

Loft404 Inspired Gatherings

"A creative space to inspire the senses & calm the soul"



Loft404 | 263 Adelaide St. West (4th Floor + Basement) | Toronto ON | M5H 1Y2
e. Welcome@Loft404.com | w. www.Loft404.com
o. 416.477.2081 | m. 416.999.4590



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www.Loft404.com

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WHAT IS LOFT404

Loft404 is a unique two-level creative space in the heart of Toronto's Entertainment District. Designed with a sophisticated eclectic charm, this hidden gem is a rare sanctuary welcoming guests for occasions of every kind.

Loft404's uniquely flexible & customizable options accommodate all needs and budgets ranging from exclusive 'One-Stop-Shop' services to adjustable 'Bring Your Own' options.

Loft404's many spaces can be booked separately as fully-contained "Wings" or together as one interconnected modular space totaling over 5000 sq. feet on the 4th floor and 2000 sq. feet in the basement B-Lounge. Both levels connect privately via our West Wing industrial freight elevator, making for a truly original multi-level event experience.

INCLUDED IN A RESERVATION

We come fully equipped with many features at no additional cost including on-site venue manager, comfortable eclectic seating, kitchens & washrooms, in-house audio system with easy plug-in, high-speed wifi + an endless collection of original local art, exquisite antiques, and two working pianos,

RENTALS & STAFFING

Additional options subject to fees include rental supplies, staffing, catering, venue arrangement, event coordination & entertainment. We offer a wide variety of affordable in-house rental supplies + can accommodate any special requests not in-house through our preferred suppliers (delivery fees apply).



ONE-STOP-SHOP

Loft404 offers easy one-stop-shop packages for any event with a variety of customizable menu/staffing/rental options from our preferred caterers. Options also include a full-bar service that includes purchases/returns + required Special Occasions Permit (service + landmark fees apply).



BRING YOUR OWN

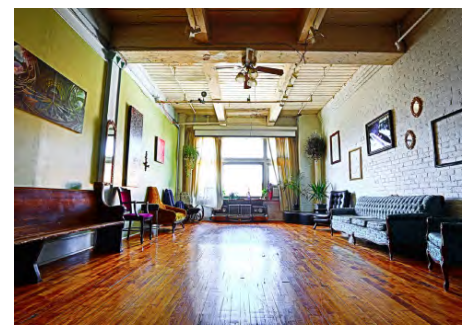
Depending on event details, guests are also welcome to bring their own food/beverages & select a caterer of their choice not on our preferred list. Conditions apply, including adequate staffing + required Special Occasions Permit if alcohol is being served (service + landmark fees apply).

HIGHLIGHTS

- Central downtown location
- 12' ceilings, bright windows, brick
- Eclectic decor & furniture
- Unique art & antiques
- One-Stop-Shop + Catering
- Bring Your Own (BYO) options
- Fully-equipped rentals + staffing
- Large studios + small rooms/lounges
- Manhattan-style fire escape
- Freight elevator + alley ramp
- Multi 2-level event options
- PAs + AV equipment
- WiFi, Cable TV, A/C
- Pianos x2

WHAT HAPPENS AT LOFT404

- Art Exhibits
- Cocktail Parties
- Corporate Events & Retreats
- Dining & Dinner Clubs
- Film Screenings
- Meetings & Conferences
- Music & Performances
- Photo & Video Shoots
- Pop-Ups & Product Launches
- Special Themed Events
- Weddings
- Motley Mondays



ADDITIONAL ADD-ONS

Loft404 happily accommodates additional requests including

- Customized Decor
- Event Curation & Design
- Photography & Videography
- Music, DJs, Entertainment
- Team-building Workshops
- & more!



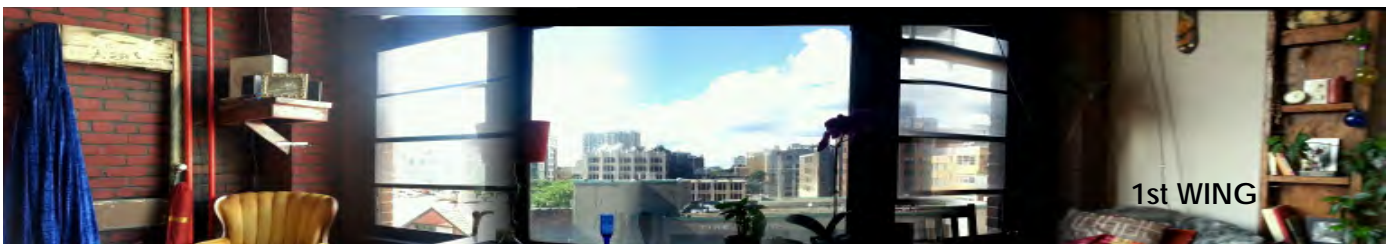
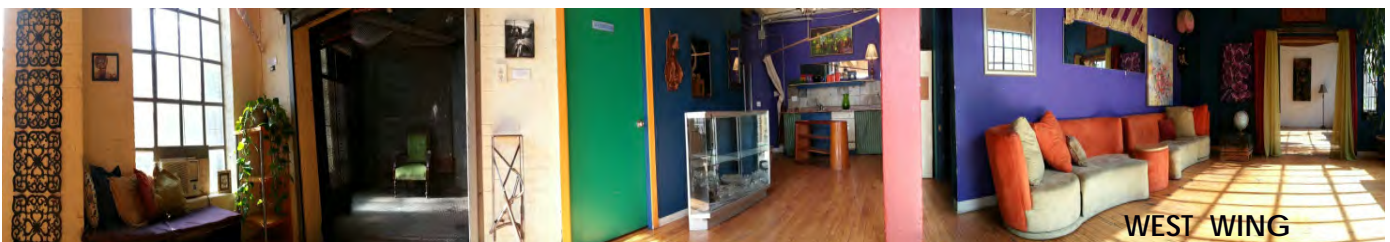
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4th FLOOR + B-LOUNGE





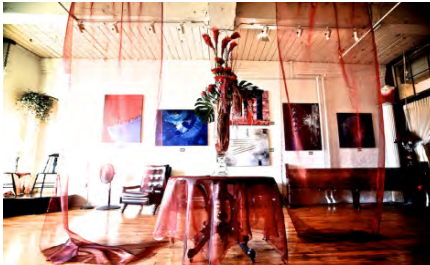
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WHAT HAPPENS AT LOFT404



Art Exhibits



Cocktail Parties



Workshops & Team-building



Dinner Clubs



Music & Performances



Meetings & Conferences



Film Screenings



Photo & Video Shoots



Pop-Ups & Launches



Special Events



Weddings



Motley Mondays



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4th FLOOR

5,000 sq.feet / Capacity 250 Guests

1st Wing — 600 sq.feet

Bright north-facing bachelor-style loft fully equipped with open kitchette and small bathroom. Ideal for small weekday meetings and photo/video shoots + as additional space during evening and weekend events including private VIP room, walk-in coat-check or catering/staffing prep area.

North Side (includes North + East Wings)

North Wing — 1300 sq.feet

L-shaped space with bright 600 sq.foot north-facing studio, fully equipped kitchen, 3 small private rooms, 1 small lounge + eclectic comfortable seating throughout. Connects to the East Wing via large sliding doors + connects to the South Wing lounge via small doorway.

East Wing — 800 sq.feet

Bright open -concept space featuring north-facing studio, open concept kitchen, small lounge, small private room + small washroom. East studio connects to North studio via large sliding doors.

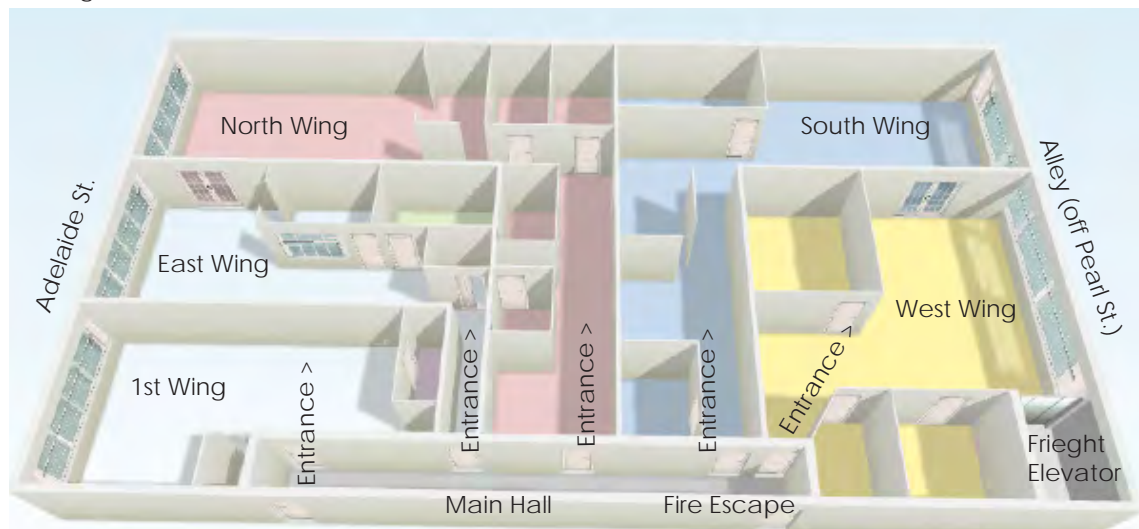
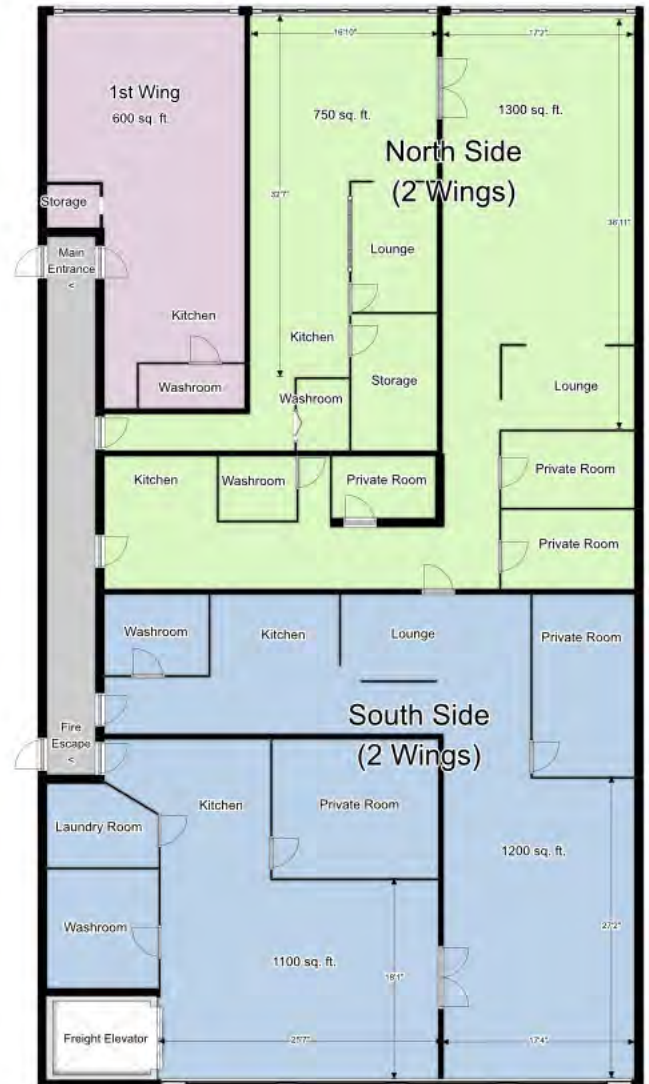
South Wing (includes South + West Wings)

South Wing — 1200 sq.feet

L-shaped eclectic space with sunny 500 sq.foot south-facing studio, fully-equipped kitchen, small washroom, lounge area and small private room. South studio includes a working piano and connects to the West studio via large sliding doors + connects to the North Wing main hall via small doorway.

West Wing — 1100 sq.feet

Open-concept wing with connecting kitchen & studio Includes an operating freight elevator, ideal for deliveries, bar area or for private exclusive access to B Lounge. Connects to the South Wing via large sliding doors.





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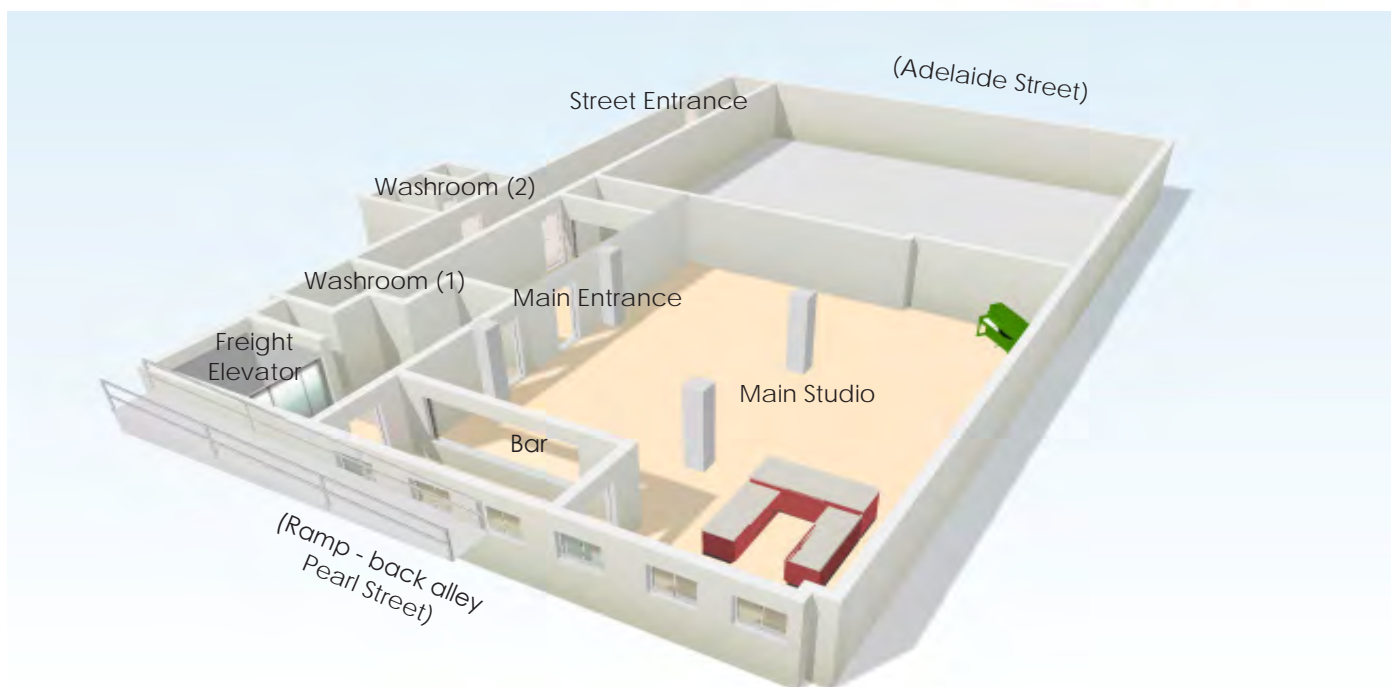
BASEMENT B-LOUNGE

2,000 sq.feet / Capacity 150 Guests

B-Lounge — 2,000 sq.feet

Loft404's largest open-concept basement-level space featuring large main studio, private + semi-private lounge areas, large U-shaped bar, working piano + unique decor and comfortable seating. Includes 2 washrooms

Our freight elevator connects between the 4th floor West Wing and B-Lounge, creating a unique multi-floor multi-space event option (requires additional Loft404 staffing).





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PREFERRED CATERING*

Loft404 recommends several talented caterers who offer unique, customizable cuisine + top quality service for every occasion including breakfast & lunch for meetings & conferences, passed hor d'oeuvres for evening cocktail parties, and exclusive seated dinners for up to 200 guests. Our caterers gladly accommodate special requests + also offer a full-service bar option making for a truly effortless one-stop-shop option. (Landmark Fees* apply, see below)

Art of Food

ARTistical creations Of Food...
One plate at a time!

p. (416) 752-8837 ext. 3
e. annat@artoffood.ca
w. www.artoffood.ca

Provisions Catering

Driven by seasonal produce + local ingredients, serving events both large and intimate with a range of styles

p. 647-654-2820
e. kevin@provisionscatering.com

Sublime Catering

Inventive, delicious, customized menus at affordable prices.

p. (416) 927 - 7900
e. michaeltong@sublimecatering.ca
w. www.sublimecatering.ca

Playing With Fire Kitchen

A boutique food concept, offering evolving, sophisticated food styles and contemporary presentations.

p. 416-792-7553
e. events@playingwithfirekitchen.com
w. playingwithfirekitchen.com

10Tation

Combining style, good taste, and impeccable execution to create a luxurious experience at every event - however large or small.

p. (416) 243-5144
e. alanna@10tation.com
w. www.10tation.com

Elle Cuisine

Offering interactive, unique, customized experiences with bold flavours.

p. 1-800-355-3610
e. info@ellecuisine.ca
w. ellecuisine.ca

Food Dudes

Local Toronto Caterer with an urban flare.

p. 647-340-3833 Ext: 203
e. jaimie@thefooddudes.com
w. www.thefooddudes.com

Parts and Labour Catering

With a strong emphasis on bringing rustic comfort food with a touch of elegance to our catering menus.

p. 647-748-2929
e. michael@thesocialgroup.ca
w. www.partsandlabour.ca/catering.com



BRING YOUR OWN CATERING*

Guests are also welcome to use a caterer of their own choosing not found on our preferred list. Guests bringing their own catering are responsible for ensuring they have adequate numbers of professional staff + all required documentation including Special Occasions Permit if alcohol is being served. (Terms & Conditions + landmark fees* apply)

*15% landmark fee applies to all food/beverage items ordered through caterers on our preferred list, 20% landmark fee applies to caterers not on our preferred list.



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CORPORATE SUPPLIERS & LOCAL RESOURCES

Loft404 recommends several talented local partners who can take care of all your additional needs. Anything is possible at Loft404, just contact our Corporate Event Planners at events@loft404.com to find out how

TEAM BUILDING WORKSHOPS

Chocolate Tales

Entertainment with a whole new taste! Host a chocolate making party, or host a history of making chocolate workshop!

w. www.ChocolateTales.ca

e. david@chocolatetales.ca

SASSesh

Watch this unique cooking technique involving maple syrup, snow and cheeses. Delightful tastes.

w. www.ninutik.com

e. richard@ninutik.com

Paint Night

Have your whole team learn to paint the same image, instructed by a professional local Artist.

e. events@loft404.com

PREFERRED FURNITURE RENTALS

Chairman Mills

w. www.chairmanmills.com

e. justin@chairmanmills.com

EVENT PHOTOGRAPHY

Sai Sivanesan

Advanced Photographer

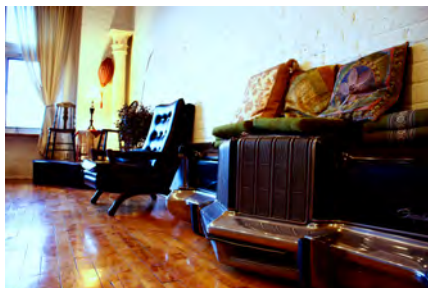
w. 416-752-8837 ext. 3

e. sai@sivanesan.com

James Dallo

Junior Photographer

More photographers available upon request.



ENTERTAINMENT

Photo Booth

Let our luxury props and photographer excite your guests and create lasting memories of your event.

e. events@loft404.com

JAZZ BAND - The Face Tones

w. www.thefacetones.com

e. info@thefacetones.com

DJ

Loft404 works with many local DJ's, let us help you pick the perfect one for your event!

More entertainment options available upon request.

VALET SERVICE

Gatsby Valet

w. www.gatsbyvalet.com

e. info@gatsbyvalet.com

FLORAL SERVICES

Broadview Flower Market

p. (416) 778-0288

a. 737 Broadview Avenue, Toronto

BRING YOUR OWN RENTALS & FURNITURE*

Guests are also welcome to use external furniture vendors, or to bring in their own equipment. We have a freight elevator that can be used for load-in/load-out purposes. Reservation of the Freight elevator must be done two weeks in advance.



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RENTALS*



Folding chairs	\$ 2
Lounge seating	\$ 15-45
Folding tables	\$ 10
Linens	\$ 8-16
Glassware	\$.50-75
Dishware	\$.75-1
Flatware	\$.75-1
Kitchenware	\$ 10-25
Bar Equipment	\$25-100+



Projectors	\$ 75
Screens	\$ 25
Whiteboards	\$ 25
Blackboards	\$ 25
Flipcharts	\$ 20
Podiums	\$ 25
Stages	\$ 25-45
Meeting Supplies	\$ 3-5+

PA System (small)	\$75 -150
PA System (large)	\$250-400
Lighting (motion)	\$15-25+



Photo Equipment	\$ TBD
Photo Booth	\$ 400
Event Photography	\$200-500+
Event Videography	\$500+



Yoga Mats (x40)	\$ 5
Towels	\$ 2

Special Requests \$ TBD

*Delivery fees may apply \$50-200

STAFFING

\$25-35+* hour / 4-hour minimums

*(rate depends on staff role + caterer)

Staffing for a 50-guest event includes minimum:

1 Host / 1 Door/Security / 1 Bartender
1 Waiter / 1 Busser / 1 Clean up

Staffing for a 150-guest event includes minimum:

2 Hosts / 3 Door/Security / 2 Bartender
2 Waiter / 1 Busser / 1 Clean up





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RESERVATION PROCEDURE

1. Complete a Reservation Request online [HERE](#). We'll be in touch with availability and a quote. If a tour of the space is required, scheduled appointments are most often accommodated Mondays 10am-5pm when availability permits.
2. Make a 50% Reservation Deposit to formally hold a booking. Deposits are easily made in several ways including e-transfer to Payments@Loft404.com (\$1.50 flat fee), PayPal (\$5 per), Credit Card (3.2% fee on total), couriered cheque and in-person cash.
3. An authorized guest signing authority must sign a Booking Agreement. Any required permits or documentation must be applied for and received by due dates prior to the event.



AVAILABILITY

- Set reservation time-blocks include half-day, full-day, evening + late-evening weekends.
- Guests requiring only 1 or 2 Wings are most often accommodated 9-5pm Monday-Friday.
- Evenings and weekends are typically reserved for full-4th floor events booking 4-5 Wings &/or B-Lounge.
- Reserving a Saturday beyond 2 months in advance requires a full 4th-floor buy-out.
- 2-Wing weekend events (North+East South+West) are accommodated when availability permits for requests falling within 1-2 months.



SITE TOUR & VISITS

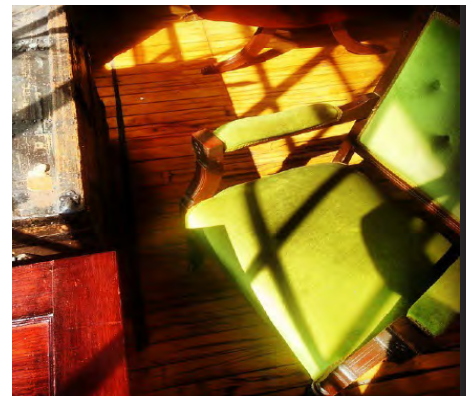
By appointment only, when available & scheduling permits, typically Mondays between 10am-5pm. Tours are not always possible & are dependent on private bookings. Additional fees will apply if multiple visits are required leading up to a reservation.

VENUE RE-ARRANGEMENTS

Decor, furniture & art can be rearranged or completely removed by Loft404's team for an additional fee. Minimal rearranging by the guest is permitted provided that the space is returned to its exact original condition. Only Loft404 staff may handle artwork and/or remove furniture.

ARRIVALS & EXITS

Minimum 1 hour setup time + 1 hour tear-down time is required for most bookings, 2-4 hours if catering/deliveries are involved. Guests must consider time requirements beforehand, requests for early arrivals or late extensions are only accommodated when scheduling permits (overtime fees apply).



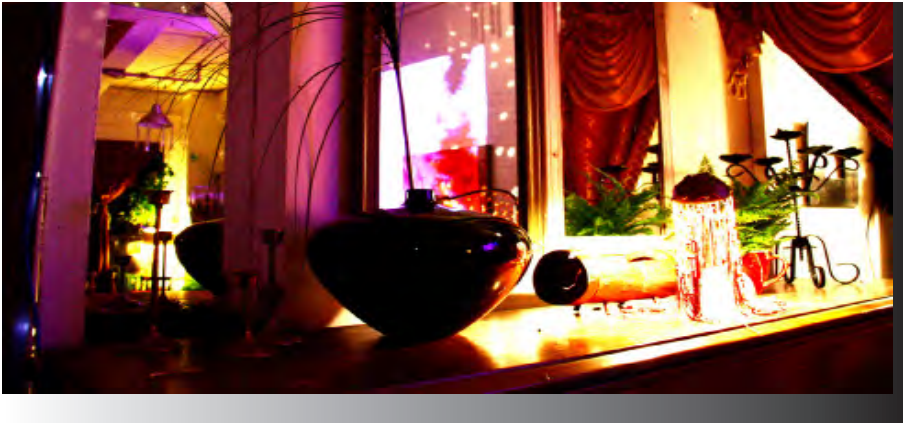


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HOUSE RULES — BRING YOUR OWN (BYO) GUEST RESPONSIBILITIES

Guests bringing their own food/beverages or staff for an event are responsible for ensuring house rules are strictly followed:

- At least one lead host/caterer/event planner must be on-site at all times throughout the entire event, beginning at set-up/arrivals.
- It is the responsibility of the host/guest to unload, set-up, and reload their own goods.
- The venue must be maintained at a tidy standard throughout the duration of the event by bussing staff or volunteers including kitchens & washrooms. Used glasses, dishes & disposables must be removed from surfaces in a timely manner & placed in the appropriate bins.
- Garbage & recycling must be kept in separate bins, must never be overflowing, must be changed regularly + must never exceed light-average weight. All bags must be tightly sealed + double-bagged if containing food or liquids. Additional fees will apply if garbage is not maintained and disposed of properly.

ALCOHOL

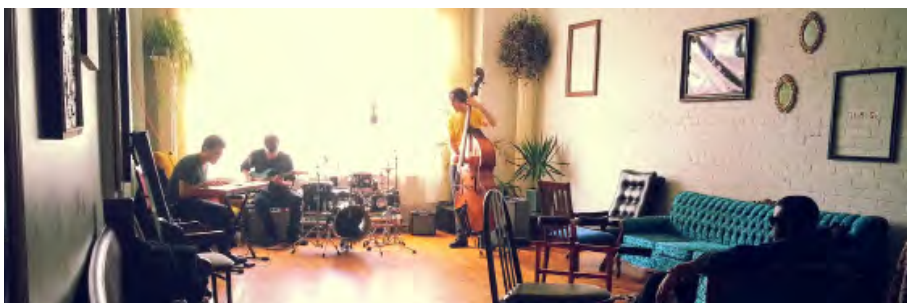
- Alcohol may be served responsibly to guests of legal drinking age with an appropriate Special Occasions Permit (SOP) purchased at the LCBO. (\$25 SOP serve-only no sales \$75 SOP sales-permitted)
- Guests are responsible for acquiring the SOP before the booked date (unless Loft404's Preferred Caterer's Full Bar Service has been booked).
- Food + water must be available throughout + at the end of an event.
- Alcohol may never be over-served or over-consumed. Loft404 holds authority to cease service to any guest exhibiting excessive intoxication. Should a guest require emergency taxi services to safely leave, the guest signing authority is responsible for costs incurred.



PERMITS & DOCUMENTATION

Any required permits or documentation, including SOPs or additional insurance, are the responsibility of the guest and must be completed accurately by a guest signing authority before the event date.

Guests may require additional insurance depending on the details of their reservation. The guest is responsible for acquiring insurance through their own broker or an online option.



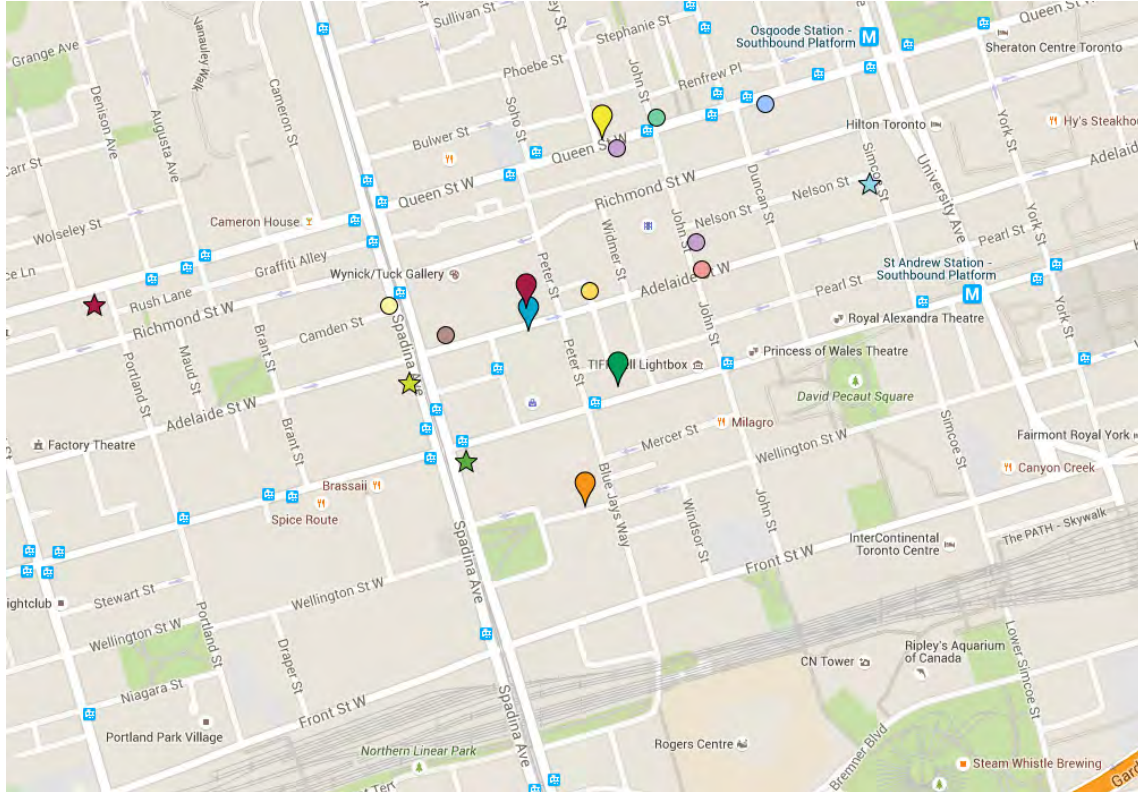


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LOCAL HOTELS

- THE BEVERLEY HOTEL
- HILTON GARDEN INN
- HYATT REGENCY
- THE TEMPLAR HOTEL
- SOHO METROPOLITAN HOTEL

RESTAURANTS

- KHAO SAN ROAD
- PIZZIAOLIO
- LITTLE INDIA
- SUSHI TIME

STORES

- LOBLAW'S
- RABBA FINE FOODS
- DOLLARAMA
- LCBO

LOCAL LANDMARKS

- CN TOWER
- CONVENTION CENTER
- ROGER'S CENTER
- RIPLEY'S AQUARIUM

COFFEE

- STARBUCK'S
- DARK HORSE ESPRESSO BAR
- TIM HORTON'S
- WHAT A BAGEL



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TTC

We are located in the Adelaide St. Lofts (the Purman building) and a 5-minute walk from either Osgoode (Queen St.) or St. Andrew (King St.) subway stations.

From Osgoode: Take SW exit, walk west (right) on John St. then south two blocks to Adelaide St. We are just east of John Street on the south side of Adelaide.

From St. Andrew Station: Take NW exit, walk west (left) to John St. then north two blocks to Adelaide St.

DELIVERIES

Small deliveries can be brought in using the front entrance elevator. When availability & scheduling permits, large deliveries may be brought in using the freight elevator via the back alley.

The freight is accessed via the back alley off Pearl St. Pass the front of our building at 263 Adelaide W. Take first right onto Duncan St, next right onto Pearl St, to the end of the street just before the parking lot, take the last right into the alley (at the Tequila Jacks sign). Take a final sharp right into the alley, past the fire escape on the left side, Loft404's freight door is the first black door after the fire escape.

Access to the freight alley is not always available due to parked cars. In this case, delivery vehicles will need to temporarily stop on Pearl St, just before the entrance to the alley (no official parking available on Pearl St. ensure 4-way lights are on)



CONTACT US

e. welcome@loft404.com

p. 416-477-2081

m. 416-999-4590

w. www.Loft404.com

Monday – Thursday: 9am – 11pm

Weekends: 9am – 2/3am

Visits by scheduled appointment

ONLINE RESERVATION

[REQUEST LINK HERE](#)



- 1 ABOVE GROUND LOT
Beside Pinnacle Presentation
Center.
- 2 UNDERGROUND PARKING
Mirvish Theatre
- 3 UNDERGROUND PARKING
Scotiabank Theatre