



Events and Meetings: Ashore or Afloat



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Muskoka Discovery Centre – Available year round

Conveniently located on Muskoka Wharf, in Gravenhurst, next door to the Residence Inn by Marriott, Muskoka Discovery Centre has plenty of free parking. It is within walking distance of the steamship dock; perfect for an event that combines shore and ship facilities.

Built in 2006, the versatile and unique Muskoka Discovery Centre accommodates groups from 15 to 150 conference or banquet style. Amenities include:

- WiFi
- Tables and chairs for rounds or classroom style
- Audio visual, including digital monitors, projection capabilities
- Sound equipment
- Risers
- Break out rooms
- Washrooms
- Galley kitchen for caterers
- Ticket handling
- Retail capability
- Experienced event coordinators
- Event registration assistance
- Free parking

Muskoka Discovery Centre works directly with private caterers that can deliver menus that range from coffee breaks to five-course celebrations. The Centre is fully licensed, with bar, event supervisor and security available for any function.



Meeting Rentals

Room Type	Location	Capacity	Set Up	Rate
Rendezvous Room	2 nd Floor	16-20 40-50	Rounds	\$150 1 hour
			Theatre	\$500 4 hours
				\$800 4 hrs (Night)
				\$800 8 hrs (Day)
Classroom	2 nd Floor	30	Rounds	\$150 1 hour
	Hotel 1 st Floor	40-50	Theatre	\$500 4 hours (Day)
			\$800 4 hours (Night)	
			\$800 8 hours (Day)	
			\$1,200 8 hours (Night)	
Greavette Room	1 st Floor	20-75 100	Rounds	\$200 1 hour
			Theatre	\$650 4 hours (Day)
				\$1,000 4 hours (Night)
				\$1,095 8 hours (Day)
				\$1,300 8 hours (Night)
Exhibit Hall	Whole Facility	150 150	Rounds	\$600 1 hour
			Theatre	\$1,300 4 hours (Day)
				\$1,600 4 hours (Night)
				\$2,150 8 hours (Day)
				\$2,400 8 hours (Night)

Wedding Rentals

Reception only	\$2,500
Reception & Ceremony	\$2,700
Wedding with Full Day Closure	\$4,800
Wedding & Ship Combination	Total gross rate discounted by 10%



CONVENIENTLY LOCATED 2 hours by road from the GTA



<i>From</i>	<i>KM</i>	<i>MILES</i>
Buffalo	315	196
Detroit	506	315
Montreal	620	385
Ottawa	374	232
Toronto	186	115

Muskoka Airport (YQA)

Located in Gravenhurst, Ontario, Canada, is a Canada Customs Airport of Entry and a Transport Canada Certified facility operating 365 days per year. The Airport's paved runway is 1.83 kilometers (6,000 feet) long and rated for aircraft as large as the Boeing 737. The public apron provides over 2.1 hectares (5.2 acres) of aircraft parking area and hosts a public terminal building with a pilot's lounge that is available 24 hours per day.

To book your meeting or event space:

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Photo Gallery



Rendezvous Room – 16 to 50 guests based on rounds or theatre style.



Exhibit Hall – 150 guests



Exhibit Hall as seen from the mezzanine level. The Rendezvous Room entrance is in the background above the canoes.



Theatre seating – Exhibit Hall



Table setting – the ambience can be formal or informal.

The Steamships – May to October annually

Our Fleet

The historic, 130 year old, *RMS Segwun* and the larger capacity, newly built (2002) *Wenonah II*. Ship details and photographs begin on page 8.

Chartering our ships

Our ships are chartered by the hour allowing you to build a cruise itinerary that meets your desired time and duration. We work in partnership with a number of resorts and clubs on the Muskoka Lakes that have steamer docks. For a truly exclusive event, the ship can make a “house call” and pick your group up at steamer docks or some private cottages.

We are fully licensed by the L.L.B.O. Our food service ranges from hors d’oeuvres and platters to a full service dinner. We can work with a caterer of your choice, or can suggest one of our trusted catering partners.

Charter Rate

Cost per hour for *RMS Segwun*, departing Muskoka Wharf, Gravenhurst: \$2,100, plus HST.

Cost per hour for *Wenonah II*, departing Muskoka Wharf, Gravenhurst: \$1,950, plus HST.

If a caterer other than North or Blue Willow Tea Shop is used,
a service charge of \$10 per person will be applied.

Minimum charter is 2 hours during the daytime and 3 hours after 5 PM.

Price is in Canadian dollars.

Included in the hourly charter rate:

- Planning services by our sales team
- Catering coordination
- Contact with trusted event vendors
- On board crew and purser staff
- Fully stocked bar and option to request special items
- Full use of on board linen, glassware, china and flatware

Please note: Price does not include departures from resorts, ports other than Gravenhurst or departures from private cottages. Deadhead charges will apply.

Our Fleet home port Gravenhurst

Royal Mail Ship *Segwun*



At full capacity, *RMS Segwun* carries 97 passengers. She is the **only** operating Royal Mail Steamship in the world and the sole survivor of Muskoka Lake steamships. There has been a steamship on Lake Muskoka since 1866. Event planners seeking an authentic ambience and the elegance of a bygone era should consider *RMS Segwun* as a venue.

RMS Segwun has two dining rooms which can seat a total of 51 guests at once: the Royal Muskoka Salon, which seats 33, and the more intimate: Islander Dining Room which can seat 18. For larger numbers, we serve meals “Marché” or “Buffet” style with guests eating throughout the ship as they enjoy the unsurpassed view of the Muskoka lakes.



RMS Segwun Dining Room

Wenonah II



At full capacity, *Wenonah II* carries 216 passengers. Built in 2002, she is equipped with an elevator, air-conditioning and handicap facilities. Despite her modern conveniences she was built to resemble an elegant steamer of the early 1900's. She too can deliver an air of elegance and refinement, while accommodating requests for modern convenience.

Wenonah II has three dining rooms aboard. Her main dining room, Sagamo, can accommodate up to 85 guests, and is ideal for a formal sit down dinner for this number. In addition, the "Cherokee Dining Room" can seat 24 guests. We can accommodate 200 guests with a "Marché" or "Buffet" style menu. The private dining room, known as the Commodore Dining Room, can accommodate a maximum of 10 guests. It has adjacent outdoor seating that can be roped off for private functions.



Wenonah II Commodore Deck



Commodore Dining – Private dining for 10 – *Wenonah II*



Our ships are fully staffed.



Wenonah II Covered Deck



Sagamo Dining Room – Wenonah II



Sagamo Dining Room – *Wenonah II*



The prep kitchen on board *Wenonah II*. Meals are catered. We have a number of experienced caterers that we can suggest.

Prep Galley – *Wenonah II*

Sailing Times

<i>From</i>	<i>To</i>	<i>Sailing time</i>
Gravenhurst	Port Carling	2.5 hours
Gravenhurst	Touchstone Resort	2 hours
Gravenhurst	Beaumaris	2 hours
Gravenhurst	Port Sandfield	3.5 hours
Port Carling	Windermere	1 hour
Port Carling	Village of Rosseau	2 hours
Port Carling	JW Marriott Rosseau	1 hour
Port Carling	Sherwood Inn	1.5 hours
Port Carling	Lake Joseph Golf Club	1.5 hours
Port Carling	Rocky Crest Golf Resort	2.5 hours
Port Carling	Clevelands House	1 hour



Event Policies

RMS Segwun, Wenonah II and Muskoka Discovery Centre

Booking Guidelines

Failure to comply with these guidelines may result in additional fees being charged to your account.

Décor

Muskoka Steamships and Muskoka Discovery Centre will not permit affixing of any décor items to walls, window, doors, carpet, ceiling or furniture by way of tape, putty, nails, and/or staples.

Candles and other flames are not permitted.

Confetti, fog machines, bubbles, rice and sequins are not permitted as part of the décor, during a ceremony or by the DJ as part of the dance.

The Sales Manager or Operations Manager must be supplied with a full list of all décor items that will be brought onto the property.

Set up and décor details will be outlined in the event contract and a function sheet will be agreed upon and signed prior to the event.

Muskoka Steamships and Discovery Centre is not responsible for lost or damaged décor items.

Services

Muskoka Steamships and Discovery Centre personnel have the right to ask any guest to leave our facilities if they are deemed to be causing a disturbance or damaging the facilities.

Parking is provided in a municipal parking area located at the front of the Muskoka Discovery Centre or at the municipal parking lot directly in front of the Steamship office at 185 Cherokee Lane. All persons parking must adhere to municipal bylaws.

Certain areas of the Muskoka Discovery Centre are not accessible to guests during special events.

The boathouse and upper level of the facility shall be closed to guests unless otherwise agreed upon in the contract.

Music/Noise

Noise restrictions and bylaws are in affect during many events. The volume of all live music or DJ service will be monitored at all times by staff and adjusted accordingly. Failure to comply with the requests of staff may result in fines being added to your account.

Food Service

Leftover food and beverages are not permitted to be removed from the premises.

Muskoka Steamships and Muskoka Discovery Centre do not permit food or alcoholic beverages to be brought onto the premises without prior authorization from the Company.

Muskoka Steamships and Muskoka Discovery Centre are smoke-free environments.

Propane, butane and all other compressed gases are prohibited. For food holding purposes, solid gel heating fuel is allowed.

All food service must be provided by our in-house caterer unless approved by the General Manager. If an alternate caterer has been approved by the manager, outside catering fees may be applied to events at Muskoka Discovery Centre based on specific needs.

Liquor

The regulations of the Liquor License Act of Ontario will be strictly enforced at all times. We reserve the right to refuse alcohol service to anyone attending the event.

Per Ontario Liquor Laws, all beverage service will cease 30 minutes prior to the end of an event.

Muskoka Steamships and Muskoka Discovery Centre does not permit alcoholic beverages to be removed from the premises at any time.

Please note: Muskoka Discovery Centre reserves the right to shut down any event during which patrons attempt to circumvent the conditions of its liquor license. No outside alcohol is permitted without prior permission.

Please note: While sailing, the ship's Captain has the discretion to terminate or truncate a cruise if the lives of passengers are at risk due to sailing conditions or human behaviour.

Booking & Billing

All guests, including members of the Wedding Party or Client Event Committee and those vendors contracted to the Client must arrange to vacate the facility by the stated time on the contract. Failure to do so may result in additional charges to your account.

Payment Schedule for Charters and Venues:

Deposit #1 – 50% due at the time of booking Charter/Venue

Final Deposit #2 – Remaining 50% due 30 days prior to the event

Food Payment – Due in full 30 days prior to the event

Food service is payable in full 30 days prior to booked event based on the estimated number of attendees. Guest numbers and menu selections for food service are requested a minimum of 45 days prior to the booked event. Final numbers are due no less than 72 hours prior to the booked event. If guest numbers change prior to the 72-hour mark, or after the Client has already paid the full amount, the Client will receive credit or additional charges on the final notice. Changes made within the 72 hours before an event will be dealt with on a case by case basis.

Bar Deposit – Due in full 30 days prior to the event

A bar deposit based on the estimated # of guests at 2 drinks per person is due 30 days prior to any private booking with a Host Bar. The Client is charged for bar service based only on consumption and an invoice of the total positive or negative balance will be sent to the Client within 7 business days following the event. All over-payment will be refunded after the event based on actual guest numbers and host bar amounts.

Cancellation

The Company reserves the right, without liability, to delay, cancel or shorten any cruise whenever in its judgement circumstances make it necessary. Initial deposit is non-refundable if customer cancels less than 120 days prior to the booked event.

Charter/Venue fees are non-refundable if customer cancels less than 30 days prior to the booked event. Your booking is considered confirmed upon completion of a signed contract and receipt of initial deposit.

Any damage incurred to *RMS Segwun*, *Wenonah II* or Muskoka Discovery Centre as a result of your event will be charged to your account.

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