FDE

FOUR DIAMOND EVENTS

Your Wedding!

Let us make your fairytale come true!

2025-2026 FDE Wedding Contract

TO SUIT YOUR FANCY DECOR | DESIGN

FOUR DIAMOND EVENTS | THE CHATHAM ARMOURY
44 WILLIAM STREET N.CHATHAM.ON.5193805970.FOURDIAMONDEVENTS@GMAIL.COM

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Congratulations on your engagement!

This is your love story come true…your journey of marriage begins with "I Do".
Four Diamond Events welcomes you to the historical Chatham Armoury!

Your wedding is an important part of your love story and Four Diamond Events will make sure no page is left unturned. With over 40 years of combined experience in the wedding industry we know what it takes to make your dream wedding come true!

The Chatham Armoury resembles a castle from a fairytale! The century-old heritage building has a majestic ambiance with approx. 15000 sq. feet of floor space, exposed brick, cathedral ceilings and accommodations for up to 500 guests. The size of the Chatham Armoury Banquet Centre allows versatility when it comes to room layout and planning ceremonies on-site as well.

Our staff is second to none and will ensure that your event is a success! With the goal to make your wedding planning process worry-free, allow us to take care of the food and beverages, design and décor of the hall, printing of required items and even possible performance elements to make your event completely unique!

If you have special requests please let us know during the planning process and we will be happy to accommodate you. We are here to help you plan a storybook wedding and will make sure every detail is covered!

Please review the following information and let us know if you have any questions. Once a deposit is paid we will book a consultation at the Chatham Armoury to discuss the endless possibilities for your dream wedding!

We appreciate your interest in Four Diamond Events and The Chatham Armoury and look forward to making your storybook wedding come to life!

All the best,
Four Diamond Events

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What We Offer

- Exclusive use of the historic 15000 sq. foot Chatham Armoury
- Full-service on-site catering by Tina & Tony Mesquita
- In-house Linens and Décor from To Suit Your Fancy
- Delicious High-Quality Cuisine
- Event coordination and assistance with timelines and layout
- Professional, Gracious Service
- Your choice of bar
- Bar set-up and Smart-Serve Trained Bar Tenders
- Full reception set-up and teardown
- Full ceremony setup and quick room conversion if necessary
- Mahogany Chiavari Chairs for ceremony and reception
- 72 inch round guest tables seating 8-10 guests
- Elegant White China, Flatware & Glassware
- Original Hardwood Floors
- An impressive antique bar made of original cherry wood
- Complimentary ceremony rehearsal space with all ceremony bookings
- Indoor AC and Heating
- Wood Podium with lighting
- Complimentary Coat Room
- Assistance with arranging dance lessons, performances, and musicians/bands/DJ's
- Dim-able antique chandeliers
- Ice water on all guest tables
- Coffee and Tea served with dessert
- Cocktail Tables in bar area
- Picturesque grounds for photos
- Complimentary Consultation with To Suit Your Fancy Décor/Design & Tina Mesquita
- An elegant, formal atmosphere
- A majestic, prestigious sensory experience that your guests will never forget!

Things to Know

- We can accommodate celebrations up to 500 guests
- We require a 120 guest minimum for most bookings, exceptions to this rule must be approved by FDE Management
- Décor and linens are provided exclusively by our in-house designer: To Suit Your Fancy

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Wine, Spirits and Beverage Service

Bar Service

There are 3 different options for bar service.

Cash Bar – Drink tickets will be sold to your guests, unused tickets are non-refundable
Open/Host Bar – Host is charged total cost of drinks consumed
Toonie Bar – Your guests pay $2 per drink and the host pays the balance of drinks consumed plus HST

Bar Type

Four Diamond Events provides a Standard Bar including domestic beer, liquor and wine.
Special requests, and premium beer/liquor are available for an additional cost.

Our standard "Bar Rail" brands are at FDE's discretion and include: Rye (usually Weissers), Rum (usually Bacardi or Captain Morgan's), Vodka (usually Smirnoff), Gin (usually Beefeater), Spiced rum (Captain Morgan's) & Malibu Rum
Our standard beer brands (subject to minor changes) include: Bud Light, Coors Light, Budweiser, Moosehead, Sleemans Clear, OV, Miller Light

Cost of Standard Bar

Domestic Beer $6.19 plus HST each Standard
Mixed Drinks $6.19 plus HST each
Domestic Wine $7.08 plus HST per glass/$29.20 +HST per bottle

All drink pricing subject to change.

Bar Tenders

All Bar Tenders are smart-serve trained and are provided for $100 each.
Two or Three bar tenders are usually sufficient.

Champagne Walls & Signature Drink Tables

--available upon request

Alcoholic beverages are not permitted outside our facility.
All alcoholic beverages in our facility must be bought under FDE's liquor license.
The bar will remain open through dinner.
Last call is at 12:45am. Guests are asked to evacuate hall by 1:00am.

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Policies and Procedures

1. We do not hold dates without a deposit and signed contract.
2. Hall Rental Fee The cost to rent the Chatham Armoury for one full day is $3000.
3. Deposit A $3000 deposit is due upon booking to secure your date and is non-refundable. This amount will be taken off your final bill. *Preferred method of payment is e-transfer to fourdiamondevents@gmail.com*
   We also accept personal cheque, money order or certified cheque made payable to Four Diamond Events.
4. On-site Ceremonies are available for $1000 and include setup of chairs and signing table. Rehearsal space is complimentary. Ceremonies start at 3:30pm or later.
5. Capacity Bookings and Minimums Four Diamond Events can accommodate up to 500 guests. We also require a 120 person minimum. Events that do not reach our minimum will be charged for 120 guests unless other arrangements are made.
6. Décor must be arranged with To Suit Your Fancy (FDE's in-house decorator).
   Four Diamond Events does not allow use of nails, tacks, staples, confetti, rice, glitter, glue, tape, fireworks, sparklers or balloons inside the Chatham Armoury. All candles must be in an enclosed glass container or in water. To Suit Your Fancy will bill out the décor on a separate invoice 10-14 days before the wedding. Final décor payment is due 7 days before event.
7. Payment Terms Final Payment shall be made upon receipt of invoice and is due 3 days after your event date. Any outstanding balances are subject to an additional 2% per day interest charge. Final Payment must be submitted by certified cheque or etransfer. The final invoice will be from Four Diamond Events and will include all bar costs, food costs, the room rental fee, socan fee and ceremony fee (if applicable).
8. Confirmation of Final Numbers The final number of guests attending the wedding is required three weeks prior to your event. This number is not subject to reduction. It is the responsibility of the host to inform Four Diamond Events if final numbers change. On the day of the event, a count will be conducted and if there is a discrepancy in the number of people attending we shall deem the larger number correct. FDE's Final Wedding Checklist is also due 3 weeks before the wedding.

9. Taxes 13% HST applies to all charges including food, beverages, services, room rentals and ceremonies.

10. Gratuity A 15% Gratuity will be added to your final invoices including food, beverages, services, room rentals and ceremonies.

11. Building Evacuation Four Diamond Events' liquor license is valid until 1am, therefore last call will be at 12:45am. The bar closes at 1:00am sharp and the building must be evacuated by 1:15am.

12. Food & Beverage Health Regulations Under House Policy, FDE does not allow food or beverages to be brought on to the property with one exception being wedding cake/cupcakes. Due to health regulations leftover food and beverages may not leave the property. Only FDE staff and FDE catering staff may use the kitchen or bar facilities for the preparation of food and/or beverages.

13. Alcoholic Beverages All alcoholic beverages must be supplied by and purchased through FDE. Alcohol cannot leave the Chatham Armoury building. No one under the age of 19 will be served. Identification will be requested for anyone appearing 25 years of age or younger. The booking party will assume all liability if an adult gives a guest under 19 years of age alcohol. FDE will confiscate any alcohol they see in the possession of any person under 19 years of age. FDE encourages hosts to provide alternate transportation to guests who choose to consume alcohol during the event.

14. Menu Selections Final Menu Selections will be made with Tina Mesquita during a personal consultation arranged by Lisa Lester. Beverage arrangements, room layout and event timelines will also be defined at this time. Décor will also be discussed so that Lisa can put together a customized design with a price breakdown. If you have guests with special diet requirements, please inform FDE when final numbers are due (3 week mark). Place cards or other paper needs that are required will be supplied by To Suit Your Fancy.

15. Menu Consultations Your menu will be discussed & chosen at a personal meeting at least 6-12 months before your wedding.

16. Specialty Beer, Wine & Spirits FDE can accommodate special requests for beer, wine and spirits available through the LCBO and Licensed Ontario Wineries at an additional rate.

17. Balcony Access 2nd floor balcony and spiral staircase is not permitted. Special requests for this can be directed to Lisa.

18. Personal Effects and Equipment We are not responsible for lost or stolen items and damage to any personal property inside or outside the venue. Should any items be found after your event, you will be contacted and will be required to pick them up. At the end of every year, all lost and found items that have not been pick up will be donated to a local donation center of our choice.

19. Pricing Please note that all pricing is subject to change based on industry increases. We will contact you directly if we there is a need to make adjustments.

20. Vendors Please advise FDE of any Entertainment or Vendors that will be used for your event such as DJ's, Bands, Photographers, Cake/Cupcake Makers and Florists. FDE takes care of all the coordination for your wedding and will contact vendors to make special arrangements for setup and also for cleanup after the event. FDE does not supply any Audio and Visual equipment for your event. This can be organized with a local business. TSYF supplies all décor for the event as well as paper needs including place cards, seating plans and signage.

21. Parking The lot directly outside of the Chatham Armoury and the lot next to it along William St. can accommodate over 50 vehicles. There also is a lot behind the Armoury that can accommodate another 30 cars. FDE can also put out pilons to reserve parking spots for the wedding party, immediate family members and elderly guests upon request. FDE provides signage at William St. that clarifies our lots are "Reserved Parking for Armoury Event" and can provide a parking attendant for an extra charge to ensure only certain vehicles park in the Armoury lot. FDE advises hosts to encourage guests to carpool or use alternate arrangements to get to the Armoury. We also encourage hosts to provide alternate transportation to guests when it is time to leave. There is a large parking lot and parking garage one block down William street at the Downtown Chatham Centre if you need additional parking.

22. Damage and Stolen Property You are responsible for replacement or repair costs to any structural damage or vandalism that occurs to the interior or to any contents provided by The Armoury Banquet and Conference Centre. This includes all parts of the building, tables, chiavari chairs and any linen/décor associated with your event. Any theft of equipment or supplies will result in an inquiry and the Client is subject to any or all replacement costs.

23. Smoking Guests may smoke in designated outdoor areas.

24. Music A SOCAN (Society of Composers, Authors, and Music Publishers of Canada*) fee for music usage will be charged for any event with or without dancing.* This fee is approx. $90.12. Please visit www.socan.ca *for more info.*

25. Cancellation In the result of a cancellation less than 90 days prior to the event date, a penalty fee of $5000 will be invoiced and charged to the client. Your deposit is Non-Refundable; however you may apply it to a future event with FDE as long as the event occurs within one year of cancellation. Transfer of your deposit is pending approval.

26. Liability Four Diamond Events reserves the right to inspect and monitor your event and discontinue services to all guests in the case of any violations of FDE Policy or Provincial Law. Should FDE discontinue services to any or all of your guests you will remain liable for all amounts due. FDE assumes no responsibility for lost or stolen goods. The undersigned assumes responsibility for any and all injury, loss or damage caused to themselves, others or the property of the Chatham Armoury and are expected to insure themselves against any risks. You must obtain Liability Insurance with a minimum of $2 000 000 coverage and submit it 2 weeks before your event. Event insurance can be obtained at https://duuo.com

27. Contract Terms and Conditions The above terms and conditions are designed to provide a safe, comfortable and enjoyable environment for you and your guests. These policies are to ensure a fantastic, worry-free experience at The Armoury Banquet and Conference Centre. Failure to comply with any of the above policies will result in cancellation of your event.

- Any modifications or changes to this Agreement will be effective only if in writing and signed by Lisa Lester and the Client.
- This agreement contains the entire understanding of the parties hereto as to the subject matter thereof. There are no representations, warranties or conditions except those expressly set forth herein.
- This Agreement shall be binding upon and shall ensure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns

Date of Event: _____
Booking Party Names: (bride)_____(groom)_____
Cell:_____Email:_____
Address: _____
Alternate Contact and Phone: _____
Number invited:_____On-site Ceremony: _____
Non-refundable Deposit Amount:_____Method of Payment: _____
Timelines, Menu and Beverage Selection due 5 months before event: Initial _____
Cancellation Policy read and understood & agree to abide by it: Initial _____
Final Numbers due 2 weeks before event: Initial _____
Layout and Insurance due 1 week before event: Initial_____

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Agreement

Event Date: _____

THIS AGREEMENT made this_____day of _____, 20___

BETWEEN:

THE ARMOURY

Banquet & Conference Centre

Four Diamond Events

-and-

Name(s):_____

Client agree as follows:

Four Diamond Events will provide all supplies and services necessary for the success of the Client's event (the "Event") to be held at The Armoury Banquet and Conference Centre, 44 William Street North, Chatham, Ontario on the_____day of_____20____.

I have read and agree to abide by all of Four Diamond Events' Wedding Policies and Procedures.

_____	_____	_____
Client Signature	*Printed Name*	*Date*