



MISSISSAUGA
CONVENTION CENTRE

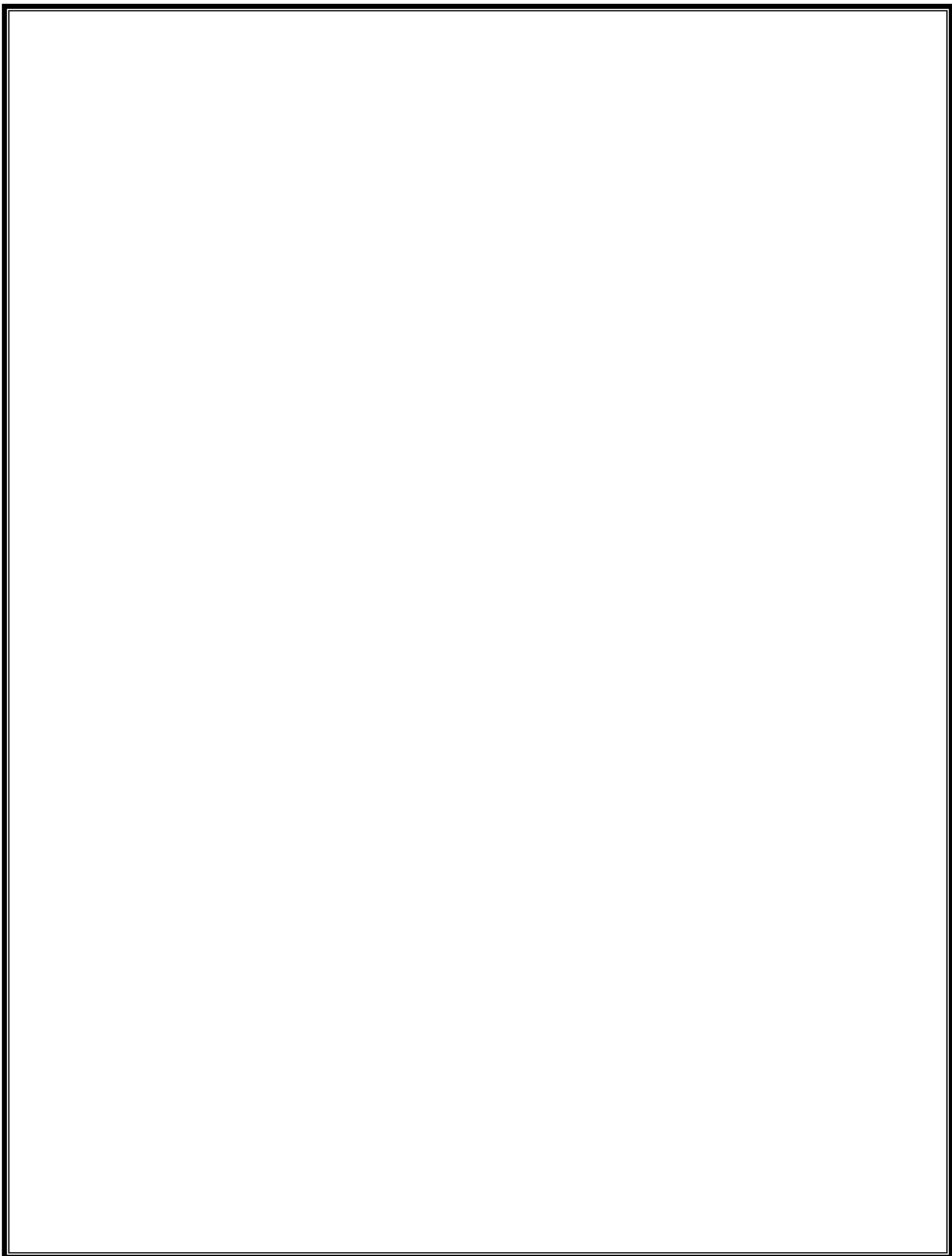
RENTAL PACKAGE

WITH OFF-PREMISE CATERING



2017/2018

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 ...

- 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
- Chair Covers by Elegante Décor – Selection of Style and Colour Options, additional \$2.00 per chair

CATERING OPTIONS AVAILABLE, FOR MORNING CEREMONIES

- CONTINENTAL BREAKFAST, *\$7.95 per person, includes*
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, *\$12.95 per person, includes*
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 *\$2.00 per person*
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 to keep the food at required finishing preparations and 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 Colour Options
 - Chair Covers by Elegante Decor – Selection of Style and Colour Options (Upgrade to Chivari Chairs at \$3.75 per)
- 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 Beverage Fridge, Safe, LCD TV, Private Washroom)
- Built-in intelligent lighting, sound and video screen – Available at additional cost through bbBlanc Entertainment.
- Personalized Digital Display
- WPIC Certified Wedding Event Coordinator, - We will work with you in coordinating all details leading up to the event date.

The following is included within the rental cost:

If the Ceremony, Lunch and Dinner Reception are all held on the same date, the lunch reception rate is reduced.



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 to keep the food at required finishing preparations and 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 Colour Options
 - Chair Covers by Elegante Décor – Selection of Style and Colour Options (Upgrade to Chivari Chairs at \$3.75 per)
 - Charger Plates for all guests – choice of Silver or Gold
 - Inquire about Centre Piece Options available through Elegante Décor
- 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 Beverage Fridge, Safe, LCD TV, Private Washroom)
- Built-in intelligent lighting, sound and video screen – available at additional cost through bbBlanc Entertainment.
- Personalized Digital Display
- WPIC Certified Wedding Event Coordinator,
 - We will work with you in coordinating all details leading up to the event date.



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.....\$7.00

Asian Fusion

Vegetable Chow Mein Noodles served in an Asian Box, with BBQ Pork on Side,
Mini Vegetable & Shrimp Spring Rolls & Popcorn Chicken.....\$7.00

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\$7.00

Poutine Station

Golden French Fries loaded with Cheese Curds, Beef Gravy, Bacon, Sour Cream, Chives.....\$7.00

Sliders

Fresh Angus Beef Sliders on Mini Sesame Seed Burger Bun, Grilled Chicken
& Vegetarian on Ciabatta Buns\$7.00

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).....\$10.00

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.....\$7.00

Mini Donut Station

We make hot, fresh Mini 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.....\$5.00

Chocolate Fountain

Fresh selection of Strawberries, Golden Pineapple, Honeydew, Cantaloupe, Pretzel Bites, Lady Fingers,
Profiteroles & Cinnamon Sugar Dusted Funnel Cake Fries, Decadent Chocolate.....\$5.00

Funnel Cakes

Crisp, deep-fried cake dusted with Powdered Sugar accompanied with Berries with Vanilla Ice Cream,
Caramel and Chocolate Sauce, Chopped Nuts and Diced Fresh Fruit.....\$5.00



BAR OPTIONS

OPTION # 1 – 8 hr. Premium Host Bar

SPIRIT / LIQUOR / LIQUEUR

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

SPECIALTY COCKTAILS include Martinis, Pina-colda 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: \$175.00 per bartender, based on 8 hour bar

Corkage Fees

Liquor \$30.00 per bottle – Maximum 40 oz.

Beer \$30.00 per case of 24

Wine Bottle \$6.00 per 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. Our policies and procedures apply to all social events including; Weddings, Showers, Anniversaries, Baptisms or Bar/Bat Mitzvahs, etc.

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.

When booking a D.J. and entertainment please remember the use of confetti & paper streamers are strictly prohibited.

Speakers brought in from your entertainment company are welcome but they must follow the noise exposure limits in Canada as per the Occupational Exposure Limits (OEL).

Also 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 Reception. The rate is based on number of guests and will be determined at time of booking.