

THE FACULTY CLUB



MEETING & CONFERENCE PACKAGE

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 of up to 140 guests (table seating arrangements) and 175 (lecture style).

Our newly renovated facility provides a professional, comfortable environment for all of your meeting requirements.

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 event.

Complimentary wireless Internet access is available in every meeting room.



For further information please contact us at 416-978-6325 or
www.facultyclub@utoronto.ca

MEETING & CONFERENCE PACKAGE

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.

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.

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 EVENT**

FOOD AND BEVERAGE

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 whatsoever resulting from the transport, refrigeration or preparation of said food once it leaves the Club property. Any Saturday deliveries must be made on Friday or 1 hour before the function.

There will be a service charge of \$2.00 per person for the cutting and serving of cakes.

***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.**

MEETING & CONFERENCE PACKAGE—CONTINUED

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.

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

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 POLICIES

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.

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.

MEETING & CONFERENCE PACKAGE—CONTINUED

TAXES & GRATUITIES

Please note that food and beverages are subject to a 15% 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 judgement 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

The Faculty Club reserves the right to close down the event should it pose a security risk to guests, staff or Faculty Club property.

Smoking is not permitted on the UofT Campus.

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.

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.

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.

MEETING & CONFERENCE PACKAGE—CONTINUED

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.

ROOM RENTAL RATES - MONDAY – FRIDAY

Room Name	Full Day 8am–4pm See (e) Below	½ Day AM- 8am -12am	½ Day PM 1pm-5pm	Meeting & Recep- tion 6pm- 10pm See (d) Below	Lunch 12-2pm Dinner 6-10pm See (a) Below	Dinner/Dance 6pm-12pm
Main Dining	\$800.00	\$450.00	\$450.00	\$1,000.00	\$450.00	\$1,200.00
Main Lounge	\$400.00 See (b) Below	\$300.00	\$300.00	\$350.00	\$300.00 See (b) Below	n/a
Fairley Lounge	\$400.00	\$250.00	\$250.00	\$250.00	\$225.00	n/a
W.D. Foulds	\$350.00	\$200.00	\$200.00	\$200.00	\$200.00	n/a
Primrose	\$400.00	\$250.00	\$250.00	\$200.00	\$200.00	n/a
Upper Dining	\$550.00	\$300.00	\$300.00	\$350.00	\$275.00	n/a
Patio See (c) Below	n/a	n/a	n/a	\$200.00 to \$500.00 See (f) Below	\$350.00 Dinner Only	n/a

MEETING & CONFERENCE PACKAGE—CONTINUED

ROOM RENTAL RATES - MONDAY – FRIDAY

- (a) Events that go past 10:00pm will be subject to additional charges (\$200.00/hour).
- (b) \$300.00 with rental of Main Dining Room
- (c) Semi-private Space, Maximum 75 people, no A/V available
- (d) Food & Beverage minimums in effect during meal periods (for more details speak to event planner)
- € Events that begin prior to 8am will incur additional charges (for details speak to event planner)
- (f) Prices vary depending on required space needed
- (g) Early Opening \$150.00/hour

WEEKEND ROOM RENTAL RATES

SATURDAY

CORPORATE MEETINGS & CONFERENCES (ALL DAY—8 hour event)

\$1,200.00 (Minimum food and beverage amount \$4,000.00)

DINNERS (EVENING EVENTS 6-11PM)

\$1,500.00 rental fee, (Minimum food and beverage amount \$6,000.00)

SUNDAYS

ALL EVENT BOOKINGS (Day-time Events)

\$2,000.00 rental fee, (Minimum food and beverage amount \$7,000.00)



ALL PRICES ABOVE ARE SUBJECT TO 15% GRATUITY CHARGE & 13% HST.

MEETING & CONFERENCE PACKAGE—CONTINUED

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	130**	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 and Food & Beverage requirements)
Additional charges will occur if furniture must be removed from the room
and stored off premise.

ROOM SET UP FEES

The standard room set up fees are as follows, Main Dining Room \$125.00, Upper Dining Room \$100.00
all other rooms are \$50.00. For all other set-up styles or floor plans speak with the club's event coordina-
tor for a room set-up quote.

ADDITIONAL CHARGES

Taxes & Gratuities

Please note that food and beverages are subject to a 15% gratuity and 13% HST.
Room equipment and set-up charges are subject to 13% HST.

PARKING

We have a total of 7 parking spaces available to the east (3) and to the west (4) sides of the club.
Parking passes are available through the club. All day passes are available for \$22.00 and a ½ day pass
(4 hours or less) \$12.00 + HST

MEETING & CONFERENCE PACKAGE—CONTINUED

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’	\$ 30.00
Laptop	\$100.00
Laser Pointer/Clicker	\$25.00
Slide Advancer	\$25.00

Microphones and Audio

Podium	\$ 35.00
Microphone (Corded)	\$ 40.00
Microphone (Wireless)	\$ 40.00
Microphone (Lapel)	\$ 75.00

Miscellaneous

Flip Chart with Markers & Paper	\$ 25.00
Additional Paper – 40 sheets	\$ 40.00
Platform (1 person)	\$ 50.00
Poster Board – 4 Sided	\$250.00
Technician – Minimum 4 hours	\$ 50.00/hour

INTERNET ACCESS

Complimentary wireless internet access is included in every room.

MEETING & CONFERENCE PACKAGE—CONTINUED

SUGGESTED VENDORS

AUDIO VISUAL

WEBCASTING: U OF T MEDIA PEOPLE

frank.scornaienchi@utoronto.ca

Stage It - 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

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

Aeroport Taxi and Limousine Service, 416-255-2211, www.aeroporttaxi.com

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

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

PHOTOGRAPHY

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

Corina V Photography, Phone: 905-337-3472, <http://www.corinavphotography.com>

OSM Photography, 416-978-2197,

VALET PARKING

Mark J. Mooney and Associates, 416-928-2893,

MEETING & CONFERENCE PACKAGE—CONTINUED

FOOD & BEVERAGE 'ALL DAY EVENT PACKAGES

'The Club' Package - \$38 per person*

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.

MEETING & CONFERENCE PACKAGE—CONTINUED

The Deluxe Club' Package - \$47 per person*

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 Smoked Bacon, 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.

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.**

MEETING & CONFERENCE PACKAGE—CONTINUED

The Platinum Club' Package-\$55 per person*

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

Warm Buffet Lunch

Rolls and Butter

Mixed Baby Greens with House Vinaigrette

Grape Tomato, Artichokes & Boccoccini

Grilled Chicken Breast with Mushroom Sauce

Poached Salmon with Lemon and Capers

Pasta Primavera

Served with Seasonal Vegetables and Basmati Rice

Fresh Fruit Platter and 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.**

MEETING & CONFERENCE PACKAGE—CONTINUED

A la Carte Menus

Breakfast Menus

Served Monday-Friday 8: am - 11am

Continental Breakfast

Orange & Apple Juice

Assorted Muffins, Croissants, Danishes & Cinnamon Buns

(2 pieces per person) Freshly Brewed Coffee & Tea

\$13 per person

Add a Fruit Platter/\$4.00 per person

Healthy Breakfast Buffet

Orange, Grapefruit & Apple

Fresh Mixed Berries Low Fat Greek Yogurt Granola with 1% Milk

Low Fat Assorted Muffins & Multigrain Bread with Avocado & Hard Boiled Eggs

Freshly Brewed Coffee & Tea

\$19 per person

Club Breakfast

Assorted Juices

Assorted Muffins, Croissants, Danishes & Cinnamon Buns Fresh Scrambled Eggs

Peameal Bacon, Home Fried Potatoes, Grilled Tomato Provençale

& Sliced Fresh Fruit

\$21 per person



All prices are subject to 15% Service Charge & 13% HST

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: _____

(Any outstanding balance will be charged to above credit card;
a 2.5% convenience charge will be applied).

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

Email address: _____

Type of Event: _____

Date of function: _____

of guests expected: _____

Visa/MasterCard/Amex

Expiry Date _____

Date: _____

Signature: _____