

# THE FACULTY CLUB

For further information please contact us at  
416-978-6325 or [faculty.club@utoronto.ca](mailto:faculty.club@utoronto.ca)

The Faculty Club of the University of Toronto, 41 Willcocks Street, Toronto, Ontario M5S 1C7 Telephone  
416-978-6325, Fax 416-971-2062, email [faculty.club@utoronto.ca](mailto:faculty.club@utoronto.ca)  
<https://www.facultyclub.utoronto.ca/default.aspx>

## **BOOKING POLICIES AND PROCEDURES**

Thank you for considering The Faculty Club for your special event.

The following brochure is an outline on The Faculty Clubs' function details and prices. We have attempted to anticipate most of your questions, however, should you note something that has not been specified, such as menu suggestions, you need only to ask and we shall do our best to accommodate you.

All bookings must be made through the Faculty Club office. Office hours are Monday through Friday, between 9:00 a.m. and 4:00 p.m., Telephone: 416-978-6325.

## **MEMBERSHIP**

The Faculty Club of The University of Toronto is a private club catering only to members. All functions held at The Faculty Club must be booked or sponsored by a Faculty Club member. **For further information about membership/sponsorship please give us a call.** The enclosed confirmation of booking must be filled in at the time of the booking.

\*The club offers a one (1) day membership, please contact us for more information.

## **SPONSORED EVENTS**

When a member sponsors a function, it is necessary for this member to fill in the enclosed Sponsorship Form and Confirmation of Booking Form. **NOTE: For sponsored events, a VISA, Master Card or AMEX number and expiry date is required.**

## **MENU SELECTION**

Please choose one menu for the group. If you would like a choice of two entrées, the price will increase to the higher entrée price. The exact breakdown of each entrée is to be confirmed to the Catering office no later than two weeks prior to the event. Menu confirmed less than two weeks may be subject to an additional charge due to a required minimum order from suppliers.

The group contact must provide identification of each entrée through the use of place cards, tickets, colour coded cards, etc. We can also provide a special menu for people with dietary restrictions. Those guests who are to receive these special meals must be identified to the staff prior to the service commencing. This can only be arranged if the request is made prior to the event. Should you have a request, we would be pleased to discuss it with you. **Menus need to be confirmed 2 weeks prior to the.**

**All food and beverages must be purchased from The Faculty Club.** No food of any kind, except celebratory cakes can be brought into the Club. All cakes must be delivered one hour prior to the reception. The club is not responsible for any cakes stored overnight. It is up to the party to move the cake to the cake table. The club is not responsible for any damage done to the cake. Due to health and safety standards, The Faculty Club does not allow any food prepared by their kitchen to leave the premises. Any exception to this rule will be made at the discretion of the Club management only. In such cases, the Club waives any liability what so ever resulting from the transport, refrigeration or preparation of said food once it leaves the Club property.

## **FOOD AND BEVERAGE / CAKES**

Any Saturday deliveries must be made on Friday or 2 hours before the function. During the months of July & August all Saturday deliveries must be made on Friday between 9:00 am and 2:30 pm. Please note that we are not responsible for delivery or condition of cakes delivered. There will be a service charge of \$1.50 per person for the cutting and serving of cakes. The club does have a cake knife. No liquor or beverage services will be permitted prior to 11:00a.m. and after 1:00a.m.

**\*Celebratory birthday cakes are available through the Club. Please call to inquire.**

**\*Kosher meals are available upon request. Please give at least 1 weeks' notice.**

**Please consult us for prices.**

## **NUMBER ATTENDING/CONFIRMATION**

An estimate of the number of guests attending must be given at the time of booking. The Club is to be notified within **1 week prior** of the event of the exact number of guests expected for the function. We will then bill you for this number as a minimum. If the number of actual guests exceeds the confirmed number, then the additional numbers will be billed accordingly.

## **PRICE QUOTATIONS**

Price quotations, verbal or written, are subject to change, however, prices quoted up to 60 days prior will be honoured. All prices are subject to 15% service charge and 13% H.S.T.

## **PAYMENT / DEPOSIT**

All charges incurred will be billed to the member's or sponsoring member's account. It is the responsibility of the Club member to make sure that any event that is sponsored or hosted by her/him is paid in full within the guidelines outlined below. If a statement of account has to be sent to a person or company other than the listed member, please advise at the time of booking.

**Deposits** – The deposit for a day event held Monday to Friday will be the room rental rate (non-refundable)\* See Cancellation Policy (page 4).

The deposit for an evening event, held Monday to Friday will be \$500.00 (non-refundable)\* See Cancellation Policy (page 4), a \$1,500.00 deposit is required at the time of booking. This deposit is non-refundable.

The deposit for a weekend event, will be as follows: Saturday day events \$1,200.00 (non-refundable).

Saturday evening events \$1,700.00 (non-refundable).

Sunday day events \$2,000.00 (non-refundable).

Sunday evening events \$2,000.00 (non-refundable).

**50% of the estimated charges, based on the guaranteed minimum number of guests, are required four weeks prior to the event. The remaining balance is due 2 weeks prior to the event. If payment is late, a money order or credit card number is required.**

*For sponsored events, a credit card is required at the time of booking. An estimated charge will be processed prior to the event.*

## **OVERPAYMENT**

Refunds will follow promptly after the event. Members are reminded that they are responsible for all charges made on their account and the conduct of all guests at any event sponsored by them.

**\*CANCELLATION POLICY** – See Policy

If the member/client terminates this contract for any reason, the Faculty Club shall be entitled to retain in full, the first deposit together with any and all additional deposits and fees paid to the Faculty Club. The member/client acknowledges and agrees that aforementioned cancellation charges are not a penalty and that the charges represent a genuine and reasonable estimate of the losses and damages to the Faculty Club resulting from the cancellation. However, if thirty days' notice of cancellation of an event is given, the deposits can be used against any event booked within one year from the original date of the event. **This will be allowed one time ONLY and only if we are able to rebook the original space.**

- (i) Cancellation in writing less than one month prior, will incur room rental charges, unless we can rebook.
- (ii) Cancellation in writing within ten (10) business days before the event will be charged 50% of the cost. (50% food charges and 100% room rental fee).
- (iii) Cancellation within 5 business days before the event will be charged 100% of the food charges and 100% room rental fee.
- (iii) No cancellation notice but non-appearance – full charge for the EVENT.

**TAXES & GRATUITIES**

Please note that food and beverages are subject to a 15% service charge (gratuity) and 13% HST. Room, equipment & set up charges are subject to 13% HST.

**RELOCATION**

The Faculty Club reserves the right to relocate any function to an alternate room within the club when necessary, due to changes in guaranteed numbers.

## **CODE OF CONDUCT**

It is the Club's responsibility to act according to the Alcohol & Gaming License. The law requires that liquor sales licensees do not serve anyone to the point of intoxication. The Faculty Club reserves the right to control all functions held on the Club premises and to discontinue service of alcoholic beverages at any time, if in the judgment of the Club staff on duty, it would be in the best interest of the Club and members/guests to do so. The Club reserves the right to ask members/guests to leave the Club's premises.

The member and his/her guests will be responsible for any misuse, damage or losses sustained to the premises of the Club incurred as a result of the member's or his/her guest's conduct. Children must not be left unattended at any time. The Club does not permit the affixing of anything on the walls, floors or ceiling of rooms with nails, staples, tape or any other substance, unless approval is given by the management. In the event this is done and any damage is suffered, the cost of repair and/or replacements will be billed. The management reserves the right to ask any person to leave the building if any house rule is being abused. No person is allowed in any other part of the building, other than the designated area where the function is being held.

## **RULES AND REGULATIONS OF THE FACULTY CLUB**

1. The Faculty Club reserves the right to close down the event should it pose a security risk to guests, staff or Faculty Club property.
2. Smoking is not permitted inside The Faculty Club, however guests may smoke outside.
3. The Faculty Club has a zero tolerance policy for any use of force including public displays of belligerence or physical abuse directed at any staff member or guest, or for possession of objects which could be construed as weapons.
4. The University of Toronto has a strict policy on the service and consumption of alcoholic beverages. The Faculty Club servers are required to implement the University standards as well as those of the AGCO. We reserve the right to refuse service to any person we believe has reached a level of intoxication above 0.08% BAC.
5. The Faculty Club reserves the right to refuse to admit any person to its premises if, in the opinion of The Faculty Club staff acting reasonably, there is reason to believe that such person may violate any of the above Rules and Regulations of The Faculty Club.

### **DAMAGES**

You agree to indemnify and save harmless The Faculty Club, its officers, employees and agents from all claims of every kind in respect of any injury, loss or damage resulting from the performance or nonperformance of this agreement (or in any way arising out of your willful or negligent act or omission), unless the injury, loss or damage is caused by the willful or negligent act or omission of The Faculty Club or any of its officers, employees or agents while acting within the scope of their duties. In particular, you agree to pay for any damages resulting to the property of The Faculty Club caused by you or your guests (including charges associated with removing any confetti, sprinkles, flower petals, or any similar decorative items). The Faculty Club is not responsible for any items left on the premises which are lost or stolen.

**Rice, birdseed confetti, glitter, etc. is strictly prohibited** from being scattered in or on the facility ground, and will result in the loss of the cleaning deposit.

### **FORCE MAJEURE**

No failure or omission in the performance of any obligation of The Faculty Club under this contract shall be deemed a breach of this agreement or create any liability for damages if such failure arises from any cause beyond the control of The Faculty Club.

### **LABOUR DISPUTE**

In the event of a labour strike, The Faculty Club reserves the right to cancel an event or reschedule to a later date.