

THE FACULTY CLUB



MEETING & CONFERENCE ALL INCLUSIVE PACKAGES

The Faculty Club, located in the downtown core is a unique and historic facility to host your next corporate event. This intimate club boasts a number of meeting rooms, offering the flexibility to accommodate groups up to 150 guests, or receptions up to 350. Our newly renovated facility provides a professional, comfortable environment for short meetings or all day functions.

The Faculty Club is very proud of their exceptional customer services and satisfaction to all of our guests. We offer complete food and beverage services and a wide range of audio-visual equipment to enhance the productivity of your meeting.

Complimentary wireless Internet access is available in every meeting room.

For further information please contact us at 416-946-7052
or
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
www.facultyclub@utoronto.ca

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: 416-946-7052.

SPONSORED EVENTS

When sponsoring an event for a function, it is necessary for this member to fill in the enclosed Sponsorship Form and Confirmation of Booking Form and send to the catering office.

NOTE: For sponsored events, a VISA, Master Card or AMEX number and expiry date is required from the person who is hosting the event.

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 one week prior to the event. Menu confirmed less than one week 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 (ie. gluten free, vegetarian, vegan, lactose, etc.). 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 1 week prior to the event.**

FOOD AND BEVERAGE

All food and beverages must be purchased from The Faculty Club. No food or beverages of any kind, with the exception of *Celebratory birthday cakes are available through the Club. Please call to inquire.

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

***Kosher meals are available upon request. Please note that kosher meals are provided by an outside kosher caterer. 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. Prices include gratuity 15% and HST 13%.

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.

The room rental rate will be requested as deposit to secure the event space at the time of booking. This deposit is non-refundable.* See cancellation policy.

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 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 link

TAXES & GRATUITIES

Please note that food and beverages are subject to a 15% gratuity and 13% HST are **INCLUDED** in the package.

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 non-performance 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.

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.

ADDITIONAL CHARGES

- (a) Events that go past 10:00pm will be subject to additional charges. There will be a charge of \$100.00
- (b) from 10-12am and an additional \$150.00 charge after 12am.
- (c) Events that begin prior to 8am will incur additional charges (\$100.00 per hour)

WEEKEND RATES

SATURDAY

For an 8 hour event (8-4pm) the minimum fee is \$6,000.00 with all inclusive package.

Add an additional fee of \$500.00 to host a dinner event following an all-day inclusive package. Food/beverage costs are priced separately.

SUNDAYS

For an 8 hour event (8-4pm) the minimum fee is \$8,000.00 with all inclusive package.

Add an additional fee of \$1,000.00 to host a dinner event following an all-day inclusive package. Food/beverage costs are priced separately.

ROOM SET-UPS

Room	Reception	Theatre*	Boardroom	U-Shape Outside	Hollow Square	Sep. Tables (rounds/rect.)	w/Dance Floor
Main Dining	250	150*	30	30	36	150**	100
Main Lounge	100	50	20	26	24	40	n/a
Fairley Lounge	30	30	20	n/a	n/a	24	n/a
W.D. Foulds	20	30	18	18	24	35	n/a
Primrose	40	50	28	n/a	n/a	25	n/a
Upper Dining	120	120	30	30	34	78	n/a
Patio	75	75	n/a	n/a	n/a	75	n/a

(Maximum set-ups may vary depending on A/V equipment Food & Beverage requirements)

Additional labour charges will occur if furniture must be removed from the room and stored in another room.

Parking

We have a total of 5 parking spaces available to the east (3) and to the west (2) sides of the club. Parking passes are available through the club. All day passes are available for \$18.00 and a ½ day pass (4 hours or less) \$10.00 + HST.

Please note: the passes must be requested in advance, properly filled-out and displayed in the windshield.

AUDIO-VISUAL EQUIPMENT

The Faculty Club has audio/visual equipment to supply most standard requirements. We would be happy to assist with any special requirements for equipment not supplied below; however we will require sufficient notice to ensure availability.

Visual Presentation

LCD Projector	\$ 80.00
LCD Projector ' Sharp 3000 Luminens	\$100.00
Screen-Fast Fold Truss Screen 8'x10'	\$250.00
Screen 8'x8'	\$ 80.00
Screen 6'x8'	\$ 35.00
Laptop	\$80.00
Laser Pointer/Clicker	\$25.00
Slide Advancer	\$25.00

Microphones and Audio

Podium	\$ 35.00
Microphone (Corded)	\$ 35.00
Microphone (Wireless)	\$ 35.00
Microphone (Lapel)	\$ 75.00

Miscellaneous

Flip Chart with Markers & Paper	\$ 25.00
Platform (1 person)	\$ 50.00
Poster Boards –2 Sided- 10' Long	\$200.00
Technician – Minimum 4 hours In-house technician-basic a/v requests.	\$ 50.00/hour \$35.00/hour
For Additional Technical Services please ask event planner – additional costs based on requirements needed.	

INTERNET ACCESS

Complimentary wireless internet access is included in every room.

Network= U of T
(Network key = UToronto1home)
Username = facultyclub
Password = Facultyclub (Note the Capital 'F')

SUGGESTED VENDORS

AUDIO VISUAL

Event Streaming - mike@eventsteam.ca

Stage Solutions -Complete Audio Visual Services, 1-877-782-4348 Email: info@stageitinc.com

FLORISTS

Blossoms, 416-960-8903, www.blossomsrosedale.com

Foglie, 416-654-1991, www.foglie.ca

Linden Grove Floral Studio, 416-530-2427, www.lindengrove.ca

Mums & Roses, 416-690-1282

ACCOMODATIONS

Hotels

The Park Hyatt, 416-925-1234, www.parktoronto.hyatt.com/

Holiday Inn, 416-968-0010, www.holidayinn.com

Hotel Intercontinental, 416-324-5900, www.intercontinental.com/

Other

University of Toronto – Short Term Summer Booking

http://www.housing.utoronto.ca/summer/Residence-Features_2012.aspx

LIMOUSINE

Aeroporto Taxi and Limousine Service, 416-255-2211, www.aeroporto-taxi.com

Park Lane Limousine & Party Bus, 416-488-3888, www.livery.com/

Pearson Airport Limousine, 416-823-3675, www.pearsonairportlimousine.com/

PHOTOGRAPHY

Photography Inc., 416-461-6617, www.reportagephotography.com/

Grayson Lee Photography. Tel.: (416) 301-2750, <http://www.byGrayson.com>

VALET PARKING

Mark J. Mooney and Associates, 416-928-2893, www.markmooney.com

FOOD & BEVERAGE 'ALL DAY' EVENT PACKAGES

'The Club' Package - \$75 per person* (Includes, Room Rental Fee, Meals, Beverages (Non Alcoholic, Linens, Centerpieces, Set-up Charges and Basic A/V, Screen, LCD Projector, Podium, Microphone & Flip Chart, Gratuities & HST).

There will be additional charges for extra equipment.

Breakfast

Assorted Juices
Fresh Berries Low Fat Yogurt
Mini Baked Goods (2 per person)

Freshly Brewed Coffee & Tea Filtered Water

Morning Break

Freshly Brewed Coffee & Tea Assorted
Juices & Soft Drinks Filtered Water

Buffet Lunch

Spring Mix Salad Panache
Choice of 2 dressings, Balsamic or French
Mixed Deli Sandwiches on assorted breads and wraps, to include; Egg Salad, Tuna Salad, Salmon Salad, Ham & Swiss, Chicken Salad, Roast Beef and Grilled Vegetables.

Fresh Fruit Platter Fresh Baked
Cookies

Assorted Juices & Soft Drinks Freshly
Brewed Coffee & Tea Filtered Water

Afternoon Break

Freshly Brewed Coffee & Tea Assorted
Juices & Soft Drinks Filtered Water

*No Substitutions, thank you.

FOOD & BEVERAGE 'ALL DAY' EVENT PACKAGES

'The Deluxe Club' Package - \$85 per person*

(Includes, Room Rental Fee, Meals, Beverages, Linens, Centerpieces, Set-up Charges and Basic A/V, Gratuities & HST)

Breakfast

Assorted Juices
Fresh Mixed Berries Low Fat Greek
Yogurt
Granola served with Milk
Low Fat Muffins, Assorted Croissants, Danishes and
Cinnamon Buns (2 pieces per person)
Freshly Brewed Coffee & Tea Filtered Water

Morning Break

Carrot or Blueberry Loaf
Freshly Brewed Coffee & Tea Assorted
Juices & Soft Drinks Filtered Water

Buffet Lunch

Baby Spinach Salad with Mandarin Oranges & Toasted Sunflower Seeds
Classic Caesar Salad with Croutons & Parmesan Cheese
Freshly Cut Vegetables & Dip Platter

Deluxe Mixed Deli Sandwiches on assorted breads and wraps, to include; Egg Salad, Tuna Salad, Salmon Salad, Ham & Swiss, Grilled Chicken, Smoked Salmon & Cream Cheese, Shrimp Salad, Roast Beef and Grilled Vegetables and Babaganoush.

Or – 2 Pasta Buffet

Pasta Primavera with Julienne Vegetables in Pesto Sauce
Cannelloni with Meat, (Topped with Mushrooms, Tomatoes & Onions with Tomato & Alfredo Sauces)

Please note: We have dietary dishes available for your guests (ie. Gluten Free, Lactose, etc.)

Fresh Fruit Platter Assorted Squares &
Tarts

Assorted Juices & Soft Drinks Freshly
Brewed Coffee & Tea Filtered Water

'The Deluxe Club' Package

Afternoon Break

Cheese Platter with Grapes & French Baguette Freshly Baked
Cookies
Freshly Brewed Coffee & Tea Assorted
Juices & Soft Drinks Filtered Water

***No Substitutions, thank you.**

The Platinum Club' Package-\$100 per person*

(Includes, Room Rental Fee, Meals, Beverages, Linens, Centerpieces,
Set-up Charges and Basic A/V, Gratuities & HST)

Breakfast

Assorted Juices
Fresh Mixed Berries Low Fat Greek
Yogurt
Granola served with Milk
Low Fat Muffins, Assorted Croissants, Danishes
and Cinnamon Buns (2 pieces per person)
Freshly Brewed Coffee & Tea Filtered Water

Or

Warm Faculty Club Breakfast
Orange Grapefruit & Apple Juices
Assorted Muffins, Croissants, Danishes & Cinnamon Buns
Fresh Scrambled Eggs
Applewood Bacon
Home Fried Potatoes
Grilled Tomato Provençale
Sliced Fresh Fruit

Morning Break

Carrot or Blueberry Loaf
Freshly Brewed Coffee & Tea Assorted
Juices & Soft Drinks Filtered Water

The Platinum Club' Package – Continued

Warm Buffet Lunch

Rolls and Butter
Mixed Baby Greens with House Vinaigrette Caesar Salad

Roasted Sweet Potato Salad
Or Vegetarian Soup

Grilled Chicken Breast with Mushroom Sauce Poached
Salmon with Lemon and Capers or Pan Seared Tilapia
Pasta Primavera
Seasonal Vegetables and Basmati Rice

Fresh Fruit Platter Assorted Squares &
Tarts

Assorted Juices & Soft Drinks Freshly
Brewed Coffee & Tea Filtered Water

Afternoon Break

Cheese Platter with Grapes & French Baguette
Freshly Baked Cookies
Freshly Brewed Coffee & Tea Assorted
Juices & Soft Drinks Filtered Water

***No Substitutions, thank you.**

**Add on a reception following your all day meeting.
3 Hors d'oeuvres + a glass of house wine: add \$20.00 per person (all inclusive)**

CONFIRMATION OF BOOKING

If you have read the Booking Policies, and understand the policies, and you wish you reserve a space at the Faculty Club, please complete and sign the form below and return it to our office at your earliest convenience.

Department / Organization / Event: _____

Member's Name: _____

Membership Number: _____ (If being sponsored, please complete Sponsor Form).

Billing Address: _____

Visa/MasterCard/Amex _____ Expiry Date _____

(Any outstanding balance will be charged to above credit card; a 2% convenience charge will be applied).

Tel. # (home) _____ (office) _____ (fax) _____

Email address _____

Type of Event: _____ Date of function: _____

of guests expected: _____

Date

Signature

Faculty Club Function Details

DATE OF FUNCTION: _____

MEMBERSHIP # _____

BULLETIN BOARD TO READ:

SPONSOR: _____

ATTENDING: _____

BILL TO: _____

Room: _____ : _____

Time: _____

Room: _____

Time: _____

CONTACT NAME: _____

phone: _____

fax: _____

email: _____

MENU *(please include service times:*

BAR INSTRUCTIONS:

SPECIAL INSTRUCTIONS / SET UP:

We look forward to assisting you with planning your special event, and we are confident your function will be the success you expect. If you have any questions, please feel free to give us a call at (416) 978-6325 at your convenience.

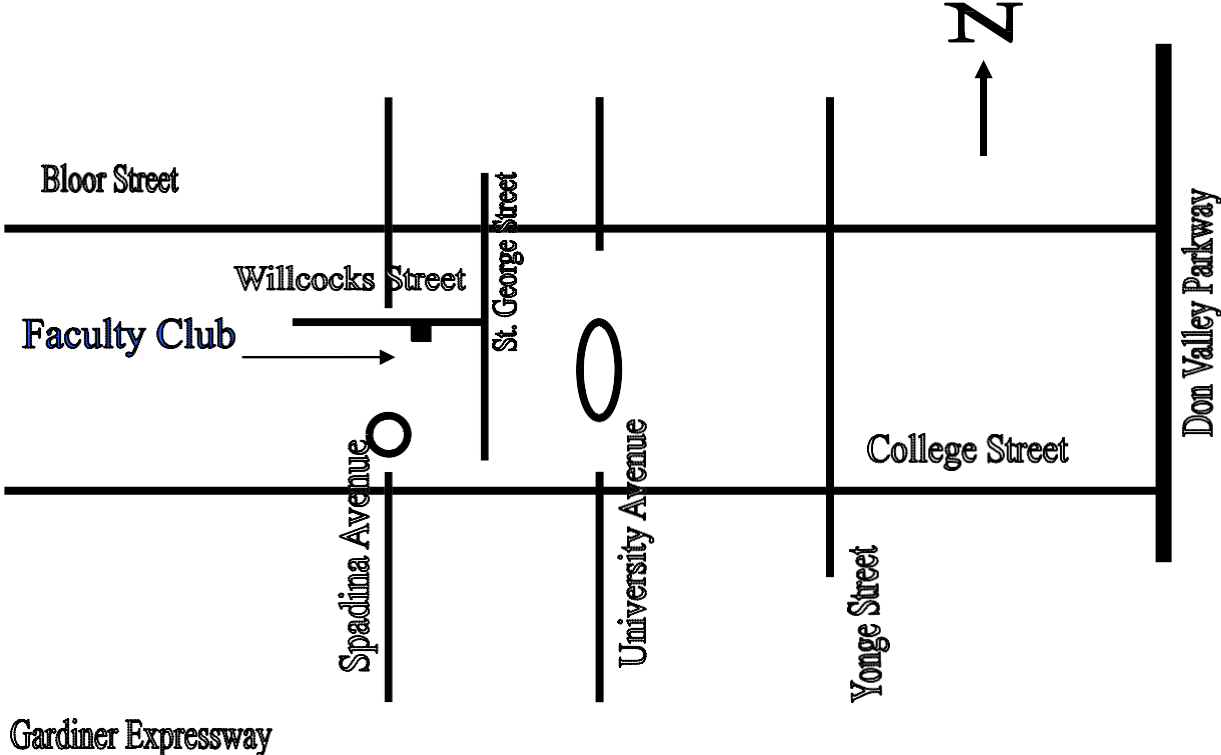
Finding the Club

41 Willcocks St. 416-978-6325. Mon.-Fri. 9:00am – 5:00 pm. After hours & Sat. 416-978-6405.

Driving: From the East via Don Valley Parkway – follow the signs for the Bloor Street Viaduct which brings you out at Bloor Street about 3 Km from your destination. You will turn right onto Bloor. Heading west along Bloor, you should turn left at the lights at St. George and head south on St. George. It is probably easiest to continue down St. George to College, turn right on College and then right onto Spadina Ave. This will get you to the parking lot.

From the West via the QEW and Gardiner Expressway – Follow the downtown signs to the Spadina Ave. exit from the elevated Gardiner Expwy. Follow Spadina Ave. 3 kms north to Willcocks.

Subway/TTC: Exit Spadina station. Take the southbound streetcar, Willcocks is the 3rd stop.



Parking at the Faculty Club

