

#### **DEPOSIT AND PAYMENT STRUCTURE**

- An initial payment of the full Facility Rental Fee, where applicable, and based on the estimated guest count, a deposit of 50% of the food minimum per person spend requirement is due at the time of booking.
- 75% of the estimated Contract value is due 45 calendar days prior to the event.
- The balance of the estimated Contract value is due 10 calendar days prior to event (when the final guest count is due). Payments made by cheque less than 14 days prior to an event must be by certified cheque.
- Full payment of bar charges, where applicable, are due at the conclusion of the event.
- Payment of any additional charges incurred during or after the event date is due within 30 calendar days after receipt of the final invoice.

#### **MINIMUM GUEST COUNT AND MINIMUM REQUIRED FOOD SPEND**

VENUE	MINIMUM NUMBER OF GUESTS	MINIMUM REQUIRED FOOD SPEND (excludes beverages)
BraeBen Golf Course	30 adults	<b>Morning</b> event (up to 12noon) - \$17++ per person* <b>Afternoon</b> event (up to 3pm) - \$31++ per person <b>Evening</b> (3pm onwards) - \$45++ per person
C Banquets	<b>Sunday-Friday</b> 30 adults	<b>Morning</b> event (up to 12noon) - \$17++ per person* <b>Afternoon</b> event (up to 3pm) - \$31++ per person <b>Evening</b> event (3pm onward) - \$45++ per person
	<b>Saturday</b> 50 adults	<b>Morning/Afternoon</b> event (up to 3pm) - \$31++ per person <b>Evening</b> event (3pm onward) - \$55++ per person
Live Restaurant	25 adults	<b>Morning</b> event (up to 12noon) - \$17++ per person* <b>Afternoon</b> event (up to 3pm) - \$31++ per person <b>Evening</b> (3pm onwards) - \$45++ per person

\*minimum required food spend of \$750 per event must be met, otherwise the difference will be added to final bill.

#### **GRATUITIES AND TAXES**

All food and beverage prices are subject to 15% gratuity.

All prices, including gratuity but excluding insurance, are subject to 13% HST.

#### **SOCAN/RE:SOUND**

The City of Mississauga is required to collect fees on behalf of SOCAN & Re: Sound. SOCAN & Re: Sound fees are applicable any time recorded music is being broadcasted at events.

SOCAN, the Society of Composers, Authors and Music Publishers of Canada, is a performance right organization that covers composition royalties. Re:Sound collects royalties for recording artists, musicians and record labels.

	Number of Guests	Without Dancing	With Dancing
SOCAN	1-100	\$22.06+HST	\$44.13+HST
	101-300	\$31.72+HST	\$63.49+HST
RE: Sound	1-100	\$9.25+HST	\$18.51+HST
	101-300	\$13.30+HST	\$26.63+HST

\*the above fee is subject to change

For more information, please visit: <https://www.resound.ca/news-category/resound-and-socan-collaborate-to-create-entandem/>

## **INSURANCE**

Insurance is mandatory for all events. Fees are based on number of guests and whether alcohol is served.

<b># of Guests</b>	<b>No-Alcohol - \$2million liability</b>	<b>With Alcohol - \$5million liability</b>
Up to 50	\$10.70	\$21.42
51-75	\$21.42	\$32.12
76-150	\$26.76	\$80.30
151-250	\$53.54	\$160.62

*\*the above fee is subject to change*

Additional insurance may be required for vendors participating in your event or bouncy castles.

## **CANCELLATION POLICY**

Food and beverage charges that are due or past due at the time of cancellation will not be refunded, forgiven, or waived. The City of Mississauga will collect all amounts owed to the City of Mississauga, regardless of the status of the associated event. Rescheduling an event is considered a cancellation.

## **VENUE ACCESS**

Access to the banquet venues are only permitted during the contracted hours. Room rental hours must include client's setup and tear down time. All items must be delivered and brought in at the start of your contracted time and the venue must be vacated by the end of the contracted time. For C Banquets, the elevator to the 12<sup>th</sup> floor will only be opened and accessible from your contracted start time to your contracted end time.

## **EVENT DETAILS**

Preliminary details such as expected guest count, menu selection and setup requirements will be requested approximately two months before the event. To ease coordination, it is highly recommended that the RSVP date be set at least two months in advance. Final details along with guaranteed guest count must be submitted at least three weeks prior to the event to ensure all requests can be accommodated. Requests made after the deadline cannot be guaranteed.

## **GUARANTEES**

Event details must be submitted to the event coordinator no later than three weeks prior to the event to guarantee proper accommodation of menu selections, dietary restrictions, setup requirements, staffing, supplies and other event specification.

Final guest count to be provided in writing no later than 10 calendar days prior to the Event. Final details must meet or exceed the venue's minimum requirements. The final guest count must comply with the Banquet Venues capacity requirements. If final guest count is not received by the deadline, the venue will proceed with event based on the guest count specified at the time of submitting the application.

## **AGENDA/ITINERARY**

An agenda/itinerary for the event must be submitted to the Event Coordinator at the time of detailing. A final version must be submitted along with final details three weeks prior to the event. Banquet staff will follow the provided itinerary; however, service timing may vary based on guest dining pace and reception activities.

## **FLOOR PLAN**

A floor plan will be prepared for client based on setup requirements provided during the detailing process and may be subject to approval and client sign-off. All standard round tables are 60" and accommodate 6-8 guests per table. Larger 72" round tables (up to 10 guests) may be available upon request, subject to availability. If setup changes are requested once the room has been set, a room re-set fee may apply.

## **POWER**

The banquet venues are equipped with standard power. Please review with your Event Coordinator should you have excessive power requirements.

## **FOOD & BEVERAGES**

BraeBen Golf Course, C Banquets and the Living Arts Centre, including Live Restaurant, are full-service food & beverage banquet venues with an exceptional culinary and service team. Outside food and beverages are **NOT permitted** with the exception of a celebratory cake or cupcakes (e.g., wedding, birthday).

To view a copy of our menus, please visit [mississauga.ca/hospitality-services](http://mississauga.ca/hospitality-services)

## **CELEBRATORY CAKE / CUPCAKES**

Celebratory cakes and cupcakes are at the client's discretion and expense, using a supplier of their choice and must come from a commercial licensed kitchen. All celebratory cakes or cupcakes must be delivered and set up by the host or their designate during contracted hours. Proper refrigeration, storage, and setup assistance cannot be provided. It is recommended that delivery and client setup occur just before the event start time. A surcharge of \$1 per person will be added to the invoice based on the guaranteed or final guest count, whichever is greater. Upon request, staff can cut and serve the cake.

## **MEAL SERVICE**

Breakfast menus are available until 11:00am. Brunch and lunch menus are available until 3:00pm. Breakfast, lunch, dinner and stationed receptions are based on a maximum service time of two hours. Break packages are limited to thirty minutes. Canapés may be stationed or passed for up to one hour for seated receptions and up to two hours for standup cocktail receptions (no meal service) or until all ordered canapés have been consumed.

## **FOOD**

Food selections are based on the final guaranteed guest count and buffet quantities are calculated at one serving per guest. Per person items must match the final guest count. Buffet menu items are based on all items being served at the same time. Plated Menu is based on all guests receiving the same meal. Choice entrée may be available for an additional charge.

For health and safety reasons, food can remain out for a maximum of two hours. The Executive Chef or their designate will determine when food is to be removed. Any leftover food or beverages are not permitted to leave the premises.

Due to fluctuations in food costs, prices are subject to change without notice. Quoted prices are guaranteed for no more than three months prior to the event. The City reserves the right to make reasonable substitutions to any food or beverages if the requested menu items cannot be sourced. The host will be informed of any changes to menu items or pricing.

## **DIETARY RESTRICTIONS**

Our banquet venues are not nut-free facilities and airborne allergies cannot be accommodated. Items from suppliers cannot be guaranteed to be free from allergens. Separate plating for dietary restriction(s) is at the chef's discretion and is available only for plated meals or buffets when the selected menu does not already include suitable options for the guest. Additional charges may apply. Separate plating is not provided for cocktail reception only events. For events with a significant number of guests sharing the same dietary restriction (e.g., vegan), it is recommended to select menu items that accommodate that restriction.

## **CHILDREN PRICING**

For buffets, children aged 4-12 years are 50% off adult buffet pricing, and children under 3 are free.

Children's plated menu may be requested for an additional charge; refer to menu for pricing.

A labour fee may apply if the number of child guests exceeds the number of adult guests.

## **ALCOHOL**

Our event venues are licensed through the Alcohol & Gaming Commission of Ontario (AGCO). No outside alcohol is permitted on the premises. Alcoholic beverages may only be consumed in areas where the facility is licensed and designated for consumption. Unauthorized alcohol brought onto the premises will be confiscated and may result in the early conclusion of the event. All events where alcohol is served must provide adequate food for guests throughout the duration of the event. We reserve the right to cease service of alcoholic beverages if underage persons attempt to obtain alcohol or are provided alcohol by guests of legal drinking age. Shots and doubles are strictly prohibited. The City of Mississauga reserves the right to deny access to the event space and refuse service of alcoholic beverages to guests who appear intoxicated.

## **BEVERAGE**

Alcoholic and non-alcoholic beverages can be added to your event as a consumption bar, open bar or guest purchase bar. For drink tickets and consumption bars, clients must specify the items to be included during the detailing process. Consumption beverages will be tallied at the conclusion of the event and must be paid in full by debit or credit card with the Event Supervisor before leaving the venue. Our banquet venues do not accept cash on site.

**BraeBen Golf Course and C Banquets** require a minimum bar spend of \$500 and **Live Restaurant** requires a minimum bar spend of \$300 to open a bar, with or without alcohol. All minimum spend amounts are before 15% gratuity and 13% HST. If the minimum spend is not met, the difference will be added to the final bill.

Untended drink stations offering non-alcoholic beverages only, without an attendant, do not require a minimum spend.

## **DELIVERY, SETUP AND STORAGE**

The City of Mississauga does not accept deliveries. Clients are responsible for accepting and arranging all deliveries and setup with their suppliers and vendors. All items must be brought in, set up and dismantled within the contracted hours, and all items and materials must be removed before the end of the contracted period. Storage of items overnight is not permitted.

## **DJ/ENTERTAINMENT**

DJs and other entertainment may be booked at the client's discretion and expense. DJs and videographers must provide their own sound system and are not permitted to patch into the house sound system. Pyrotechnics, sparklers, smoke machines and dry ice are strictly prohibited.

## **AUDIO/VISUAL**

The following audio/visual inclusions are available at no additional cost:

**BraeBen Golf Course** includes one podium, one microphone, one screen and one projector. Bluetooth connection is not available.

**C Banquets** includes one podium, one microphone, one screen, one projector and four TVs. In-house televisions and the screen/projector operate on separate systems. Clients must supply two devices if using both systems. TVs can only display a static image or a continuous slideshow or video without manual transitions or sound and all TVs will display the same content. Bluetooth connection is not available.

**Live Restaurant** includes one podium, one microphone and a 65 inch TV. Bluetooth connection is available.

Clients must provide their own computer and devices to connect to the audio/visual systems. HDMI cables are supplied for laptops and clients are responsible for bringing any necessary adapters for non-HDMI connections. Outside suppliers, including DJs and videographers, are not permitted to patch into the house sound system. Loud music and heavy bass are not allowed on our system. For events with DJs or dancing, clients or vendors must supply their own equipment and speakers.

## **DEVICE COMPATABILITY**

Clients must have a personal device with a preloaded playlist. Systems work best with PC and Android devices. Apple products may be used if the client is familiar with their settings. Technical support is not provided.

## **LINEN**

Standard linen is provided for full-service catering events in white, off-white or black. The City does not supply linens for setups beyond standard banquet requirements, such as vendor or exhibitor tables. Requests for linens in different colours or styles can be arranged through your Event Coordinator for an additional rental charge. For functions outside of BraeBen Golf Course, C Banquets and Live Restaurant, linen and napkin rentals can be arranged at an additional cost.

## **DECOR, FLOWERS AND OTHER SPECIALITY ITEMS**

Décor is not provided by the venue. All décor must be arranged and set up by the client. Tape, staples, tacks, pins or similar items may not be used to affix décor to walls or ceilings. The use of confetti, rice, streamers, bubble machines, dried flowers or similar items is prohibited. Additional cleaning fees will apply if any of these items are used. Candles are the only permitted flame and must be placed in a glass holder taller than the flame.

## **CLEANING FEE**

At the end of the event, client must remove all materials, boxes, equipment, signs, and any other items they brought in. Standard cleaning of the banquet venue is included in the room rental; However, if cleaning is deemed excessive or the banquet venue is not returned in satisfactory condition, an additional post-event cleaning fee of 10% of the venue rental rate may be charged and added to the post event invoice.

## **DAMAGE FEE**

Clients are responsible for the proper use of all items within the banquet venue, including provided audio/visual equipment. Any damage, misuse, or loss will result in a damage or replacement fee. **Vendors are not permitted to connect to the venue's system.**

## **FIRE REGULATIONS**

Open flame is strictly prohibited. Fire exits must remain clear at all times and must not be blocked by equipment, décor or any other items.

## **SECURITY**

Security services are at the discretion of the City of Mississauga. If required, arrangements are to be made through the City approved security services at the client's expense.

## **PARKING**

**BraeBen Golf Course** provides complimentary parking; gates are locked nightly.

**C Banquets** provides underground parking at \$1/hr (maximum \$6/day) during the week. Parking meter access begins at 7:00am. Complimentary parking is available after 6:00pm and on weekends.

**Live Restaurant** provides heated underground parking at \$1/hr (maximum \$6/day). Parking meter access begins at 6:00am. Complimentary parking is available after 6:00pm and on weekends.

For C Banquets and Live Restaurant, parking garage entry is available between 6:00am and 10:00pm. After 10:00pm, egress only.

City-issued parking codes for C Banquets and Live Restaurant can be purchased by emailing the completed Bulk Parking Purchase Form to [paid.parking@mississauga.ca](mailto:paid.parking@mississauga.ca). The form and details are available at: <https://www.mississauga.ca/services-and-programs/transportation-and-streets/parking/paid-parking/buy-a-parking-permit-or-multi-visit-card/>. Parking codes should be requested as early as possible as processing can take up to ten business days.

## **PHOTOGRAPHY**

A photography permit is not required for photos within our banquet venues.

C Banquets and Live Restaurant are located near beautiful gardens, patio space, fountains and other outdoor

picturesque settings, perfect for capturing your memorable event with a photo permit. For more information visit: <https://www.mississauga.ca/services-and-programs/business/licences-and-permits/film-tv-and-photography-permits/>

## **ADDITIONAL CONSIDERATIONS**

**Ceremony Fee** - \$300+ (includes setup, teardown and reset to cocktail hour)

**Room Reset Fee** - starting at \$100+

**Coat Check Services** - \$250+ (coat racks are complimentary, weather permitting)

**Table Chargers** - \$1.50+ per charger plate (gold or silver)



### **BraeBen Golf Course**

**5700 Terry Fox Way**

Host your event in the heart of the city, enjoying the surroundings of our 18-Hole Championship Golf Course. The Highlands Dining Room features floor-to-ceiling windows offering a 180-degree view of pristine fairways and rolling hills. Depending on setup, BraeBen Golf Course can accommodate up to 144 seated guests (104 with a dance floor) or up to 180 guests for a stand-up cocktail reception.



### **C Banquets**

**300 City Centre Drive, 12<sup>th</sup> Floor**

Towering 12 stories above downtown Mississauga, this contemporary venue showcases panoramic city views through floor-to-ceiling windows. Depending on setup, C Banquets can accommodate up to 144 seated guests (112 with a dance floor) or up to 200 guests for a stand-up cocktail reception.



### **LIVE Restaurant**

**4141 Living Arts Drive**

Located in the Living Arts Centre, LIVE Restaurant offers a bright and artistic atmosphere, featuring natural light through floor-to-ceiling windows and a backdrop of theatre, music and the arts. Depending on setup, LIVE Restaurant can accommodate up to 80 seated guests or up to 120 guests for a stand-up cocktail reception.

[mississauga.ca/banquets](http://mississauga.ca/banquets) | [banquets@mississauga.ca](mailto:banquets@mississauga.ca) | 905-615-3200 ext. 2969

