

GUIDE TO ORGANIZING A RECEPTION/PARTY

Prepared by:
Hearst Economic Development Service
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*Hearst resources to help
make your reception/party
a success!*

When to organize your reception/party?

This question depends on several factors: some are your own (personal preference, proximity to holidays ...) and others are beyond your control (availability of hall, family obligations...).

April/May:

April and May are very quiet months and you can get warmer weather. The Victoria Day long weekend can be a good weekend for family celebrations. Pay attention to the weather: for several years, this weekend was quite chilly. Renting a hall is thus suggested. At this time of year, there are no mosquitoes. Therefore, outdoor activities would be pleasant if Mother Nature cooperates!

Current activities in May:

Alternate years

- Salon du livre de Hearst
- Springfest

July/August :

July is usually the month of vacation for employees of local mills so it can be difficult to organize a party. Over the years, the August civic holiday has proven to be a better time to hold a family celebration. Start early to book your rooms, rent a tent, or see to any other needs ahead.

Current activities in July and August

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| Canada Day | Hearst sur les Planches Festival- 2nd week in August |
| Golf tournaments | Slow Pitch Tournaments |
| Musical evenings at the Sawmill (August) | Heritage Sawmill visits |
| Visits at the Hearst Ecomuseum | Art Gallery 815 |
| Inovo Centre and Hearst Information Centre | Constance Lake Pow Wow - 2nd Weekend in August |
| HOG - 2rd Weekend in August | Festival Country (last weekend of August) |



Taste of Hearst



**Gilles Gagnon Tourist
Information Centre**



**Heritage Sawmill Market
Place**

The Type of Reception

THE RECEPTION HALLS

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| Companion Restaurant Telephone - 705 362-4304 Large hall - Maximum Capacity - 80 Small hall - Maximum Capacity - 20 www.companion-hotel-motel.ca |
| Pizza Place Telephone - 705 362-7005 Downstairs hall - Maximum Capacity - 50 www.pizza-place.ca |
| 241 Pizza Bowling Billiards Bar & Grill Telephone - 705 372-0241 Upstairs hall - Maximum Capacity - 80 www.bowlingbilliardsbargrill.ca |
| Queen's Motel Telephone - 705 362-4361 Room 136 - Maximum Capacity - 30 www.queensmotel.ca Liquor license is required |

The above-mentioned businesses have halls they rent by the day or as is the case with restaurants, free of charge if meals are taken. Generally, you will get the information from reception professionals who know their capabilities and reception facilities. Inquire about rental rates and especially what they include.

COMMUNITY HALLS

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|---|
| <p>Conseil des Arts de Hearst Telephone - 705 362-4900 Lina Payeur Hall Maximum capacity with liquor license – 380 ; without liquor license – 557 Hall B Maximum capacity with liquor license – 229 ; without liquor license – 336</p> |
| <p>Hearst Legion Telephone - 705 362-4718 Hall - Maximum Capacity - 100 With or without catering services Need a permit to sell or serve alcohol (can also be on the Hearst Legion permit)</p> |
| <p>Club Action Telephone - 705 362-8722 Hall - Maximum Capacity - 120 With or without catering services Need a permit to sell or serve alcohol</p> |
| <p>Hearst Community Curling Club Telephone - 705 362-7100 Hall - Maximum Capacity with or without liquor license – 100 Bar Service (November to March) Need a permit to sell or serve alcohol (April to October)</p> |
| <p>L'Université de Hearst Telephone - 705 372-1781 Gymnasium Maximum Capacity - 500 seated and 700 standing (without liquor license) 400 seated 300 standing (with liquor license) The Pub - Maximum Capacity - 100 Need a permit to sell or serve alcohol</p> |

All these halls are well equipped and are of high quality. Usually, the rental includes tables and chairs and cleaning. A catering service can be added in most cases. The advantage of community halls is that their rental rates are often very affordable. However, start early to book! These types of halls are very popular, especially during busy periods for receptions.

AT HOME

You have a big house and/or a large yard; you can consider holding your reception at home. The rental companies that carry reception equipment and material can turn your garage into a charming dining room or banquet hall. If you choose this option, don't forget:

- You may have to spend some time cleaning and storing after the reception;
- The reception equipment rental could cost you more than renting a hall;
- Your kitchen is probably enough to feed your family, but may not withstand a hungry crowd. Get started on a cold buffet rather than on a real feast;
- Notify your neighbors if you plan to party all night;
- Notify the OPP that a quiet street might be turning into a parking lot.

Here is a list of point to check in the case of hall rental:

- Check the insurance of the hall and if the damage is included;
- Check the amenities and their conditions;
- Learn precisely the services and amenities offered and their costs;
- Know the hours of use of the hall;
- The hall must have emergency exits, this is required by law;
- Ask who is responsible for cleaning and tidying up;
- If you hire a caterer, check their needs with them;
- Book the hall and pay a deposit only when you are sure you have properly assessed the capacity and quality of service.

When booking, always fill out a reservation document, indicating the type of service you want to obtain, the number of guests, the time of arrival and departure, the presence of a caterer and the agreed price.

Special Occasion Permit

An occasional permit is required whenever alcohol is sold or served outside an establishment with a permit or private premises.

Cost of permit

No sales - \$35 per day

With sales - \$150 per day

For more information and to download the form please go to www.agco.on.ca. People who serve alcohol must have successfully completed the Smart Serve training in Ontario. For more information or to take the training online, please go to www.smartserve.ca.

The Budget

The cost of a reception varies, it depends on the chosen formula. In some cases you have to count certain details that will be included while in others not:

Hall Rental

- Cost of rental
- Cost of permit
- Cost of caterer
- Is the service staff included in the cost of the caterer? Otherwise, what is the cost for hiring service staff?
- Equipment rental - tables, chairs, tent, dishes, glasses, etc.
- Hall decoration
- DJ, MC, sound system, etc.
- Cleaning, if not included. In Hearst, the cost of rental includes the cleaning

In a restaurant

- Cost of meal per person
- Decoration
- DJ, MC, sound system, etc.

Calculate the total price of the hall's amenities and divide by the number of guests: according to the formula you choose it is the element that will determine the actual cost of your reception. Other services such as photographer, video, etc. are optional; do not include them in the cost of your reception.

The Number of Guests

It is very important to determine the number of people you will invite. The number of people is the first question that will be asked when you book a reception hall or restaurant. The capacity of a room depends on two factors: the number of guests and the type of reception. For example: in a room of 100 m², you may have 120 to 150 people for cocktails or 50 to 70 people at the tables; if you choose a seated buffet, you have to think about the place occupied by the buffet. For a wedding, you must plan an area for the dance floor. All these components reduce the surface and limit the available area. The number of your guests is the most important in your research!

Warning! The surface of the room in square meters is random; it will be easier or more difficult to measure according to whether it includes supporting posts, several entrance doors, etc. Before you even see or consider a reception hall, make a complete list of guests.

For a wedding, do not use a list provided by each family; a dozen more people and your event will look like the subway during rush hour ... Choose a hall taking into account room for 10% of guests more or less.

The right questions to ask for facility rentals

During your research, ask the right questions. Taking the different parameters of your reception in order of importance, the hall to be used for your activity comes first.

When visiting the halls, here are some important points to consider:

- The room capacity (seated meal, buffet, etc.);
- Plan of the room or its exact measurements and to your own;
- The location of amenities (toilets, cloakrooms, kitchen, etc.) Ask to visit the amenities. They are an integral part of your reception, for example, one toilet for 80 people causes congestion, the same applies for a cloakroom that's too small;
- Check if there are several reception rooms and ask if they will be used on the day of your reception, including the type of reception;
- Parking possibilities, capacity and accessibility;
- Accessibility of the hall;
- Ask if a car can be driven close to the hall or if it has a lift. The reception involves the handling of gifts, plants, flowers, etc.;
- Ask the time the premises must be vacated;
- Ask about any overtime costs;
- Some impose sound limits, others prohibit receptions beyond a certain time. These conditions can spoil your reception if you do not have enough information. Ask if they have any information and take the time to read them; feel free to ask additional questions by phone;

- Reception halls and banquet facilities before finalizing room rental:
 - Check insurance against hall and if damages fall within the coverage;
 - Check the amenities and condition;
 - Learn precisely which services are provided and their cost;
 - Be aware of time limits for use of the hall;
 - The room must have emergency exits, this is required by law;
 - Ask who is responsible for the cleaning, tidying up, etc.;
 - If you call a caterer, visit the chosen hall with him before finalizing the booking.

The Service Personnel

The servers must be sufficient in number to take care of all your guests. Count 1 server for 20/25 people in the case of a sit-down meal. For a buffet, that number may be 1 server for 30/35 people. For a cocktail party, one server is enough for 50 guests.

In theory, the service personnel should only care for: the setting up, service and clearing tables including the tablecloths. It is not its role to: store tables or chairs, wash dishes, clean the bathroom and empty trash.

In the case of a restaurant, the staff will be provided to do all the above.

Access Plans

It is strongly recommended to provide a plan to access the hall for outside visitors. The Hearst ED can help. It has a black and white street map of the Town of Hearst and that can be easily photocopied or scanned.

Google Maps can be a good alternative to print and precisely locate places.

Also, a cell phone number and the telephone number of the hall where the reception is held should be provided. You'll be sure no one misses your reception.

Seating Arrangement

Seating arrangement may be the responsibility of the caterer, the service personnel or the restaurant you choose to organize your event. They will advise you in your choices.

In case you prefer to make your own seating arrangements, depending on the receptions and the formula, see the different room layouts below.

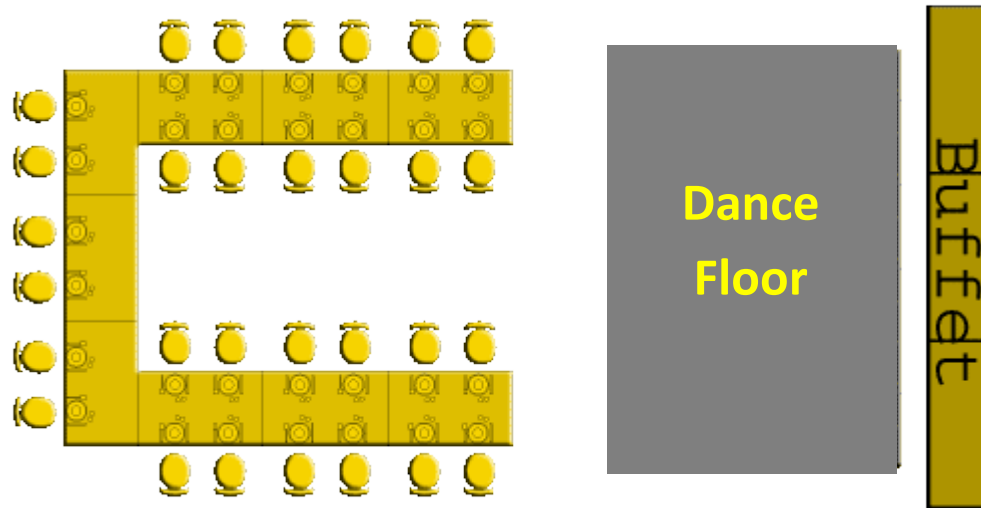
Do not forget to consider the required movement of guests and service personnel around the tables and the place of chairs and clearance necessary for their access.

Buffet - Single Table - U Shape

The buffet has the advantage of creating excitement. People move and are necessarily forced to speak.

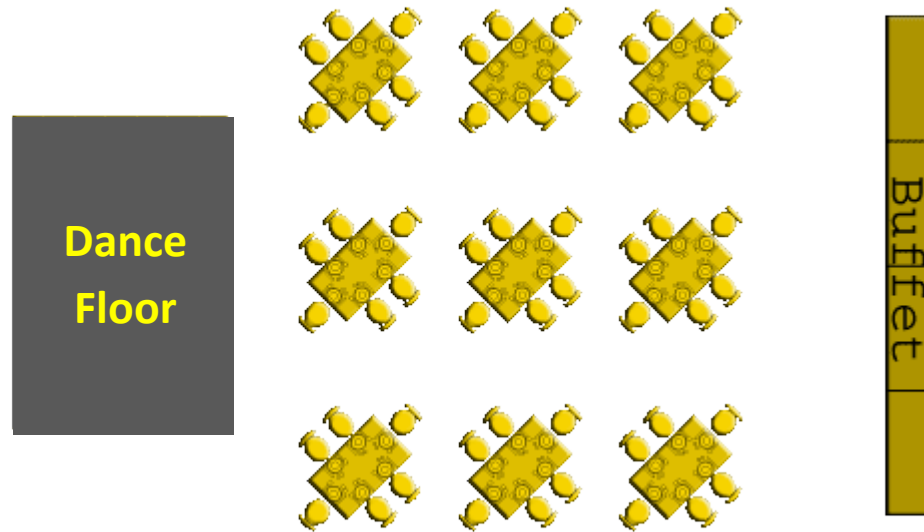
So that your buffet does not turn into a nightmare with all your guests standing together and rushing toward the food, it is best to invite participants to come gradually to the buffet.

In this formula, you can organize a welcome cocktail.



Buffet - Individual tables

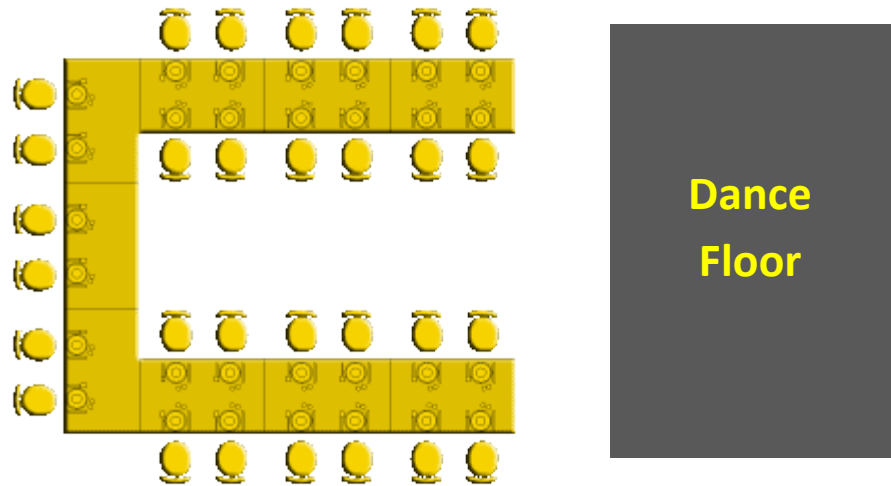
This formula is best for a banquet. In this configuration, guests are placed at tables of 8 to 10 people and all must move to get to the food. As in the previous formula, the welcome cocktail is optional.



Sit Down Dinner - Single Table U-Shaped - No buffet

This is the worst formula for organizing a banquet. The atmosphere is hard to fit and guests may leave early, claiming tiredness. In this configuration, the guests can only talk with their neighbor to the left, right and front.

AVOID THIS AT ALL COSTS.



Cocktail + Sit Down Dinner - Individual tables

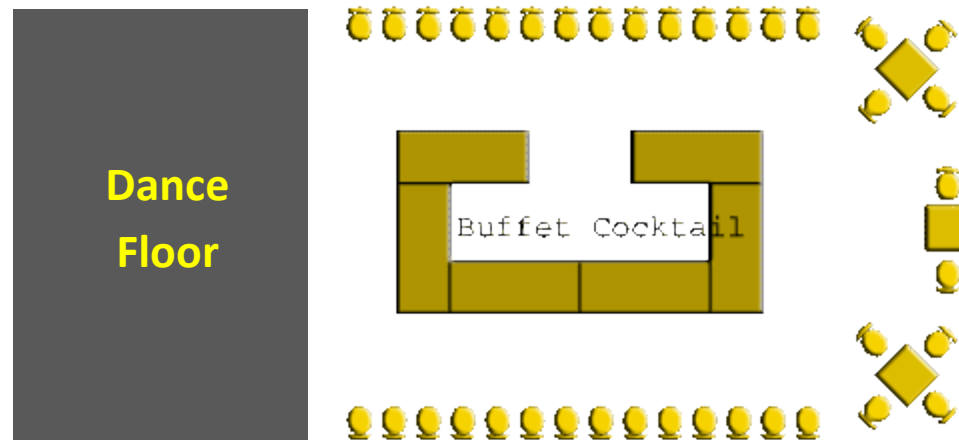
With this formula, it is imperative not to create small groups of one family at each table, it is more interesting to mix family and friends. By placing yourself the guests you can avoid this trap.

Despite the changes made to this formula, the drawbacks of a sit-down meal will remain. Remember that you are not arranging a dining room, but a reception! There is no question that anyone sits alone and do not rely on the clown of the family to lead it off, you risk being disappointed.

Cocktail - chairs

Like the buffet, this is probably the most interesting formula. It consists of a table with hot and cold canapés, chicken wings, cheese, bread, etc. The meal is taken by eating food throughout the reception, drinks, wines and champagnes as desired. The room contains only a limited number of chairs and tables and a dance floor.

The entertainment is permanent where the interaction between guests is inevitable. Everyone eats when they are hungry, must move to the buffet, walk in the room, dialogue and dance. This formula is cheaper than a sit-down meal. It allows you to invite more people.



Resources to Organize your Party

Rental Businesses

Tents – Steve McInnis - 705-362-4632 or www.kermesse.ca

Chairs, tables and tablecloths - Steve McInnis - 705-362-4632 or www.kermesse.ca

Tablecloths - Neway Cleaners - 705 362-4808

Dishes, glasses, tableware - La Cantinière - 705 362-7250

Decorations - Lise Grandmont - 705 362-4715

- Tania Villeneuve et Suzanne Vienneau 705 372-3337

Carnival games & items, inflatable games, DJ, musical duo, kids shows, video production – Steve Mc Innis – 705 362-4632 or www.kermesse.ca

Caterers

241 Bowling & Billiards Bar & Grill – Line et Marc Vachon – 705 372-0241

Boulangerie pâtisserie Chez Coco – Chantal et Christian Bouchard – 705 362-7400

Brian’s Independent Grocer – 705 362-1168, Highway 11 West

CCEJ - Ginette Baillargeon - 705 372-1070 (September to April)

Guylaine Roy-Veilleux & Carole Bouchard Lepage – 705 372-8459 or 705 372-8928 (Commercial kitchen required)

La Cantinière - Suzanne Alary - 705 362-7250 (May to September), 705-362-7862 (October to April), 3, Highway 583 North

Le Companion – Gino Bourdages – 705 362-4304

Le Mieux de la Bouffe – Jovette et Micheline Lemieux – 705 362-2207

Subway – Dharmendra Tatel - 705 372-0060, 3, 15th Street

Party Favors

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| Plastic tablecloths in a roll: | Great Canadian Dollar Store - 705 362-4334, 2 15 th Street |
| Helium balloons and other decorations: | Great Canadian Dollar Store - 705 362-4334, 2 15 th Street |
| Dishes, tableware and napkins: | Brian's Independant - 705 362-1168, 1509 Highway 11 West Great Canadian Dollar Store - 705 362-4334, 2 15 th Street The Bargain Shop - 705 362-4852, 1315 Front Street |
| Printing and promotional items: | Ateliers Nord-Est Printing - 705 362-7177, 1012 George Street Nicole Stitch On - 705 362-8755, 1- 1416 Front Street |
| Ice: | Brian's Independant - 705 362-1168, 1509 Highway 11 West Canadian Tire Gas Bar- 705-362-1118, 1404 Front Street Dépanneur Bourdages - 705 362-8925, 510 Tremblay Street Esso - 705 362-4111, 1112 Front Street Hearst Corner Store - 705 362-4216, 731 Georges Street The Beer Store - 705 362-4534, 1106 Front Street |

How can the Hearst ED service help you?

In addition to this guide, the staff of the Hearst ED can help you in the organization of your family party. We are aware that the majority of visitors are mostly family and friends of the residents of Hearst and we want to ensure that their experience is most enjoyable.

For your outside guests, we can provide a list of things to do during their free time, arrange for private tours at the Heritage Sawmill and participate in various experiences.

To reach us:

In person: 523 Hwy 11 East (in the Gilles Gagnon Tourist Information Centre)

By phone: 705 372-2838

By email: jroy@hearst.ca or tourisme@hearst.ca

Enjoy your planning!



