

LATIMER ROOFTOP FAQs

What is the maximum capacity?

The total capacity of the Latimer Rooftop event space is 200 guests.

Am I able to hire my own vendors?

Certainly! At the Latimer Rooftop venue, you have the freedom to select your preferred vendors. We encourage you to fully utilize the open concept space and personalize design and decorations within the space to create a truly exceptional event.

Am I able to bring my own food or outside catering?

Certainly! You are more than welcome to bring your own food to the Latimer Rooftop venue or hire outside catering. Our dedicated event manager is here to assist in collaborating with you and your chosen caterer(s) to ensure a seamless event experience.

Can I bring my own alcohol?

Yes, you are permitted to bring your own alcohol to the Latimer Rooftop Event Space. It is important to note, you will be required to obtain a special event permit. All alcoholic beverages must be served by a certified bar service company, a certified caterer or SIR certified server / bartender. Proof of your serving arrangements must be confirmed with the Event Manager at least 7 days prior to the event. For events serving alcohol, there will be onsite security to ensure safety and compliance. To apply for a special event permit application, click [here](#).

Where do my guests park?

Free underground parking for up to 75 vehicles is available for your guests. Additional parking stalls and maps can be provided upon request.

Do I require an event planner?

While not mandatory, having an Event Planner is highly recommended. If you do not have an event planner, our Event Manager will be more than happy to provide you with recommendations.

Can we use our own playlist with the sound system?

Absolutely! You are more than welcome to use your own playlist; we have an excellent sound system available at the event space. The sound system can also be adjusted to cover either a specific side of the venue or can be played across the entire space. Please note if you plan to hire a musician, DJ service, or play recorded music during your event, it is mandatory to obtain a license from the Society of Composers, Authors & Music Publishers of Canada (SOCAN). External speakers or amplifiers are not permitted, but DJs are more than welcome to utilize our in-house audio system. Prior to your event, Latimer Rooftop Event Manager will arrange for your license depending on your event requirements.



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Am I able to use the pipe work, ceiling, or roof area to hang décor?

To ensure safety and maintain the integrity of the event space, any décor, or decorative items to be attached or hung from the ceiling or roof area must have prior approval by the Event Manager. Hanging anything from the suspended pipework is strictly prohibited.

What if it rains on the day of my event?

Latimer Rooftop event space offers 4,548 square feet of fully covered (enclosed) space for your perusal at such occurrences.

Are pets allowed?

Pets are not allowed on the premises of the Latimer Rooftop Event Space.

When am I able to access the event space?

Access to the Latimer Rooftop is subject to the predetermined hours outlined in your Rental Contract.

Does the Latimer Rooftop Event Space have a secure location to store gifts or cards?

The Latimer Rooftop Event Space does not provide a secure area for storing gifts and cards. It is up to you and/or your vendors to designate a person responsible for keeping valuables safe. Latimer Rooftop Event Space does not assume any responsibility for personal belongings, gifts, or cards and cannot be held liable for any damage or lost or stolen items left on the premises before, during, or after the event.

Will there be any onsite assistance during my event?

Certainly! The Latimer Rooftop Event Space provides the convenience of an onsite event manager who will be available to address any issues that may arise with the space during your event. It is important to note however, as the host of your event, you will assume full responsibility for any damage(s) caused to the Latimer Rooftop Event Space or its surrounding property during your event. Furthermore, as the host of your event you will be held accountable for the actions and conduct of your guests, vendors, or independent contractors throughout their time on the premises.

We kindly request that all guests treat Latimer Rooftop Event employees with respect and courtesy. Any form of abusive conduct towards our staff will not be tolerated and may result in the termination of your event. Please be aware the Latimer Rooftop Event Space reserves the right to inspect and monitor all events, in the event of a violation of the facility policies or provincial laws, your event may be discontinued. It is important to note, as the host, you are responsible for your event and will be held liable for your guest's behavior and/or damages and will be held responsible for paying outstanding damages that may arise in such instances.



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Is there a cleaning fee?

Standard cleaning is included with the rental price of the Latimer Rooftop Event Space. However, in case, excessive cleaning is necessary, an additional cleaning fee will be deducted from the Damage Deposit at the discretion of the Latimer Rooftop Manager.

Is smoking allowed?

The Latimer Rooftop strictly enforces a non-smoking policy, which includes cigarettes, vapor, and e-cigarettes. To accommodate smokers, a designated smoking area is available on the boulevard along 200th Street. We maintain a "zero tolerance" stance regarding the use and possession of illegal drugs on our premises, if any guest is found to be using illegal drugs or is suspected to be under the influence, they will be asked to leave by our event staff.

What if I need to cancel?

To confirm your reservation at the Latimer Rooftop, a 50% deposit of the total venue rental fee is required. This deposit will be deducted from the overall amount. Within 14 days of receiving the booking confirmation, the deposit is fully refundable. However, starting from the 15th day after confirmation, the deposit becomes non-refundable. The remaining balance must be settled 30 days prior to the scheduled event.

Does your staff remove décor?

You and/or your vendors are responsible for the setup, installation, and removal of all décor items. It is important to note, any décor items left behind from the event will be discarded, any costs associated with the removal of décor items will be deducted from the damage deposit.

Please note, it is strictly prohibited to affix any items to the light fixtures, walls, floors, or ceilings using nails, screws, tacks, pins, tape, or any other substances that may cause damage. The use of confetti or decorative sparkles, synthetic flowers/petals, rice, birdseed are prohibited on the premises.

Kindly ensure all guests attending your event are informed of the prohibited item(s) to avoid additional charges being applied to your damage deposit.

Is there onsite storage for deliveries prior to our event?

The Latimer Rooftop does not offer storage services before, during or after your event.

Additionally, we are not responsible for the delivery, pick-up, or return of any items. It is expected that all decorations and décor items be promptly removed immediately following the conclusion of your event.

