



Seaway Kiwanis Pavilion

## Seaway Kiwanis Pavilion



The City of Sarnia offers this beautifully landscaped outdoor pavilion that is picturesque, and suitable for a summer wedding ceremony.

**The Seaway Kiwanis Pavilion**, located in Canatara Park, is an ideal location for your outdoor wedding ceremony, and is available for rent from mid May until October. The pavilion has also been beautifully landscaped, with Lake Chipican as the backdrop. There is hydro available, as well seating for 150 guests. There's also a fireplace available for those cool summer days or evenings, to give your ceremony a more romantic atmosphere. There are screens on the sides of the pavilion that can be drawn down in the event of uncooperative weather. Permit holders are permitted to decorate the pavilion, with some restrictions.

Please call our offices to get more information, and to discuss booking and availability, at 519-332-0330 ext. 3211 or email [parksandrecreation@sarnia.ca](mailto:parksandrecreation@sarnia.ca).

# Seaway Kiwanis Pavilion Amenities

- Reservations:** The Pavilion is only rented out once per day for wedding ceremonies. A 50% deposit is required when the reservation is confirmed. This pavilion can be booked up to years in advance by calling or emailing to hold your spot. Upon approval of fees each year, our staff will advise you of the amount required & the due date to guarantee the rental. The remaining balance is due 2 weeks prior to the event. The deposit is **non-refundable**.
- Damage Deposit:** The damage deposit is due 2 weeks prior to the event. We require a Damage Deposit form returned to our office with either a cheque or credit card information. The form and/or cheque will either be returned to you or destroyed per your instructions, as long as no damage is done to the pavilion.
- Capacity:** 150 Chairs and 30 - 6' tables are provided in the rental cost. Configuration is the responsibility of the licensee. A set up diagram is to be handed in to the Parks & Recreation Department no later than 2 weeks prior to the event. There are sample set ups included at the end of this package.
- Set Up:** Our staff will set up the Pavilion to your specifications **if** a diagram is submitted to Parks and Recreation . If our staff does not have your set up diagram, the tables and chairs will not be set up. Once the Pavilion is set up by our staff, you are required to have someone on site until the event begins, and until staff arrive to clean up at the agreed upon time. You will be provided with the staff cell number in case you are done earlier than expected.
- Side Screens:** The side screens are available for inclement weather such as rain or high winds. These screens will not completely block wind or rain, but they will minimize the effect of the elements. Please call the phone number located on the wall of the pavilion to have the screens lowered.
- Liquor License:** Sarnia City Council has approved Special Occasion Permits (S.O.P.) for the Pavilion. The S.O. P. must be obtained online at <https://www.agco.ca/alcohol/special-occasion-permits-private-event>. When the S.O.P. has been received, please advise the Parks and Recreation Staff, and provide a copy for our records.
- Insurance:** Insurance is purchased through the Parks & Recreation department, and fees will vary depending on the number of attendees and whether the function is licensed or not.
- Music:** Music can be played at the Pavilion until 8pm, in accordance with City Noise By-Laws. No music will be permitted past 8pm. If you wish to have music past 8pm, you must submit, in writing, your request to the City Manager. If approved, there will be additional fees to cover the cost of staffing the event. The Parks and Recreation Department will not recommend amplified music past 10:00p.m.
- Decorating:** The licensee is permitted to decorate the Pavilion, on the condition that no tacks or nails are used. If damage is done to the Pavilion because of tacks or nails, your damage deposit will be used to make repairs. Do not leave decorations at the Pavilion after your ceremony has finished. Removal of all decorations is your responsibility.
- Food Preparation:** The Pavilion provides a food preparation area, but no cooking facilities. There is counter space, a double sink, and microwave. A sliding glass door cooler is available. Hydro is also available.
- Washrooms:** There are accessible washrooms.
- Fireplace:** If you wish to have the fireplace lit for your function, the licensee is responsible for starting the fire, as well as staying at the pavilion while the fireplace is in use. Parks & Recreation will provide the wood. Once the fireplace is lit, the Pavilion cannot be left unattended.
- Permits:** Permits are given to you to ensure use of the Pavilion only. Please keep in mind that you are in a public park, and the Parks and Recreation Department will not require other users of the park to vacate other areas that are in use, ie: BMX Track, Community Gardens, Picnic Shelters, etc. Canatara Park closes at 9pm.

# Seaway Kiwanis Pavilion Set Up Examples



Set Up facing the fireplace.



Set Up facing back of the Pavilion

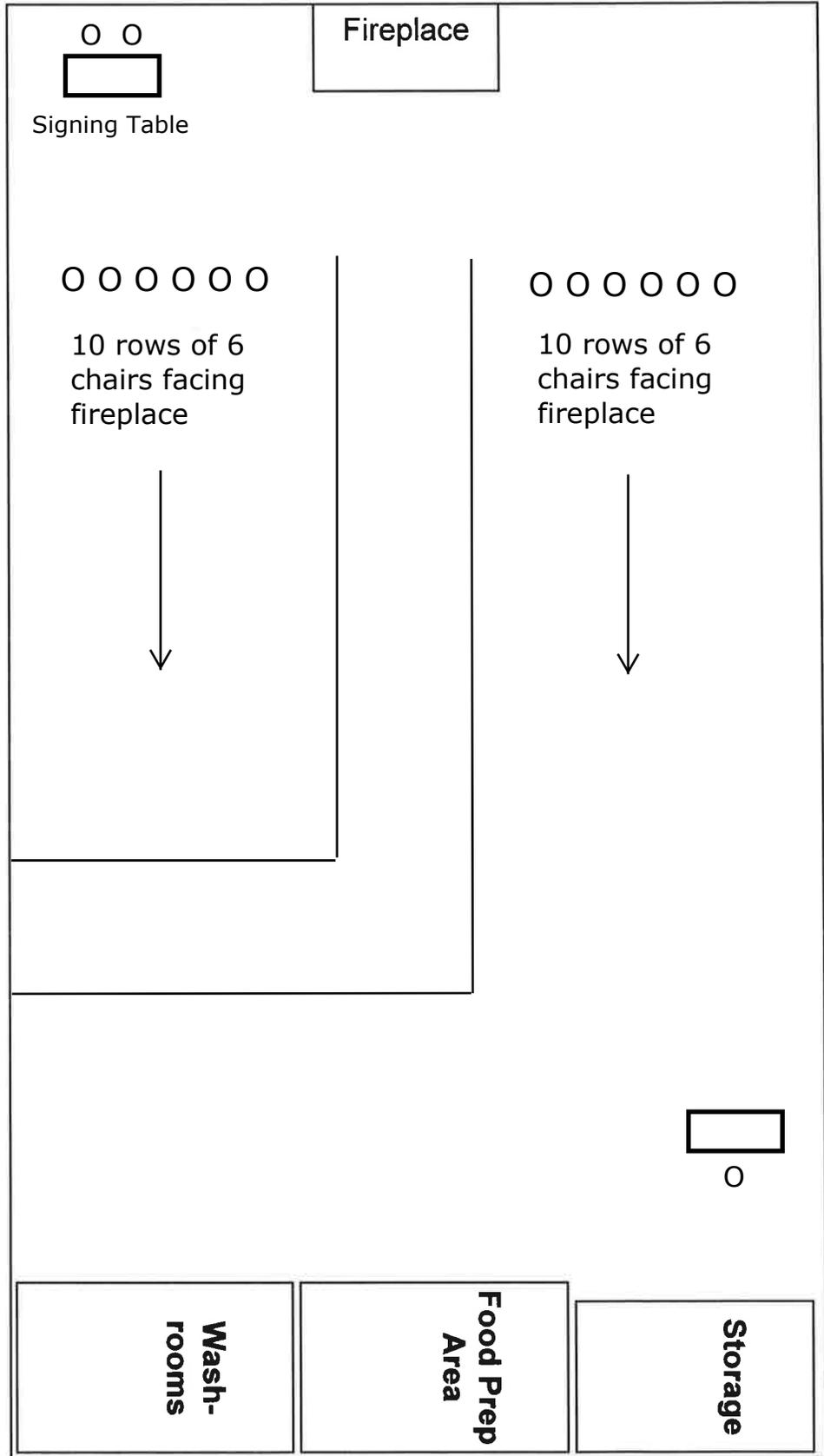
# Blank Set Up Diagram



- 30-6' Tables
- Seating for 150 people

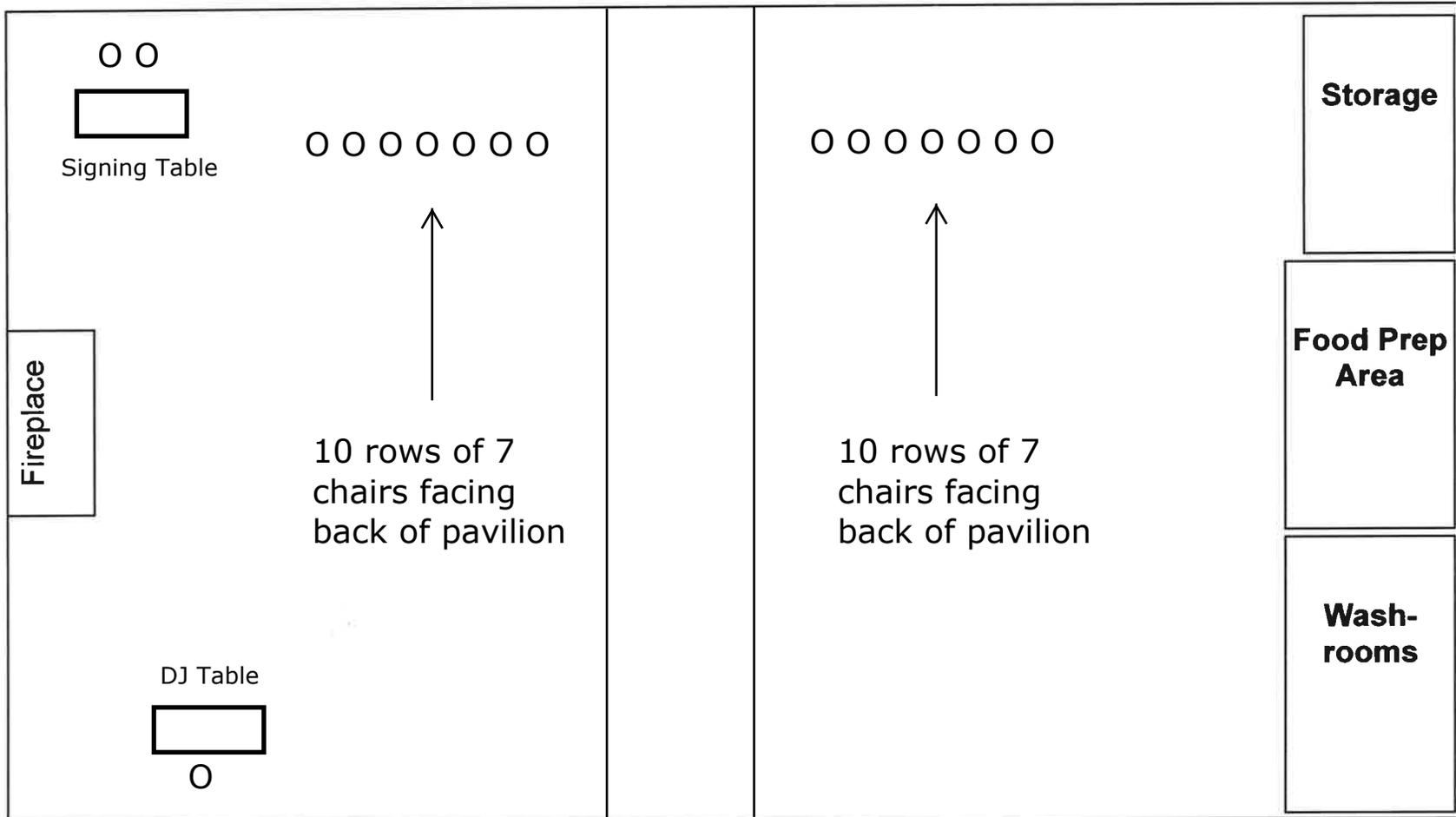
Please indicate where you would like to have your chairs and/or tables placed. If you are renting the Pavilion for a wedding ceremony, please indicate seating arrangements as well where you would prefer your entrance to be, signing table, etc

Set up diagram for 120 attendees, including signing & DJ tables, facing fireplace (Example Diagram)



- 30-6' Tables
- Seating for 150 people
- Please indicate where you would like to have your chairs and/or tables placed. If you are renting the Pavilion for a wedding ceremony, please indicate seating arrangements as well where you would prefer your entrance to be, signing table, etc

Set up diagram for 140 attendees, including signing & DJ tables, facing North side (Example Diagram)



- 30-6' Tables
- Seating for 150 people

Please indicate where you would like to have your chairs and/or tables placed. If you are renting the Pavilion for a wedding ceremony, please indicate seating arrangements as well where you would prefer your entrance to be, signing table, etc