plus (Maximum 270)**

Rental fee includes:

Round tables for 8 ppl (banquet style are also available) with black or white tablecloths and black or white napkins
Chairs (chair covers would be additional charge)
Banquet tables & staging for head table (cloths/skirting to be provided by decorator)
Table for guest book, gifts, candy buffet (if applicable) and wedding cake. (cloths/skirting to be provided by decorator)
All cutlery and tableware.
Podium & Microphone

All other items required to be agreed upon during booking process

Bartender Fee - \$75.00 if bar is less than \$500.00

Payment Plan

\$1000.00 Non-refundable deposit is required to confirm booking.

Another **\$500.00** deposit is required 6 months before your reception day.

The remainder of your food and beverage cost is required **72** hours prior to your reception. You will be billed for the number provided or actual meals served (whichever is greater) Payment can be made in person or via telephone at 1-800-503-1603 or 709-738-4480

There is a **15%** gratuity on all food and beverages and **15% HST**.

Socan entertainment fees apply :

**Society of Composers, Authors and Music Publishers of Canada
(fee for music (live or recorded) at receptions/conventions. We collect this fee and it is forwarded directly to SOCAN**

- Under 100 pl\$44.13 + HST
Over 100 pl \$63.49 + HST

Re Sound – Music Licensing Company fees apply:

Sound collects and distributes royalties for artists and record companies worldwide as payment for the public use of their music in Canada. We collect this fee and it is forwarded directly to Re Sound

Less than 100 guests \$18.51 + HST
100 – 300 guests \$26.63 + HST

All Prices are subject to change.