



THE **R**ICHMOND

*Rental Costs*





## The Richmond Features

Welcome to The Richmond, where the textures of the city mingle for timelessly modern affairs in the heart of Toronto's Fashion District. Elegant clean lines contrast the vivid artistry of Graffiti Alley for a unique blend of sophistication and bold city style. Explore the defining features of The Richmond below:

- **The Mezzanine:**

Savour a grand overview from atop our signature mezzanine; then descend the central staircase to rejoin the revelry below.

- **The Chandelier:**

The Richmond's cascading statement piece brings a warm glow to your special event, shimmering with undeniable luster and beauty.

- **The Windows:**

18-foot windows rise from floor to ceiling allowing natural light to filter gently into the space. Daytime events are sure to be bright and cheery, while evening soirées are treated to a dash of urban artistry.

- **Proudly Local:**

Neighbouring Toronto's famous Graffiti Alley, The Richmond is ideal for downtown dwellers and visitors alike.

- **Proudly Green:**

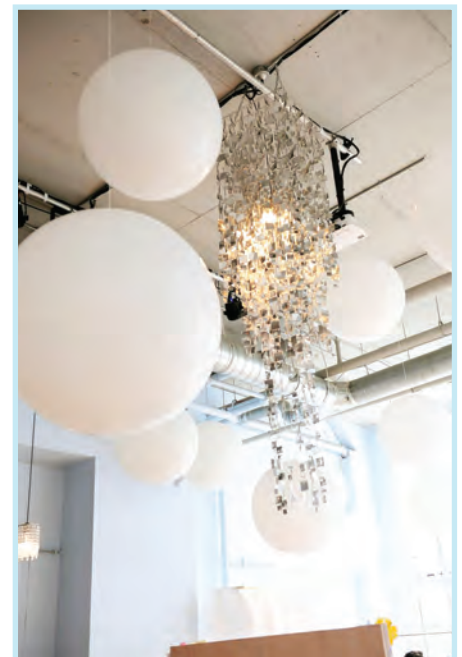
As Toronto's first green venue, The Richmond is firmly committed to reducing its environmental footprint through its choices and practices.

- **Proudly Accessible:**

The Richmond is pleased to be accessible; our primary entrance opens onto street level and two gender-neutral washrooms are available adjacent to the main space.

### Downtown Convenience

We're easily accessible via TTC  
(501, 504, 510 streetcars)  
with pay parking located  
just steps from the venue.



Contact us to book your personalized tour

416-368-2801 @therichmondto  
events@therichmond.ca therichmond.ca



## The Richmond Rental Costs

Our private venue rental include ample pre-event time to get settled into the venue, to supervise deliveries of rental furnishings, and to personalize the space with your own decor. Your dedicated Venue Manager will be on-hand throughout both the set-up and active event portions of your soirée to help ensure a smooth 'n' seamless affair!

### Base Rental:

	HALF-DAY*	FULL DAY	
Sunday - Thursday	\$1400	\$1700	Plus Staffing, Incidentals & HST Furniture to be rented as required <small>*Half Day equals 6am-2pm, or 6pm-2am</small>
Friday - Saturday	\$1800	\$2200	

### Essential Services:

Professional Cleaning	\$ 200/day
Venue Manager	\$ 50/hr

### All Rentals Include:

- Private set-up time & flexible active event time
- Pre-event consultation & customized floor plan
- Use of our catering zone (with prep tables, sink, oven, fridge/freezer)
- Perimeter gallery hooks for easy hanging (artwork or decor)
- A-frame signage and white wooden podium
- Two gender-neutral washrooms (one fully accessible)
- WiFi access for you and your guests

*"Wonderful! The venue is so gorgeous  
it needs nothing but your beautiful people in it!"*

*~Mariya T., Google review*

### Types of Events

Try us, we can do it!



- Cocktail Parties
- Seated Dinners
- Weddings
- Product Launches
- Media Events
- Meetings/Presentations
- Fashion Shows
- Performances



Contact us to book your personalized tour

416-368-2801 @therichmondto  
events@therichmond.ca therichmond.ca





## The Richmond Alcohol

Whether you're aiming for shaken or stirred, The Richmond has got your bar needs covered! Choose one of three alcohol packages for seven hours of continuous open bar service, or bring your own for a fully customizable libations experience.

Beer/Wine Only **\$30/pp**  
Standard Bar **\$40/pp**  
Premium Bar **\$55/pp**

Plus Staffing & HST  
Customized offerings available

### All Packages Include:

\* per person

- 7 hours open bar service (additional hours available for \$5/pp\*)
- Alcohol (beer, wine, liquor) as per selected package
- Glassware, bar service equipment & ice as required

**Beer/Wine Only:** **\$30 per person** OR **Standard Bar:** **\$40 per person** OR **Premium Bar:** **\$55 per person**

Two selections of beer  
Red & white wine

All previous + vodka,  
gin, rum, whisky,  
soft bar & garnishes

All previous with  
upgraded alcohol  
brand selections

OR

### BYOB Option:

The Richmond will assist you with securing the required Special Occasion Permit (SOP) from the LCBO, with which you may purchase alcohol to complement your perfect event. Bring your own mix and garnishes, or purchase our Soft Bar package for orange and cranberry juice, a variety of pop, and lemon/lime wedges to accompany your alcohol choices.

SOP & Insurance **\$250**  
Corkage Fee **\$5/pp**  
Glassware Rental **\$5/pp**  
Soft Bar (optional) **\$4/pp**

Plus Staffing & HST

### New to Planning a Bar?

**BYOB? No problem.**  
We're happy to walk you  
through it every step of the way.



**Contact us to book your personalized tour**

416-368-2801 @therichmondto  
events@therichmond.ca therichmond.ca



## The Richmond Food & Staffing

Stand out while you dive in! Our carefully-curated collection of caterers have been vetted for deliciousness and culinary creativity. Your selected caterer will also be able to assist you with organizing your required event rentals; including your desired tableware, kitchen equipment and serving vessels.

### Our Preferred Caterers:

- Victor Dries 416-537-7867 victordries.com
- Daniel et Daniel 416-968-9275 danielstdaniel.ca
- Toben Food By Design 647-344-8323 tobenfoodbydesign.com
- 10tation Event Catering 416-243-5144 10tation.com
- ProvisionsTO 647-490-4699 provisionsto.com

### The Small Print



Events booked with one of our Preferred Caterers will enjoy a discounted 10% Landmark Fee.

Outside caterers are welcome!  
Standard 15% Landmark Fee applies.

### Staffing:

Our staff have been specially selected for The Richmond thanks to their commitment to providing the level of service that reflects The Richmond experience. Your staffing needs will vary based on your unique event requirements.

Venue Manager	\$50/hr
Service Staff	\$35/hr
Bartenders	\$35/hr
Security	\$50/hr

Plus HST



Contact us to book your personalized tour

416-368-2801 @therichmondto  
events@therichmond.ca therichmond.ca





## The Richmond Rentals & Vendors

The Richmond arranges all rentals specifically for each client to suit their event. All rentals including tableware, linens, furniture, etc. are provided by The Richmond or through our preferred caterers, but are not included in the venue rental rate (unless otherwise specified).

Rentals are provided by our exclusive vendors:

### Our Exclusive Rentals Providers:

- Event Rental Group    416-759-2611    [eventrentalgroup.com](http://eventrentalgroup.com)
- Divine Furniture Rental    416-750-9272    [divinefurniturerental.com](http://divinefurniturerental.com)

### Recommended Vendors:

The Richmond is pleased to work with some of the best vendors Toronto has to offer! Check out some of our favourites below, and contact them directly for a customized quote.

- |                         |           |  |
|-------------------------|-----------|--|
| • Tonic Blooms          | Flowers   | <a href="http://tonicblooms.com">tonicblooms.com</a>                                 |
| • Evolved Entertainment | DJ/AV     | <a href="http://evolvedentertainment.com">evolvedentertainment.com</a>               |
| • Sounds Like Yellow    | Photos    | <a href="http://soundslikeyellowphotography.com">soundslikeyellowphotography.com</a> |
| • Chef and Somm         | Sommelier | <a href="http://chefsomm.ca">chefsomm.ca</a>   |
| • Le Dolci              | Cake      | <a href="http://ledolci.com">ledolci.com</a>   |
| • Marla Brown           | Decor     | <a href="http://mbdesignsinc.com">mbdesignsinc.com</a>                               |

### Start Browsing

Looking for something specific? Browse the exclusive providers' websites for ideas and product availability. The Richmond will take care of the rest for you!



Contact us to book your personalized tour

416-368-2801    @therichmondto  
events@therichmond.ca    therichmond.ca



## The Richmond Audio/Visual

From clear, balanced music to the perfect tinted glow, the right balance of light and sound can really make the difference between ordinary and *extraordinary*! The Richmond is specially equipped with the following audio/visual services to help enhance your special event.

Select your desired services from the offerings below:

### Lighting Package **\$350**

- With 12 LED coloured lights, you can create ambiance, flood the room in a theme colour or highlight vignettes to further customize your event experience.

### Projection Package **\$200**

- Have a presentation? Hook into our portable projector and place the screen wherever it best complements your unique floor plan design.

### Audio Package **\$375**

- Plug in your device for background music or have your DJ/band connect to our sound system with ease! Includes audio hook-in and wireless microphone.

### A/V Extras **Inquire**

- Lapel mics? TV screens? Specialized technician? Whatever your unique needs, we are happy to accommodate! Inquire for a customized estimate.

A/V Services handled in-house by:

**EVOLVED**  
ENTERTAINMENT

Lighting	<b>\$350</b>
Sound	<b>\$375</b>
Projection	<b>\$200</b>

Plus HST  
Technician, if required, is extra

### Need a Technician?

We work with some of the  
best in the city. Just ask!



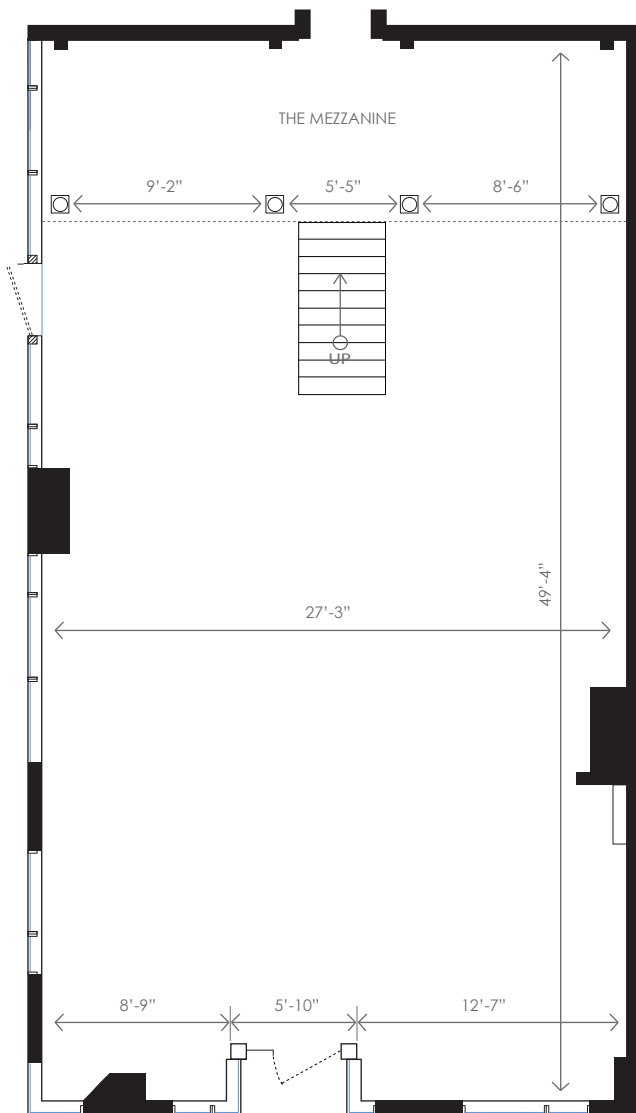
Contact us to book your personalized tour

416-368-2801 @therichmondto  
events@therichmond.ca therichmond.ca





## The Richmond Floorplan



Measurements are approximate.

### Venue Capacity:

Cocktail Style 150  
Seated Dinner 75



### Square Footage:

Main Space 1350  
Mezzanine 190

### Ceiling Height:

Main Space 20'



Contact us to book your personalized tour

416-368-2801 @therichmondto  
events@therichmond.ca therichmond.ca

**R**