



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:**

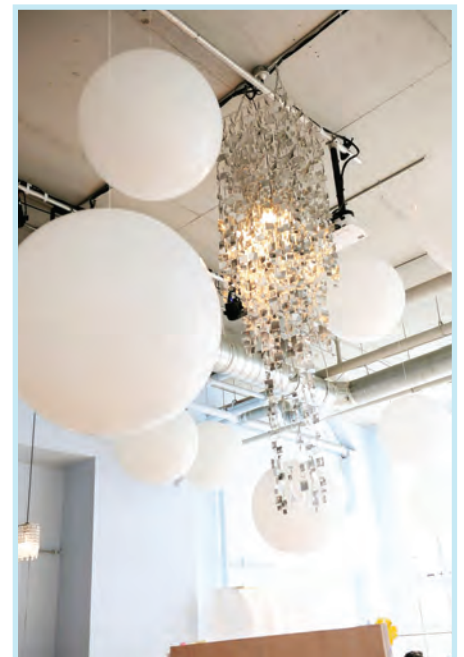
As Toronto's first green venue, The Richmond is firmly committed to reducing its environmental footprint through its choices and practices.

- **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.

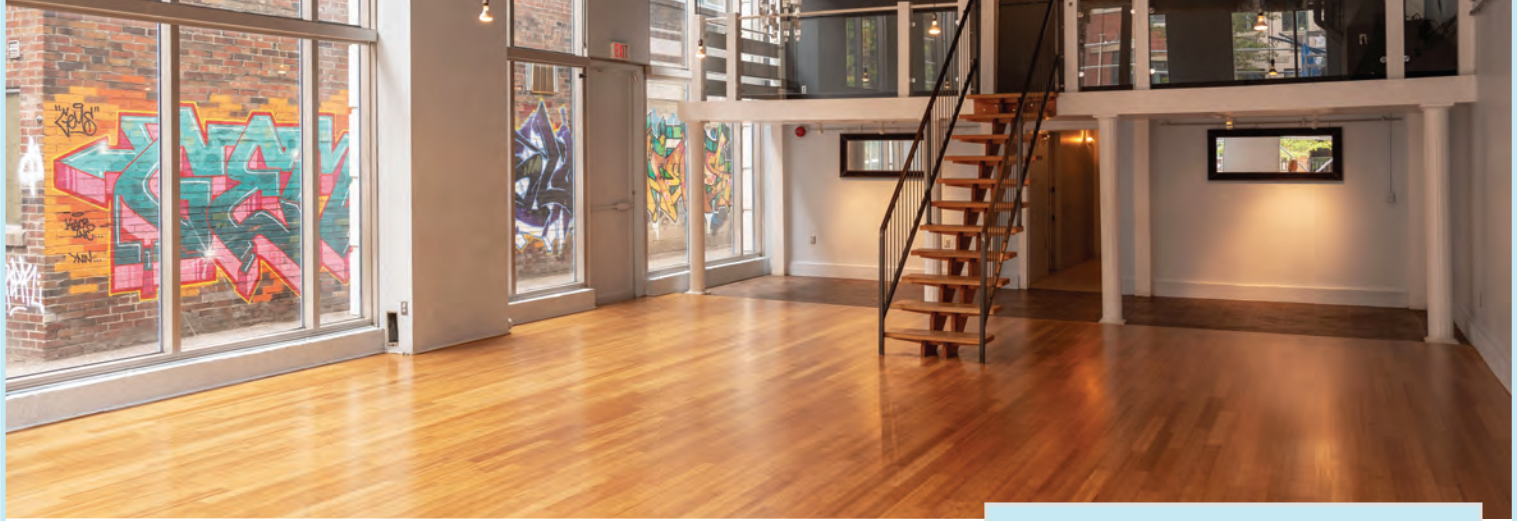
### Downtown Convenience

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

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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!

### Types of Events



Try us, we can do it!

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

### Base Rental:

	HOURLY*	FULL DAY
Sunday - Thursday	\$200	\$1800
Friday - Saturday	\$300	\$2400

Plus Staffing, Incidentals & HST  
Furniture to be rented as required  
\*Four hour minimum booking

### Essential Services:

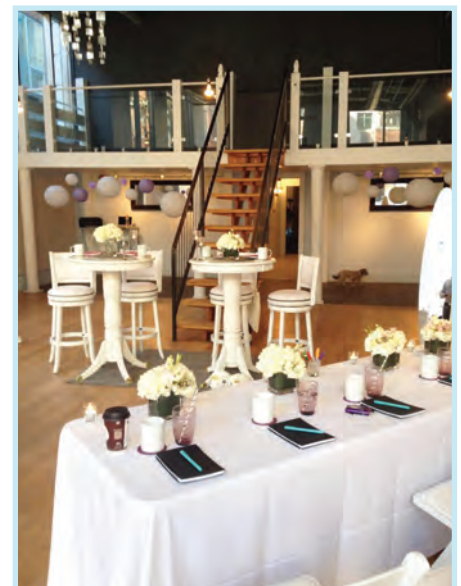
Professional Cleaning	\$ 200/day
Venue Manager	\$ 50/hr

### All Rentals Include:

- Private set-up time & flexible active event time
- Pre-event consultation
- 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 J., Google review*



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## The Richmond Food & Staffing

### 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.

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
- Gusto 54 Catering 416-361-6116 gusto54.com/catering
- Elle Cuisine 647-484-2651 ellecuisine.ca

### 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
Coat Check	\$25/hr
Security	\$50/hr

Plus HST



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## 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:** OR **Standard Bar:** OR **Premium Bar:**  
 \$30 per person | \$40 per person | \$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.



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**R**





## 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 Grid Package	\$250
• Pre-set lights with infinite colour possibilities	
String Lights	\$250
• Zig-zag of edison-style bulbs approximately 9-feet up	
Uplighting Package	\$150
• 3 mini light bars for wall wash impact. Range of colour options	
<hr/>	
Audio Plug & Play	\$200
• Plug in your device to play music, or have your DJ connect with ease	
Audio Show Package	\$250
• Audio plug-in plus a wireless microphone. Additional mics available	
<hr/>	
Projector & Screen	\$200
• 3600 Lumen colour projector plus built-in or portable screen	
<hr/>	
A/V Technician	4 hour minimum \$35/hr

**Need More AV?  
Have Questions?**

Drop us a line at  
[events@therichmond.ca](mailto:events@therichmond.ca)



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## 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:

- Higgins Event Rentals 416-252-4050 [higginseventrentals.com](http://higginseventrentals.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 [tonicblooms.com](http://tonicblooms.com)
- Balloon Trix Balloons [balloontrix.com](http://balloontrix.com)
- Vintage Bash Decor [vintagebash.ca](http://vintagebash.ca)
- Reif Estate Winery Wine [reifwinery.com](http://reifwinery.com)
- Eastbound Brewery Co Craft Beer [eastboundbeer.com](http://eastboundbeer.com)
- Shannan Hayden, WPIC Planner [couturenuptials.com](http://couturenuptials.com)

### Start Browsing

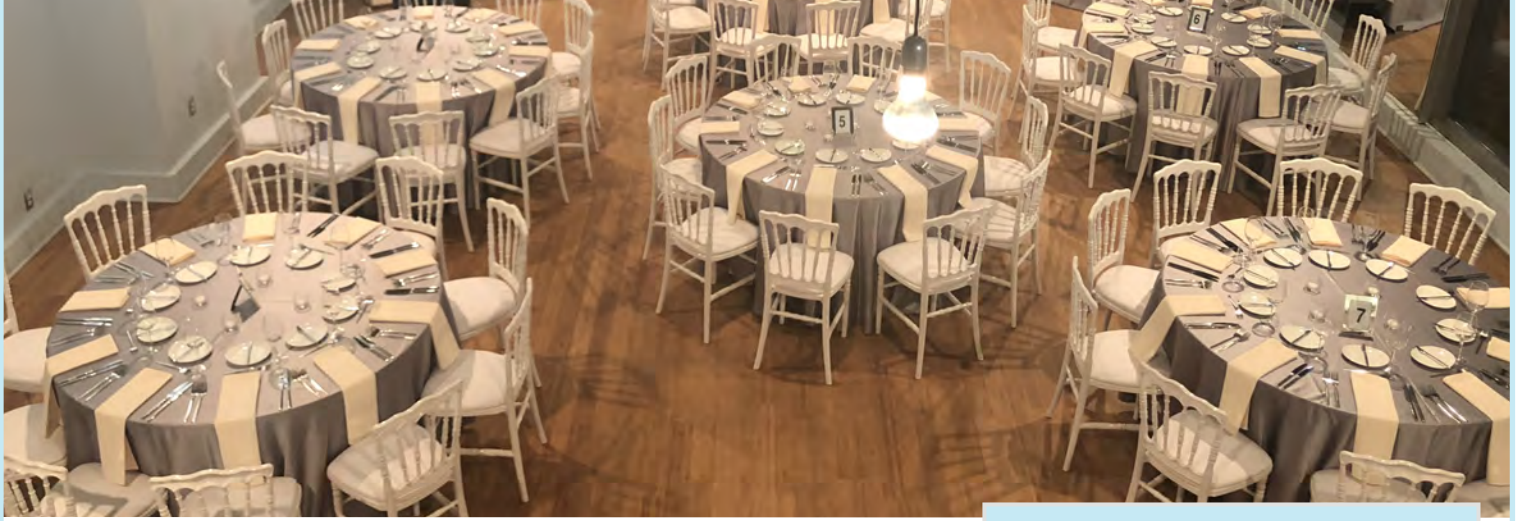
Looking for something specific? Browse the exclusive providers' websites for ideas and product availability. The Richmond will take care of the rest for you!



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## Things to Know Not-so-Hidden Fees

Few things are more annoying than discovering that your carefully-curated event budget has been sidelined by a slew of previously-invisible fees. We prefer to keep things simple, ethical, and totally transparent. We mention the unmentionables so that the focus remains on your event itself, and not on budgetary surprises.

In addition to those covered within your base rental event package, your unique event may be subject to the following additional expenses:

- **Music Licensing (SOCAN, Re:Sound)**  
\$40-\$85; depending on degree of music and dancing involved
- **Liability Insurance**  
\$60-\$170; depending on alcohol requirements
- **Landmark Fees**  
10% of final catering bill (excluding rentals) for Preferred Caterers  
15% of final catering bill (excluding rentals) for Outside Caterers

The following line items may be applicable to your event invoice:

- |   |  |
|---|--|
| <input type="checkbox"/> Venue Rental                           | <input type="checkbox"/> Event Staffing            |
| <input type="checkbox"/> Venue Manager                          | <input type="checkbox"/> Furniture Rentals         |
| <input type="checkbox"/> Cleaning                               | <input type="checkbox"/> Tableware/Barware Rentals |
| <input type="checkbox"/> Corkage Fee                            | <input type="checkbox"/> Audio/Visual Services     |
| <input type="checkbox"/> Alcohol Package<br>OR Permit/Insurance |  |

### Got Questions?

We're happy to explain any item in your quote/invoice.



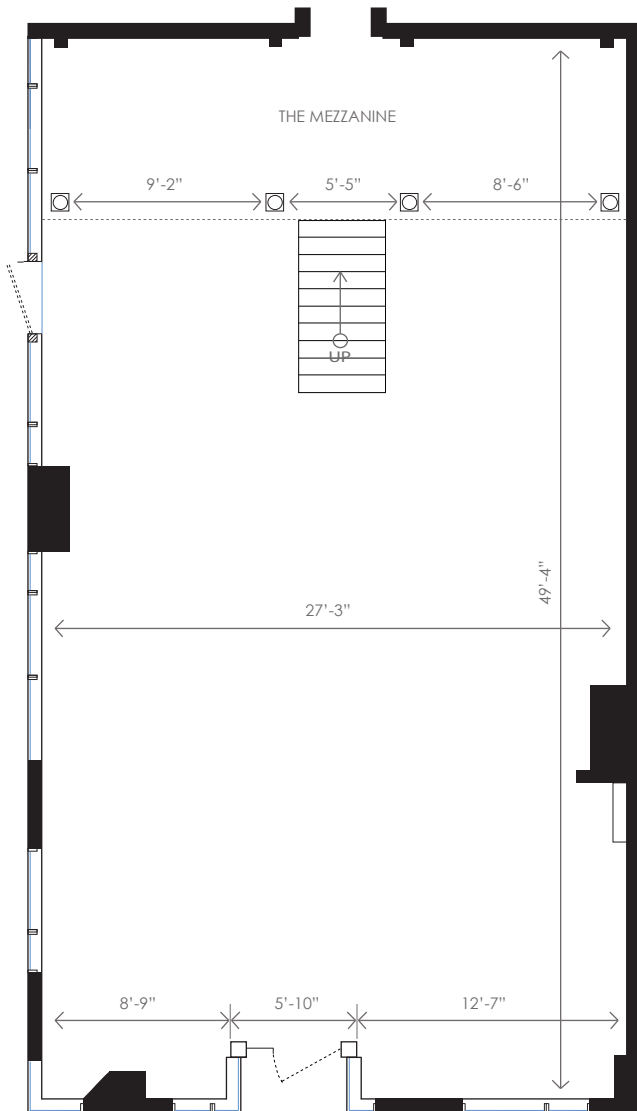
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## The Richmond Floorplan



Measurements are approximate.

### Venue Capacity:

Cocktail Style 120  
Seated Dinner 75



### Square Footage:

Main Space 1350  
Mezzanine 190

### Ceiling Height:

Main Space 20'



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