



BRITANNIA YACHT CLUB

# Next Steps to Planning Your BYC Wedding

*Character, charm and outstanding service  
A beautiful and unique location for your special day*



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## A Note from Our Events Manager

Many thanks for choosing BYC for your special day and I look forward to working with you!

I created this document to help you in navigating the planning process. It can seem very daunting at times but we are always here to help. Staying organized is the key to stress-free planning.

This document includes overall wedding planning information and advice as well as the tasks specific to BYC.

I hope you find it helpful and feel confident in planning your dream wedding.

I am always here to help so please never hesitate to contact me if you ever have any questions, concerns or just need a second opinion!

Looking forward to a beautiful wedding!

Best regards,

*J Degrasse*

**JESSICA DEGRASSE**  
EVENTS MANAGER  
BRITANNIA YACHT CLUB  
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# Wedding Planning Timeline

## 1 Year to 10 Months Before

### THE WEDDING VISION AND WHERE TO START!

Now that you have selected your venue, I'm sure you have a pretty good idea of the overall style and atmosphere you are going for. Now is the time to nail down your broad spectrum planning items:

- Finalize colours/theme
- Start wedding binder/folder
- Select wedding party and invite them to take part
- Organize guest list
- Finalize wedding budget
- Hire a wedding planner if desired
- Throw an engagement party if you would like to have one!
- Start a "rentals list" if necessary and plan which rental company you will hire (check with BYC to see if they have what you're looking for!)

**Tip:** Google your chosen wedding colours (or options you are looking at) and put together an inspiration board. Pinterest can also help with this. It helps to see how your colours will look when used together and which should be your primary and accent colours.

### THE BIG BOOKINGS

Now that your date and venue are finalized and you have your broad spectrum items completed, it's time to start booking your other major vendors. It's important to reach out to everyone early to ensure your date is available and then book with them, especially if you have specific vendors you would prefer to work with.

These vendors include:

- Entertainment (DJ or Band)
- Photographer
- Videographer (if applicable)
- Officiant
- Florist
- Cake baker
- Decorator (if applicable)

### WEDDING WEBSITE

Now is the time to launch your wedding website. It's a great tool to help with your registry, organizing and even your RSVP's can come through the site! There are plenty of free wedding website hosting services available.





## 10 to 8 Months Before

### **SHOP FOR AND PURCHASE YOUR WEDDING DRESS**

Now the real fun begins! Start shopping for your dress. The shopping process, ordering and alterations can take a while so start early!

### **RESERVE HOTEL BLOCKS FOR GUESTS**

If you have out of town guests coming to your wedding, you will want to make sure you have some room blocks reserved for around your wedding date. Make sure to inform these guests that you have reserved rooms, they will usually have to confirm with the hotel themselves in order to keep the reservation in place.

### **START WEDDING REGISTRY**

Plan to register? Now is the time to set that up!

## 8 to 6 Months Before

### **FINALIZE IMPORTANT WEDDING TIMELINES**

Select your important wedding timelines including the ceremony time, dinner time etc. Then fill in the blanks for your less crucial timelines. You can find some sample timelines in the appendix of this document to get you started!

### **SELECT AND PURCHASE YOUR INVITATIONS**

Now is the time to start shopping and purchasing your invitations. There are lots of great printing shops in Ottawa that are very affordable.

### **PLAN YOUR HONEYMOON**

Going on a honeymoon? Decide where, pick the dates, book the time off work and book your trip!

### **BRIDESMAID DRESS SHOPPING**

Bridesmaids dresses may require alterations, so now is the time to take your girls shopping and purchase those dresses to get the process started!

### **OFFICIANT MEETING**

Meet with your officiant and discuss your ceremony. This is the time to decide how traditional or unique you want your ceremony to be and which other activities you want to include (like sand or unity candle etc.) Also, decide whether you will have any readings, which reading you would like and who will do them. In addition, decide on the order of your wedding party, how everyone will stand, enter and leave.



### **SEND SAVE THE DATES**

Not every couple has to send “Save the Dates” but it does help, especially if you have a lot of guests coming from out of town or country as they generally need to plan farther ahead than your other guests who live in the city. It may also give you an idea of who is planning on attending (you can ask them to respond their intention through your wedding website).

### **TRANSPORTATION**

Plan your day of transportation. Decide how the wedding party will arrive at the venue. Will family members be driving themselves? Will your guests need a shuttle service to and from the hotel?

### **MENU AND TASTING**

Decide on your wedding menu and book your tasting

**Tip:** BYC hosts tastings for the Bride and Groom as a chance to try your proposed wedding menu. These include two salads (or two soups or one of each), two main courses and two side dishes. Please contact us to book your tasting date/time well in advance. We kindly ask for your tasting menu and final number of attendees to the tasting two weeks before the date.

### **LINENS**

Select your wedding linens and order these through BYC

### **BYC MEMBERSHIP**

Fill in the BYC membership application form and submit to take advantage of this free summer membership!

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## **6 to 4 Months Before**

### **BOOK REHEARSAL AND REHEARSAL DINNER**

Decide when to host your rehearsal and let your wedding party and family members know. Decide on a rehearsal dinner venue

**Tip:** Rehearsals can be booked at BYC. They can take place the week of the wedding under the tent at 3:00PM (or earlier) on weekdays.

### **SELECT AND ORDER CAKE**

You decided on your cake vendor, now is the time to select your cake, attend a tasting and order it for the big day

### **BRIDAL SHOWER**

Having a shower? Figure out who is hosting and send them your guest list/contact info so they can start their planning





### **WEDDING SHOES AND DRESS FITTINGS**

Purchase your wedding shoes and begin dress fittings. You will need to have the shoes you plan to wear the day of so the seamstress can alter the dress to your specific height/shoes. Bring the bridesmaids along so they can do their fittings as well (with the shoes they plan to wear!)

### **HAIR AND MAKEUP ARTISTS**

Book your makeup and hair for the day of and ensure they have all the info they need (number of girls, desired looks etc.). Book and attend hair and makeup trials

### **MUSIC**

You have already booked your entertainment, now start planning your special songs for the important moments. These include:

- Ceremony music
- Processional song (you may wish to have a different song for your wedding party and a different song for yourself)
- Registry signing song
- Recessional song
- Reception Music
- Style of music to play during cocktail hour
- Grand Entrance song
- Style of dinner music
- First dance song
- Mother/Son, Father/Daughter Dance song
- Cake Cutting song
- Bouquet Toss song
- Garter Toss song
- Type of music you like to dance to

**Music Tip:** Your DJ's job will be to read the crowd and play the music that keeps everyone on the dance floor. Send them your important songs and even a must play or must not play list, but keep the main bulk of the dancing music song decisions up to them.

### **ENGAGEMENT PHOTOS:**

Book and take your engagement photos with your photographer

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## **4 to 3 Months Before**

### **TOASTS AND SPEECHES**

Decide who will give a speech/toast the day of and inform them to prepare. Let them know of their time limit. Guests like speeches but only up to a certain point, short and sweet is always appreciated.

### **FLOWERS**

Pick out your flowers and order them through your vendor. If DIY make sure you know where you are picking them up or having them delivered and make sure you have left yourself enough time to put everything together (bouquets, centerpieces etc.). If the florist is designing everything for you, ensure they know your vision and what you would like everything to look like.



### **FAVOURS**

Decide on and order your favours (if you will be having any)

### **UNDERGARMENTS, VEIL, ACCESSORIES AND SECOND FITTING**

Purchase your day of undergarments and book a second fitting for your dress. Shop for and purchase your veil, accessories, jewelry and any other items for your attire

### **FINALIZE TIMELINES AND DAY-OF SCHEDULE**

Finalize the important and secondary timelines for the wedding day and send off to all the people involved including your wedding party, emcee, vendors etc. Anyone who needs to be aware of the schedule.

### **PRINT TABLE MENUS AND PROGRAMS**

If you will be having menus on the tables or programs for the ceremony now is the time to design and have them printed

### **SHOP FOR AND PURCHASE YOUR RINGS**

Decide on your ring budget and go out and purchase your rings. Send them away to be sized and have your engagement ring cleaned

**Tip:** Jewellers tend to have sales on during the winter months (Slower season) just after Christmas and before Valentine's Day. That is the ideal time to get the best deal on rings!

### **SEND YOUR INVITATIONS**

Invites should be sent out at least 3 months in advance, 4 months if you have out of country guests. Ask for RSVP's at least a month prior to the wedding date to give yourself time to contact the stragglers and to confirm numbers with us.

### **PASSPORTS**

Renew or apply for passports if needed. Make sure all other travel documentation is in order for the honeymoon

### **GROOM'S PARTY ATTIRE, OTHER WEDDING PARTY**

Shop for and purchase or rent the groom's party formal wear. Do you have flower girls or ring bearers and do their parents know how to dress them the day of?

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## **3 to 2 Months Before**

### **RE-CONFIRM WITH ALL VENDORS**

Contact all vendors, review your contracts, make sure everything is in order and make a note of when final payments to them are due

### **PHOTOGRAPHER MEETING**

Meet with your photographer and make sure they know which shots are most important to you, how much time you have for photos, places you would like to go etc.

### **CONFIRM SONGS WITH MUSIC PROVIDERS**

Contact your band or DJ and make sure all songs you requested are confirmed. Send them YouTube links to the actual song so that you know for sure they have the right one!

### **BACHELOR/BACHELORETTE PARTIES**

Finalize a date and location for your parties and enjoy!





## 2 to 1 Month Before

### **RSVPS**

Start compiling your RSVPs and organize into your list. Ensure you have everyone's meal choice if you are serving a plated meal

### **MARRIAGE LICENSE**

Now is the time to apply for and receive your marriage license, they are good for three months from the date of issue

### **REHEARSAL DINNER**

Finalize rehearsal dinner plans and send out invites

### **SCHEDULE LAST DRESS FITTING**

Schedule your last dress fitting and pick up your dress. Ensure all bridesmaids have picked up their dresses and are ready with shoes, accessories etc.

### **FINAL PAYMENTS**

Send out as many final payments as you can (saves you time later). Make sure you have all balances owing organized and what dates they are all due

### **UPDATE WEDDING DAY SCHEDULE AS NEEDED**

Update and finalize your wedding day schedule if required, Resend to all parties involved.

### **CONFIRM TRANSPORTATION**

Re-confirm transportation. Ensure the company has all the addresses of pick up and drop off locations and maps if necessary. Plan for possible traffic

### **ASSIGN SEATING / FLOOR PLAN**

Finalize your floor plan and begin to assign people to specific tables. Decide whether you will assign them to specific chairs at the table as well. Start planning your seating chart or escort cards to have printed or make your own. Finalize these once you receive all RSVP's.

### **WEDDING PARTY GIFTS**

Purchase gifts for your wedding party (groomsmen and bridesmaids) Purchase gifts for each other as well and write a sweet note to be read the day of the wedding

### **VOWS**

Write your own personal vows if required. Practice them!

### **HAIRCUTS/COLOURED**

If you need your hair coloured or cut, now is the time!

### **CHECKLIST DOCUMENT**

Start to fill in the BYC checklist document and floor plan. Will be due back to BYC at least two weeks prior to the wedding day



## 1 Month to 2 Weeks Before

### **DAY-OF TASKS**

Delegate the small wedding day tasks that need to be completed

### **CHEQUES FOR VENDORS**

Set aside cheques for vendors and delegate who will deliver them

### **BOOK MANI-PEDI APPOINTMENTS**

Book these for the week of the wedding

### **CHECKLIST, FLOOR PLAN AND FINAL NUMBERS SENT TO BYC**

Finish filling in the BYC checklist document and floor plan and send these off to the BYC Events Manager

### **DIY**

Finish any last minute DIY projects or crafts

### **DÉCOR**

Get all your décor items finalized and organized into bins/boxes for transportation to BYC

## 2 Weeks to 1 Week Before

### **HONEYMOON**

Pack for your honeymoon and make sure you have all travel documents organized and ready

### **BREAK IN YOUR SHOES**

Wear your wedding shoes a bit and break them in!

### **ANY OTHER LAST MINUTE DETAILS**

Review your notes and make sure all other details have been finalized. Ensure everything you need has been purchased and that the schedule is finalized and has been sent to everyone.





## Week of the Wedding

### **MANI-PEDI**

Now to get those nails done!

### **HAIRCUTS FOR THE GROOM'S PARTY**

Get the groom and groomsmen to get their hair cut (if needed)

### **ATTIRE**

Ensure all attire is finalized, dresses pressed and steamed if needed. Suits pressed etc.

### **REHEARSAL**

Attend rehearsal and rehearsal dinner and make sure you give your marriage license to your officiant

### **DÉCOR**

Drop off your décor to BYC or plan to decorate the day of

**Tip:** BYC allows couples to come in and decorate the day before if the room is available. Please contact us to see if the room is available to decorate the day before

### **WEDDING PARTY, PARENT AND GIFTS FOR EACH OTHER**

Give your gifts to the wedding party, your family members and to each other

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## Day of the Wedding

### **RINGS**

Give the rings to the best man

### **PAYMENTS/CHEQUES**

Ensure the delegated person has all cheques/payments that need to be handed out to vendors

### **RELAX AND ENJOY**

All the planning, preparations and hard work has paid off and your wedding day goes by quickly so enjoy every minute of it. Don't sweat the small stuff, focus on the big picture. Enjoy your day and let BYC take care of everything!

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## Post Wedding

### **RENTALS**

Ensure someone has been delegated to return rentals if required

### **THANK-YOU**

Write and send out thank you cards, especially to those who have helped you the most during this process.



# Sample Wedding Day Timelines

## Photos Before the Ceremony

Having your photos done before the ceremony gets them out of the way and allows you to enjoy cocktail hour with your guests, this is becoming increasingly popular among couples

IF YOUR PHOTOS ARE BEFORE THE CEREMONY		
3:00PM CEREMONY TIME	3:30PM CEREMONY TIME	4:00PM CEREMONY TIME
<b>1:00PM:</b> Wedding Party arrives for photos	<b>1:30PM:</b> Wedding Party arrives for photos	<b>2:00PM:</b> Wedding Party arrives for photos
<b>2:30PM:</b> Guests begin to arrive	<b>3:00PM:</b> Guests begin to arrive	<b>3:30PM:</b> Guests begin to arrive
<b>2:40PM:</b> Groomsmen seat guests	<b>3:10PM:</b> Groomsmen seat guests	<b>3:40PM:</b> Groomsmen seat guests
<b>3:00PM:</b> Ceremony begins	<b>3:30PM:</b> Ceremony begins	<b>4:00PM:</b> Ceremony begins
<b>3:30PM:</b> Ceremony ends, cocktail hour starts	<b>4:00PM:</b> Ceremony ends, cocktail hour starts	<b>4:30PM:</b> Ceremony ends, cocktail hour starts
<b>5:30PM:</b> Seat guests for dinner	<b>6:00PM:</b> Seat guests for dinner	<b>6:00PM:</b> Seat guests for dinner
<b>5:45PM:</b> Grand Entrance & Introductions	<b>6:15PM:</b> Grand Entrance & Introductions,	<b>6:15PM:</b> Grand Entrance & Introductions,
<b>6:00PM:</b> Dinner served	<b>6:30PM:</b> Dinner served	<b>6:30PM:</b> Dinner served
<b>8:00PM:</b> Dessert served, speeches begin	<b>8:30PM:</b> Dessert served, speeches begin	<b>8:30PM:</b> Dessert served, speeches begin
<b>8:30PM:</b> First Dance, Mother/Son, Father/Daughter dances	<b>9:00PM:</b> First Dance, Mother/Son, Father/Daughter dances	<b>9:00PM:</b> First Dance, Mother/Son, Father/Daughter dances
<b>8:45PM:</b> Cake Cutting	<b>9:15PM:</b> Cake Cutting	<b>9:15PM:</b> Cake Cutting
<b>9:00PM:</b> Open dance floor	<b>9:30PM:</b> Open dance floor	<b>9:30PM:</b> Open dance floor
<b>10:00PM:</b> Bouquet/ Garter Tosses	<b>10:30PM:</b> Bouquet/ Garter tosses	<b>10:30PM:</b> Bouquet/ Garter tosses
<b>10:30PM:</b> Late Night snacks served	<b>11:00PM:</b> Late Night snacks served	<b>11:00PM:</b> Late Night snacks served
<b>12:45AM:</b> Last Call	<b>12:45AM:</b> Last Call	<b>12:45AM:</b> Last Call
<b>1:00AM:</b> End of Evening	<b>1:00AM:</b> End of Evening	<b>1:00AM:</b> End of Evening





# Photos After the Ceremony

Please note, all timelines are customizable to meet your specific needs, these are merely a starting point to assist with your planning. Please contact Jessica DeGrasse, our Events Manager, regarding timeline restrictions/questions

IF YOUR PHOTOS ARE AFTER THE CEREMONY		
3:00PM CEREMONY TIME	3:30PM CEREMONY TIME	4:00PM CEREMONY TIME
<b>2:00PM:</b> Groom and Groomsmen arrive	<b>2:30PM:</b> Groom and Groomsmen arrive	<b>3:00PM:</b> Groom and Groomsmen arrive
<b>2:30PM:</b> Guests begin to arrive	<b>3:00PM:</b> Guests begin to arrive	<b>3:30PM:</b> Guests begin to arrive
<b>2:40PM:</b> Groomsmen seat guests	<b>3:10PM:</b> Groomsmen seat guests	<b>3:40PM:</b> Groomsmen seat guests
<b>2:45PM:</b> Bride & Bridesmaids arrive	<b>3:15PM:</b> Bride & Bridesmaids arrive	<b>3:45PM:</b> Bride & Bridesmaids arrive
<b>3:00PM:</b> Ceremony begins	<b>3:30PM:</b> Ceremony begins	<b>4:00PM:</b> Ceremony begins
<b>3:30PM:</b> Ceremony ends, Pictures begin and guests retire upstairs for cocktail hour	<b>4:00PM:</b> Ceremony ends, Pictures begin and guests retire upstairs for cocktail hour	<b>4:30PM:</b> Ceremony ends, Pictures begin and guests retire upstairs for cocktail hour
<b>5:30PM:</b> Seat guests for dinner	<b>6:00PM:</b> Seat guests for dinner	<b>6:00PM:</b> Seat guests for dinner
<b>5:45PM:</b> Grand Entrance & Introductions	<b>6:15PM:</b> Grand Entrance & Introductions	<b>6:15PM:</b> Grand Entrance & Introductions
<b>6:00PM:</b> Dinner served	<b>6:30PM:</b> Dinner served	<b>6:30PM:</b> Dinner served
<b>8:00PM:</b> Dessert served, speeches begin	<b>8:30PM:</b> Dessert served, speeches begin	<b>8:30PM:</b> Dessert served, speeches begin
<b>8:30PM:</b> First Dance, Mother/Son, Father/Daughter dances	<b>9:00PM:</b> First Dance, Mother/Son, Father/Daughter dances	<b>9:00PM:</b> First Dance, Mother/Son, Father/Daughter dances
<b>8:45PM:</b> Cake cutting	<b>9:15PM:</b> Cake cutting	<b>9:15PM:</b> Cake cutting
<b>9:00PM:</b> Open dance floor	<b>9:30PM:</b> Open dance floor	<b>9:30PM:</b> Open dance floor
<b>10:00PM:</b> Bouquet/ Garter tosses	<b>10:30PM:</b> Bouquet/ Garter tosses	<b>10:30PM:</b> Bouquet/ Garter tosses
<b>10:30PM:</b> Late Night snacks served	<b>11:00PM:</b> Late Night snacks served	<b>11:00PM:</b> Late Night snacks served
<b>12:45AM:</b> Last Call	<b>12:45AM:</b> Last Call	<b>12:45AM:</b> Last Call
<b>1:00AM:</b> End of Evening	<b>1:00AM:</b> End of Evening	<b>1:00AM:</b> End of Evening



# Summarized To-Do Checklist

## 1 Year to 10 Months Before

### THE WEDDING VISION AND WHERE TO START

- ☐ Finalize colours/theme
- ☐ Start wedding binder/folder
- ☐ Select wedding party and invite them to take part in your wedding day
- ☐ Organize guest list
- ☐ Finalize wedding budget
- ☐ Hire a wedding planner (if desired)
- ☐ Throw an engagement party if you would like to have one!
- ☐ Start a "rentals list" if necessary and plan which rental company you will hire

### RESEARCH AND BOOK VENDORS INCLUDING

- ☐ Entertainment (DJ or Band)
- ☐ Photographer
- ☐ Videographer (if applicable)
- ☐ Officiant
- ☐ Florist
- ☐ Cake baker
- ☐ Decorator (if applicable)

### LAUNCH YOUR WEDDING WEBSITE

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## 10 to 8 Months Before

- ☐ Shop for and purchase your wedding dress
- ☐ Reserve hotel blocks for guests
- ☐ Start wedding registry

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## 8 to 6 Months Before

- ☐ Finalize important wedding timelines
- ☐ Select and purchase your invitations
- ☐ Plan your honeymoon
- ☐ Bridesmaid dress shopping
- ☐ Officiant meeting
- ☐ Send save the dates
- ☐ Transportation
- ☐ Menu and tasting
- ☐ Linens
- ☐ BYC membership





## 6 to 4 Months Before

- ☐ Book rehearsal and rehearsal dinner
- ☐ Select and order cake
- ☐ Bridal shower
- ☐ Wedding shoes and dress fittings
- ☐ Hair and makeup artists
- ☐ Music – Must have songs, etc
- ☐ Ceremony music finalized
- ☐ Reception music finalized
- ☐ Engagement photos

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## 4 to 3 Months Before

- ☐ Toasts and speeches
- ☐ Pick and order flowers
- ☐ Favours – pick and order
- ☐ Purchase undergarments, veil, accessories and attend second fitting
- ☐ Finalize timelines and day-of schedule
- ☐ Print table menus and programs
- ☐ Shop for and purchase your rings
- ☐ Send your invitations
- ☐ Passports – Renew or apply
- ☐ Groom's party, other wedding party organized

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## 3 to 2 Months Before

- ☐ Re-Confirm with all vendors
- ☐ Photographer meeting
- ☐ Confirm songs with music providers
- ☐ Bachelor/Bachelorette parties

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## 2 to 1 Month Before

- ☐ RSVPs
- ☐ Marriage license
- ☐ Rehearsal dinner
- ☐ Schedule last dress fitting
- ☐ Final vendor payments
- ☐ Update wedding day schedule as needed
- ☐ Confirm transportation
- ☐ Assign seating & finalize floor plan
- ☐ Wedding party gifts
- ☐ Vows
- ☐ Haircuts/coloured
- ☐ Checklist document submitted to BYC



## 1 Month to 2 Weeks Before

- ☐ Day-of tasks
- ☐ Cheques for vendors
- ☐ Book manicure & pedicure appointments
- ☐ Checklist, floor plan and final numbers sent to BYC
- ☐ DIY projects completed
- ☐ Décor organized and ready for transport

## 2 Weeks to 1 Week Before

- ☐ Pack for your honeymoon
- ☐ Break in your shoes
- ☐ Any other last minute details

## Week of the Wedding

- ☐ Manicures & pedicures
- ☐ Haircuts for the groom and groomsmen (if needed)
- ☐ Attire
- ☐ Rehearsal and dinner
- ☐ Drop off décor and decorate
- ☐ Wedding party, parent and gifts for each other

## Day of the Wedding

- ☐ Give rings to Best Man
- ☐ Payments/cheques
- ☐ Relax and enjoy!

## Post Wedding

- ☐ Rentals returned
- ☐ Thank-you cards





# Commonly Asked Questions

## ROOM RENTAL, INCLUSIONS AND INCENTIVES

### WHAT IS THE ROOM RENTAL AND WHAT DOES IT INCLUDE?

The room rental rate is subject to HST and this would include: hosting your ceremony in one of our outdoor spaces (1 hour usage), Chairs for the ceremony, all your standard linens (chair covers for indoors, full length table linens, overlays, napkins, head table and additional tables in a variety of colours), The ceiling decor and lighting that we provide, free parking for all your guests, all tables and chairs, podium and microphone, screen and projector, coffee and tea, staffing and cake cutting. This room rental is a flat rate for all Friday, Saturday & Sunday weddings including holidays.

### ARE THERE ANY INCENTIVES FOR BOOKING AT BYC?

As a special thank you for choosing to host your wedding with us, you will receive a complimentary couple's social membership for the summer season of your wedding year, a value of over \$800.00. This membership includes, access to our tennis & pickleball courts, use of the clubhouse bar and restaurant services, access to the marquee tent and member social events. You are also welcome to bring guests to the club.

### IS THERE ANY WEDDING COORDINATION/PLANNING INCLUDED?

Our Events Manager will work with you every step of the way to help plan your day at BYC! We are always here to help. The Events Manager will also be on site the day of the wedding to coordinate the setup, decorating and ceremony. During cocktail hour, our front of house staff take over and coordinate the remainder of the evening.

## TOURS

### WHEN CAN WE BOOK A TOUR?

We do our very best to work around everyone's schedule. If you are not available during business hours, let us know and we will do our very best to accommodate.

## MENU, BAR AND MINIMUM REQUIREMENTS

### CAN WE BRING IN OUR OWN FOOD?

BYC does require that couples use our catering services. We do allow couples to bring in their own late night snacks. We also allow couples to have candy tables, dessert bars, popcorn stations etc.

### CAN WE BRING IN OUR OWN WINE?

We do not allow couples to bring in their own wine or alcohol. However, if there is a specific brand of wine that is desired for the wedding, we can bring that in to serve to your guests. We are also willing to bring in certain brands of beer and liquor for the wedding depending on what is desired.

### HOW IS THE WINE SERVED?

We pour the wine at the tables so it is served directly to your guests. This way guests do not have to serve themselves. This also means that you only pay for the number of wine bottles that are consumed. You will get a refund for any bottles not used.

**DO YOU HAVE ANY MINIMUM NUMBERS?**

We have a minimum of 75 guests for a Saturday date. There are no minimums for Fridays or Sundays

**DO YOU OFFER A TASTE TESTING TO TRY OUT THE FOOD?**

Yes, we offer a free tasting for the Bride and Groom upon booking. The tasting is designed as an opportunity to try and confirm your chosen wedding menu in advance of the big day.

**CAN WE OFFER GUESTS A CHOICE OF MEAL?**

Yes, when you are doing a plated meal you are welcome to offer a couple main entrée options to your guests. These options would have to be sent to them on their invitation as we would need these numbers from you in advance. If you do go this route, we need a table list of who is having which meal and at which table they are sitting at. We would also ask for allergies listed as well. (Example: Table 1: 2 Chicken, 6 Beef, 1 beef has allergy to dairy). We will charge you based on the number of each entrée, each entrée will be charged the price on the menu.

**CAN WE SERVE OUR WEDDING CAKE FOR DESSERT OR PROVIDE A DESSERT TABLE?**

Yes, if you choose to serve your wedding cake for dessert you can save some money! If it is a full wedding cake, we would ask that your cake cutting ceremony be before dinner, and then our chefs can bring the cake into the kitchen and to be cut and plated for dessert. If you are having cupcakes then you can cut it anytime as guests can help themselves to dessert. We do require that enough dessert/wedding cake is provided so each guest has a decent portion (either 1 cupcake each or a 2"x2" piece of cake). If the cake needs to be cut, we kindly ask for written instructions from the baker on how to properly cut and portion the cake for dinner service. If you wish to have a dessert table this is not an issue, you would simply need to plate and prepare your desserts in advance onto platters and our staff can bring them out at the right time OR they can be already set up and your EMCEE can announce that the dessert table is now open.

**IS THERE A CAKE CUTTING FEE?**

We do not charge a cake cutting fee.

**HOW DO YOU ACCOMMODATE ALLERGIES/DIETARY RESTRICTIONS?**

We require a list, in writing 15 days prior to the wedding date of all allergies or dietary restrictions your guests have as well as what meal they are having (For plated menus) and where they are sitting. We will do our very best to accommodate the allergies but reserve the right to alter the menu if needed.

**DO YOU PROVIDE OPTIONS FOR LATE NIGHT SNACKS?**

We can certainly provide the late night snacks for your wedding. Couples do have the option to bring in their own (As long as it does not need to be cooked as kitchen access will not be available).





## **ROOM AND VENUE**

### **WHAT IS THE MAX NUMBER OF GUESTS YOU CAN ACCOMMODATE?**

Our Upper Deck room holds 120 for a sit down meal and closer to 160 for a standing cocktail style reception. Our marquee tent holds up to 140 directly under the tent and many more chairs around the perimeter.

### **ARE YOU HANDICAP ACCESSIBLE?**

Yes! We have an elevator at our facility.

### **HOW MANY BATHROOMS DO YOU HAVE AND WHERE ARE THEY LOCATED?**

We have one accessible bathroom in the main room and extra washrooms downstairs in the club locker rooms.

### **WHERE IS SMOKING PERMITTED?**

Smoking is not permitted indoors or on the covered veranda. Guests may smoke just outside the back stair entrance.

### **DO YOU ONLY HOST ONE WEDDING PER DAY?**

Yes, we do not host another wedding the same day as yours. When you book at BYC the date you choose is yours only. NO other weddings will be occurring that day so we can ensure your wedding gets the attention it deserves.

### **IS THERE SPACE FOR THE BRIDE/GROOM TO GET READY?**

Most couples come already ready to go however, we do allow couples use of the locker rooms if either party would like to get dressed and ready on site. There is no charge for this.

### **CAN WE HIRE ANY VENDORS THAT WE WANT FOR OFFICIANT, DJ, CAKE, FLOWERS, ETC?**

We do not limit your options for outside vendors, you can hire anyone you wish. We do have a preferred vendors list to help you get started. We do stress the importance of hiring the right vendors for your wedding. Always make sure they are accredited to avoid any issues the day of.

### **DO THE DJ/BAND NEED TO BRING ALL THEIR OWN EQUIPMENT?**

Yes, the DJ or band should have all of their own equipment and bring that with them for the day of. We do not have any of that equipment on site. If they are reputable, they should have all their own equipment.

### **WHEN IS LAST CALL AND WHEN DOES THE EVENING END?**

Last call is at 12:45AM and the evening ends by 1:00AM

### **IS THERE A SOCAN FEE?**

There is no additional SOCAN fee

### **IS THERE A DANCE FLOOR ALREADY PROVIDED**

Since the main room is hardwood that acts as the dance floor. We move some tables away after dinner to create the dance floor. If you have 12 or fewer tables than there is no need for us to move any to create a dance floor as you will already have ample space.



## **BOOKING PROCESS AND PAYMENTS**

### **WHAT IS THE BOOKING PROCESS LIKE?**

In order to secure a date, we require a signed contract and paid room rental deposit. The deposit is the total of the room rental plus HST. Once you have decided to book, our Events Manager will contact you for your information, then a contract will be sent to you to be signed and sent back to us. Then the deposit can be paid to secure your date.

### **ARE THERE ANY GRATUITIES OR TAXES?**

All food and beverage prices are subject to 13% HST. An 18% gratuity fee is generally recommended but is not mandatory.

### **WHAT IS THE PAYMENT STRUCTURE?**

We require the deposit upon booking, and then nothing is owed to us until the week of the wedding when you pay the full final invoice 72 hours in advance of the special day.

### **WHAT FORMS OF PAYMENT DO YOU ACCEPT?**

For the initial room rental deposit we accept Online Banking transfers, Visa, MasterCard, Debit, Personal Cheque, Certified Cheque, Bank Draft or Cash. Please note that as of February 1, 2023 Credit Card payments will be subject to a 2% administration fee + HST.

### **ARE THERE ANY OTHER FEES?**

There are no hidden fees whatsoever. You simply pay the room rental, food and alcohol.

## **DECORATIONS**

### **DO YOU ALLOW OPEN FLAME CANDLES?**

Yes, we do allow open flame candles on tables. We allow tea lights, votives and pillar candles as long as they are safely contained in a candle holder so they cannot be easily knocked over and so the wax does not spill.

### **DO WE HAVE THE OPPORTUNITY TO DECORATE THE DAY BEFORE THE WEDDING?**

If there is no event the day before your wedding, you can come in and decorate no problem. If there is an event, the club opens as of 10AM the day of for decorating. If there is not a large amount of decor to be set up, our Events Manager can generally assist.

### **ARE YOU ALLOWED FIREWORKS OR WISH LANTERNS?**

Wish lanterns are not usually an issue but it will depend on the wind direction the day of the wedding. If the wind is blowing out towards the River, you are welcome to use the wish lanterns (15 max). If the wind is blowing towards the club, we do not allow it as this is a fire hazard for us and the homes around the area. In terms of fireworks, a professional company needs to be hired that has the appropriate permissions and permits to perform a fireworks show. We also require this company holds a minimum of \$1,000,000 liability insurance coverage and a copy of all documentation is sent to the club in advance.

### **WHEN DOES EVERYTHING HAVE TO BE TAKEN DOWN AND WHEN DO DECORATIONS NEED TO BE OUT OF THE ROOM?**

Some couples opt to tear down their decor the night of the wedding as they have many hands to help however this is not required. Our staff will collect decor and place it in the side room for you to pick up the next day in the morning. We do require the decor be picked up before 12PM.





### **WHAT ARE THE SIZE OF THE TABLES YOU HAVE?**

We use 8 person rounds that are 60 inches across for the guest dining tables. These work very well for the space in the room. For the head table and additional tables (Gift, guestbook etc.) We use 6 foot rectangle banquet tables.

### **ARE THERE RESTRICTIONS ON DECORATIONS FOR THE RECEPTION ROOM?**

We do not restrict your decorations, however we do not allow couples to use tape, nails, tacks or 3M products to hang anything from the walls. Most decor is table top, however, if you do want something hung, you can speak with our Events Manager to arrange the details.

## **CEREMONY**

### **ARE THERE ANY RESTRICTIONS OR REQUIREMENTS ON WHEN THE CEREMONY MUST TAKE PLACE?**

If your wedding is under the marquee tent, the ceremony must occur early enough that tent is empty no later than 4:00PM. There are no restrictions if the ceremony is held on the Front Lawn

### **WHEN IS THE CEREMONY LOCATION SET UP?**

The ceremony will start to be set up about an hour before the wedding ceremony is set to begin. Decorations would have to be placed at this time. If there is not a lot of decor, the Events Manager can take care of setting it up.

### **WHAT IS THE CEREMONY PLAN B IN CASE OF RAIN?**

If it happens to be raining the day of your wedding, we host the ceremony indoors. Depending on your number of guests/tables, there are a couple ways we can set it up. If you have 13 or fewer tables we can push the tables to the edges of the room and set up the chairs theatre style for the ceremony. If you have more than 13 tables, we would have the guests seated at their tables for the ceremony and would simply push them slightly to create an aisle and an alter area.

### **DO YOU PROVIDE AN OFFICIANT FOR THE CEREMONY?**

You would need to hire your own officiant for the wedding ceremony.

### **WHAT IS PROVIDED FOR CEREMONY MUSIC?**

You would need to bring in your own ceremony musicians and equipment for the ceremony. We do offer the option to use our iPod dock as long as you have designated someone from your group to be in charge of pressing play/stop, ect. You would also need to provide your own iPod with the music pre-loaded.

## **PHOTOS**

### **WHERE CAN WE TAKE PHOTOS?**

There are many beautiful spots for photos at BYC. The favourites are the white bridge, the pier, the stone bench, the stairs, the green ivy beside the staircase, the flag pole, lamp post as well as near the various flower gardens on the grounds. If your photographer wishes to come and scout out some photo spots in advance of the wedding, they simply need to contact the office directly and let us know when.

### **ARE THERE ANY INDOORS SPOTS FOR PICTURES IN CASE OF RAIN?**

There are a few nice spots for pictures in case it is raining the day of the wedding. The entire upstairs is beautiful; the balcony overlooks the water but is covered to keep you dry. There is also a large copper fireplace downstairs where couples can have photos.