



# The Old Courthouse Events Booking Policies

**Making a Private Booking** (for any room or reservation of 25+)  
To confirm a selected date for your event or wedding reception, we required a \$2,000 non-refundable deposit, and a valid Credit Card number information to hold on file. *We accept Debit, EMT, Cash, Money Order or Certified Cheque for the deposit. If you would like to pay by Credit Card, a 2.4% fee will apply to all credit card transactions, including the non-refundable deposit.*



## Private Rooms & Booking Information

### Old Courtroom

A prestigious space where history lingers, perfect for intimate gatherings or events, accommodating up to 120 guests.

### The Library

An elegant, refined setting for smaller groups, with a capacity for up to 24 guests, ideal for exclusive meetings or cozy receptions.

### Judges Chambers

Offering a unique ambiance, this room can host up to 20 guests, suitable for small, private gatherings or meetings.

### Courtroom #2 Speakeasy Lounge & Jail Cells

A captivating blend of history and entertainment, this area accommodates up to 80 guests, featuring a lounge and authentic jail cells great for break out sessions and an unforgettable experience.

### The Cells

Comprising 5 jail cells with varying capacities of 8 – 14 guests each, these spaces provide a unique and memorable setting for small groups.

### The Jail Yard

An outdoor garden oasis capable of hosting up to 150 guests, perfect for larger events seeking an open-air, historical backdrop.

### Beer Garden & Picnic Area

A relaxed and inviting outdoor space for up to 120 guests, ideal for casual gatherings, picnics, and beer tasting events.

### Property Buy Out

For an exclusive, grand affair, the entire property can be reserved, accommodating up to 450 guests, offering a versatile range of spaces for events of any scale.



*All pricing before tax & 18% gratuity*



## Housekeeping Policies

- Due to the historic significance of the YellowBelly building, we do not allow tapered candles, sparklers, or any open flame.
- We do not allow tacks, tape, staples, or nails on the walls. Nor do we allow plate chargers, confetti, or rice, please let your decorator know.
- All personal items including vendor items are to be removed at the end of the reception. We are not responsible for any personal/vendor items.
- We are a full-service caterer as such we do not allow any outside food or alcohol on our premises, except for the wedding cake and or wedding cake alternative. If you require plates, forks, napkins & service for the wedding cake there will be a \$3/person fee (+ tax and gratuity).
- We are a registered historic site and unfortunately, the building is not wheelchair accessible, our apologies.
- Since we are a full-service restaurant, we do not allow amplified music/live music for party dancing until 10:00 pm.
- Any amplified Music: whether it's a DJ, Band or the Host supplying their music they are responsible for providing a sound system.
- The Menu acts as a quote for your wedding, after the non-refundable deposit is made & the booking is confirmed we can provide a personalized quote based on the package you are interested in & your tentative number of guests & any other details.
- Two weeks before the Wedding Reception Date we require the confirmed menu & your confirmed number of guests. From that date forward you may only add to your confirmed number of guests.
- Wedding packages are as is, no changes permitted. If you would like something different, once a date is confirmed we can provide a customized quote.
- Wedding Rehearsal is not guaranteed but we will do our best to accommodate.
- Final Full Payment due before the wedding date.
- If you would like to pay by Credit Card, a 2.4% fee will apply to all credit card transactions.

## The Old Courthouse Set-Up Fees

Prices before tax & 10% service fee

- \$25/table (includes chairs)
- Table Choices: 5ft rounds, 3 ft rounds, 6 ft rectangle, 8 ft rectangle
- White or Black Table Linens \$25 / linen
- White or Black Napkins \$3 / each
- Podium, Projector & Screen \$75
- Sound System \$250

## The Fine Print

**Prices are subject to change, we can only secure prices for 60 days based on current menu items.** A 30% surcharge applies to events on Public Holidays. Staff and Chef charges apply if group is less than 35 guests.

Our Catering Office is open from Monday to Friday at 9am-5pm. We can also accommodate appointments outside these hours by contacting us at [events@yytfoodservices.com](mailto:events@yytfoodservices.com)

