



▸ FOOD ▸ FUN ▸ ENTERTAINMENT ▸ SHIPS ▸

WEDDING PLANNING – FREQUENTLY ASKED QUESTIONS

How will we co-ordinate all the details?

Ideally we should meet and discuss your aspirations for the event – what it will look like, how many guests, format, services, timing, entertainment and how to make the most of having this important event on a vessel. From that get together, we'll draft an outline and a preliminary budget to work from and refine the plan through emails and phone calls. If all is agreed on the preliminary plans, we'll draft a contract and reserve the date exclusively for your event. A deposit payment of 25% of the estimated cost is due upon signing the contract.

At that first meeting or another a few months before the event, we would review preliminary timing from supplier deliveries, guest arrivals, boarding, photography, departure etcetera... through to dinner, speeches, cake, dance and so on. Usually there are items that get brought up at that stage that require some thought or research so it's good to look at all the logistics early. We would also review the meal and hors d'oeuvres selections, table layout, preliminary seating plan, pick the linens and any other details so we can all get on the same page with a clear picture of your special event. A deposit of 50% of the estimated cost is due 60 days before the cruise. 60 days in advance is also the date for firm commitment to the event as there can be no cancellation with refund after that date.

At a meeting two to 4 weeks before the wedding, we would do the menu testing, final wine selection and review final timing and supplier details (flowers, wedding cake, etc.). We would also meet with the DJ or entertainer or other 3rd parties involved at that time.

A week prior to your wedding is when we would need your final guest list if there is to be a seating plan, number of meals and hors d'oeuvres and balance payment. A final pre-event get together is always helpful to go over last minute details and if possible to meet our event Purser who will be responsible for making sure all goes well on board once the boat leaves the dock.

Can you describe the typical timing of a wedding aboard one of Kingston 1000 Island Cruises (KTIC) boats?

6:30 pm - Boarding

7:00 pm - Departure cannot occur before as it is dependent on the number of guests required to board

Dinner – can occur anytime after departure

If upon boarding all guests are seated at their designated tables immediately then the dinner service can begin 15-30 minutes after departure.

7:15-7:30 pm – Dinner Service Begins - Dinner Service will take 1.25 – 1.5 hours at minimum for 150 guests (with buffet or plated 3 course meal)

Speeches can occur during this time if you want to have time later on for dancing, mingling, etc

8:30-9:00 pm – Dinner service is completed

9:30 pm – Redock - Additional Food can be brought on at this time if you require a later service

9:30 – 12 am – Mingling, Dancing (Possibly speeches depending on your request)

ABOUT THE BOATS

What is the maximum # of people that can be accommodated on the: Island Star?

Cocktail Reception – Hors d'Oeuvres – 200 passengers

Plated Dinner Service – 170

Buffet Service – 130

Island Queen?

Cocktail Reception – Hors d'Oeuvres – 250 passengers

Plated Dinner Service – 170 over 2 decks (approx. 120 on 2nd deck, 50 on the first)

Buffet Service – 150 (approx. 105 on 2nd deck, 45 on first)

Island Belle?

Cocktail Reception – Hors d'Oeuvres – Barbeque – 125 passengers

Plated Dinner Service – 70

Buffet Service – 60

What are the routes that are taken?

The cruising route will depend on where we start from and the departure time. We strive to strike a balance between sights and sounds. We don't want to cruise at full speed to maximize the sights seen to the detriment of the ambiance onboard due to engine noise.

Can we see the boats?

The earliest to see the boats would be May with the latest time being end of October. If you are making decisions during the time when the boats are in dry dock– we can show you interior photographs.

FOOD

Can we get some information on the dinner menu, costs, service style and children's meals?

Event meals can be hors d'oeuvres, buffet or a full service sit-down meal. The menus will be confirmed in April 2010. Pricing for three course meals will range from approximately \$26 per person or more + taxes and 15% service. Buffets are at a slightly higher cost and require minimum numbers of 50 guests. Children's meals are available. Personal size pizza's, Mac & Cheese are around \$13.95 ++, for example. If you have another menu in mind please feel free to offer a suggestion and we can cost it out.

Can a buffet be offered late in the evening?

Yes, however it is important to note that there are onboard refrigerated space restrictions so we would need to discuss the nature of the late night buffet and how we could make it work within the operational constraints we have. It may be necessary to stop back to dock and bring on more food while letting off those passengers that were not going to stay for the final 'party' leg of the event.

Is linen provided? Are their colour choices? Is flatware and china provided? What are the charges that may apply?

Linen is included with meal services. Each table is clothed and provided with a linen napkin at each setting. Overlays would be included if appropriate. We have completely skirted tables to the floor with linen however additional charges do apply. Tablecloths come only in white or ivory. Overlays are available in a number of colours and the napkins feature a broad selection of choice. China & Flatware is included in the meal price (our standard setup side plate, 3 forks, 1 teaspoon, butter knife, dessert plates, coffee cup & saucer, dinner plate).



How will the wedding cake be served? Can we bring our own cake? Where will the cake be displayed?

Serving of the wedding cake can be done in a variety of ways. Firstly, yes, most wedding parties arrange their own cake. Sometimes cake providers provide a slab for serving that is separate from the display one. Usually if a slab is not provided our galley crew can cut the cake for serving after any ceremonial functions are complete. We normally cut only the bottom layers and rebox the top layer and keep it for the guests until the conclusion of the event. Just let us know how you would like the serving size done. It is also important to note that we are limited in our capacity to store the cake before the event so we would ask that the baker deliver directly to the vessel approximately one hour before departure. Displaying the cake will be subject to the floor and seating plan that is chosen however typically it would be near the head table.

What is the server to guest ratio? Sit down dinner – buffet and how many per table?

For a sit down dinner we would have 1 steward per every 25 guests. With a buffet we would have 1 steward per every 30-50 guests dependant upon bar service requirements (such as champagne service, host bar, etc...). Number of guests per table is 6 to 8.

Food Policies – all food provided onboard the vessels have to be provided by Kingston 1000 Islands Cruises. The only exception would be the wedding cake as discussed above.

BEVERAGE

Can you tell me what the corkage fee is for homemade wine for dinner?

Wine Corking Fees are \$10.00 for a 750 ml bottle, 1.5 litre bottles are at \$15.00. You are charged for bottles that were uncorked during the dinner service. In order to bring in homemade wine you must first apply for a Special Occasions Permit at the LCBO – you will need our liquor license and information to do so. There are also very specific rules that apply for Special Occasion Permit – one rule is that we will agree to the permit if it is for wine service with dinner only, this is due to the fact that our onboard bar must be closed during the wine service so no other options will be available for guests during this time. The original permit must also be given to us so we can hang it the day of your event in our bar area.

What are the beverage options at the bar? Do you have punch available?

Each vessel has specific inventory items onboard so once a vessel is determined specific detailed information can be forwarded. We have the standard “speed rail liquor” onboard all 3 vessels, rye, rum, gin, vodka and scotch. Premium liquor is available on the Island Star while the Island Queen and Belle have some restrictions attached. We offer non-alcoholic and alcohol punch a rate of (non alcoholic at \$50.00) and (alcoholic at \$75.00) per bowl – serves approx. 25 - 6 oz glasses. Soft drinks and juices are also available at a range of approximately \$1.50 - \$2.50.

Can we utilize alcohol tickets? Can we put a limit of 2-3 tickets per person?

Yes we can offer tickets for the bar. We would simply count the confirmed guest list times the number of drinks you want to be on the host invoice. The estimated costs involved in this are \$5.00 times the # of tickets issued. Onboard the vessels we would accept the tickets, write the name of the drink ordered on the ticket, and ring it into the host invoice. We would then reconcile the forecasted amount (# of tickets issued x \$5.00) against the actual onboard usage and adjust your invoice accordingly. You can further restrict ticket usage to designated onboard items (beer, wine & shots) Beverage Policies – all beverages must be provided by KTIC. All beverages that are available for resale onboard the vessels must be already established menu items onboard the specific vessels. If specific items are requested that are not part of our regular stock such as special wines or spirits, we will order them in provided you commit to purchase of the full quantity ordered at the established retail price. Special Occasion Permits from the LCBO are required for “homemade wine” for dinner service only as discussed earlier.



DECORATIONS

Do you decorate the vessels and setup the flowers & are there any associated fees involved?

The boats, with their natural surrounding and charm are personalized by your choice of decorative accents. Included with our charter fee we will typically provide the following services: placing the preset floral arrangements on tables and various locations on the boat, placement of place cards, setting up the gift table, co-ordination and setup (if any) of seating plans (large sign on easel). The Purser (Food & Beverage Supervisor) will be on board to assist. If you make your arrangements directly with the florist, they would be expected to deliver the flowers to the boat a half hour after it arrives from its schedule run as noted above. In some cases, depending on arrangements, we can accept the flower arrangements in our office earlier in the day provided they don't require refrigeration. With more detailed decorating and the involvement of outside personnel, we would need to review your wishes and determine timing and cost factors. If there are specific detailed decorating that you wish our crew to do, we would quote that for you and would need to have all materials and complete instructions 48 hours in advance.

Any candle not provided by KTIC needs to be approved by KTIC. Please keep in mind we are on a ship in the water with unexpected waves, so different rules apply for safety reasons.

When is the earliest time the boat would be available?

Since all our vessels operate on a regular schedule for public cruises. When we have an evening charter – such as your wedding - we are restricted in the amount of time we have to turn the boat around from a tourist boat to a venue dedicated to the event. First we must clean and vacuum, reset the table and chair locations for what is required in the event detail and prepare for the meal arrangements with table settings, buffet equipment (if applicable) and so on. Consequently our time can be very limited. The earliest we can focus on decorations is 45 minutes after the boat arrives at dock or 30 minutes prior to boarding whichever is later. It is very important for a successful event that our preparation work turning the boat around after the public cruise is done before outside suppliers – such as decorators or friends and family come on to do final thematic touches.

Can you explain what the tables and chairs look like (shape, size, etc...)?

All tables onboard the vessels are rectangular. Our standard tables are either 2 or 4 person units that we combine together and cover with linens for 6 or 8 person configurations. For situations where we need more seating capacity, we will utilize linen covered 6 or 8 foot portable banquet tables. Chairs are metal high back units with cushioned seats. For many wedding functions we have used chair covers to give a finishing touch. KTIC does have white chair covers for rental.

ENTERTAINMENT

Can you offer any assistance on entertainment?

We have a contract with Digital DJ and the rate is \$375.00 for every 3 hour cruise, this includes the 3 hour period and setup occurring 30 minutes prior to vessel boarding. Additional hours are \$90.00 per hour. We also have numerous live entertainer options starting at a rate of \$500.00 per 3 hour period and additional hours at \$100. If there are extensive consultations required with the entertainer or DJ, additional costs for their time may be involved.

Is it possible to have speeches heard on both decks of the Island Queen?

Yes our sound system can be piped throughout all decks.



Are meals provided for the DJ and photographer?

We do not provide meals for subcontractors – if they were to participate, you would need to include them in your final numbers. Music Policies: only KTIC entertainers and DJs are permitted to use the onboard sound systems. However, if you have special entertainment in mind, they are able to bring their own system on board.

GENERAL INQUIRIES

What taxes and gratuities are applicable?

All food & non alcoholic beverage services are subject to 5% GST and 8% PST and 15% for service. Host bar charges are taxed at 10% PST vs 8% for food. The exclusive rental charges are based on a 3 hour exclusive event which includes event staffing. The 3 hours start from the agreed departure time. GST is applicable to the vessel rental but not PST or service fees. Additional hours beyond the initial three are charged by the hour including staffing. Pending legislation, after July 1st, 2010 there will be a 13% HST tax which will be charged on all services.

Are there any delivery charges on services?

Any external service that you would require our office to co-ordinate a fee would apply.

What is the deadline for final guest count?

7 days prior to the event we would need the final confirmed numbers. This is the number we would order food for and therefore this would be the amount that you would be invoiced for regardless of the actual attendance.

Are there any overtime charges? If yes when would they apply?

The standard charter rate is for 3 hours. If you wanted to cruise longer, each vessel has an hourly rate beyond the standard. These rates include event setup, crewing and post event cleanup. If there is significant extra detailing involving our crews, staff charges may apply on a case by case basis.

Where is there any available parking?

There are numerous parking lots and on street locations in downtown Kingston. See the City's parking website at http://www.cityofkingston.ca/img/maps/parking/parking_map.gif

What is your cancellation policy?

Our cancellation policy is a minimum of 60 days for a full refund of any deposits. A 25% deposit is required within 14 days after booking to confirm you date. A further 50% of forecasted expenses are due 60 days before the event with the final balance paid in full 7 days prior.

How soon will you need a reservation?

We cannot guarantee any date until a reservation has been made. We can do a tentative booking for a particular date and hold it for 15 days. If we have any other interested inquiries for that date that you are interested in then we will call you and give you first choice on the reservation. A deposit will be required when the reservation changes from a tentative status until a deposit has been received.

**Heather Finley – Event Coordinator
613.549.5544 or events@ktic.ca**

