



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

CONFERENCE SERVICES

Conference Services & Hospitality – Booking Request Guidelines

Venue Bookings

When submitting your booking inquiry, we kindly request that you provide the CSH team at usmc.bookings@utoronto.ca with the information outlined in the table below. This information is essential for us to better understand your needs and to facilitate the booking process. Please note that we are unable to proceed with venue bookings without this information.

Please note that the submission of this information to the CSH team does not constitute confirmation of the booking.

Function Date	
Function Start/End Time	
Space Booking Start/End Time (Including Set-Up and Teardown)	
Function Name	
Function Description	
On-Site Event Contact	
Preferred Venue*	
# of Participants	
Venue Set-Up**	
AV Requirements***	

*Please see page 4 for venue options.

**Please see page 3 for the “Venue Set-Up Options”.

***Please see page 4 for the Built-In AV within the spaces. Additional AV can be requested. However, the provision of this equipment is dependent on availability.

We kindly request that all booking requests be submitted at least 10 business days in advance of the function date otherwise we may not be able to accommodate your request. For any requests that do not meet this timeline, please submit a booking request to usmc.bookings@utoronto.ca with “URGENT” noted in the subject heading.

We kindly ask that any modifications to venue setup and AV requirements be submitted at least 5 business days prior to the function date.

For enhanced AV requirements, AV walkthroughs can be scheduled during business hours (Monday to Friday, 9:00 AM to 5:00 PM) to set up and test the equipment. Please be advised that an on-site event contact must be present for this walkthrough. Please note that fees may apply for after-hours AV support, and requests for such support should be submitted at least 10 business days in advance of your function date.

Catering Services

We kindly request that you place all catering orders through the University of St. Michael's College (USMC) online catering platform, accessible via the following link: [USMC Catering Platform](#).

For your convenience, a video tutorial on using the catering platform can be found here: [Catering Platform Tutorial](#).

If you require assistance with your catering order, please do not hesitate to contact Sharun Shaji, Chartwells Catering Manager, at sharun.shaji@compass-canada.com. Sharun is available to address any catering-related questions and to guide you through your catering requirements.

Catering Policies:

1. Catering Orders:

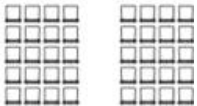
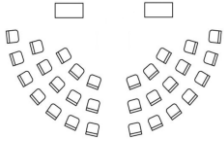


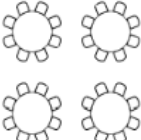
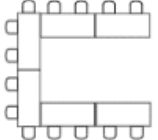
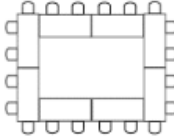
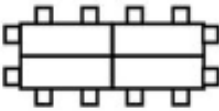
- a. A minimum of 5 business days' notice is required for all catering orders.

- b. For special events, plated events, or any orders serving more than 100 people, 10 business days' notice is required.
 - c. Additional charges will apply for orders placed outside of these timeframes.
2. **Order Modifications:**
 - a. If a client requests changes to their order (e.g., change in quantity) with less than 48 hours' notice of the event, additional charges will apply.
3. **Nutritional and Allergen Information:**
 - a. We strive to provide complete nutrition and ingredient information. However, products may change without our knowledge, and menu items are prepared in close proximity to other ingredients that may lead to cross-contamination with allergens or unlisted ingredients.
4. **Leftover Food:** To uphold the highest standards of food safety and quality, the caterer is unable to package leftover food for clients to take home.

Conference Services and Hospitality - Dos and Don'ts

- **Centrepieces:** While the CSH team is pleased to provide suggestions for centrepieces for your function, please note that we do not create these. We can, however, connect you with the Chartwells team for the purchase of floral arrangements.
- **Signage:** The CSH team is happy to advise on the placement of wayfinding signage and can supply sandwich boards. However, we do not create signage for your function.
- **General Catering:** We are available to answer any questions regarding catering for your event, including order recommendations, quantities, and execution. Please be aware that we do not create or place catering orders on behalf of clients.
- **Catering - Choice Menus:** While the CSH team is happy to offer menu suggestions and registration recommendations, the event organizer is responsible for managing choice menus. The organizer must provide meal quantity totals to the caterer and supply name cards indicating each guest's name and entree choice for table setup.
- **Linens:** We highly recommend that the tables used for your function be covered with linens. While the CSH team does not have linens available, we can help connect you with the caterer to arrange for linens to be ordered. Please note, however, that the tables designated for Chartwells catering will be covered with linens, provided with no additional charge.

USMC Venues - Space Set-Up Options:

Standard Room Setups	
Standard Theatre Style	
C-Theatre Style	
Circle Style	
Classroom Style	
Banquet Style	
U-Shape Style	
Hollow Square Style	
Boardroom Style	

USMC Venues - Built-In AV:

Space	Room Setup	Capacity				Built-in AV	Notes
		Fixed Setup	Theatre	Banquet	Classroom		
Charbonnel Lounge	flexible	N/A	120	90	70	HDMI connection, projector, sound system, 2 wireless handheld mics, laptop	
Father Madden Hall	flexible	N/A	120	90	70	HDMI connection, projector, sound system, 2 wireless handheld mics	*Laptop can be added upon request.
Romero Room	flexible	N/A	60 (1)	36 (2)	N/A	HDMI connection, projector, sound system, 2 wireless handheld mics	*Theatre capacity set based on size of screen and audience visibility. ** There are 6 banquet rounds at Loretto, each accommodating 6 seats. At any time, we can only support banquet for 36 people.
Mary Ward Centre	Flexible	N/A	60 (1)		N/A	HDMI connection, projector, sound system, 2 wireless handheld mics	
Senior Common Room	flexible	N/A	36	N/A	36	HDMI connection, wall mounted TV, built-in computer, webcam	*Room is equipped with wheeled furniture, easy to adjust room setup as needed.
Basilian Common Room	fixed, lounge	32	N/A	N/A	N/A	TV with HDMI connection	*Room hosts weekly recurring meetings such as seminars and reading groups, and may not be available for full-day bookings
Small Gathering Room	Fixed, lounge	25	N/A	N/A	N/A	Wall mounted TV with HDMI connection	
BR200 (Sam Sorbara Auditorium)	fixed, classroom setup	250	N/A	N/A	N/A	Teaching station (built-in computer), 1 podium mic, 1 wireless lapel mic	*Room is used as lecture space, more available for evening/weekend bookings.
AH100	fixed, auditorium	276	N/A	N/A	N/A	Teaching station (built-in computer), 1 podium mic, 1 wireless lapel mic	*Room is used as lecture space, more available for evening/weekend bookings.
AH400	fixed, auditorium	198	N/A	N/A	N/A	Teaching station (built-in computer), 1 podium mic, 1 wireless lapel mic	*Room is used as lecture space, more available for evening/weekend bookings.
Small Classrooms (Boardroom Setup)	fixed, boardroom setup	20-25	N/A	N/A	N/A	Roll in/ceiling mounted projector	*Room is used as lecture space, more available for evening/weekend bookings.
Large Classrooms (Classroom/tablet chair)	fixed, classroom setup	50-70	N/A	N/A	N/A	Jr. teaching station (HDMI connection, projector, speakers)	*Room is used as lecture space, more available for evening/weekend bookings. **Please notify Conferences if Jr. teaching station is needed for the booking, so that the teaching station can be enabled.