

THE
HENLEY
ROOM

EVENTS 2025-26

HOSTING ON THE WATER



When planning an event there can be quite a few hidden costs that pop-up from vendor to vendor. The Henley Room pricing is straight forward + outlined for you. If you have any questions don't hesitate to contact one of our event managers.

Each event offers a minimum 4 hour booking and includes planning session, exclusive access to The Henley Room dining room, lounge and lobby. The rental also includes set-up and use of our available tables and banquet chairs.

All events are required to reach a minimum spend, which varies by year and season.

**The Henley Room is open by appointment only*

MINIMUM SPENDS

Saturday + Holidays

May to October \$14,500.00

November to April \$9,700.00

Sunday to Friday

May to October.....\$75.00/person

November to April \$65.00/person



ROOM CAPACITY

Cocktail Reception 200 people

Plated Dinner 160 people

Buffet or Food Stations 140 people

**Guest counts up to 160 may be accommodated with removal of tables during the event. Please discuss the details with our events team during your tour.*



PRICING

Our goal at The Henley Room is to make your special event one to remember. This applies to the entire process from beginning to end. Our packages provide you with a clear picture of the event costs, based on our years of experience in planning.

Your booking includes one 1-hour planning session with a Day-Of Coordinator to help you plan your itinerary, table settings and floor plans. This coordinator is your go-to person from the moment you sign your contract. If you have any questions don't hesitate to contact them.



Each event rental includes exclusive access to The Henley Room dining room, lounge and lobby; meaning you're the only event happening at one time.

*****Prices listed do not include applicale taxes.***

PRICING

FULL DAY ROOM RENTAL

Sunday to Friday	\$ 3,800.00
Saturday + Holidays	\$ 5,200.00

HOURLY ROOM RENTAL

Sunday-Friday.....	\$ 325.00
Saturdays + Holidays	\$ 450.00



ADDITIONAL HOURS

Next Day Pickup	\$ 425.00
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PRICING

BAR + LOUNGE

Drink Packages from. \$ 23.00 pp

**Our bar menu is focused on seasonal producers both locally and abroad. As such, bar menus are released February in your event year and specific availability may change over the course of the season. The Henley Room reserves the right to make substitutions with equal or better products. These bar packages include all necessary bar staff required to provide our top level service.*

KITCHEN FEES

Landmark Fee- Trusted Vendor 8%

Landmark Fee- Outside Vendor 25%



The Henley Room has unique agreements with each of our Trusted Vendors. Some are exempt from Landmark Fees. Please review our Trusted Vendor package for more details.

**Landmark Fees are calculated only on the food cost of the invoice.
This fee is invoiced directly to the caterer.*

PRICING

ADDITIONAL FEES

SOCAN Tariff	\$ 85.00
RESOUND Tariff.	\$ 43.00
Guest Parking.	\$ 225.00
Coat Check*	\$ 450.00

**Coat Check is mandatory from November to April*

ADDITIONAL SERVICES + ADD-ONS

Dining Room String Lights	\$ 525.00
Projector	\$ 250.00
Piano Tuning	\$ 350.00
Staging: Starting at	\$ 155.00

**Additional rentals will be coordinated by your event coordinator and billed by the venue.*

An estimate will be sent to you for approval before rentals are confirmed for the event.

Additional rentals may require pre-payment to secure for the date.



LIBATIONS

Planning an event is a great responsibility. The food needs to be delicious; the venue, breathtaking. The drinks? Well the drinks, we believe should be available in a wide variety, with something for everybody. We'll be sure to keep the glasses full and options plentiful, all you have to do is decide what will fit your budget.

Our libations menu + hospitality packages will give you an idea of the wide variety that we believe sets us apart from other venues. An offering we pride ourselves on, that is sure to make your event the talk of the town for months to come. If you feel we're missing something, don't hesitate to ask. We live to build the best bar the city has to offer.



BAR SERVICES

A common question is “How much is it to drink?” We’ve got options that will fit just about any budget. If you have any questions about these options, feel free to contact one of our event coordinators.

Prepaid Bar: Prepaid or Drink tickets are a great way to show your guests that little bit of hospitality while letting them take care of the of their drinks for the remainder of the event. Starting from \$10/ticket, you decide what drinks are included in the offering. Minimum 2 drinks per guest are required. All guests are required to be on our non-alcoholic drink package for drink tickets to be available.

Hospitality Packages: Our bar packages offer your guests the ultimate in hospitality without having to worry about staying on budget. Select a package that fits your budget and enjoy the evening without worrying about your guests drinking more than you expected. Later on, in this package, you’ll see more about this option.

Bring Your Own Wine (BYOW)*: Bring your own wine is an option that allows you to bring any commercially made wine into the venue for service. A corkage fee is charged on all bottles opened. Bottles opened can not leave the premises.

*** The Henley Room is a cashless venue. Please ensure your guests come prepared with debit or credit payment options.
We do not have an ATM on site.*

HOSPITALITY PACKAGES

Our Hospitality Packages are the perfect solution for clients looking to offer their guests the best hospitality experience possible. Each package includes a set drinking period and the required staffing. These hospitality-driven packages provide you and your guests access to one of the most extensive bar experiences available in Toronto event spaces.

All drink packages include waived corkage fees, allowing you to bring that special bottle of wine you've been saving for just such an occasion.

Is your favourite beer missing from our menu? We can fix that. Our team will assist in ensuring a stocked bar with everything you need for a night to remember, including beer, wine, spirits and other non-alcoholic beverages.

**Custom orders + requests will incur additional fees. Clients will be asked to confirm service fees before proceeding.*

***For events with a seated meal service, the bar will close for 15 minutes in an effort to help migrate the guests to their seats. Once guests are seated, the bar will re-open for full service for the remainder of the event.*

HOSPITALITY 201

\$74 per person

Hospitality 201 treats your guests to one of the best bars the city has to offer. Guests will have their choice of not only our bar essentials such as beer and wine but also our selection of spirits and seasonal cocktails.

Includes: 8 hours of open-bar service; full beer and cider selection; full wine selection including red, white, sparkling and rosé; standard bar rail and seasonal cocktails; fresh squeezed juice; standard and premium sodas; coffee and tea at the bar. This option includes table wine during dinner service.

HOSPITALITY 301

\$87 per person

Hospitality 301 will have your guest talking about your event for years to come. Expanding on the offering of Hospitality 201, clients will have a choice of 3 bottles from The Liquor Cabinet menu to be added to their line-up for the event.

Includes: 8 hours of open-bar service; full beer and cider selection; red + white wine, sparkling wine + rosé; soda and juice; coffee and tea at the bar. This option includes a selection of table wine during dinner service.



BRUNCH 101

\$35 per person

Brunch 101 is the go to choice for a short, casual morning or early afternoon affair. Guests will have their choice of the essentials at the bar.

Includes: 2 hours of open-bar service; full beer and cider selection; full wine selection; soda and juice; coffee and tea station in the dining room. This option does not include table wine.

BRUNCH 201

\$45 per person

Brunch 201 provides your guests one of the best brunch bars the city has to offer. Guests will have their choice of not only our bar essentials such as beer and wine but also our selection of spirits and seasonal cocktails.

Includes: 4 hours of open-bar service; full beer and cider selection; full wine selection including red, white, sparkling and rosé; standard bar rail and seasonal cocktails; soda and juice; coffee and tea station in the dining room. This option does not include table wine.

POP UP BAR

Looking to have a pop-up bar on the patio featuring your favourite cocktail, beer or wine? Select the length of time for your pop-up bar along with two beverage options to be served for the duration of the pop-up.

**Set-up includes rental of the bar, printed menus and staffing.*

Pop Up Bar

4 Hour Pop-up Bar.....	\$ 450.00
8 Hour Pop-up Bar.....	\$ 675.00

CLASSIC & CUSTOM COCKTAILS

Classic cocktails are a great add on to any event. If there's a classic cocktail you wish to see or if you're looking for something crafted just for you, let us know! We would love to discuss options during a cocktail tasting and development meeting.

Bar Add-Ons

Wine Corkage Fee	\$ 15/bottle
Menu Design: printing extra.....	\$ 150 each
Cocktail Development + Tasting	\$300/drink
Custom Ordered Drinks.....	Cost + 30% markup

THE BAR EXPERIENCE

Our event coordinators have hosted quite a few events over the years and have pulled together the following to help you understand our approach to putting on an event to remember.

The Guest Experience: The ultimate goal for our bar team is to ensure that you and your guests have a memorable time. Our team prides itself on having one of the best bars of any event venue in the city, with access to a wide selection of beverages to choose from. There is something for everyone at The Henley Room bar. Our bar staff are focused on your guests' safety; at any time, our staff reserve the right to slow down or cut off any guest's alcohol consumption to ensure they safely enjoy the night.

Bar Hours: We are setup for your guests to enjoy the best our bar has to offer. When dinner time arrives, we close the bar for up to 20 minutes before starting the main meal to assist in getting all of the guests seated on time. Once guests are seated and table wine service begins, the bar will reopen for full service; our bar must close at 1 AM, with final drinks cleared by 1:45 AM.

Shots In Moderation: Some hosts are concerned about shots becoming an issue. We trust you know your guests best and our staff are quite experienced in knowing when to slow down shots. If you're not inclined to offer guests the option to do shots, there is nothing wrong with that. Others feel shots go hand in hand with celebrations. If you're inclined, we can allow shots to happen through the night or by request from the host. Please note our staff do reserve the right to stop serving shots if at any time they feel it may cause guests to be excessively intoxicated.

Champagne Toasts & Towers: If you live for the drama of it all, we offer champagne toasts and towers at an additional cost due to the increased service setup and rental requirements.



- “GOOD FORTUNE IS WHAT HAPPENS WHEN OPPORTUNITY MEETS WITH PLANNING.”

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- – THOMAS EDISON

#BeOnTheWater



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