

EVENT CENTRE



**2022-2023
WEDDING PACKAGE**

EVENT CENTRE

CONGRATULATIONS ON YOUR ENGAGEMENT!

The Centennial College Event Centre is an elegant, modern, multi-use venue for special events facilitated by Centennial Colleges' staff, faculty and students of the School of Hospitality, Tourism and Culinary Arts.

The Event Centre is a blank slate to make your special day unique. Whether you're looking for a laid back, casual reception or an elegant affair, our expert event coordinator will work with you to ensure your vision is brought to life.

We can host anything from intimate rehearsal dinners for 10 people to wedding receptions of up to 125 guests.

The Event Centre features beautiful panoramic views of our city, floor-to-ceiling windows and spectacular event spaces in a convenient location off of Highway 401.

Click here for a virtual tour, or feel free to reach out to arrange a tour & ask us any questions. We are always happy to help!

Sincerely,
Sales and Event Coordinator
eventcentre@centennialcollege.ca



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VENUE HIGHLIGHTS

**Locally Inspired to Impress your guests**

We are always striving to incorporate local products in our catering menus for you to enjoy the best that Ontario! has to offer! We are proud to be Feast ON & Ocean Wise Certified.

Location, Location, Location

Your guests will find their way with ease. The Event Centre is located directly off Highway 401 at Markham Road.

Menu Flexibility

Our culinary team is in tune with food and beverage trends. We are flexible to work with you to create a custom menu to suit your budget and preferences.

We are committed to sustainable events!

We are currently a 3-key certified venue and are continuously looking for ways to incorporate more green business practices.

We are part of a green building!

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

VENUE INCLUSIONS

When you book your wedding reception or ceremony at the Event Centre, you can let your creativity shine. All food and beverage must be arranged by our on site catering team, but you are welcome to work with any supplier you wish to customize all other details of your special day! All receptions booked at the Event Centre include the below items:

Inclusions

- Access to Function room for reception until 2:00am
- Day of access from 9:00am for set-up
 - 1 week prior, your sales and event coordinator can confirm earlier access and availability of a storage room
- 72" round tables (seats up to 10 per table)
- White tablecloths for rounds (*not floor length*)
- Black overlays (*on request*)
- Black or white napkins (*white napkins on request*)
- Modern Banquet Chairs (chair covers not included)
- Votive candle holders & tealights (*on request*)
- 5' tables for head table (*white linen available on request*)
- 5' tables for guestbook table, gift table & cake table (*white linen on request*)
- Complimentary coat check (*on request*)
- Table number stands (*on request*)
- Silverware, dinnerware & glassware
- High speed Wi-Fi for all attendees
- Food & beverage charges are in additional to room rental fees*

Not included

- Dancefloor
- Staging
- Decor
- Any items not listed above
- DJ services

Note: The wedding party will be responsible for setting up items such as centerpieces, special décor, seating cards, chair covers, etc. The staff will set up only the items that are supplied by the venue

Note: All items listed as included *on request* must be requested a minimum of 1 month prior to wedding date, to guarantee availability

*All food and beverage pricing will be based on your final selections (minimum of \$2,000 F & B spend is required on weekends)



RENTAL DETAILS



- Availability of our facilities may be impacted by College events and statutory holidays.
- As our facility operates as a learning environment for students, we require the arrangement of in-house food and beverage services for all space bookings.
- A minimum \$2,000 (before tax) spend on food and beverage is required for weekend events in any function room
- Gratuities are not automatically applied on service as we operate as a learning facility, however an optional donation option is available which will support the ongoing funding of annual student Scholarships.
- All pricing is subject to HST (13%-subject to change)

Reception Venues

When booking your wedding at the Event Centre, you will have your choice of function room to suit your expected number of guests.

Private Dining Room (seats up to 18 guests)

complimentary with a minimum \$500 F & B spend before tax*

This space is ideally suited for an intimate rehearsal dinner or casual wedding dinner. The room features floor to ceiling west facing windows providing natural lights and a city view.



Audio Visual Inclusions

- One 75" Display screen with HDMI, VGA, and Apple Airplay connectivity

Inclusions

- Built in table to seat up to 18 guests
- Access to the adjoining terrace, for photos, can be arranged (subject to seasonality)

*All food and beverage pricing will be based on your final selections (an incriminum of \$2,000 applies on weekends)

Fall/Winter Room (seats up to 125 guests)

\$1500 rental fee + tax

This room features floor to ceiling windows providing natural light and a view of the courtyard.



Audio Visual Inclusions

- Two 12' X 12' projector screen and built-in projectors (with mirroring capability) with HDMI, VGA, and Apple Airplay connectivity
- Two 75" wall-mounted display screens
- Smart podium with gooseneck microphone & house sound system

Fall or Winter can be booked on their own for a room rental fee of \$750.00. Each of these rooms can hold up to 60 guests. AV inclusions would be 1 projector, 1 wall mounted display, and 1 podium with gooseneck microphone and house sound system

West Vista (Cocktail Receptions up to 125 guests)

complimentary use with the arrangement of a dinner in a function room*

This is an open and spacious area, ideal for hosting a cocktail reception before the main event. You can customize your experience by adding bar service, or hors d'oeuvres for your guests to enjoy as they await the festivities.



*Rental fee applies with no dinner arranged



Ceremony

Plan with ease by booking your ceremony in the same venue as your reception. With all function rooms being located on the same floor, you won't have to worry about transporting guests from ceremony to reception.

Spring/Summer Room (ceremonies up to 125 guests)

\$500.00 rental fee + tax

Inclusions

Modern Banquet Chairs (chair covers not included)

Set up and tear down of chairs

Signing table with white linen (on request)

Access to the 8th floor terrace for photos (subject to seasonality)

Water station for guests



Backdrop and alter shown above not included

Sample Catering Menu



Our Executive Chef Lilian Cardoso and talented Culinary Team have designed seasonal menus highlighting local Ontario products and sustainable seafood options. Catering at The Event Centre is exclusively supplied by our team of culinary staff and students, with a variety of styles of service to choose from to suit the needs of your event.

Menu items can be made halal on request, and vegetarian substitutes can be made available.



HORS D'OEUVRES



AVAILABLE FOR GROUPS OF 20 PEOPLE OR MORE
ALL MENUS ARE PRICED PER PERSON

CHEF'S CHOICE HORS D'OEUVRES \$15

A selection of Chef's choice hot and cold hors d'oeuvres.

Based on 4 pieces per person.

SELECT HORS D'OEUVRES \$16

Choose up to 4 items from the selections below.

Based on 4 pieces per person.

SELECT HORS D'OEUVRES \$20

Choose up to 6 items from the selections below.

Based on 6 pieces per person.

COLD HORS D'OEUVRES

- Bocconcini & Tomato Skewers with Balsamic and Basil Pesto  
- Watermelon and Feta Skewers with Sea Salt and Balsamic Drizzle 
- Profiteroles, Goat Cheese Mousse and Berry Jam 
- Gressin on Pesto 
- Blue Cheese and Pecan Pretzel Bite 
- Antipasto on a Skewer  
- Pesto & Parmesan Lollipop  
- Vegan Ceviche  
- Salmon Tartare on a Crostini 
- Smoked Salmon on a Blini, Puffed Wild Rice
- Oysters and Mignonette Sauce  
- Lobster Mini Éclair
- Octopus Ceviche  
- Smoked Salmon Rillet Éclair
- Chicken Liver Pâté on a Brioche
- Figs & Goat Cheese Wrapped in Prosciutto 
- Beef Tartar on Garlic Crostini 

HOT HORS D'OEUVRES

- Spanakopita Bites 
- Mac n'Cheese Bites with House Made Ketchup 
- Mushroom and Truffle Arancini 
- Vegetarian Spring Roll 
- Mushroom Vol au Vents 
- Ratatouille Tartellette 
- Brie and Dried Apricot Tartelette 
- Vegan Slider 
- Falafel Bites with Tahini Aioli  
- Jerk Chicken Skewers with Spicy Mayonnaise  
- Chicken Croquettes
- Fish n' Chip Bites with Lemon Tartar Sauce 
- Smoked Salmon Pinwheel with Red Onion Relish 
- Bacon Wrapped Apricot and Sage  
- Mini Quiche Lorraine
- Shrimp Skewer  
- Beef Slider

SWEET BITES

- Mini Carrot Cake 
- Mini Brownie 
- Chocolate Truffles 
- Tiramisu Verrine 
- Chocolate Cream Profiteroles 
- Mini Doughnuts 
- Sourdough Brownies 

RECEPTION PLATTERS



PRICED PER PLATTER. EACH PLATTER SERVES 20 PEOPLE.

ANTIPASTO PLATTER \$150

Assorted fresh and grilled vegetables
Sliced tomato and bocconcini cheese with balsamic reduction
Marinated mushrooms, olives, crackers, and homemade grissini

VEGETABLE CRUDITÉ \$100

Assortment of seasonal vegetables
Assortment of house-made dips and spreads

IMPORTED & DOMESTIC CHEESE BOARDS \$175

Imported and domestic cheeses served with crackers and flatbreads, nuts, fruits, jams and preserves

CHARCUTERIE & CHEESE PLATTER \$225

Assorted charcuterie, imported and domestic cheese, vegan cheese, honey, preserves, olives, flatbreads and crackers

SUMAC SMOKED SALMON PLATTER \$225

In-house hot maple smoked Ocean Wise Salmon, red fife bannock, Sumac crème fraîche, capers, red onion

FRUIT PLATTER \$100

Seasonal fresh fruit with cinnamon honey greek yogurt dip

OCEAN WISE SEAFOOD PLATTER \$300

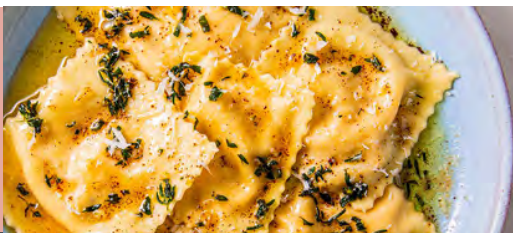
Poached Shrimp, Marinated mussels and Crab Claws served with Cocktail Sauce, Lemon and Capers

OYSTER PLATTER \$250/100 PIECES

Fresh shucked Canadian Ocean Wise Oysters with Lemon, Horseradish, Cocktail Sauce, Hot Sauce and Mignonette



3-COURSE DINNER



ALL 3-COURSE DINNERS INCLUDE HOUSE BAKED FRESH BREAD & BUTTER, FRESHLY BREWED FAIR TRADE, ORGANIC COFFEE AND TEA. ALL MENUS ARE PRICED PER PERSON.

3-COURSE PLATED DINNER

Choice of one first course, one second course* and one third course item from the selection below.

FIRST COURSE

POACHED PEAR & BLUE CHEESE SALAD ✓
baby arugula, candied pecans, red wine vinaigrette

CARROT & GINGER SOUP
roasted carrots, fresh ginger, coconut milk

WILD MUSHROOM VOL AU VENT ✓
puff pastry, wild mushrooms, Béchamel sauce

LOCAL GREENS SALAD ✓
heritage mixed greens, cherry tomatoes, shaved fennel, radish, crispy shallot, balsamic vinaigrette

LEEK AND POTATO SOUP ✓
leeks, potatoes, vegetable stock, cream

SMOKED DUCK AND GRILLED PEACH SALAD
baby arugula, frisée lettuce, pomegranate, apple cider vinaigrette

SECOND COURSE

CHICKEN SUPREME \$65
basil and arugula pesto, toasted pumpkin seeds, creamy mashed potato and seasonal vegetables

SQUASH AND RICOTTA RAVIOLI \$65
house-made pasta stuffed with squash and plant-based ricotta, with roasted sweet pepper and basil sauce

BAKED EAST COAST COD \$85
sautéed baby bok choy, baby carrots and broccoli, Bercy sauce

PAN SEARED BEEF STRIPLOIN \$75
garlic rosemary roasted potato, caramelized cipolini onions and maple glazed baby carrots

HERB CRUSTED RACK OF LAMB \$85
roasted lamb rack, creamy mashed potato, seasonal vegetables and mint salsa verde

BAKED SALMON \$65
parsnip and sweet potato mousseline, seasonal vegetables, gremolata

*Additional \$5 fee per person will apply if group would like to offer 2 pre-selected second course options & designated seating will be required.

Should the items selected not be suitable for individuals with allergy/dietary restrictions, our culinary team will happily create a meal for them (by substitution, exclusion, or replacement of allergens).

THIRD COURSE

GINGER SPICE CAKE
caramel sauce, coconut powder, apple, orange fluid gel garnish

CHOCOLATE POT DU CRÈME
raspberry coulis, sponge toffee, cocoa nibs

VANILLA CRÈME BRÛLÉE
vanilla bean infused custard, caramelized sugar

COCONUT PANNA COTTA
passion fruit sauce, fresh berries, pistachio crumble



BUFFET DINNER



INCLUDES HOUSE-BAKED FRESH BREADS AND BUTTER,
FRESHLY BREWED FAIRTRADE, ORGANIC COFFEE, TEA, AND SOFT DRINKS
MENUS ARE PRICED PER PERSON. MINIMUM ORDER FOR GROUPS OF 10.

CLASSIC DINNER BUFFET \$45

Chef's Choice Vegetarian Soup 

rotating seasonal selection

Classic Caesar Salad

house-made bacon, parmesan, garlic and herb
croutons, caesar dressing

Classic Greek Salad 


bell peppers, cucumber, onion, tomato, olives,
lettuce, Feta cheese, Greek vinaigrette

Oven Roasted Chicken Breast 

basil and arugula pesto, toasted pumpkin seeds

Braised Beef Brisket 

slow-cooked, served in classic demi-glace

Vegetarian Lasagna 

pasta layered with charred eggplant and soy
protein Bolognese and bechamel sauce topped
with mozzarella and parmesan cheese

Seasonal Vegetables 

roasted vegetables, garlic and thyme infused
olive oil

Creamy mashed potatoes 

yukon potatoes whipped with butter and cream


Fresh fruit platter & assorted desserts

OPTIONAL ENHANCEMENTS

Enhance your buffet by choosing additional items

Smoked and Roasted Cauliflower Steaks \$5 

thick slices of roasted cauliflower, topped with
basil and arugula pesto & toasted pumpkin seeds

The Local Fresh Pasta \$5 

basil, tomato sauce, Parmigiano-Reggiano

Glazed Salmon Filet \$8 

soy ginger glaze, crispy onions and scallions

Grilled Flat Iron Steak \$8 

chimichurri sauce, charred tomatoes

CUSTOM REQUESTS

As your Sales and Event Coordinator
about creating a custom buffet to suit
your needs



VEGETARIAN



VEGAN



GLUTEN-FREE



DAIRY-FREE

LATE NIGHT SNACK



ALL MENUS ARE PRICED PER PERSON. MINIMUM ORDER FOR GROUPS OF 20.
ITEMS CAN BE MADE VEGETARIAN UPON REQUEST



POUTINE \$7

Hand cut fries, rosemary sea salt, Ontario cheese curds, gravy

SLIDERS \$5

House-made Canadian beef patty, lettuce, tomato, chipotle aioli, sesame buns

PIZZA \$5

An assortment of pepperoni, hawaiian and vegetarian pan pizzas

FRIED CHICKEN BITES \$5

Crispy buttermilk fried chicken, tossed in BBQ buffalo sauce, served with cool ranch

POPCORN \$3

Freshly popped popcorn with chef's sweet and savory inspired seasonings



BAR & BEVERAGES



SPEAK TO YOUR SALES COORDINATOR TO BUILD A CUSTOM BAR PACKAGE FOR YOUR EVENT

HOST BAR

Treat your guests to a hosted bar, or speak to your sales coordinator to provide drink tickets for your guests to manage your budget.

Ontario House Wine (5 oz. glass)	\$5.31
Ontario Craft Beer/Cider (473ml)	\$6.19
House Brand Liquor (1oz)	\$5.31
Soft Drinks / Assorted Juices	\$2.65

Prices above do not include sales tax

HOST BAR - 4 HOURS

Treat your guests to a full open bar for 4-hours. Ideal for receptions and dinner events. Includes a bottle of house red and white per table for sit-down dinner events.

\$35 per person
\$10 for each additional hour over 4

Prices above includes sales tax.

ENHANCE YOUR BAR

Premium, or custom options can be added to your bar. Pricing will change based on items requested.

BAR INCLUSIONS

Ontario House Wine (5 oz. glass)

White House Wine Co.

Red House Wine Co.

Ontario Craft Beer/Cider (473ml)

Cameron's Captains Log Lager

Rockwell Pilsner Collingwood

Collective Art's Ransack the Universe IPA

Hex Press Dry Cider

House Brand Liquor (1oz)

Lambs Rum

Beefeater Gin

Absolute Vodka

J.P. Wiser's Whisky

Soft Drinks / Assorted Juices

Diet Coke, Coke, Gingerale

Sprite, Club Soda, Tonic Water

Orange Juice, Clamato, Cranberry juice

CASH BAR

Allow your guests the option to purchase their own beverages at no additional cost to you.

Ontario House Wine (5 oz. glass) \$6

Ontario Craft Beer/Cider (473ml) \$7

House Brand Liquor (1oz) \$6

Soft Drinks / Assorted Juices \$3

Cash Bar prices include sales tax



BAR & BEVERAGES



SPEAK TO YOUR SALES COORDINATOR TO BUILD A CUSTOM BAR PACKAGE FOR YOUR EVENT

ESPRESSO STATION-\$2.00

Treat your guests to a unique barista experience with our mobile espresso bar! In addition to coffee and tea, our team will create beverages to order for your guests including espresso, americano, cappuccinos, and lattes*

*minimum order for groups of 25 or more
*1 hour maximum time frame

OPTIONAL A LA CARTE ITEMS:

Coffee/Tea	\$3.00
Bottled Water	\$2.50*
Sparkling Water	\$2.50*
Assorted Juices	\$3.50*
Soft Drinks	\$2.50*

*Above prices do not include sales tax
*Charges will be based on consumption



WINE LIST



SPEAK TO YOUR SALES COORDINATOR TO CUSTOMIZE YOUR WINE SELECTION



WINE

White House Wine Co. Reisling/Pinot Grigio	\$30.00/bottle
Red House Wine Co. Cabernet/Shiraz	\$30.00/bottle

ADD A PROSECCO TOAST

Prosecco	\$42.00/bottle
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All above prices subject to taxes

All wine must be purchased and supplied
by the event Centre

CUSTOM COCKTAIL

Have a special cocktail in mind?
We are happy to work with you
to create a custom cocktail for
your guests to enjoy!



Catering Guidelines



- 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
- Catering menus are updated seasonally, the most current copy 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 can be customized, prices will be adjusted based upon your final selections where applicable
- Pre-selected entrées for plated meals are subject to a service charge and designated seating will be required
- If designated seating is required, newlyweds are asked to supply their own place cards and/ or floor plan
- The only outside food item permitted in The Centennial College Event Centre is your celebratory cake or cupcakes
- Any other outside food is subject to management approval (subject to service fee)
- The guaranteed number of guests attending the function is required seven (7) days in advance
 - Unless your Event Coordinator is notified of a guest count revision, the number originally contracted will be assumed as the guarantee. You will be billed for the guaranteed number given or attendance, whichever is greater.
 - Any increases to guaranteed numbers must be made no later than 3 business days prior to event date and may not be guaranteed.

FOOD

Our catering menu features a selection of our most popular items. Special dietary substitutions can be made available upon request. Menu selections must be submitted at least thirty (30) days prior to the function date. Special dietary requests must be received seven (7) days prior to the function. Centennial College will be the sole supplier of all food and beverage items. The only exception is wedding cakes. Cakes must be from a certified bakery/store. No food and beverage items may be removed from the function room. Any substitutions or special requests for menu changes may be subject to additional charges. The newlyweds are allowed to bring in food and beverage items solely for the purpose of a wedding favour (ie. Candy, chocolates, popcorn). Food favours cannot be homemade. Wedding favours that include alcohol are not permitted.

PRICING

Price Guarantee: all prices are subject to change without notice. Food and beverage prices will be guaranteed ninety (90) days prior to your event.

GUARANTEED NUMBERS

A guaranteed number of anticipated guests is required seven (7) days prior to function. The Client will undertake to pay the quoted number guaranteed or the actual number in attendance, whichever is greater. If no number is communicated, the Event Centre will honour the number of persons for which the event was originally booked. The Event Centre will prepare for the guaranteed number. In the event that attendance exceeds the guaranteed number, the kitchen will do its best to prepare the number of meals required however substitution and shortages may occur.

NOT PERMITTED

No confetti or glitter is to be used on premises. Any articles to be fastened onto the walls or electrical fixtures including the use of tacks, tape, nails, screws, bolts, or any tools which could mark the floors, walls, ceilings or fixtures are strictly prohibited. The newlyweds will be held responsible for any and all damages to the hotel property.

Frequently Asked Questions

We know planing a wedding can be a lot of work. To make it easier for you, here are answers to some common questions

When is the last call and when do we have to be out of the space?

Unless otherwise indicated on your contract, for a dinner reception the last call will be at 12:45 am, the bar closes at 1:00 am and all alcoholic beverages are to be removed by 1:30am. The room must be empty by 2:00am. Your wedding coordinator will need to know what time you would like the last call to be.



Can I bring in my own cake/cupcakes?

Cakes must be from a certified bakery/store. We require a food waiver form to be signed. Our culinary team is also happy to prepare custom desserts on request (for a fee).



Do you have an in-house caterer?

Our on-site culinary team will prepare you and your guests a delicious meal! We do not allow any external catering/food and beverage to be brought on-site. Wedding cakes/cupcakes are the only exceptions.



What is the tax and service charge?

Ontario taxes (currently 13%) are applicable. Gratuities are not automatically applied on service as we operate as a learning facility, however an optional donation option is available which will support the ongoing funding of annual student Scholarships.



Day of Set Up

The wedding party will be responsible for setting up items such as centerpieces, special décor, seating cards, chair covers, etc. The staff will set up only the items that are supplied by the venue (see pg. 4). Deliveries of linen must be made within a reasonable time to set up prior to venue table sets. Please connect with the Sales and Event Coordinator for more details.

Frequently Asked Questions

Does the Event Centre have a preferred list of suppliers or can we use whom we'd like?

You are welcome to use any vendors that you would like. However, we do ask that you let us know the name and contact details of your vendors, should we need to contact them for any reason. We do have a listing of some local suppliers that may be helpful with your planning.



How early can I get into the room to set up?

Your contracted reception space will be available to you by 9:00 am the day of the wedding, unless your contract states otherwise. The Event Centre cannot guarantee access to the ballroom the day before and/or the day after your wedding. 1 week prior, your sales and event coordinator can confirm earlier access for setup. At this time we can also confirm if we will have a storage space available for you to use. Please ask your wedding coordinator for more details.



What is the SOCAN and Music Tariff? Do we have to pay it even if we have a DJ/Band?

If you will be playing music of any kind, these fees are non-negotiable, and legally we must collect payment of these fees. Note: the venue forwards these fees to SOCAN and Re: Sound. If you have a DJ/Band that is playing music these fees will still apply. Your DJ/Band should be familiar with these fees, as every venue charges these fees for playing music.



Can you cater to dietary restrictions

Yes, our culinary team is very familiar with preparing meals to suit all dietary restrictions. The newlyweds will be required to provide a list of all guest dietary restrictions (with associated names). If the meal selected is not suitable for those with certain dietary restrictions; the chef will prepare a separate plate for these individuals.



Frequently Asked Questions

Staging

If you would like a raised head table, please note the Event Centre does not have staging. You are welcome to rent this from an outside company.



DJ/Band Information

Please ensure your DJ/Band comes equipped with all appropriate power cords, speakers, mic stands, projector carts, etc. as we do not have any equipment on site unless it has been pre-arranged.



Payment Schedule

PAYMENTS & DEPOSITS

- The full payment of the applicable room rental is required to secure the date and space, along with the signed contract; deposits can be made by certified cheque, credit card, debit, cash or EFT. Credit card is required to remain on file.
- A second payment of 50% of the total estimated cost of the event (minus the initial deposit) is required thirty (30) days prior to the event.
- The final deposit, calculated as the remainder of the estimated total cost of the event, plus applicable sales taxes, is due seven (7) business days' prior to the scheduled event date. If at any time a change in event details would increase the estimated cost of the event by more than \$5,000 an additional deposit will be due and payable immediately.
- Following completion of the event, a final invoice will be produced detailing all actual charges and fees. Upon issuance of the final invoice, payment of any outstanding balance will be due and payable immediately.
- All amounts owing to Centennial College that are more than thirty (30) days past due shall be subject to a service charge equal to ten per cent (10%) per annum.

KEY DATES

Deposit due	Time of booking event
Food and beverage (menu, wine and bar) selections due + 50% of estimated costs due	30 days before event
Final Guest count and floor plan due	Seven days before event
Any increases in guest count due	3 business days prior to event
Payment of 100% of estimated event charges due	Seven days before event

Other Policies & Fees

PARKING

- Above-ground paid parking is available on campus
- Prepaid vouchers are available and can be arranged through your Sales and Event Coordinator
- Clients of the Centennial College Event Centre can park in Lot 2 or 3 or alternatively if parking lot is full, clients can park at 940 Progress Avenue and walk across Progress Avenue to arrive at the Event Centre. Parking costs can either be integrated into event pricing or charged to individual event guests. Please discuss your parking needs with your Sales and Event Coordinator when booking your meeting or event.



ALCOHOL SERVICE POLICY

- 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
- We can work with you to purchase or create custom beverages for your event, in addition to our house selection of wine, liquor and beer
- Bar packages are available and are outlined in our catering package
- Last call for all bar service is 12:45am and we require all alcoholic beverages to be removed from the event room by 1:30am
- Patrons of events that are under legal drinking age are permitted to attend events, however are not to consume alcohol. ID will be checked for all guests that appear to be under the age of 25. For a list of acceptable forms of ID, please visit the AGCO website at <http://www.agco.on.ca/en/home/index.aspx>
- The Event Centre reserves the right to refuse service of alcohol to any individual.
- Alcohol will not be served past 1:00 AM and all beverages must be cleared from the function room no later than one-half hour from the completion of the function, unless pre-approved in writing
- Maintenance of disorderly conduct by the guests is the responsibility of the Client.

SECURITY

- The Centennial College Event Centre reserves the right to identify the need for hired security based on characteristics of the event contracted at the client's expense. The contracted security would monitor patrons entering the space and assist in ensuring AGCO laws are being upheld. The amount of time a security guard would be required would be pre-determined between the Sales and Event Coordinator of the Event Centre

SOCAN FEES

- SOCAN (Society of Composers, Authors and Music Publishers of Canada) is applicable to all functions, whether live or reproduced music is played
- The amounts will be determined based on the type of entertainment and venue capacity
- SOCAN fees are subject to 13% HST
- For more information about this tariff please visit www.socan.ca

Room Capacity	Without Dancing	With Dancing
1 - 100	20.56	41.13
101-300	29.56	59.17
301-500	61.69	123.38
OVER 500	87.40	174.79

RE:SOUND FEES

- 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 reproduced music is played
- The amounts will be determined based on the type of entertainment and venue capacity
- RE:SOUND fees are subject to 13% HST
- For more information about this tariff, please visit www.resound.ca or on the Copyright Board of Canada's website, www.cb-cda.gc.ca

Room Capacity	Without Dancing	With Dancing
1 - 100	9.25	18.51
101-300	13.30	26.63
301-500	27.76	55.52
OVER 500	39.33	78.66

NON-SMOKING ESTABLISHMENT

- The Centennial College Event Centre is a smoke-free facility. There are designated smoking areas on the exterior of the building on the ground floor. The Terrace located near the Private Dining Room is also non-smoking.

INSURANCE

- Clients are welcome to provide their own Commercial General Liability Insurance
- Should the client arrange insurance, it is requested that Centennial College receive a copy of the Certified Certificate of Liability naming Centennial College School of Applied Arts and Technology as additional insured.
- If client chooses not to secure insurance, it is agreed upon that the client will be assuming the risk of damages or other risks arising as a result of hosting the event

SUPPLIERS & DETAILS

- If rentals or decor are desired, we can refer you to our preferred suppliers or you may use your own supplier
- AV suppliers must supply proof of insurance
- Please discuss with your AV suppliers the amount of time required for set up of equipment and ensure it is part of your contracted set up and event time.
- Please note adding AV equipment may alter room capacities
- No patch fees will be charged for using external AV companies
- Please contact your Event Coordinator for a list of preferred suppliers

CAKE CUTTING

- Please let your Sales & Event Coordinator know how you would like your cake to be served. Additional fees do not apply for basic plating of cake or cake service.
- Additional garnishing or replacement of any dessert included in menu for cake service will be subject to a \$5.00 fee per person

MENU TASTINGS

- Due to the nature of our schedule with events and classes on campus, we do not offer menu tastings at this time. Couples are encouraged to visit The Local Cafe and Restaurant on the main floor of the School of Hospitality, Tourism and Culinary Arts to experience the diverse flavours and ingredients we work with every day. Connect with your Sales and Event Coordinator to book a table!

DAMAGE/CLEANING FEES

- Centennial College is not responsible for damages to or loss of any article left in the hotel prior to, during, or after any function by the nearlyweds or guests.
- Should damages occur in a banquet room (table linens, carpet, walls, etc.) due to negligence of members of the wedding group, an assessment for damages will be added to the final bill, payable upon check out
- Cleaning charges where routine cleaning is insufficient to return the space to original condition
- All client materials must be removed at the conclusion of the function. The Event Centre does not take responsibility for materials left behind.
- All furniture and equipment pertaining to the Event Centre must remain on the property and cannot removed for use outside of the premises.
- Please be aware that the use of confetti, fog machine, glitter, masking/ packing tape, streamers or other adhesives is prohibited. Cleaning labor charges will apply for removal of these products used without authorization.

DELIVERIES & STORAGE OF MATERIALS

- Any deliveries requiring the use of the Event Centre loading dock must make a formal appointment through the Event Coordinator
- Vehicles must be removed from the dock once unloaded
- Please note that access will be denied if appropriate arrangements have not been made
- The Event Centre cannot provide storage space for client materials ahead of the contracted time of space rental. Clients must make their own arrangements for event material storage. Availability of storage room will be confirmed 1 week prior to event.

Mailing Address

Attention: Events Centre Staff
Centennial College Event Centre, 8th Floor (Room: R8-22)
937 Progress Avenue
Toronto, ON, Canada
M1G 3T8

Cancellation Policy

CANCELLATIONS

- The contract may be terminated with formal written notice prior to the contracted function date and is subject to the cancellation fees as listed in the chart below.
- The Centennial College Event Centre reserves the right to terminate any function for which payment of final estimated invoice has not been received seven business days prior to the function.
- 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, with all deposit returned to client
- In the event of the resale by the Event Centre of any of the reserved space, any revenues (in excess of costs as determined by the Event Centre) obtained by such resale will be applied against the Client's account.
- The Event Centre shall make good faith effort to resell the space but accepts no obligation in this regard.
- 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.

CANCELLATION FEES

DAYS NOTICE OF CANCELLATION PRIOR TO THE EVENT CONTRACT DATE	CANCELLATION FEE (% OF ESTIMATED TOTAL GROUP CHARGES)
0-13 days	100% (including room rental and catering)
14 days or more	no cancellation fees-any deposits paid returned

Summer Accommodations (May-August)



- Summer accommodations for large group bookings are available at the Centennial Place Residence, conveniently located in the same building as the Centennial College Event Centre.
- Conveniently located nearby Markham Road & Hwy 401 with quick access to Don Valley Parkway & Hwy 404, Centennial Place Residence is the ideal stay for short-term guests seeking accessible travel routes at an unbeatable rate.
- Select from 2-Bedroom and 4-Bedroom fully-furnished suites with fully-equipped kitchens discounted room rates.
- All suites include standard amenities including free high-speed Wi-Fi, air-conditioning, Security, and countless community lounges. Parking is available at an additional rate.
- To book, please contact Centennial Place Residence at (416) 438-2216 or visit <https://centennialshortstays.ca/>

EVENT CENTRE



QUESTIONS?

For all booking inquiries please contact our Sales and Event Coordinator at:

eventcentre@centennialcollege.ca

or visit our website and fill out the online inquiry form:

www.cceventcentre.ca

