

Cedar Ridge Creative Centre

RENTAL INFORMATION

Cedar Ridge Creative Centre is a vibrant arts and cultural hub housed in a historic mansion built in 1912. The one-time summer home is set in a picturesque garden setting. The historic charm of the home coupled with modern day use as an art centre and gallery makes Cedar Ridge an ideal spot for your special occasion. It is available for rental throughout the year for special occasions such as: weddings, rehearsal dinners, anniversary parties, birthdays (teen parties excluded), showers, memorials or retirement parties. The outdoor gardens are permitted for wedding ceremonies and photography. Cedar Ridge is also available for meetings, team-building activities and corporate retreats.



Hall Rental Rates

Depending on your specific requirements, the rates for rental vary. The following provides basic charges. There is no standard rental fee, as each rental will have unique needs and charges will be determined on a case-by-case basis. Please note: There is NO access to the hall prior to the time stated on the permit.

Hall Rental - List of Applicable Fees (HST will be charged in addition to rental fees)

Private	\$105 per hour (minimum 3 hour booking)
Not for Profit Groups	\$52 per hour (must provide charitable registration number)
Set-up time	\$52 per hour (decoration and caterer set up)
Set-up of tables and chairs	\$30 (flat fee – Cedar Ridge will set up according to your floor plan)
Clean-up	\$30 (flat fee)
Hall Insurance	\$129.60 (with alcohol) \$54.00 (without alcohol)
SOCAN	\$46.48 (music royalties' fee)
Facility Staff (before 9pm)	\$28 per hour
Facility Staff (9pm to 1am)	\$52 per hour (two staff members are required after 9pm)

Hall Rental – What is Included?

- Use of facility tables and chairs (indoor only)
- Set-up and take-down of facility tables and chairs
- Use of upstairs room for bride to freshen up/change



Hall Rental – What is NOT Included?

- Garden ceremony
- Photography permit for the gardens
- Liquor Permit
- Catering services, linens, cutlery, glasses, dishes, stereo equipment

Additional Hall Rental Information:

- The maximum capacity of Cedar Ridge Creative Centre is **80 persons**. This is a fire code capacity, and no exceptions are permitted. You, your wedding party or family, as well as all guests must be included in this number.
- Bookings must end no later than **1:00 a.m.** This means that the building must be VACATED at 1:00 am. Bar service must end at 12:30 a.m., and all guests, caterers, and permit holders must be out by 1:00 a.m. If the building is not vacated by 1:00 a.m., the permit holder will be charged \$105 per hour or any portion thereof, payable within 14 days of receipt of invoice.
- There is no access to the hall outside of permitted times. If you wish to come in and decorate, you must book set-up hours in which to do so.
- Due to the historical nature of the facility, decorations can only be hung with Command 3M Adhesive Hooks, as they are completely removable and cause no damage to woodwork. Items hung on the raised white panels in the hall area may be hung with nails; Cedar Ridge will provide hammer and nails for this purpose.
- Hall rental includes furniture set-up providing you are using facility furniture. If furniture is being brought in by a rental company, the permit holder is responsible for arranging set-up.



- Facility furniture is for indoor use only. We do not have any items available for use in the garden. If you are having a garden ceremony and would like to have chairs, you are responsible for arranging furniture via a rental company or other means. Set-up and take-down are also your responsibility.
- All rental equipment must arrive and leave the facility during the permit times. There is no available storage for rental items. Cedar Ridge is not responsible for any items left behind.
- The liquor license is the responsibility of the permit holder. A Special Occasions Permit may be processed at the Brimley & Eglinton LCBO. You MUST have a Smart Serve or SIP trained bartender to serve alcohol (can usually be provided by caterers). Proof of certification is required prior to the event.
- Alcohol is NOT allowed outside of the hall. Drinks may be brought out onto the back porch, however NO alcohol is allowed off of the porch, in washrooms, in the garden or park.
- The permit holder and liquor license holder MUST remain on the premises for the duration of the permit.
- Cedar Ridge Creative Centre does not provide any catering service, linens, cutlery, dishes, glassware, stereo equipment, or decorations.
- If you wish to have a ceremony and rehearsal in the gardens, you must book the time in advance. Ceremonies are a separate charge. Rehearsals are booked on weeknights.



Garden Ceremony Rental Rates



The Gardens at Cedar Ridge Creative Centre are available for rental for wedding ceremonies seasonally, from the last weekend in June to the first weekend in September. Bookings outside the specified rental period will be considered on a case-by-case basis.

Depending on your specific requirements, the rates for rental vary. The following provides basic charges. There is no standard rental fee, as each rental will have unique needs and charges will be determined on a case-by-case basis. Please note: There is NO access to the gardens prior to the time stated on the permit.

Garden Rental - List of Applicable Fees

Ceremony	- \$174.59 (includes HST) for 1 hour, non-refundable
Rain back-up (hall booking)	- \$105.00 per hour, non-refundable (minimum 2 hour booking)
Staff	- \$28.00 per hour (minimum 3 hour charge)
Hall Set-up Hours	- \$52.00 each hour (decoration)
Hall Insurance	- \$129.60 (with alcohol, indoor toast only) - \$54.00 (without alcohol)



Garden Rental—What is Included?

- use of gardens for wedding ceremony
- option to book hall for rain back-up (hall booking extra)
- option to use indoor hall for refreshments (hall booking extra)

Garden Rental—What is NOT Included?

- Any furniture or set-up
- Access to the interior of the building or washrooms (unless hall is booked for rain back-up or refreshments)
- Photography permit



Additional Information on Garden Rentals:

- Outdoor ceremony permits are non-refundable once booked.
- Hall rain back-up permits are non-refundable once booked.
- The maximum capacity of Cedar Ridge Creative Centre is **80 persons**. This is a fire code capacity, and no exceptions are permitted. You, your wedding party and family, as well as all guests must be included in this number.
- There is no access to the garden outside of permitted times.
- If you wish to have a ceremony rehearsal in the gardens, you must book the time in advance. Rehearsals are booked on weeknights.
- Facility furniture is for indoor use only. We do not have any items available for use in the garden. If you are having a garden ceremony and would like to have chairs, you are responsible for arranging furniture via a rental company or other means. Set-up and take-down are also your responsibility. Cedar Ridge staff does not set-up any rental furniture, indoors or out.

- All rental equipment must arrive and leave the gardens/facility during the permit times. There is no available storage for rental items. Cedar Ridge is not responsible for any items left behind.
- Hall booking option only - The liquor license is the responsibility of the permit holder. A Special Occasions Permit may be processed at the Brimley & Eglinton LCBO. You MUST have a Smart Serve or SIP trained bartender to serve alcohol (can usually be provided by caterers). Proof of certification is required prior to the event.



- Alcohol is NOT allowed outside of the hall. Drinks may be brought out onto the back porch, however NO alcohol is allowed off of the porch, in washrooms, in the garden or park.
- The permit holder and liquor license holder MUST remain on the premises for the duration of the permit.
- Cedar Ridge Creative Centre does not provide any catering service, linens, cutlery, dishes, glassware, stereo equipment, or decorations.

Photography Rental Rates

The Gardens at Cedar Ridge Creative Centre are available for rental for wedding or special occasion photography seasonally, from June to November. Bookings outside of these dates are considered on a case-by-case basis.

Photography Rental - Fees

2 hour permit: Photography - \$325.89 (HST included)

Photography Rental – What is Included:

- Semi-exclusive use of formal gardens, park, back rockery and porch
(limit of 2 wedding parties on the premises)

What is NOT included:

- Access to inside of building in case of inclement weather
- Access to washrooms



**Additional Photography Rental Information:**

- Those without a valid permit will be removed from the gardens
- Permits are non-refundable once booked

FAQs (Frequently Asked Questions)**Q. Can I come in for a tour?**

A. Yes. You may book a tour of Cedar Ridge by calling the facility rental coordinator.

Q. Can I use the park area to stake a tent and have an outdoor reception?

A. No. Cedar Ridge Creative Centre has an underground irrigation system, and therefore tents are not permitted to be raised. Also, alcohol is not allowed in the park area.

Q. Can we have cocktails out in the gardens?

A. No, alcohol is not allowed outdoors. However, you may serve non-alcoholic drinks outdoors.

Q. What does the facility staff do?

A. Facility staff is on site to convene your rental. This means that they open the facility for you, keep an eye on the premises, ultimately oversee the function, and lock and secure the facility after the event. Facility staff do not do any set-up or take-down (caretaking staff is responsible for this), provide any food or drink service, or do any clean-up.

Booking**How do I book?**

To book a date at Cedar Ridge Creative Centre, you may contact the facility rental coordinator from Monday to Friday, 9:00 am to 4:00 pm at (416) 396-7043. You may call outside of these hours to leave a message for the facility rental coordinator, and your call will be returned on the next business day. Should you wish to tour the site, please call (416)396-4026 to arrange a time.

Dates may be put on hold for a maximum of two weeks. You will be given a date by which you must make a final decision to book. If you do not contact Cedar Ridge to book by the specified date, your hold is terminated and the date becomes available on a first come first served basis.

Once you decide to book, a permit will be drawn up specific to the needs of your rental. A 50% deposit is required at time of booking, with the remaining balance payable one month before the event. Photography rentals must be paid in full at time of booking.

Available Furniture**Cedar Ridge Creative Centre has the following furniture items available for indoor use:**

- 80 brown plastic chairs
- 6 round tables (60 inches across)
- 8 eight-foot rectangular tables (30 inches across x 8 feet long)
- 8 six-foot rectangular tables (30 inches across x 6 feet long)
- 4 square card tables (4 feet square)

- 1 wooden podium
- 4 easels

Kitchen Amenities

The kitchen at Cedar Ridge Creative Centre is a warming kitchen and has the following amenities:

- Electric stove featuring a 5th warming burner and a warming drawer
- Oversized fridge with bottom drawer freezer
- Microwave
- Commercial sanitizer
- Dual sink
- Counter space with an added shelf for placing trays, etc.

Directions to Cedar Ridge Creative Centre

From the 401: Exit at Markham Road and travel south to Lawrence Avenue. Turn left (east) at Lawrence Avenue and follow it to Scarborough Golf Club Road. Turn right (south) onto Scarborough Golf Club Road. Turn left (east) onto the second street: Confederation Drive. This is a residential street. Follow Confederation Drive until you see Tingle Crescent on the right hand side. Turn right onto Tingle Crescent and drive through the gates into the parking lot.

From Kingston Road: Turn north onto Scarborough Golf Club Road. Follow until you come up the hill, then turn right (east) onto Confederation Drive. This is a residential street. Follow Confederation Drive until you see Tingle Crescent on the right hand side. Turn right onto Tingle Crescent and drive through the gates into the parking lot.

By TTC: Take the Lawrence East bus (#54) and exit at Scarborough Golf Club Road. Turn right (south) onto Scarborough Golf Club Road. Turn left (east) onto the second street: Confederation Drive. This is a residential street. Follow Confederation Drive until you see Tingle Crescent on the right hand side. Turn right onto Tingle Crescent and walk through the gates into the parking lot and facility. (The walk in from Lawrence Avenue is between 10 to 20 minutes.)

