



Centennial College Event Centre

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cceventcentre.ca

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About Us

As part of Centennial College's School of Hospitality, Tourism and Culinary Arts, the Event Centre operates with the goal to provide both our clients and students best-in-class service. We value continuous learning and share in Centennial College's values of diversity, sustainability, and community leadership.



We are proud to be FeastOn Certified

This certification recognizes businesses committed to sourcing and celebrating Ontario grown food & drink. We are always striving to incorporate local products in our catering menus for you to enjoy the best that Ontario has to offer, and to teach our students the value of cooking seasonally.



We teach our students about the importance of sustainable business practices

We have vegetable and herb trug gardens in our main courtyard, and on our 8th floor terrace. Students and faculty plant and care for them, learning the important connection between the product and the plate.

We are part of a green building!

Our event space is located on the 8th floor of the Centennial College Residence and Hospitality building, built in 2016. Our building is LEED Silver certified and demonstrates our commitment to sustainable community development.



We are proud to be Ocean Wise Certified

Ocean Wise Seafood is a sustainable seafood program which helps to ensure that ocean life will be abundant for generations to come.



CCEVENTCENTRE

Venue Overview

The Event Centre has four large modern event rooms, two boardrooms and a private dining room available for rental. Four hotel-style guest suites are available for overnight stays for clients renting event space for convenience. To maintain a safe environment for all guest and clients of the Event Centre, we adhere to fire code capacities as laid out by the Province of Ontario.

Take a Virtual Tour



Capacities

Event Room	Theatre	Rounds	Classroom	Hollow Square	Boardroom
Spring Room	98	60	50	32	20
Summer Room	98	60	50	32	20
Spring/Summer Room	210	150	100	56	-
Fall Room	144	90	60	44	24
Winter Room	144	90	60	44	24
Fall/Winter Room	315	210	120	76	-
South Boardroom	56	30	24	20	16
North Boardroom	40	20	18	16	12
Private Dining Room	-	-	-	-	18

Rental Details

- Our facility is available for rentals seven days a week between 8:00am and 10:00pm. Requests outside of these hours can be discussed with your Sales and Event Coordinator and may be subject to additional fees.
- Availability of our facilities may be impacted by the College academic calendar and holidays.
- As our facility operates primarily as a learning environment for students in our Hospitality and Culinary Programs, we will review all booking requests for suitability including a requirement to arrange a minimum food & beverage order through our in-house catering team.
- Weekend events must meet a minimum catering spend of \$2500 before tax in addition to space rental.
- A deposit of the applicable room rental + HST is due upon contract signing to secure your booking.
- A service charge of 18% will be automatically applied to all food and beverage orders for your event.
- Proof of Commercial General Liability insurance coverage of \$5 million is required 21 days in advance.

Rental Fees

Event Room	Rental Fee	RENTAL FEE INCLUSIONS: <ul style="list-style-type: none"> • Room access up to 8 hours* • Set up and tear-down of in house event furniture • Administration costs, cleaning and maintenance • All in-house tableware, glassware, standard linens • Use of in-room audio-visual equipment <ul style="list-style-type: none"> ◦ In-house projector & speaker system with USB, HDMI, USB-C, or AppleTV connectivity ◦ Height adjustable podium with attached microphone ◦ 2 wireless microphone(s) per room upon request ◦ Access to adjust lighting & blinds on in-room panel • Complimentary guest WiFi • Water service <p>*additional time required will be charged hourly</p>
Private Dining Room	\$150	
North Boardroom	\$150	
South Boardroom	\$250	
Spring Room	\$600	
Summer Room	\$600	
Fall Room	\$850	
Winter Room	\$850	
Additional 1 hour access	\$75	

Additional Charges

- Catering is required for all bookings, minimums to be discussed with your Sales & Event Coordinator.
- If applicable, SOCAN Legislated Music Fee and RE:SOUND Legislated Music Fee where live or recorded music will be played as part of an event (*see details below*).
- Venue Security if requested, or deemed required by Event Centre management due to the nature of the event.
- Parking (*see details below*).
- Flipchart or Whiteboard and Markers, subject to availability.
- Any audio-visual services & equipment beyond the basic package (i.e. stage & backdrop, stage lighting, dance floor, live-streaming or hybrid-connectivity for meetings or events).
- Event linen (tablecloths, napkins, etc) or furniture required beyond basic inclusions.
- Cleaning charges applicable where routine cleaning is insufficient to return the space to original condition.

SOCAN & RE:SOUND Fees

- SOCAN (Society of Composers, Authors and Music Publishers of Canada) fees are applicable to all functions where copyright music is performed or played.
- RE:SOUND fees (license for the use of recorded music to accompany receptions, including weddings, conventions, assemblies and fashion shows) are applicable to all functions, where either live or recorded music is played.
- The fees are determined based on the type of entertainment and venue capacity.
- Fees are subject to 13% HST.
- For more information about this tariff please visit www.socan.ca and www.resound.ca

Parking

Paid parking is enforced at Progress Campus for all students, staff and visitors. The visitor rates below will be applicable to all event organizers and attendees (subject to change annually).

Discounted daily rate vouchers can be purchased in bulk as part of your event contract, and provided to event organizers in advance to distribute to attendees.

MONDAY-FRIDAY (ENTRY BEFORE 5:30PM)	\$2.25/30 MINS	\$10.50 DAILY MAX	\$7.00/voucher
EVENINGS (ENTRY AFTER 5:30PM) & WEEKENDS	\$2.25/30 MINS	\$6.50 DAILY MAX	\$5.00/voucher

General Commercial Liability Insurance

Centennial College's standard proof of insurance requirement is \$5 million per occurrence coverage for commercial general liability. Proof of coverage must be provided 21 days in advance of the event. Please ask your Sales & Event Coordinator if you need help purchasing coverage, and College provider information may be shared.

Cancellations

- The contract may be terminated by the client with formal written notice prior to the contracted function date and is subject to cancellation fees outlined in an Agreement of Use.
- The Event Centre shall make good faith effort to resell the space but accepts no obligation in this regard.
- In the event The Event Centre can resell the cancelled space, any revenues collected in excess of costs incurred (determined The Event Centre) may be applied to the client's account.
- The Centennial College Event Centre may cancel any function with notice in the event it is unable to provide the facilities or services contracted for reasons beyond its control, including, but not limited to: strike, pandemic, disaster and fire, or other unscheduled College closures. In this case, monies paid may be refunded to the client or applied to a future booking.

Catering Services

- The Centennial College Event Centre is the exclusive provider of food and beverage in the facility.
- No outside food and beverage shall be brought into the event space without written authorization from the Sales and Event Coordinator, exceptions may be made for a celebratory cake or cupcakes (subject to service fee for cutting and plating if applicable).
- The most current copy of the menu will be provided by the Sales and Event Coordinator to pre-select your food and beverage services at least 4 weeks prior to the event date.
- Menus customization may be considered, and prices will be adjusted based upon your final selections where applicable.
- The guaranteed number of guests attending the function is required seven (7) days in advance to ensure availability of product and staffing.
- The Event Centre is a licensed establishment, and in accordance with our liquor licensing regulations, all alcoholic beverages served in our space must be purchased under our license.
- Bar packages are available and are outlined in our catering package.
- Last call for all bar service is 30 minutes prior to the end of your event.
- Please coordinate with the Sales and Event Coordinator or on-site Event Supervisor if you require safe transportation home for your guests.

[Click here to view a sample catering menu](#)



Event Centre Hotel Suites



Stay on campus and support student learning!
4 hotel-style rooms located on the event floor,
great for conference organizers, keynote speakers
or bridal suites!

\$120/night + HST Standard Rate

Each room includes:

- 2 double beds
- Mini fridge, coffee machine and kettle
- Hairdryer and eco-friendly hair and body products
- In room safe
- 55" TV with cable and Netflix access
- Working space with desk and office chair
- Guest WiFi
- One complimentary parking voucher per night stay
- \$12 credit for breakfast at The Local Cafe per night stay (limited hours vary each academic semester).

TAKE A VIRTUAL TOUR



CHECK IN:

3:00PM-6:00PM

CHECK OUT:

11:00AM

**WE APPRECIATE
YOUR ADHERENCE
TO THESE TIMES
TO BEST SUPPORT
STUDENT
LEARNING!**



Corporate Daily Meeting Packages

minimum of 50 attendees required for package pricing

Plan your next meeting with ease by selecting one of the packages below, built to provide value and save you time! All prices are per person, plus applicable taxes and service charges.

Elite Meeting Package

\$81.00

- Progress Breakfast
- Coffee & Tea Break
- Mediterranean Lunch
- Afternoon Snack Break
- Parking validation for all attendees
- 8-hour plenary room rental*

Deluxe Meeting Package

\$74.00

- The Continental Breakfast
- Coffee & Tea Break
- Casual Classic Buffet Lunch
- Afternoon Snack Break
- Parking validation for all attendees
- 8-hour plenary room rental*

Classic Meeting Package

\$57.00

- The Continental Breakfast
- Coffee & Tea Break
- Centennial or Progress Working Lunch
- Parking validation for all attendees
- 8-hour plenary room rental*

**Includes one main plenary room rental, based on the most appropriate room available for the size of the group at the discretion of the Sales Coordinator. Breakout rooms will be charged in addition to the package price if required.*



Celebration Packages

minimum of 50 attendees required for package pricing

Our space is modern and flexible to make any celebration event your own. Choose one of our celebration packages below to get started, built to save you time and money when planning your next baby shower, birthday party, retirement and more!

Celebration Brunch \$59

- 8-hour venue access with basic audio-visual
- 72' round tables with white table linen
- welcome mimosas
- Sunrise Breakfast Buffet
- sweet bite station
- access to terrace (weather dependent)
- parking for all guests
- gift & cake table upon request

Mix & Mingle Reception \$79

- 8-hour venue access with basic audio-visual
- cocktail style tables with white linen
- glass votives provided for all cocktail tables
- 4-hour open bar service
- hot & cold passed hors d'oeuvres
- sweet bite station
- parking for all guests

Festive Holiday Package \$58

- 8-hour venue access with basic audio-visual
- 72' round tables with standard table linen
- glass votives provided for all dining tables
- festive welcome mocktail
- festive holiday buffet menu
- parking for all guests
- *subject to seasonal availability*

Gala Dinner Package \$98

- 8-hour venue access with basic audio-visual
- 72' round tables with standard table linen
- glass votives provided for all dining tables
- sparkling wine welcome
- hot & cold passed hors d'oeuvres
- 3-course plated dinner service with wine
- parking for all guests

**Includes rental of one event room, based on the most appropriate room available for the size of the group at the discretion of the Sales Coordinator. Breakout rooms will be charged in addition to the package price if required.*



Wedding Reception Packages

minimum of 50 attendees required for package pricing

We've built 3 thoughtful all-inclusive packages to help you get started with planning, depending on your budget. Our Fall & Winter Rooms are best suited for your reception, and can accommodate groups of up to 150 with a dance floor, and 190 without. Speak to a Sales Coordinator for more information on how to personalize a package for your big day!

Sip & Savour

\$79

- 8-hour venue access with basic audio-visual
- cocktail style tables with white linen
- glass votives provided for tables
- bridal suite for day and overnight use
- 4-hour bar service
- hot & cold passed hors d'oeuvres
- sweet bites station
- parking for all guests

Elegant Affair

\$149

- 8-hour venue access with basic audio-visual
- 72' round tables with white linen
- head table or sweetheart table with white linen and grey or black backdrop
- glass votives provided for all dining tables
- bridal suite for day and overnight use
- 4-hour bar service
- hot & cold passed hors d'oeuvres
- 3-course plated dinner service with wine
- late night snack station
- parking for all guests

Sweet & Simple

\$114

- 8-hour venue access with basic audio-visual
- 72' round tables with white linen
- head table or sweetheart table with white linen and grey or black backdrop
- glass votives provided for all dining tables
- bridal suite for day and overnight use
- 4-hour bar service
- buffet dinner service with wine
- parking for all guests

On-Site Ceremony \$899

- seating for up to 150 in our Spring & Summer Room
- modern banquet chairs (chair covers not included)
- signing table with white linen (on request)
- grey or black backdrop
- access to the 8th floor terrace for photos (subject to seasonality)