



RENTAL PACKAGE

- WITH OFF-PREMISE CATERING -



2021/2022

mississaugaconvention.com



Our Story.....

Established in 1978, we have been providing clients with exceptional service for both social and corporate functions. A family owned and operated business, our attention to detail, personalized care and exemplary customer service have been paramount to our success.

Our vision is to provide an elegant and luxurious space, dedicated to social and corporate event; an insight and a desire to meet the needs and requirements of clientele, prompted us to develop the Mississauga Convention Centre.

Since opening our doors in 1999, our 30,000 square feet of pillar and obstruction free ballroom space, has provided a facility suitable for all types of events.

Our facility is a renowned and recognized establishment in the Greater Toronto Area and has earned a reputation of excellence through our service-oriented nature, guaranteed satisfaction, and proven reliability.

The Mississauga Convention Centre's mission is, "To be the venue recognized for setting a standard of exceptional customer service, food excellence and community involvement".



WEDDING CEREMONY

The following is included for Marriage Ceremonies held in conjunction with a Lunch and/or Dinner Reception.

The following is included in the Rental Cost of \$ 1,000.00 per required ballroom, plus HST

- Theatre Style Setup (maximum 300-person theatre style setup per ballroom),
- Main Staging & Stair Requirements
- Set up & Dismantle of room, including Tables, Chairs, Staging, Cherry Wood Podium & Microphone, Clean-up
- Water Station
- Louis XVI Chairs \$3 each

CATERING OPTIONS AVAILABLE, FOR MORNING CEREMONIES

- **CONTINENTAL BREAKFAST**
Assorted Freshly Baked Pastries to include, Muffins, Danishes, Croissants,
Fresh Fruit Salad
Fruit Preserves and Butter
Pitchers of Orange and Apple Juice
Freshly Brewed Regular Coffee, Decaf, Tea, Herbal Teas
- **EXECUTIVE HOT BREAKFAST**
Fresh Scrambled Eggs with Chives
Crisp Bacon, Farm Fresh Sausage
Home Fried Potatoes with Onions, Red & Green Peppers
Buttery Croissants
Fresh Fruit Salad
Fruit Preserves & Butter
Pitchers of Orange & Apple Juice
Freshly Brewed Regular Coffee, Decaffeinated Coffee, Tea & Assorted Herbal Teas
- **AM COFFEE SERVICE**
Freshly Brewed Regular Coffee, Decaf, Tea, Assorted Herbal Teas



RENTAL CHARGES FOR LUNCH RECEPTIONS

(OFF-PREMISE CATERING)

The following applies to events booked from Sunday to Friday and pertains to clients who have contracted outside caterers exclusively for “Breakfast and/or Lunch” service only.

The caterer must bring in all food items prepared and pre-cooked, and must provide Kitchen Staff on-site during service.

Access to our kitchen equipment is only granted for finishing preparations and to keep the food at required temperatures.

Room Rental Package, includes the following:

- 6 Hours of Event Time (8:00am to 2:00pm) - additional time may be arranged, if required.
- China, Crockery, Glassware
- Décor Package, to include
 - *Table Linens (Floor Length Patterned or Non-Patterned) - Choice of White, Ivory, Black*
 - *Linen Napkins - Large Selection of Color Options*
 - *Louis XVI Chairs*
- Professional Trained Event staff & White Glove Service including Host/Hostess, Coat Check, Maître D, Wait Staff, First Aid Trained and Smart Serve Certified
- Non-alcoholic Beverages to include Fountain Soft Drinks, Juices (Orange, Apple, Cranberry)
- Set up & Dismantle of room, including Tables, Chairs, Staging & Stair, Cherry Wood Podium, Clean-up
- Elegantly Designed Buffets, Props, Serving Dishes and Utensils,
- Complimentary Coat Check Service
- Luxuriously Appointed Private Bridal Suite (Equipped with Safe & Private Washroom)
- Built-in intelligent lighting and video screen
 - Available at additional cost through Digital X Entertainment Inc.
 - Customer will be subject to a sound hook-up fee of \$500.00



RENTAL CHARGES FOR EVENING RECEPTIONS

(OFF-PREMISE CATERING)

The following applies to events booked from Sunday to Friday and pertains to clients who have contracted outside caterers exclusively for “Dinner” service only.

The caterer must bring in all food items prepared and precooked, and must provide Kitchen Staff on site during service.

Access to our kitchen equipment is only granted for finishing preparations and to keep the food at required temperatures.

Room Rental Package, includes the following:

- 9 Hours of Event Time (5:00pm to 2:00am)
- China, Crockery, Glassware
- Décor Package, to include
 - *Table Linens (Floor Length Patterned or Non-Patterned) - Choice of White, Ivory, Black*
 - *Linen Napkins - Large Selection of Color Options*
 - *Louis XVI Chairs included*
 - *Charger Plates for all guests – choice of Silver or Gold*
- Professional Trained Event staff & White Glove Service including Host/Hostess, Coat Check, Maître D, Wait Staff - First Aid Trained and Smart Serve Certified
- Soft Bar including Fountain Soft Drinks, Juices (Orange, Cranberry, Apple), Mock tails, Daiquiris, Specialty Coffees, Herbal Teas
- Set up & dismantle of room including Tables, Chairs, Staging & Stair, Cherry Wood Podium, Clean-up
- Elegantly Designed Buffets, Props, Serving Dishes and Utensils,
- Complimentary Cake Cutting Service & Coat Check Service
- Luxuriously Appointed Private Bridal Suite (Equipped with Safe & Private Washroom)
- Built-in intelligent lighting, sound, and video screen
 - – Available at additional cost through Digital X Entertainment Inc.
 - Customer will be subject to a sound hook-up fee of \$500.00

Digital Kiosk & Photobooth – available at additional cost, \$250.00



LATE-NIGHT STATIONS

The Mississauga Convention Centre does NOT permit any off-premise catering for cuisine/dishes offered by the catering department of the Mississauga Convention Centre. Such items may include late-night stations.

For your enjoyment, the Mississauga Convention Centre offers the following late-night stations that may compliment any lunch or evening reception.

LATE-NIGHT *SAVOURY* SENSATIONS

Taco Station

Sizzling Chicken or Beef Strips to fill in soft and hard taco shells with your choice of Sour Cream, Hot Sauce, Lettuce, Pickled Jalapenos, chopped fresh Tomato Salsa, Cheddar and Monterey Jack Cheese_\$9.00

Asian Fusion

Vegetable Chow Mein Noodles served in an Asian Box, with BBQ Pork on Side, Mini Vegetable & Shrimp Spring Rolls & Popcorn Chicken

Pizza Parlour Station

Fresh from the Oven: Thin Crust Pizza's to include: Chicken, Spinach, Red Pepper, Feta Cheese, Black Olives & Pesto; Roasted Vegetable and Goat Cheese; Philly Cheese Steak

Poutine Station

Golden French Fries loaded with Cheese Curds, Beef Gravy, Bacon, Sour Cream, Chives

Sliders

Fresh Angus Beef Sliders on Mini Sesame Seed Burger Bun, Grilled Chicken & Vegetarian on Ciabatta Buns

LATE-NIGHT *SWEET* SENSATIONS

Sweet Table Deluxe

Assorted Pastries, Assorted Whole Cakes, Belgium Chocolate Fountain, Fresh Cubed Fruit
(Number of Cakes to be determined by final guest count)

Waffle & Crepe Station

Fresh Belgian Waffles & Crepes with Nutella, Sliced Bananas, Berries with Assorted Ice Cream, Caramel and Chocolate Sauce, Assorted Nuts and Diced Fresh Fruit

Mini Donut Station

We make hot, fresh Donuts in our Mini Donut Machine while your guests watch. The Mini Donuts are lightly sprinkled with your guests' choice of Cinnamon Sugar, Vanilla, Chocolate, Raspberry & Powdered Sugar

Chocolate Fountain

Decadent Chocolate, fresh selection of Strawberries, Golden Pineapple, Honeydew, Cantaloupe, Pretzel Bites, Lady Fingers, Profiteroles & Cinnamon Sugar Dusted Funnel Cake Fries



BAR OPTIONS

OPTION # 1 – 8 hr. Premium Host Bar

SPIRIT / LIQUOR / LIQUEUR

Grey Goose Vodka	Black Label Scotch	Beefeater Dry Gin
Wiser's Special Whisky	Ballantine's Scotch	Barclay's Brandy
Sky Vodka	Bacardi White Rum	Southern Comfort
DeKuyper Peachtree Schnapps	Sweet Vermouth	Meaghers Sambuca Nostra
O'Casey's Irish Cream	Amaretto Del'Amorosa	McGuinness Trip Sec
La Grange Cognac	McGuinness Blue Curacao	Malibu Coconut Rum
Dubonnet	Dry Vermouth	Dry Martini
Tequila	Campari	McGuinness Amaretto
Bolivar Coffee Liqueur	Bacardi's Dark Rum	McGuinness Melon Liqueur
Jack Daniels	Lemoncello	Long Island Ice Tea
Reserve Porto	Banana Liqueur	Grappa Stravecchia
Cacao Dark	Campari	McGuinness Anisette
McGuinness Crème De Menthe	Grand Marnier	
Cognacs & Brandy	McGuinness Crème De Banana	
Crown Royal	McGuinness Crème de Cacao White	

SPECIALTY COCKTAILS include Martinis, Pina-colada, and Strawberry Daiquiri

IMPORTED & DOMESTIC BEER includes Heineken, Stella Artois, MGD, Corona & Guinness, Moosehead, Keith Pale Ale, Coors Light, Molson Canadian, Molson Export, Budweiser & Labatt's Blue

RED & WHITE TABLE WINES, by the glass at bar, by the bottle at table – throughout evening.

SPARKLING WINE (@ Bar & Toasting)

SPECIALTY COFFEES including Espresso, Café au Lait, Cappuccino, Macchiato, Spanish, Irish Cream, Bavarian Liquor Coffee, Regular, Decaffeinated Coffee, Tea, Herbal Teas

OPTION # 2 - 6 hr. Standard Host Bar

LIQUOR

Absolute Vodka	Appleton White Rum	Wiser Special Whiskey
Black Label Scotch	Barclay's Brandy	Beefeater Dry Gin

DOMESTIC BEER, including Labatt's and Molson Products

RED & WHITE HOUSE WINE, by the glass at the bar

Espresso, Cappuccino, Coffee & Tea



OPTION # 3 – Bar Supplied by Client

Client must provide a Special Occasions Permit, which is designated by L.C.B.O.

Licensed Bartender: \$200.00 per bartender, based on 8-hour bar

Corkage

Liquor Maximum 40 oz.

Beer Case of 24

Wine Bottle Maximum 750 ml

All alcohol must be delivered to the Mississauga Convention Centre the day of the event. A copy of the receipt from LCBO and The Beer Store must be provided to management, along with a copy of the Special Occasion Permit.



POLICY & BOOKING INFORMATION

The following information is stated to assist our clients in understanding the policies and procedures for the Mississauga Convention Centre.

CATERING

Client must ensure with own Caterer that food is cooked OFFSITE, and they must provide OWN Kitchen staff.

LIQUOR SERVICE

Mississauga Convention Centre is a fully licensed establishment throughout, providing a variety of bar service options. For bars whereby client is providing their own alcohol, a liquor license must be presented. All bartender staff are Smart Server Certified.

STAFF

Our waiters and bartenders are uniformly suited in black tuxedos and white gloves and are expertly trained for banquet functions.

GUARANTEE

A minimum guaranteed number of guests are required when booking your event. Your final guest count is required 6 days prior to your event, at which point your numbers cannot be reduced.

When you are asked to complete your seating plan please remember that we require a minimum of 8 and a maximum of 12 guests per table.

DECOR

All décor arrangements must be disclosed to the Mississauga Convention Centre prior to the event for approval and they must abide by all rules and regulations.

Please be advised that your Décor Company must provide an Insurance Certificate prior to your event date.

FRESH FLORAL ARRANGEMENTS MUST BE FULLY ASSEMBLED OFF SITE PRIOR TO DELIVERY.

All candles must have glass enclosure; No- open flames permitted, as per Mississauga By-Law.



POLICY & BOOKING INFORMATION continued.

BOOKING INFORMATION

Upon booking an initial deposit of \$2,000.00 per ballroom is required, followed by a second deposit required 8 months prior to the event date. Unless, otherwise stated within your contract.

Please note that all prices are subject to applicable taxes, unless otherwise stated.

Package Prices Included within this booklet are subject to change without approval, not included within contract.

Please remember the use of confetti & paper streamers are strictly prohibited.

Pyrotechnics can only be used with a License, and a permit from the Fire Department.

The Mississauga Convention Centre does not permit the use of Fireworks within the Facility.

SOCAN

SOCAN is the Canadian copyright collective for the performance of musical works. It administers the performing rights of its members (composers, lyricists, songwriters and their publishers) and those of affiliated international societies by licensing the use of their music in Canada. The fees collected are distributed as royalties received from affiliated international societies to its members for the use of their music worldwide.

A Socan Fee will be charged on all Evening Receptions. The rate is based on number of guests and will be determined at time of booking.

AUDIO AND VISUAL SERVICES

Please refer to the hook-up form provided by Sales Representative.

