



EXCLUSIVE CHARTER

FREQUENTLY ASKED QUESTIONS



ALL IN THE DETAILS

Thank you for your interest in hosting a private event on board a Kingston 1000 Islands Cruise – food, fun and entertainment ship.

How will we co-ordinate your event?

Ideally, we should set up an initial meeting to discuss your vision for the event – what it will look like, how many guests will be attending, format, services, timing, entertainment and how everything will come to fruition on board. This discussion can be arranged in-person, over the phone or virtually, and it will help us draft an outline and preliminary budget to work with. From there, we'll draft a contract and reserve the date exclusively for your event, refining the plan through follow up email and phone calls. A deposit payment of \$2,000 is due upon signing the contract.

A few months before the event we will review preliminary timings for supplier deliveries, guest arrivals, boarding, photography, departure, dinner service, speeches, cake, dance etc. Some of these elements require thought and research so it's good to look at all of the logistics early on. We will also review your meal and hors d'oeuvres selections, table layout, preliminary seating plan, pick out linens and discuss any remaining details so we are all on the same page. A second payment, totaling 50% of the remaining balance, is due 60 days before the event. Upon receipt of your second payment, your event date is confirmed and there can be no cancellation or refund.

A month before the event, we will discuss final menu options, wine selection, bar layout and review final timing and supplier details (flowers, wedding cake, etc.). Two weeks prior to the event, we will require your final guest list, seating plan if there will be one, quantity of meals and hors d'oeuvres. A final pre-event call or meeting is always helpful to go over last-minute details, and if possible, to meet our event Purser who will be responsible for making sure all goes well on board. Final payment is due a week before the event date.

ABOUT OUR BOATS

Typical timing of a wedding on board our boats?

Each of our elegant vessels provide a unique setting and on board experience. Although every event will differ, here is a standard “ceremony and reception” outline:

5:30 pm – Boarding

6:00 pm – Departure

6:05 to 6:40 pm – Ceremony at Navy Bay

6:45 to 6:50 pm – Drop off officiant at dock

6:50 to 7:30 pm – Photos, Cocktail hour (passed hors d’oeuvres)

7:30 to 9:00 pm – Dinner service, Speeches

9:00 to 11:00 pm – First dance, Dance floor opens

10:15 pm – Late night bar service

11:00 pm – Return to dock

What routes are possible?

Our sailing route will depend on a combination of elements. We strive to strike a balance between sights and sounds. We don’t want to cruise at full speed to maximize the sights to the detriment of the onboard ambiance due to engine noise.

Can we view the vessels?

Our vessels are available for viewing from mid-April to late October. If decisions for your event are being made during the winter, we can show you interior photographs.

ABOUT OUR BOATS

How many people can we accommodate on each vessel?

THE ISLAND STAR

Bateau-Mouche style Catamaran. Her defining feature is the full translucent glass and lexan canopy over the cabin with an open air second deck.

Cocktail Reception – 180 guests

Plated Dinner Service – 160 guests

Indoor Ceremony & Dinner – 130 guests

Party Cruise (no tables) – 220 guests

THE ISLAND QUEEN

Triple-decked Mississippi Paddle-wheeler. She's richly adorned with oak panels and antique tin on the interior.

Cocktail Reception – 220 guests

Plated Dinner Service – 160 guests

Outdoor Ceremony – 100 guests

Party Cruise (no tables) – 275 guests

THE ISLAND BELLE

Replica St. Lawrence Steamer. A regular sight in the harbour showcasing Kingston's unique setting. Popular for small weddings and charters.

Cocktail Reception – 125 guests

Plated Dinner Service – 60 guests

Outdoor Ceremony – 40 guests

Party Cruise (no tables) – 144 guests



FOOD & BEVERAGE

What menu options are available, cost, service style?

Our in-house culinary team will bring the skill, experience and hospitality excellence of Kingston 1000 Island Cruises to your event. Enjoy hors d'oeuvres or a full service sit-down meal. Menus for the following season are typically confirmed over the Winter.

Pricing for three course meals will range from \$45 to \$65 per person + taxes. With your safety in mind / COVID-19 restrictions, we will not offer buffet style events at this time.

Children's meals are available at two-thirds the cost of the meal you have ordered for adult guests and is portioned accordingly. If you have another menu in mind, please feel free to offer a suggestion and we can cost it out.

FOOD & BEVERAGE

Is linen provided, are there colour choices?

White linen is included for events with meal services. Each table is clothed and a linen napkin is placed at each setting. Overlays are also included if appropriate. Tablecloths, overlays and napkins are also available in a variety of colours for an extra cost. For weddings, linen choices are included in our décor packages.

Is flatware and china provided, are there charges that apply?

Flatware/china are included in the meal price. Our standard setup includes a side plate, 3 forks, 1 teaspoon, butter knife, dessert plates, coffee cup & saucer and dinner plate.

How will the cake be served/displayed, can we bring our own?

Serving of the wedding cake can be done in a variety of ways. Most wedding parties arrange their own cake, and sometimes cake suppliers provide a slab for serving that is separate from the one on display. If a slab is not provided, our galley crew can cut the cake for serving after the ceremony. We normally cut only the bottom layers and re-box the top layer keeping it for guests until the conclusion of the event.

Please note that we are limited in our capacity to store cake before the event. We ask that the baker delivers directly to the vessel about one hour before departure. Displaying the cake is subject to the floor/seating plan, but is typically placed near the head table.

What is the server to guest ratio, how many per table?

For a sit-down dinner, we will have at least one server per 25 guests. This is dependent on bar service requirements. Number of guests per table is usually 6 to 8.

Is there a wine corkage fee for bringing wine, homemade wine?

A wine corking fee of \$14.00 per 750 ml bottle applies for any wine you wish to supply for the event. You will be charged for bottles that are uncorked during the dinner service.

In order to bring in homemade wine, you must first apply for a Special Occasions Permit at the LCBO – you will need our liquor license and information to do so. There are very specific rules that apply for a Special Occasion Permit – we will agree to the permit if it is for wine service with dinner only, due to the fact that our onboard bar must be closed during wine service. No other options will be available for guests during this time. You must also provide the original permit to be hung in our bar area during your event.

What bar options are available, do you have punch?

Each vessel has a specific inventory of items onboard. Once you have chosen a vessel for your event, detailed information can be forwarded along. We have the standard “speed rail liquor” onboard all three vessels including rye, rum, gin, vodka and scotch.

Premium liquor is available on the Island Star. Some restrictions apply for the Island Queen and Island Belle. We can offer non-alcoholic and alcoholic punch on bowl which serves approx. 25 guests (6 oz glasses). Soft drinks and juices are also available.

For packages that include pre-paid bar services, this includes all bar rail, draft beer, ciders, tall cans, 5oz glass of house red or white and soft drinks.

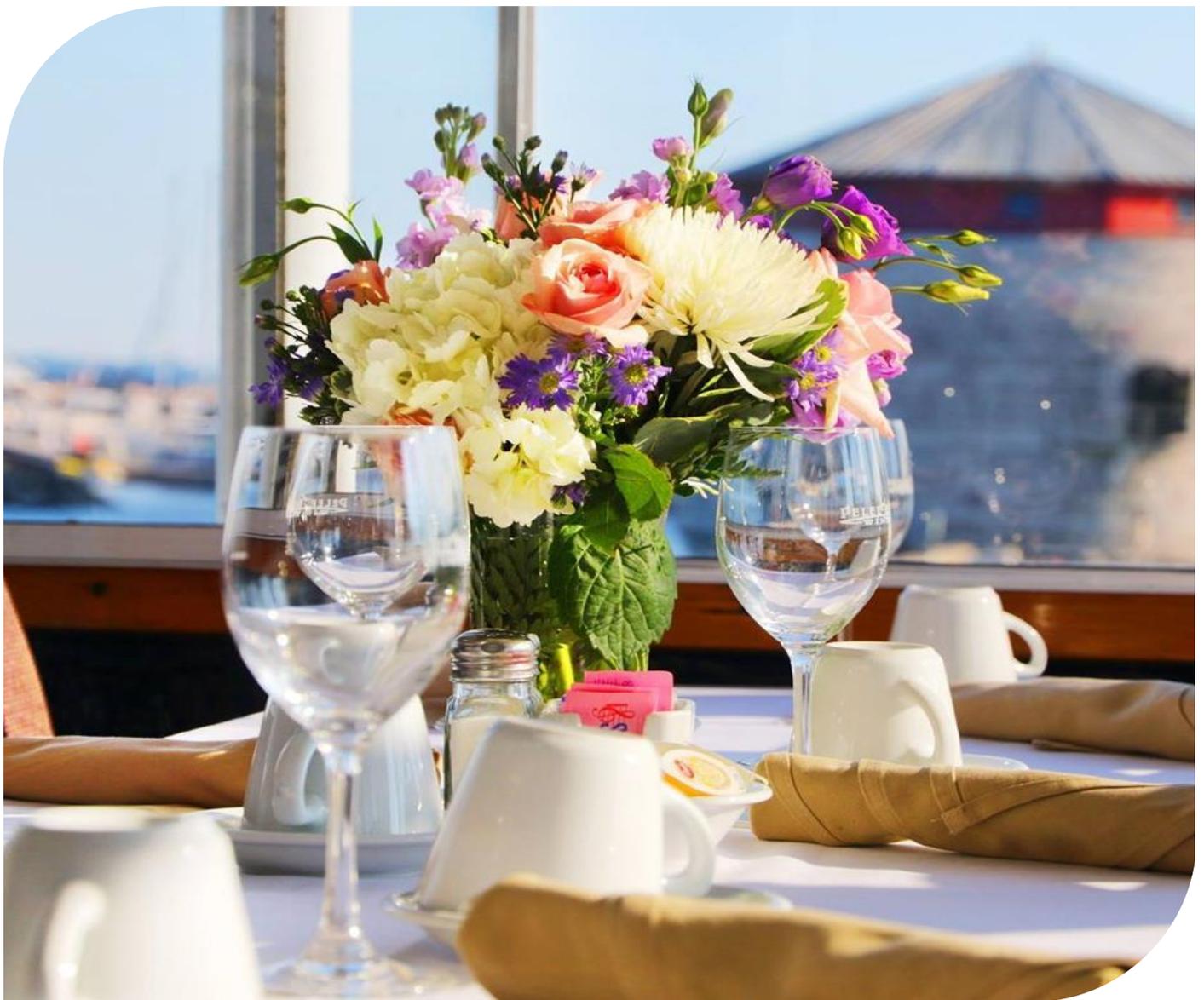
Additional bar services can be added to fit your needs. We can create personalized drinks, add wine to the table, or discuss personalized bar settings like an open-bar, toonie-bar or cash-bar, which allows guests to purchase drinks at their leisure.

Can we utilize alcohol tickets? Can we limit 2-3 tickets a person?

Yes, we can count the confirmed guest list x the number of drinks you want to be on the host invoice. Estimated cost is \$9.00 x the # of tickets issued. Onboard the vessels we will accept the tickets, write the name of the drink ordered on the ticket, and ring it into the host invoice. We would then reconcile the forecasted number (\$9.00 x the # of tickets issued) against the actual onboard usage and adjust your invoice accordingly. You can further restrict ticket usage to designated onboard items such as beer, wine and shots.

Food Policy: all food prepared and served onboard the vessel must be exclusively provided by Kingston 1000 Islands Cruises, with the exception of wedding cake.

Beverage Policy: all beverages must be provided by Kingston 1000 Islands Cruises. All beverages that are available for resale onboard the vessels must be already established menu items onboard the specific vessels. If specific items are requested that are not part of our regular stock such as special wines or spirits, we will order them in provided you commit to purchase of the full quantity ordered at the established retail price. Special Occasion Permits from the LCBO are required for “homemade wine” for dinner service only.



AMBIANCE & DECOR

Do you decorate the vessel and setup flowers, are there fees?

The natural setting and charm of our boats can be further personalized by your choice of decorative accents. The following services are typically provided in our charter fee:

- Placing preset floral arrangements on tables and throughout the boat
- Setting out place cards, setting up the gift table
- Co-ordination and setup (if any) of seating plans (large sign on easel)
- The Purser (Food & Beverage Supervisor) will be on board to assist

If you make arrangements directly with your florist, they would be expected to deliver flowers to the boat a half hour after it arrives from its scheduled run, as noted above. In some cases, depending on arrangements, we can accept the flower arrangements in our office earlier in the day, provided they don't require refrigeration. With more detailed decorating and the involvement of outside personnel, we would need to review your wishes and determine timing and cost factors. If there are specific detailed decorating that you wish our crew to do, we would quote that for you and would need to have all materials and complete instructions 48 hours in advance.

Candles not provided by KTIC need to be approved by KTIC. As we are on a ship in the water with unexpected waves, different rules apply for safety reasons.

All of our wedding packages include our Premium Décor Package. This package includes custom coloured linen of your choice - napkins and table overlays, chair covers, table numbers and holders, and candles on the tables - as well as our wedding arch and ceremony set up. You are most welcome to bring any additional décor that you choose, for instance flowers, centerpieces, photographs, mailbox, etc.

AMBIANCE & DECOR

When at the earliest would the boat be available?

All of our vessels operate on a regular schedule for public cruises, so when we have an evening charter – such as your wedding – we are restricted in the amount of time we have to re-dress the boat for your event. Decorating can begin 45 minutes after the boat arrives at dock from its previous departure, after the vessel has been cleaned and reset. For a successful event, it is very important that cleaning and prep work is done before outside suppliers, decorators, family or friends step on board to arrange final touches.

What will the tables and chairs look like, shape, size etc?

Tables onboard the vessels are rectangular. Our standard tables are 2 or 4 person units that we combine together and cover with linens to create 6 or 8 person configurations. For situations where we need more seating capacity, we will utilize 6 or 8 foot portable banquet tables. Chairs are metal, high back units with cushioned seats. For many wedding functions, we use chair covers for a finishing touch. Available for rental.

Do you offer assistance on entertainment?

We have partnerships with local DJs and several live entertainers. Live entertainment can be arranged starting at a rate of \$500.00 per 3-hour period and additional hours at \$100. Additional fees for their time may apply if extensive consultations are required.

Are meals provided for the DJ and photographer?

We do not provide meals for subcontractors – if you wish for them to participate, you will need to include them in your final numbers. Music Policies: only KTIC supplied entertainers and DJs are permitted to use our onboard sound systems. If you have alternative special entertainment arranged, they may bring their own system on board.

GENERAL INQUIRIES

What taxes and gratuities are applicable?

All food & non-alcoholic beverage services are subject to 13% HST and a 15% service fee. Exclusive rental charges are based on a 3-hour exclusive event which includes event staffing. This 3-hour period starts from the agreed on departure time. Additional hours beyond the initial three are charged by the hour including staffing.

A 15% flat-rate gratuity is applicable to all bar and meal service estimates. Additionally, a 10% coordination fee is applicable to account for set up, staffing and all coordination done ahead of time for your event.

When is the deadline for final guest count?

Final confirmation of guest numbers is required 14 days prior to the event. This number is our reference for food orders and therefore is the amount you will be invoiced for, regardless of actual attendance.

Are there any overtime charges, and when would they apply?

Our standard charter rate is 3 hours. If you want to cruise longer, each vessel has an hourly rate beyond this standard. Rates include event setup, crewing and post event cleanup. If significant detailing involves our crews, staffing charges may apply.

Where is parking available?

There are several City of Kingston parking lots in downtown Kingston. See more info on parking at <https://www.cityofkingston.ca/residents/parking/parking-lots>

GENERAL INQUIRIES

What is your cancellation policy?

A \$2000 deposit is required upon contract confirmation, which can be refunded up to 120 days before your event. 60 days prior to the event date, a second payment totaling 50% of your remaining balance is due. Final payment is due 7 days prior to the event.

How soon will you need a reservation?

We cannot guarantee any date until a reservation has been made. However, we can create a tentative booking and hold a date for 14 days out of courtesy. If we receive other inquiries for the same date, we will call and give you first right to secure your reservation. A deposit is required when the tentative reservation becomes scheduled.



We look forward to working with you to create an exceptional event. Don't hesitate to reach our events team if you have any further questions: events@ktic.ca | 613-549-5544