

AGO BOOKINGS AND VENUE DETAILS

Frequently Asked Questions



Weddings and Receptions

What time of day can I hold a function?

- Functions can be held in our dedicated event space, Baillie Court, at any time of day. Walker Court, Galleria Italia and the Sculpture Atrium are public spaces available for events held outside of Gallery hours. Events may be hosted in any space at any time of day on Mondays, when the Gallery is closed to the public. Statutory holiday bookings are priced on request.

GALLERY HOURS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Closed	10:30 am – 5 pm	10:30 am – 9 pm	10:30 am – 5 pm	10:30 am – 9 pm	10:30 am – 5:30 pm	10:30 am – 5:30 pm

Events may begin as early as 30 minutes after Gallery closing time.

How many guests can we invite?

- The AGO event spaces each accommodate a maximum number of guests, which may fluctuate depending on room set-up and audiovisual requirements.
- Baillie Court is equipped with modular Douglas fir air walls that can transform the space into as many as three distinct and soundproof rooms; in this configuration, your ceremony, reception and seated dinner may be accommodated entirely in Baillie Court.
- Multiple spaces can be booked in tandem to accommodate larger groups.

ROOM CAPACITY

EVENT SPACE	MAX CAPACITY FOR STANDING RECEPTION	MAX CAPACITY FOR A PLATED BREAKFAST, LUNCH, OR DINNER
Sculpture Atrium	150	60
Walker Court	450	175
Galleria Italia	300	80
Baillie Court	450	400

When can we visit the Gallery and see the venue?

- We are pleased to provide a tour of the event spaces at your convenience. Kindly note, the rooms are not shown when booked events are underway.

Do I need to make arrangements for event staff?

- The AGO will arrange and supply all service and security staff required for your event.

What does the AGO provide?

- The AGO will arrange for all glassware, flatware, china and linen. Any additional accent pieces, alternative chair styles and lounge furniture can be arranged by the AGO if desired.
- Our in-house equipment, complimentary and subject to availability, includes:
 - 25 – 60" round tables
 - 300 black contemporary banquet chairs
 - Ten (10) cruiser tables
 - Eight (8) black Teknion couches
 - Four (4) coffee tables
 - Six (6) club chairs
 - One 6' white plexi bar and two 4' white plexi bars
 - Staging up to 16' x 12' in size (8' x 4' risers – various heights available)
 - Lucite podium
 - Wooden dance floor up to 30' x 30'

Can I use my own suppliers?

- The AGO can provide you with a list of our trusted, preferred suppliers as well as our exclusive suppliers. Exclusive suppliers must be used without exception.

Can we take our wedding photos on-site?

- Our wedding reception clients are welcome to take their photos throughout the Gallery during opening hours on the date of their event. This is an exclusive experience offered only to our wedding reception clients.

Can we get ready on-site?

- The AGO provides wedding clients with a Green Room suite which includes a private washroom, lounge seating, private phone and full-length mirror. We recommend you get ready off-site, and use the Green Room to relax or freshen up between photos. Arrangements can be made for refreshments to be available for you in the suite.

Can I hold my ceremony on-site?

- The AGO can host your nuptials in the historic Walker Court under the iconic Frank Gehry-designed spiral staircase. For more intimate ceremonies, we offer smaller salons priced upon request. We do not offer ceremony-only bookings.

Can we arrange a wedding ceremony rehearsal on-site?

- We offer the option to arrange a complimentary ceremony rehearsal based on availability.
- Rehearsals are scheduled a few weeks in advance of wedding date, and may not be set up to your exact ceremony specifications.

Food and Beverage

Who does the catering?

- The AGO is proud to be one of the few cultural institutions in North America to have a dedicated in-house catering operation. Executive Chef Renée Bellefeuille leads a passionate special events culinary team to produce fine dining menus on a large scale. We will customize your wedding menu and produce nearly everything on-site, using local and seasonal ingredients whenever possible.

Can we have a menu tasting?

- After the wedding date has been selected and contracted, a private consultation with the AGO's Chef will be scheduled. We offer our clients a complimentary menu tasting for up to six (6) guests, inclusive of the couple.

How do you charge for beverages?

- The AGO is a fully licensed facility in accordance with the Alcohol and Gaming Commission of Ontario. We have three tiers of bar rail available and an extensive wine list. Beverages are billed based on actual consumption.
- All our servers, bar staff, management and security team are Smart Serve-trained.

Can you accommodate special diets and allergies?

- Yes. Please provide your final guest count and any special dietary needs ten (10) business days in advance of your event so that the kitchen can make the necessary arrangements to accommodate.

Is outside food permitted? Can I bring my own wine?

- No, outside food and beverage is not permitted, with the exception of a wedding cake. Cake-cutting fees will apply.
- The AGO is pleased to offer custom designed wedding cakes with our in-house pastry team. We can arrange a consultation and cake tasting with our pastry team.
- Kosher catering is available through our exclusive supplier, PR Creative.
- The AGO has a curated list of wines to complement our menus. We would be happy to assist in making arrangements for alternate wine selections based on availability at the LCBO.

May I offer my guests a choice of main course?

- To offer your guests the choice of a main course for a plated meal, you have two options with a maximum of three (3) entrée courses offered, including vegetarian. One option provides a meal choice at the table; the second option is for a predetermined meal choice. In the predetermined choice option, the client must advise the AGO the quantity of each main course required ten (10) days in advance. Both are subject to surcharges for additional ingredients, cooks and overage.

Do you offer children's meals?

- Absolutely! We have delicious menu options to satisfy all the little appetites at your event.

Other

How far in advance can we book?

- The AGO can accommodate a booking on any available date. Pricing for events booked beyond one year in advance is subject to change.

Where can I park?

- Parking is not available on-site; however, there are several surface and covered lots in the area – visit AGO.ca/visit for more information
- Valet parking can be arranged at an additional cost.

When do I need to let the AGO know my final guest count?

- A guaranteed guest count must be provided ten (10) business days prior to the event.

Why do I need Protection Services security at my event?

- Security is mandatory for all events at the AGO for the safety of your guests and the collection. Protection Services Officers will also assist with wayfinding during an event or tour. Adequate security is also a condition of the AGO's insurance. Protection Service requirements are determined by the AGO, and are booked at four (4) hour minimums, beginning 30 minutes prior to guest arrival.

Where can I send my deliveries?

- Our shipping address is:
Art Gallery of Ontario – AGO
ATTN: Food and Beverage Events
RE: (please provide event name, event date, and venue space reserved)
317 Dundas Street West
Toronto, Ontario
Canada M5T 1G4

We strongly recommend that all boxes be numbered (1 of 6, 2 of 6, etc.). Deliveries must be coordinated with your Event Sales Coordinator ten (10) business days prior to the event date; delivery time, load-in, set-up and removal will be designated. If deliveries are not pre-arranged and approved through the Event Sales Coordinator, the AGO may not be able to accept the delivery.

What are SOCAN and Re:Sound Fees?

- SOCAN – a fee is paid to the Society of Composers, Authors and Music Publishers of Canada for the right to use copyright music during your event. This fee is based on room capacity, and is required for both live and recorded music.
- Re:Sound – a fee is paid to the Canadian not-for-profit music licensing company which provides fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and new media.

Do I need insurance for my event?

- All outside service providers must supply the necessary insurance documents and coverage prior to arriving at the AGO. The AGO reserves the right to inspect, accept or decline any outside service provider who does not meet safety, insurance and/or and quality standards.

How are payments made?

- Upon booking, a signed contract agreement and draft estimate is created for your event. A non-refundable booking deposit (typically 25% of the estimated costs) is required to secure the booking. A detailed estimate will be created during the planning of your event and a payment schedule will be outlined in your contract. The final estimated balance is due ten (10) days prior to the event date, with actual costs reconciled post-event.
- A certified or personal cheque or wire transfer will be accepted as payment. All charges are calculated in Canadian funds. USD will be taken at par.
- Should you wish to make payment by credit card, the AGO will allow up to \$5,000 CAD payment with use of credit card.
- Full payment is due in advance of the event date.

Where can I find photos of past events?

- Our website: AGO.ca/host-your-event
- Our Instagram feed: [Instagram.com/ago_events](https://www.instagram.com/ago_events)

Need more information? Contact us at events@ago.ca or 416 979 6634