

Stanley's Olde Maple Lane Farm

FAQ 2018

Questions about Bar Services

1. Is Stanley's Olde Maple Lane Farm LLBO Licensed?

Yes, Stanley's is licensed under the Alcohol and Gaming Commission of Ontario (AGCO) and adheres to the laws and regulations outlined by the commission. Stanley's Olde Maple Lane Farm is solely responsible for the sale, service & provision of all wine, beer & spirits.

2. Can we bring in our own alcohol?

Absolutely Not. It is **illegal** for outside alcohol to be anywhere on the grounds. This includes all of the gardens, reception halls and parking lots. Stanley's has a **ZERO** tolerance policy regarding alcohol being brought in and consumed on the grounds, reception halls or parking lots (this includes in personal vehicles). If outside alcohol is found to be present, even if not being consumed, this may result in the closure of your bar and the end of your event.

3. What is the cost of an "open" or "host" bar?

This is determined by you. We ask you for a monetary limit that you are comfortable spending and the limitations you would like to put in place. We do not have a set fee per guest for "open" bar services. Stanley's does not serve doubles on an open bar. There is a limit of 2 drinks per guest per bar visit. We recommend budgeting \$35-50 per person for a fully open bar. A 15% gratuity is automatically added to all Host bar options.

4. What is the cost of a "cash" bar?

A fully stocked cash bar is included with all venue rentals at no additional costs. An adequate amount of food must be supplied to your guests in order for the bar to remain open.

5. Can we have a combination of an open bar and a cash bar?

Yes. We'll work with you to create a plan that works for your event & budget.

6. Does Stanley's have Bar minimums?

No. We do not require a minimum amount of money to be spent on dinner wine or bar services.

7. Can we have a Toonie, ticket or token bar?

Yes. We'll work with you to create a plan that works for your event & budget.

8. Can we arrange to have a "signature" cocktail?

Yes. We require a minimum of 45 days advance notice for all special requests. Depending on the style of cocktail & ingredients required a minimum pre-paid order of 30 drinks per specialty cocktail may apply.

9. Are Stanley's bartenders Smart Serve certified?

All of our staff, regardless of position within the company, are fully smart-serve certified.

10. What time will the bar open and close on the day of our event?

The bar opens at 11am or at the stated start time of cocktail hour whichever occurs last. On Fridays & Sundays the bar closes at the designated end time of your event or 12am, whichever occurs first. On Saturdays the bar closes at the designated end time of your event or 1am, whichever occurs first.

11. Some of my wedding guests are underage...

Stanley's Olde Maple Lane farm is licensed under the AGCO and adheres to all rules & restrictions. No alcohol is permitted to be served to or consumed by guests under the age of 19. If any guests are asked for photo identification and are unable to produce it they will not be served. No guests are permitted to provide guests who are under age or who do not have photo ID with alcohol. Doing so will result in the guests being asked to leave the event.

Questions about Dinner Wine

12. What is Stanley's House Wine?

Currently we carry Joseph Estates & Chateau des Charmes. They are both Niagara Region Ontario Wines.

13. Can we arrange to have our favourite wines for the guest tables?

We can arrange for most wines that are available through the LCBO. There is a 80% mark up on all special order wine. We require a minimum of 45 days for special requests.

14. Can we bring our own homemade wine?

Yes, you can serve homemade wine when you are providing a full-meal, where guests have been assigned a table or seat. Homemade wine is not permitted with a cocktail-style event. Your homemade wine should be delivered by 5pm on the Wednesday prior to your event date. Homemade Wine service is only available at a Wedding. It is not available at any other kind of special event.

15. Does it cost more to serve homemade wine?

There is a Special Occasion Permit (\$25.00) required to serve homemade wine. You are responsible for obtaining this permit on your own. We require a digital copy a minimum of 30 days prior to your event date. If no Special Occasion's Permit is provided we are legally unable to serve your homemade wine. Please note the bar will be closed while homemade wine is on guest tables. A \$150 Storage & Service fee will also be applied to your estimate.

16. How many bottles of wine should we have on each table?

We strongly suggest that you limit dinner wine to 1 bottle per 3 guests. (or 3 bottles per table) Wine can also be served by the glass – 2 glasses per guest at a different rate of cost.

17. Can we arrange to have a champagne toast?

Absolutely! Champagne toasts can be served by the bottle to the table or by the glass.

18. Can we make arrangements to have non-alcohol wine on the guest tables?

Yes we can provide bottles of non-alcoholic sparkling cider.

19. Does Stanley's have a corking fee?

No, we do not. In the case of homemade wine service there is a flat \$200.00 fee for storage & service.

20. Does the wine stay on the tables all night?

No. Under the rules of the AGCO we must be in control of guests alcohol consumption at all times. Once dinner service & speeches are complete all bottles are removed from guest tables. All leftover dinner wine (homemade OR purchased) is packed up and sent home with you at the end of the night. To prevent waste, no full bottles are served out after dessert service has begun.

Questions about Parking & Transportation

21. Where do our guests park?

Stanley's has ample free parking in the large Plantation Way parking lot, south of the main driveway. Guest vehicles are not permitted in the Waterfall Drive parking lot until late evening. Vehicles are never permitted on the lawns.

22. Can shuttle bus transportation be arranged for our guests?

Yes. We have fantastic working relationships with Stock Transportation, OC Transpo & Responsible Choice. With a minimum of 30 days advance notice we can easily arrange for guest shuttles to and from a variety of locations in Ottawa & the Ottawa Valley. Costs are dependent on style of service, distance travelled & number of trips.

23. Does Stanley's provide any kind of shuttle service/taxi service if my guests can't drive home?

Shuttle Services need to be arranged a minimum of 30 days in advance of your event. However we'll be more than happy to call a taxi or car service to ensure your guests have a safe ride home. If you think this is something you may need, we can contact the taxi or driving service and they can be on standby. Wait times for taxi or driving services can be fairly long for last minute calls.

24. Can my guests leave their vehicles in the parking lot if they can't drive home?

Yes, of course! We'd rather guests leave cars overnight than drive home if it isn't safe to do so. However, our parking areas are not monitored overnight and Stanley's cannot be held liable for any loss or damages. We do ask that all vehicles be removed by noon the day following your event.

25. Is there assistance available to help our elderly or handicapped guests get from the parking lot to the venue or to ceremony site?

Our Parking attendants have a golf-cart available to shuttle guests with mobility issues to and from your venue & ceremony sites. Guests are not permitted to drive the golf carts.

26. Is there a drop off area for guests that can't walk to the ceremony site or the reception hall?

Yes, but only with advance notice. For guests coming by Para-Transpo, or who have accessibility concerns, we can make arrangements to ensure they can come and go easily & comfortably.

27. Can I arrange for a horse-drawn carriage or wagon?

Stanley's offers both horse-drawn carriages as part of your ceremony and horse-drawn wagon rides for your guests. These can be arranged at an additional fee. For liability reasons and out of the safety & welfare of your guests and our animals, we cannot permit outside horse drawn carriages or wagons on the premises. Our Carriages & Wagons are not licensed to leave the farm.

Questions about Accommodations

28. Does Stanley's have accommodations on site?

Not at this time.

29. Can I or my guests camp or park trailers at Stanley's Olde Maple Lane Farm overnight?

We do not have campsites available at Stanley's Olde Maple Lane Farm. Occasionally under special circumstances we have permitted camp trailers to stay in our parking lot. Due to space limitations and for liability reasons, permission must be granted by management, and it must be arranged in advance. There is no access to power or washroom facilities overnight, and no outside alcohol is permitted, even in personal vehicles. Personal belongings must stay within the trailer/motorhome. Lawn chairs, lounge chairs, chimineas, tiki torches, bbqs etc are not permitted to be set up in the parking lot or elsewhere on the farm.

30. Can Stanley's recommend nearby accommodations?

A list of nearby accommodations that offer competitive rates & room blocks can be found on our website at www.stanleysfarm.com. An up to date list of our preferred vendors is also included in your booking package.

Questions about the Ceremony

31. When do we choose our ceremony location and time?

Your Ceremony time is decided at time of booking. Your ceremony site is confirmed 30 days prior to your wedding date. Please note that when you are preparing your invitation wording, it is important that you inform your guests of your ceremony and reception locations. i.e. Ceremony 2pm at the Stone Steps. Dinner & Reception at The Maples Hall.

32. What happens if our ceremony is offsite?

Stanley's needs to know the time and location of your ceremony. This way we can estimate time of arrival at the farm, so that we can be ready to welcome you and to ensure other ceremonies are not interrupted.

33. Can Stanley's arrange an officiant/minister/pastor for our onsite wedding ceremony?

Yes. We have a fantastic working relationship with All Seasons Pastoral Services. They offer a wide range of officiants with a variety of backgrounds & denominations. French, English and a wide variety of other languages are available. Once booked, their office will contact you to plan and discuss your ceremony requirements.

34. Can we hire our own minister or officiant?

Yes, of course.

35. How long is a ceremony at Stanley's?

Most non-denominational and simple Faith-based ceremonies are 25-30 minutes long. With readings, hand-fasting, unity candles or sand ceremonies, they are closer to 45 minutes long.

36. Is it possible to include our pets i.e. dog in our ceremony?

Yes, with prior notice. All animals must be on leash at all times and are not permitted in any of the venues, barns or buildings. (With the exception of licensed service animals) Pets must leave prior to start of dinner.

37. Can we provide our own sound and music for the ceremony?

No. Due to the fragile nature of the grounds & gardens, and the quick turnaround time that can sometimes be required, we are the sole-proprietor of outdoor ceremony sound. Song Selections and additional requirements (microphones, cables for musician tie-in, audio output for videographer etc.) are required a minimum of 30 days in advance. The exception is made for acoustic ceremonies, where no microphones, speakers, amplification or electrical outlets are required.

38. We are having musicians or singers playing for our ceremony, what details should you know?

Stanley's needs to know if they require chairs, platforms, sound equipment or electricity at least one month in advance. Please let your musicians or singers know which ceremony location they are to report to. All amplified sound or electrical equipment must be provided by our in house AV Tech. There are no electrical outlets available otherwise.

39. Can we decorate our ceremony site?

Due to the fragile nature of the grounds & gardens, we ask that ceremony site decorations be limited to aisle runners, and simple décor. For a list of limitations and restrictions please speak to our Event Production Manager during your Décor planning meeting. Access to your ceremony site begins 30 minutes prior to your ceremony and ends 30 minutes after.

40. We are having a sand ceremony/unity candles/flower petals/programs etc., when can we deliver these items to the farm for our ceremony?

These items can be delivered to the farm on the Wednesday or Thursday prior to your event date.

41. How many chairs will be available at our ceremony site?

The number of chairs is based on your number of guests less the bridal party. If you require additional chairs, please let us know.

42. What happens if it rains/snows and our ceremony is planned for outside?

Alternate arrangements are available based on the venue that you've chosen. Each venue has a unique backup plan in the case of inclement weather. Your day of coordinator will ensure that your ceremony is still beautiful and memorable.

43. Will there be other ceremonies the day of our wedding?

Yes, there may be. We can host up to 3 events per day. Please note that Stanley's pays special attention to arranging ceremony times and guest arrival times so that all wedding parties and ceremonies remain private and personal.

44. Can we arrive by horse-drawn carriage for our ceremony?

Absolutely, please speak to us, to make these arrangements. Many brides choose to arrive at their ceremony via the carriage, and the post ceremony carriage ride is a romantic pause in a very busy day for the newly married couple. Stanley's normally provides champagne for two, but if you prefer something else, please let us know...it's your day!

45. What happens if it rains and we have booked a carriage ride?

We require a minimum of two business days' notice to cancel carriage and/or wagon rides without penalty. If no cancellation notice is received and the ceremony is moved indoors due to weather the fee is reduced by 50%.

46. Can we arrive by limo, vintage car, motorcycle, etc. for our ceremony?

Of Course! With advance notice we can help you come up with a plan so that access to the ceremony site is simple & no damage to the grounds and gardens occur.

47. Can Stanley's hold our marriage license for safekeeping?

When Stanley's has booked your minister/officiant/pastor they will pass your license off to your day of coordinator to be placed in your card box for safe keeping. Otherwise please assign a family member to be responsible for this paperwork.

Questions about the Rehearsal

48. Can we have a ceremony rehearsal?

Yes of course! When Stanley's has arranged for your officiant/minister/pastor a rehearsal is held the Wednesday or Thursday prior to your wedding date between 9am-5:30pm. This time can be arranged during your menu & décor planning meeting. A member of our events team is present to walk you through the basics of the ceremony and discuss last minute details. Rehearsals are available on Fridays, Saturdays or Sundays.

When you have arranged your own minister/officiant/pastor, a rehearsal can still be arranged during regular business hours, but a member of our staff is not present.

49. When should we hold our ceremony rehearsal?

Rehearsals are available on Wednesday & Thursdays the week of your wedding between 9am and 5:30pm.

50. Can we host our rehearsal dinner at Stanley's?

Due to the large number of weddings & events taking place, we cannot guarantee that space would be available for a rehearsal dinner. We recommend booking a favourite restaurant or throwing a casual barbecue at home.

Questions about the Venue

51. When can we have access to our hall?

Hall access is guaranteed at 10am the day of your event. All deliveries must be completed by 1pm on the day of your event. Clean up & Tear down are to be completed by no later than 1 hour after the end of your event, or 1am (Fridays & Sundays) 2am (Saturdays) whichever occurs first.

52. Do Stanley's venues have guest minimum?

No. Our pricing is structured so that you are in control of the number of guests no matter the day of the week or the season. For catering services however there is a minimum order of 30.

53. Does Stanley's have mandatory gratuities/service fees?

The fee associated with your event staff is clearly listed on your estimate and is based on the style of services and number of guests.

With the exception of "Host" or "Open" bars, at this time we do not have mandatory gratuities. 15% of food & services are shown on your final invoice. These are up to your discretion. A 15% Mandatory Gratuity however is applied to all events that take place on New Year's Eve, Christmas Eve, or Statutory and Civic Holidays.

54. Are the halls air-conditioned?

Yes, the Stone House Hall and The Maples Hall are both air-conditioned. The South Lawn Tent is not air-conditioned, but several ceiling fans keep the temperature quite pleasant, even on the warmest days.

55. What can our guests do while we are with our photographer?

Your reception hall will be available to your guests immediately following your ceremony. When bar services & refreshments are requested, these are also available at this time. Your guests can enjoy the grounds; the barn and visiting with each other while you are busy. Stanley's requires that children **MUST** be accompanied by an adult when enjoying the barn, grounds and pond areas.

56. Is there a room available for the bridal party on the day of the wedding?

If you have booked The Maples Hall or the Stonehouse Hall there is a Bridal Retreat available at an additional Fee. There is no Bridal Retreat available with the Southlawn Tent at this time.

57. Is it possible to have food and drink available in the bridal retreat?

Yes, but keep in mind, no outside alcohol is permitted. We are fully licensed and must observe and adhere to the AGCO regulations. Please let us know if you would like us to take care of any food or alcohol requirements, at least 2 weeks in advance.

58. What kind of floorplans are available?

All floorplans are customized for your individual event and guest count. A sample floorplan will be provided during your décor planning meeting 3 to 6 months prior to your event date. Your final floorplan is due 2 weeks prior to your event date.

59. Is there Staging or Platforms available?

Yes. We have portable 4x8 sections of black staging for rent that can be made available for your head table, band or entertainment. These options will be discussed during your Décor planning meeting.

60. How many guests sit a table?

Our 60” round tables seat a maximum of 8 guests – this includes booster seats & highchairs!

61. Are there different types of chairs available? Is it possible to rent chair covers?

Yes there are different styles of chairs and chair covers available. These options will be discussed during your décor planning meeting.

62. Can we provide our own Tables & Chairs?

No. Stanley’s is the sole proprietor of all hard rentals (tables, chairs, linens, platforms, post & drape etc.). All requirements need to be confirmed a minimum of 30 days in advance of your event date.

63. Are there high chairs and/or booster seats available?

Yes, with prior notice. Stanley’s owns a limited number of high chairs and boosters, so it is imperative we have 2 weeks advance notice of your requirements, so we can arrange rentals if needed.

64. When can we drop off our personal items such as our guest favours, guest book, bathroom baskets, cake knife, etc.?

When a decorating package has been arranged, these items can be delivered on the Wednesday or Thursday prior to your wedding. If no decorating package has been arranged all items are to be delivered and set up between 10am and 1pm on the day of your wedding.

65. Can we leave our decorations, gifts, and personal items at the hall and pick them up the next day?

No. As we often have several events in a weekend all items must be removed that night, after your event. Stanley’s is not liable for the loss or damage of any items that are left behind.

66. When can our cake be delivered?

Deliveries are accepted between 10AM and 1PM on the day of your event. Stanley’s does not provide refrigeration. Your cake vendor is responsible for the set-up of your wedding cake and/or cupcakes. Please ensure your cake vendor knows which venue they are delivering to.

If you would like to take your cake topper or leftover cake home, please provide “take home” packaging or boxes. Most cake decorators and bakeries will provide this as part of their service.

67. When can our florist deliver?

Deliveries are accepted between 10AM and 1PM on the day of your event. Florists are responsible for placing all table arrangements. We are not able to provide refrigeration or storage for your flowers. Please ensure your florist knows which venue they are delivering to. Florists are responsible for sweeping up and disposing of any debris they leave behind.

Questions about Photography

68. Can Stanley’s recommend a photographer or videographer?

Stanley’s can provide a list of photographers and videographers that have worked here before. You can also find a list under the “Preferred Vendors” section of our website. www.stanleysfarn.com/weddings/

69. Where can our photographer take pictures?

There are acres of grounds, gardens & landscaping for you to explore with your photographer! Your day of coordinator will work with you to ensure other wedding parties are not being disturbed. We do not allow guests/photographers in any of the areas where signs are posted “staff only” or in the fields/stalls with our farm animals. For your safety please respect these posted signs.

70. Is there a time frame or time restrictions our photographer should be aware of?

Unless otherwise requested we'll plan for a minimum of one and half hours for photography between the end of your ceremony/time of your arrival & grand entrance. We ask that photographers work with your day of coordinator to stay on time and make us aware of any delays and or changes so that your catering is not affected. If you are planning to take your photographs prior to your ceremony we require a minimum of 30 days' notice, to ensure your Day of Coordinator and parking staff are available.

71. Can our photographer visit the farm before our wedding day to check out possible photo locations?

Absolutely! Have them give the office a call to arrange a date and time for a walk through. You are also more than welcome to arrange to have your engagement photos done at Stanley's Olde Maple Lane Farm.

72. Where can our photographer park on the day of our wedding?

There is ample free parking in our main parking lot. Arrangements can be made for dropping off or unloading equipment etc., if required. Stanley's does not allow parking on the lawns or vehicles to enter or leave the farm grounds during ceremony times.

73. Should we provide a meal for our photographer if he or she is staying for reception?

Most photographers, videographers etc. have a meal stipulated as part of their contract. Please include all vendors present for your reception in your final meal count.

74. We have seen some great "aerial" group shots of weddings at the farm, how do we arrange this with Stanley's and our photographer?

We have an aerial lift available for rent. This is a "cherry-picker" style bucket that would be driven by a member of our staff. Please check with your photographer to be sure that they are comfortable with this request. Additional fees and a liability waiver apply.

Questions about Linens & Decorating

75. Does Stanley's provide a decorating service?

Yes. Our Event Production Team can arrange fully personalized decorating. A Décor planning meeting will be set up 3 to 6 months prior to your event date. We ask that your colours have been finalized and dresses been ordered prior to booking your meeting. If you have any pictures or colour swatches please bring them along.

76. Can we decorate our hall ourselves?

Yes. Access to the venue is between 10am and 1pm. We ask that you follow the restrictions and guidelines as laid out in your Booking Package. Please remember to assign someone to both set up & clean up when decorating yourself, or working with an outside decorator. Stanley's is not responsible, nor can we guarantee that staff will be available to assist you. A \$1000 Damage Deposit will be applied to your estimate.

Ok Next Question... Can Stanley's Set it up for me?

We can. There is a \$100 fee per hour per staff, with a minimum charge of 5 hours, for our Event production team to set up your décor when no décor package has been booked through Stanley's. 1 staff is required for every 75 guests. Tear down is \$50 per hour per staff.

77. Does Stanley's allow Candles?

Yes. We use oil votives & floating candles in much of our décor. If you are providing your own décor we ask that you limit any candles to votives, tealights & floating candles in appropriate containers. Pillar Candles & Tape Candles are not permitted. If you are supplying & setting up your own décor, please remember to assign someone to light your candles.

78. When do we pick out our linen colours and decide on other decorating details?

These decisions are made during your Décor planning meeting. During this meeting our Event Production Manager will discuss your options and help you build a personalized plan based on your colour selections, style & theme. You'll leave with a floorplan, copy of her notes and a photo of your selected centerpieces/set up.

79. Can we provide our own linens and/or Chair Covers?

No. All linens must be rented and arranged through Stanley's Olde Maple Lane Farm. Exceptions can be made for homemade items such as table runners or overlays.

80. Can we supply all of the items and Stanley's set it up for us?

Yes. This option will be discussed during your Décor planning meeting. The cost of this service is based on the size of your event, the amount of labour involved and the number of staff required to set up & tear down.

81. When should we finalize decorating details?

These details are finalized shortly following your décor planning meeting. An updated version of your estimate is sent to you following this meeting reflecting any additions or changes. Final details are required a minimum of 30 days prior to your event date.

82. What options are available for head table seating?

There are a variety of options dependent on guest count, size of bridal party, and dinner service style. If you have a unique idea please let us know! We'd be happy to discuss the possibilities with you!

Questions about Catering

83. Does Stanley's cater?

Yes we are a full service caterer. Our Head Chef prides himself on using fresh local ingredients and making food look as good as it tastes. Our menus are fully personalized to reflect your tastes and the best ingredients of the season.

84. Does Stanley's provide or make wedding cakes?

No. We do not provide Wedding Cakes, Cup Cakes or Cake pops. This would need to be arranged through an outside source.

85. Can we hire our own caterer?

Outside Catering is not permitted in The Maples Hall. You can work with a licensed and insured catering of your choosing in both the Southlawn Tent & Stonehouse Hall. **For all outside vendors** Proof of insurance, business license and health inspection are required 30 days prior to your event date. A \$1000 damage deposit will be applied to your invoice. The deposit will be returned in full as long as the kitchen and facilities are returned to their original condition and no damages are caused. Potluck style catering is not permitted at Stanley's Olde Maple Lane Farm. Offsite Catering Companies must remove their garbage and take it with them at the end of the event.

86. Are there any fees or legalities our caterer should be aware of?

Your caterer must be able to provide proof of liability insurance and health and food safety regulations must be met. A printed copy of the Catering Guidelines, are included in your booking package.

87. Can our caterer visit the farm beforehand to check out the work area facilities?

Yes. Have your caterer call the office to arrange a date and time.

88. Does Stanley's provide refrigeration or kitchen facilities for caterers or outside food?

No, Stanley's does NOT provide refrigeration or kitchen cooking facilities for outside caterers. Stanley's does provide a work area with tables/counters, electrical outlets and sinks.

89. Stanley's is catering our dinner, but we would like to provide our own homemade appetizers or evening lunch, can we do this?

Appetizers/Cocktail Hour Food, unfortunately not. All cocktail hour food must be supplied through our kitchen to safe-guard against cross-contamination and ensure that there is an adequate amount of food for bar services to be provided.

Evening Snack, Yes, but only in the case that the food that you would like to provide are items that are currently offered on our menu or able to be provided through us.

Stanley's however cannot handle outside provided food. Please ensure that all homemade goods are table ready on trays or in bowls & wrapped with plastic wrap. As we do not have refrigeration for outside provided food, all homemade food items must be in appropriate containers/coolers to maintain their temperatures. A member of your family or wedding party would be responsible for setting up & tearing down your homemade provided items. Napkins, plates, serving utensils & cutlery are your responsibility. A \$100 fee is applied to all events with homemade goods. Costco, Deli, Grocery Store or Store-bought trays do not qualify as homemade goods. A \$1000 Damage Deposit will be applied to your estimate.

90. We've hired our own caterer for dinner but we'd like Stanley's to provide the late night snack. Can we do this?

Unfortunately not. Due to liability issues and staffing costs, we are unable to offer combination catering with an outside source.

91. We would love to have a food truck or our favourite take-out delivered for our guests for an evening lunch, can this be done?

Possibly. Provided that the food truck or take-out food that you would like to provide aren't items that are currently offered on our menu or able to be provided through us. Please consult with our office to ensure that it is permitted, prior to signing any contracts or making any arrangements. In the case that permission is granted, we can help you make arrangements and work with your chosen vendor. Proof of liability insurance may be required. A \$1000 Damage Deposit will be applied to your estimate.

92. Does Stanley's have a cake-cutting fee?

There is a \$3.50 fee associated with serving your cake, coffee & tea as part of the late night snack. In the case of cupcakes or cake pops this fee is reduced to \$2.50. This fee is to cover the costs of disposable plates, cups, napkins, cutlery & coffee service.

93. Stanley's is catering our wedding; can we take leftovers home?

No, Health Department regulations do not allow us to provide leftovers for you to take home.

94. Stanley's is catering our wedding, when do we need to finalize menu and guest number details?

Your menu options will be discussed and a personalized menu will be created during your menu planning meeting 3 to 6 months ahead of your event date. A copy of your final menu will be sent 45 days in advance of your event date for you to sign off on. We require final confirmation of menu & timeline details 30 days before your wedding. If confirmation has not been received, we will proceed with the menus & timelines as originally sent to you. So please review this documents carefully, as this is your chance to catch any errors (hey were human) address any allergy/dietary concerns, or make any last minute changes. We require a detailed seating plan with guest meal selections, allergies & food restrictions a minimum of 10 business days prior to your event date.

Questions about DJ & Entertainment

95. Can Stanley's arrange a DJ for our reception?

Yes. We currently work with Quality Entertainment & 2J's Music Machine. You can choose from either company, or we will choose the best fit, based on your requirements.

96. Can we hire our own DJ?

Yes. All outside DJ's are required to show proof of business license & Liability insurance a minimum of 30 days in advance of your wedding date. NO EXCEPTIONS. DJ's that are a member of the CDJA (Canadian Disc Jockey Association) are required to be insured. Look for this logo on their website and you shouldn't have any issues. A copy of DJ Guidelines is in your Booking Package. A \$1000 Damage Deposit will be applied to your estimate.

97. Should we provide a meal for our DJ or band?

Typically a meal is per DJ and/or band member is stipulated in their contract. Please include all outside vendors who will be present during dinner, in your final meal count.

98. Can we hire a band?

Yes. All Bands & Entertainers are required to show proof of business license & Liability insurance a minimum of 30 days in advance of your wedding date. NO EXCEPTIONS. Please talk to us, so that we are aware of any requirements your musicians have: stages, platforms, electricity etc. (rental fees may apply) also please note, there are City Bylaws restricting amplified music outdoors etc. A copy of Band Guidelines is included in your Booking Package. A \$1000 Damage Deposit will be applied to your estimate.

99. When can our DJ or band set up on the day of the wedding?

Your DJ or band can set up anytime between 10am and 1pm (or one hour prior to the first event of the day) whichever occurs first. Later set up times may be available, however this would not be confirmed until the week of your wedding. Sound Checks cannot occur between the hours of 2pm and 6pm. If Stanley's has arranged your DJ services, you don't need to worry about this.

100. Where can our DJ or band park?

After unloading they must park in the main parking lot or in a previously discussed designated area. Again, if Stanley's has arranged your DJ services, you don't need to worry about this.

101. We want to do a slide show, can Stanley's arrange for equipment?

Yes, with prior arrangements and applicable fees, Stanley's can provide screens, tables, projectors, etc. Please discuss this with us, at least one month prior to your event.

102. Can we do provide our own music? Example: ipod

Yes, but please be aware of all legalities and fees. Audio-Visual Licensing Agency Inc. (AVLA) licensing is required. For more information about AVLA's legalities and fees please visit www.avla.ca

103. Is it possible to have a podium and microphone available for our speeches?

When your DJ is arranged by Stanley's, a wireless microphone and bar height table dressed in linen to match your theme is automatically provided. If you are hiring your own band or DJ we highly recommend making the request of a wireless microphone.

Questions about Timing

104. I'm getting ready on the farm (I've booked a Bridal Retreat) what time should I arrive?

You have access as early as 10am on the day of your wedding. If you are having hair & makeup and done here at the farm, you should allocate 45 minutes per person. Of course confirm this with your make-up artist or hairstylist. Please let Stanley's know a minimum of 5 business days in advance when you plan to arrive.

105. I'm not getting ready on the farm, what time should I arrive?

We ask that if you are not doing photos ahead of your ceremony, that at least one half of your wedding party arrives 1 hour previous to your ceremony start time. This way there is someone here to greet your guests. The second half of the wedding party should be here by no later than 30 minutes prior to your ceremony start time.

106. What time should I invite my evening guests for?

Evening guests should be invited for no earlier than 2 hours after the start of dinner service. For example: 5pm dinner – 7pm reception, 6pm dinner – 8pm reception, 7:30pm dinner – 9:30pm reception. As a house rule we typically recommend evening guests be invited for 9pm.

107. How long does the average dinner service take?

A standard 3 course dinner service takes approximately 1 hour and 30 minutes to 1 hour and 45 minutes from the placing of the first starter to the placing of the last dessert. Add 30 minutes per course, for additional courses.

108. Can we host our speeches during dinner service?

We do not recommend this, as it is distracting and disrespectful to those speaking. We do not continue service while speeches are taking place for this reason. Speeches would take place between courses, so that those speaking could enjoy their meal while it is hot and fresh. A course would be served, speeches would begin on cue from your Day of Coordinator, and then following a speech or two the course would be cleared. This would repeat until the end of all courses being served or the end of speeches whichever occurs first.

If you are planning on holding your speeches throughout dinner, instead of at the end, this will extend dinner service to approximately 2 hours and 30 minutes (depending on the number of speeches) and may result in additional serving staff charges. We will send you a timeline for your dinner, based on the number of speeches and number of courses. Your day of coordinator will help guide you through on the day of your wedding.

109. What about dances, cake-cuttings, late night snack timing?

You'll receive a timeline approximately 4-6 weeks ahead of your wedding to review & sign off on.

Questions about Day of Coordination

110. When do I meet my Bridal Attendant/Day of Coordinator?

Your Day of Coordinator will be assigned to you the week of your wedding. You won't meet them until the day of your wedding. Prior to this you will be working with our Wedding & Events Manager as your main point of contact. The Wedding & Events Manager is also on the farm the day of your wedding and oversee all of the events taking place. Your Day of Coordinator works in conjunction with them, following the details & guidelines in your file to ensure your day runs smoothly.

111. What is the role of my Bridal Attendant/Day of Coordinator?

Your Day of Coordinator acts as a liaison between the front of house (catering & banquet staff) back of house (kitchen and bar staff), your photographer, DJ and other present vendors to ensure everyone knows what is expected of them and when.

They will review the ceremony plan with the groomsmen, ensure ties are tied, boutonnières are pinned correctly, and pocket squares are folded. They will oversee the setup of your ceremony site, communicate with our parking staff and your officiant to ensure everyone is present prior to beginning, and oversee the conduction of the ceremony itself. They will cue your bridal party, tuck in straps, fluff dresses, pass out flowers and encourage ring-bearers/flower girls.

Following your ceremony they will provide refreshments and snacks to you and your bridal party (based on what has been ordered through the catering agreement) and communicate any delays in timing to the venue. During your photo session they'll happily hold your veil/flowers, fluff your dress, hold purses, phones etc. and show your photographer some of the best places to capture such a happy day.

They'll coordinate your grand entrance, speeches & cake cutting with your DJ/Band and MC.

Throughout the event they will check in on you to ensure you have everything you need and that there are no issues that we need to be made aware of. They can help bustle your dress, and arrange the grand entrance, first dances, bouquet & garter tosses and any other special ceremonies that are taking place.

Prior to departing for the evening they'll ensure your late night snack has been served & announced and introduce you to the closing manager. (In the case of offsite catering the Day of Coordinator is the only member of our staff present and is with you from beginning to end)

112. What tasks can I assign to my Bridal Attendant/Day of Coordinator?

Your Day of coordinator already has a full plate on the day of with the job they are assigned to do.

That being said if you need help rounding up family for photos, fetching your flats from the bridal retreat, getting the photographer and DJ synced up for anything special, even assisting with a trip to the rest room they will be happy to help.

Greeting & seating guests at your ceremony should be assigned to your groomsmen, ushers or members of your family, to ensure your Day of Coordinator is free to move back and forth from the ceremony site to the venue to ensure both sides of the couple are calm and relaxed.

They cannot be assigned to the gift-table/guest book table or the job of handing out favours and/or bar tickets.

They cannot handle cash tips or bar sales.

They are not babysitters/pet-sitters or grandparent watchers.

While they are happy to help when they can, they cannot be assigned any job that requires them to stay in one place for long periods of time, as this means they cannot oversee the entire event and ensure your day goes as planned.

113. Can I hire an outside Day of Coordinator/Wedding Planner?

You can, but as our Day of Coordination is built in and they know the grounds, venues and day of logistics of a Stanley's wedding better than anyone, you may find it overkill to bring in someone from the outside. We currently have THREE WPIC certified Wedding Planners on staff who will work hard to ensure your vision becomes reality, and Our Day of Coordinators work under their guidelines and follow their notes. If you decide to hire an outside Coordinator or Planner, we ask that you let us know well in advance so that we can work together from the beginning. Just like other vendors we ask for proof of license, liability insurance and a signed agreement on the terms and conditions required to work at Stanley's Olde Maple Lane Farm.

Questions about Golf Carts

114. How many Golf Carts do you have available?

We have a single 6 seater golf cart. This can carry 5 passengers and the driver. Golf Carts are always driven by a member of Stanley's Olde Maple Lane Farm staff.

115. What can the Golf Cart be used for?

The golf cart is intended to transport guests with limited mobility, guests who are senior citizens, or are heavily pregnant from the parking lot to your ceremony, ceremony to reception and back to the parking lot throughout the evening. As the grounds are quite large, we ask for your patience while waiting for a golf cart. The golf cart is not available for carrying items to and from the ceremony site, delivering items throughout the property or transporting the Bridal Party/family from one photo area to another.

Questions about Bon Fires

116. Can I have a bonfire?

As of January 1st 2019, the Southlawn Tent and the Maples Hall both include a bon fire with the venue rental. A bon fire is possible at the Stonehouse Hall is an additional fee. Bon Fires are dependent on current weather conditions and whether there are any burn restrictions in place.