

# Event Information

## Wedding ceremony

We offer you the opportunity to celebrate your ceremony in our ballroom or Grand Chapiteau. Our ceremony packages start at \$750.00. **Please note that the cocktail and reception must immediately follow the ceremony.**

## Guaranteed number of guests

A final number of guests must be submitted to the banquets department in writing, no later than 14 days preceding the date of the event. A preliminary number as close as possible to the final number of guests must be guaranteed upon signing of the contract.

## External Suppliers

All external suppliers contracted by the client are responsible for the set ups, tear downs and rentals for the event. The hotel is not responsible for any missing and/or broken items. All rentals must be removed from the hotel premises at the end of the event.

## Price

All prices are subject to change without prior notice to reflect market fluctuations. Unless otherwise noted, prices do not include a 15% charge and applicable taxes, which are applicable on all products and services.

## Deposit / Payment

Hall reservations will only be confirmed and finalized once an initial deposit is made. The payment schedule is as follows:

1 <sup>st</sup> Deposit	15 %	upon signing the contract
2 <sup>nd</sup> deposit	35%	30 days prior to your event
Final payment	50%	7 days prior to prior to your event.

## Entertainment

All entertainment must be approved by Let Martin Hotel and Suites Laval.

## Confetti

The throwing of confetti is **not permitted** on the premises of the hotel. In the event that confetti's were thrown, a **cleaning fee of \$ 300.00 plus tax** will be charged.

## Candles & accessories

**Sparklers and fire accessories and similar items are not permitted. Candles must be in a closed vase.**

## Alcohol / Favors

It is strictly forbidden to bring alcohol or alcoholic beverages on hotel premises.

## Display/Decor

**All displays must be discusses with the hotel prior to the event.** Any décor provided by the client must set up and removed by the client.

## Chair covers

Chair covers can be rented at a cost of \$ 7.00 to \$ 15.00 each plus installation and taxes extra.

## Cloakroom

The coat check service may be available, if required (\$).

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