

MENUS

The menus listed have been designed merely as suggestions. If you have something special in mind that does not appear, our Chef would be delighted to meet with you and design a menu specifically for your event.

MENU SELECTION

Please submit your selections to the Catering Department at least three weeks in advance of your event to ensure availability. Menu prices are guaranteed for two months from date of issue of Banquet Event Orders. Dinner menus are based on a four course minimum. Please consult with the Catering Department should you wish to offer a choice menu.

ALLERGIES

The Metropolitan Hotel takes all allergies seriously. Kitchen and Service staff have been trained in proper food handling procedures through Anaphylaxis Canada. Kindly advise your Catering Representative of any food allergy and we would be pleased to provide alternative meals.

PRICES AND TAXES

Menu prices and items are subject to change based on market conditions. Final prices may be confirmed 60 days prior to your function. A 16% service charge will be added to all food and hosted beverage prices. Applicable sales taxes will be applied on food, alcoholic beverages and rentals.

BEVERAGES

The sale and service of alcoholic beverages are regulated by the LLBO, federal and municipal regulations. As a licensee, the Metropolitan Hotel is responsible for the administration of these regulations. It is a policy therefore that liquor cannot be brought into any function room from outside sources, which includes all donated liquor.

GUARANTEES

The Catering Department must be notified of the number of guests by 12 Noon two days prior to your function. For functions held on Mondays and Tuesdays we require notification by 12 Noon on the Friday prior to your event. The Hotel is prepared to set up 3% more than the guaranteed total (over 30 people, except for receptions, buffets and breakfasts).

CREDIT

Direct Billing is available and all new accounts must be established with our Credit Department. We suggest that you allow a minimum of four weeks for credit approval. Deposits and full pre-payment may be required for corporate accounts not set up on credit terms. All private and social functions will require full pre-payment by cash, credit card or certified cheque. We request that events less than \$1,000.00 not be billed but paid by cash, credit card or certified cheque.

LABOUR CHARGES

When a complete meal is served in a private room for 20 or more persons, there will be no rental charge for the room. The following labour charges apply should your attendance be less than 20 guests: \$200.00 plus GST for dinner. This does not apply when there is a meeting held in the same room. Rental charges will apply to all rooms used for meetings and exhibits.

In the event that a meal function requires complete table set up more than one half hour prior to service time, or there is a delay during service time due to the organizer's event timing, a labour charge will be applied based on the number of staff affected. Functions held on statutory holidays are subject to a surcharge based on a per cover basis.

AUDIO VISUAL SERVICES

A microphone is provided complimentary for all events. Complete audio-visual equipment and service are available at an additional cost through our on-site Audio Visual Company, Frischkorn Audio Visual. Please note that the audio visual charges will appear on your final invoice from the hotel. Our Catering Department will be more than happy to arrange the equipment best suited to your needs.

DECORATIONS / FLOWERS / ENTERTAINMENT

Our Catering Department will be pleased to assist you in arranging decor, music and entertainment upon request.

Floor length skirting is provided with all round tables, boardroom and classroom tables. All dinner tables are also set with votive candles. Additional rental items can also be arranged by your Catering Representative.

CANCELLATION POLICY

Cancellation charges are based on the estimated total revenue for all guestrooms, food, beverage and meeting room rental. The calculation for food and beverage is based on current Hotel average prices and rates of consumption. In the event of cancellation, the following fee schedule will apply:

Confirmation Date of Contract to –

18 month – 12 months prior to arrival date = 25% of Total Estimated Food and Beverage Value
 12 month – 6 months prior to arrival date = 50 % of Total Estimated Food and Beverage Value
 6 months – 3 months prior to arrival date = 75 % of Total Estimated Food and Beverage Value
 Less than 3 months prior to arrival date = 100 % of Total Estimated Food and Beverage Value

Deposits for Social Functions are 100% non-refundable in the event of cancellation, unless the function space is re-booked with an event comparable in revenue.

SHIPPING MATERIALS

All materials should be addressed as follows:

Metropolitan Hotel Address: 108 Chestnut Street
 Toronto, ON M5G 1R3
 CANADA
 Attention: Banquet Department

Organization Name
 Contact Name
 Date of Event
 Main Function Room
 Box # _____ of _____ Boxes
 Additional Details

DAMAGES / SECURITY

The Metropolitan Hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The conveners for any functions are held responsible for the other members of their group. The Hotel cannot assume responsibility for personal property or equipment brought into the function area. Personal effects and equipment must be removed from the function room at the end of each day, unless reserved on a 24 hour basis. Security Service is available at an additional cost.

The use of any pyrotechnics or special effects is prohibited without prior written permission from the Hotel.

POWER SUPPLIES

Standard 110v/15amp power supplies are available in all our banquet rooms. Additional power requirements can be supplied at a nominal cost through our Catering Department. We recommend that you check with the Catering Department before installing any electrical equipment such as photocopiers, computers, etc. to ensure adequate power is available.

TECHNICAL INFORMATION

Telephones are provided complimentary in all meeting rooms. There is a \$1.25 charge for local calls with long distance charges where applicable.

Each meeting room has the capability for the following lines:

DID Lines - \$150.00 first day, \$20.00 each additional day
ISDN Lines - \$300.00 set up fee per line, \$35.00 each additional day
T1 Lines - \$450.00 per line, \$50.00 each additional day

S.O.C.A.N.

We are required by law to collect a royalties fee on behalf of the Society of Composers, Authors and Music Publishers of Canada, when copyrighted music is played:

Events with Dancing - \$57.55, plus applicable taxes
Events without Dancing - \$28.75, plus applicable taxes