

2021 COVID-19 Booking & Cancellation Policies Micro Weddings

The following standard terms will be included in The Globe and Mail Centre Venue Rental Contract, extracted here for reference:

DEPOSITS, FINAL PAYMENT, CANCELLATION & ADDITIONAL FEES

Booking of the event space is conditional upon receipt of all payments and deposits by the timelines required under this Agreement. The Globe and Mail may terminate this Agreement at any time if the Client fails to pay any deposits or payments within the required timelines, without any further liability, obligation or penalty to the Client.

Payment Schedule:

- Deposit due with Contract Signing: 25% of total estimated charges. If within 90 days of booking, 50% of estimated charges. If within 30 days, 100% of estimated charges.
- 2nd Deposit Payment due 90 days prior to your event bringing your account to 50% of total estimated charges.
- 3rd Deposit Payment due 30 days prior to your event bringing your account to 100% of total estimated charges.
- Final Payment due 10 days after receipt of final invoice for reconciled final charges. If account is overpaid, a refund will be processed.

Deposits Received: Any deposit(s) provided under this Agreement are non-refundable and non-transferable and will be credited towards the event account.

Cancellations: No reimbursement of the deposit shall be made should this Agreement be canceled by the Client or because of the Client's non-payment. Cancellations must be confirmed in writing and emailed to centre@globeandmail.com. The Client will not receive any refund; all deposits will be retained by The Globe and Mail. If, for any reason, all or part of any deposit has not yet been paid according to the Payment Schedule at the time of such cancellation, or an event is cancelled due to non-payment, the Client acknowledges and agrees that (i) the outstanding amount of the deposit payment will remain due and owing to The Globe and Mail and (ii) the Client will submit payment for such amount without any further delay.

Taxes & Additional Fees: All event space rentals, equipment, hospitality and related services are subject to applicable sales taxes (including applicable liquor taxes) in effect on the date(s) of the event. Additional invoice(s) for event labour, equipment and services will be issued specific to Client's requirements and use of the event space. For additional details refer to the Agreement Appendix. Client is responsible for any incidental charges that occur during the event and must be paid to The Globe and Mail within 10 days of date of invoice.

Beverage/Bar charges: The Globe and Mail requires a 100% deposit based on an estimate of the beverage/bar costs. The Globe and Mail will provide a final invoice following the event and either provide a refund or require a payment from Client for the difference.

WEATHER & CONTINGENCIES

If through any cause whatsoever beyond the control of The Globe and Mail and through no fault of the Client, The Globe and Mail is prevented from giving possession of the premises or any significant part of the interior thereof, such occurrence shall excuse such non-performance and shall justify an immediate termination of this Agreement by The Globe and Mail without any further obligation, liability or penalty to the Client or to The Globe and Mail. In such an event, the Client shall have the right to transfer any deposits paid to future event. If the Client does not wish to book a future event, all deposits will be retained by The Globe and Mail. Note that use of Terrace at The Globe and Mail Centre is subject to weather conditions at the discretion of The Globe and Mail and access is not guaranteed.

Public Health Cancellation

If The Globe and Mail is required by applicable Ontario Provincial laws or otherwise opts to close The Globe and Mail Centre relating to COVID-19 (a "Public Health Cancellation"), the Client shall have the right to postpone the Event Date to a mutually agreeable date, subject to availability. For clarity, please note the following:

- Social distancing measures, face covering requirements and other similar public health-related requirements or guidelines will not, in and of themselves, trigger a Public Health Cancellation.
- A government order mandating the closure of The Globe and Mail Centre, an event cancellation or a gathering limit that meets a Gathering Limit Threshold (as defined below)

will not trigger a Public Health Cancellation unless the government order is, or remains, in force thirty (30) days or less prior to the Event. For example, if the Event is scheduled for June 1, the applicable government order must be in force as of May 1 in order for a Public Health Cancellation to apply.

- A government order that limits the number of people permitted to attend gatherings will not trigger a Public Health Cancellation unless the government order has reduced the maximum permitted guest count to 49 guests or fewer (in the case of social gatherings or events) or to 9 guests or less (in the case of religious services, rites or ceremonies or meeting room bookings) (each, a “Gathering Limit Threshold”). In the event that a Gathering Limit Threshold applies to the Event, and subject to the thirty (30) days timeline outlined above, the Client may elect whether to trigger the Public Health Cancellation or to hold the Event in accordance with the applicable gathering limit.

If a Public Health Cancellation is not triggered and the Client opts to cancel the Event for reasons relating to COVID-19 or other public health concerns, The Globe and Mail’s standard cancellation terms will apply, as outlined above.

FOR ADDITIONAL REFERENCE

Clients are encouraged to review the [Provincial Health Framework for Gatherings at Event Venues](#)

The Globe and Mail Centre is required to follow any federal, provincial or municipal bylaws or government legislation applicable to meeting and event spaces, and event timing and other elements may need to be adjusted to the applicable level. Some of the current requirements from the Five Levels of Provincial Health Measures for COVID-19 as they apply to events hosted at The Globe and Mail Centre* include parameters such as:

Level	Green Prevent	Yellow Protect	Orange Restrict	Red Control	Grey Lockdown
Attendee capacity for weddings with receptions	50	50	50	10	0
Attendee capacity for ceremony only weddings (no F&B, subject to physically distant 'bubble' seating plan)	100	100	100	100	63
Food and beverage services	Only to Seated Guests	Only to Seated Guests	Only to Seated Guests	Only to Seated Guests	n/a
Liquor service hours	9 a.m. to 1 a.m.	9 a.m. to 11 p.m.	9 a.m. to 9 p.m.	9 a.m. to 9 p.m.	n/a
Guests fully depart by	2 a.m.	12 a.m.	10 p.m.	10 p.m.	n/a
Table size for F&B (with 2m distance between tables)	Up to 10 from same bubble	Up to 6 from same bubble	Up to 4 from same bubble	Up to 4 from same bubble	n/a
Singing and performing music	Permitted with plexi barriers	Permitted with plexi barriers, low music volume	Permitted, with plexi barriers low music volume	Not Permitted	n/a
Performed individual dances, guests observing a couple dancing	2 m distance	2 m distance	2 m distance	Not Permitted	Not Permitted
Participatory dancing, social dancing	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted

*Subject to change.

For the full Globe and Mail Centre COVID-19 policies please visit [here](#).