



# **Event Services & Catering Planning Package**

2022-2023



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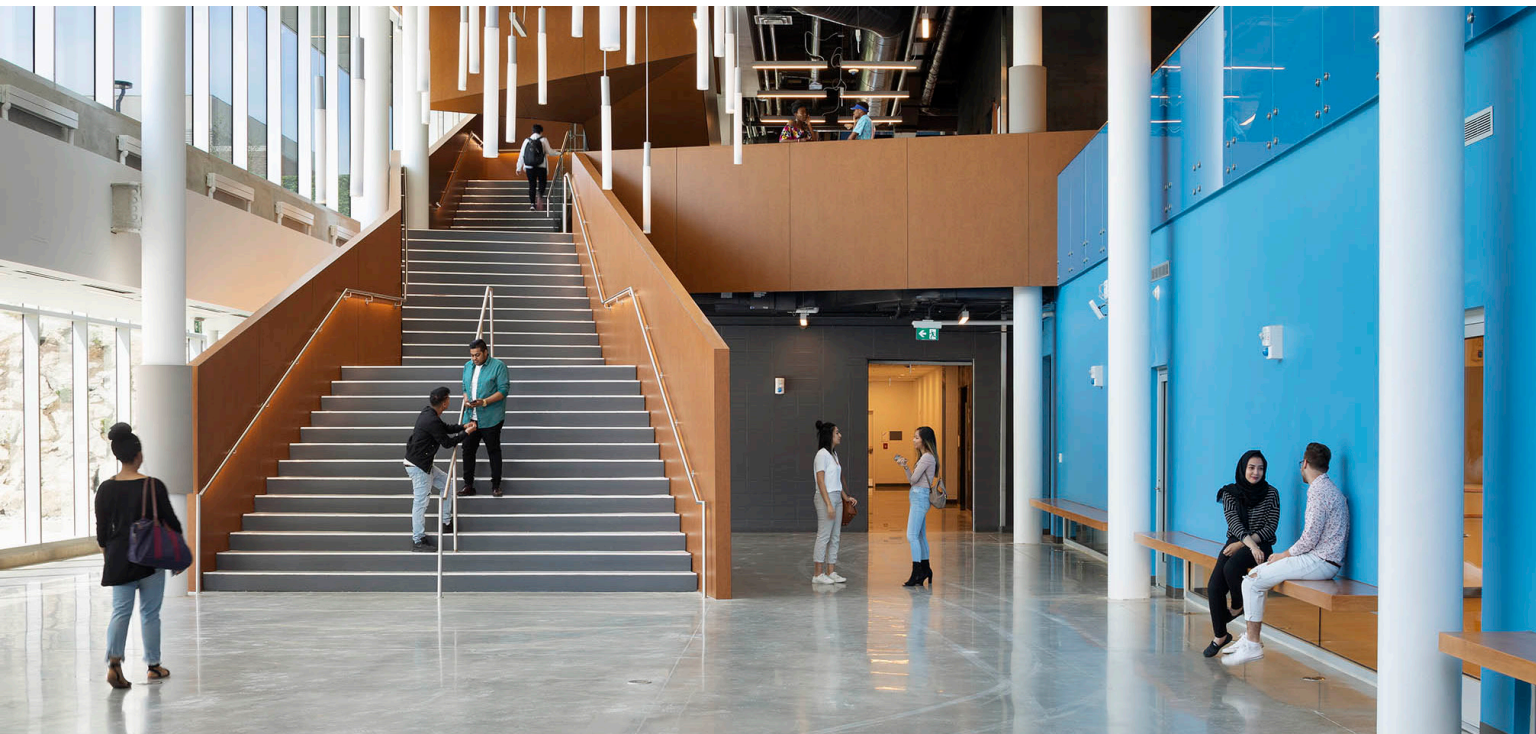
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# General Information

## 1.1 OUR COMMUNITY







The York University Student Centre (YUSC) oversees the management of two buildings on campus that act as central hubs for students and faculty to meet, study, socialize and relax. In the Second Student Centre, we offer 3 floors of event and exhibition space for corporate and social events, that include:

- State of the art 7200 square feet Convention Centre
- The convention space is fully partitionable with interior walls able to divide the space into as many as 5 distinct spaces
- 9 breakout rooms that can accommodate groups from 4 to 24 people.
- Common space areas designed perfectly to accomodate larger fairs and exhibitions
- In-house catering services.





1.2 GENERAL CAPACITY CHART

| ROOM                       | SQ.<br>FOOTAGE | ROOM LAYOUTS                                                                      |                                                                                   |                                                                                   |                                                                                    |                                                                                     |                                                                                     |
|----------------------------|----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                            |                |  |  |  |  |  |  |
|                            |                | THEATRE                                                                           | CLASSROOM                                                                         | BANQUET                                                                           | U-SHAPE                                                                            | HOLLOW<br>SQUARE                                                                    | CONFERENCE                                                                          |
| Convention Centre          | 7200           | 450                                                                               | 380                                                                               | 420                                                                               | 150                                                                                | 180                                                                                 | —                                                                                   |
| ⅔ of the Convention Centre | 5065           | 270                                                                               | 230                                                                               | 250                                                                               | 90                                                                                 | 110                                                                                 | —                                                                                   |
| ⅓ of the Convention Centre | 2530           | 130                                                                               | 90                                                                                | 110                                                                               | 35                                                                                 | 40                                                                                  | —                                                                                   |
| ⅙ of the Convention Centre | 1200           | 50                                                                                | 35                                                                                | 40                                                                                | 15                                                                                 | 20                                                                                  | —                                                                                   |
| Room 344                   | 920            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 24                                                                                  | —                                                                                   |
| Room 345                   | 307            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | —                                                                                   | 10                                                                                  |
| Room 346                   | 307            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | —                                                                                   | 10                                                                                  |
| Room 347                   | 460            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 16                                                                                  | —                                                                                   |
| Room 348                   | 230            | —                                                                                 | —                                                                                 | 8                                                                                 | —                                                                                  | —                                                                                   | —                                                                                   |
| Room 349                   | 230            | —                                                                                 | —                                                                                 | 8                                                                                 | —                                                                                  | —                                                                                   | —                                                                                   |
| Room 301                   | 323            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | —                                                                                   | 10                                                                                  |
| Room 302                   | 485            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 16                                                                                  | —                                                                                   |
| Room 338                   | 323            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 16                                                                                  | —                                                                                   |
| Congregation Space         | —              | 200                                                                               | 155                                                                               | 185                                                                               | 75                                                                                 | 90                                                                                  | —                                                                                   |









# Convention Centre and Pre-Function Lobby

## 2.1 GENERAL INFORMATION

### THE CONVENTION CENTRE

Located in the Second Student Centre, the Convention Centre has been designed with versatility in mind and is divisible into 5 smaller spaces, with full audio/visual capabilities, catering services, and a maximum capacity of 500 people.

### Room Amenities

|                                                                                   |        |                                                                                   |                      |
|-----------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------|----------------------|
|  | Tables |  | A/V System           |
|  | Chairs |  | Projector            |
|  | Bar    |  | Lighting Grid        |
|  | Screen |  | Accessible Washrooms |

### BOOKING FEE

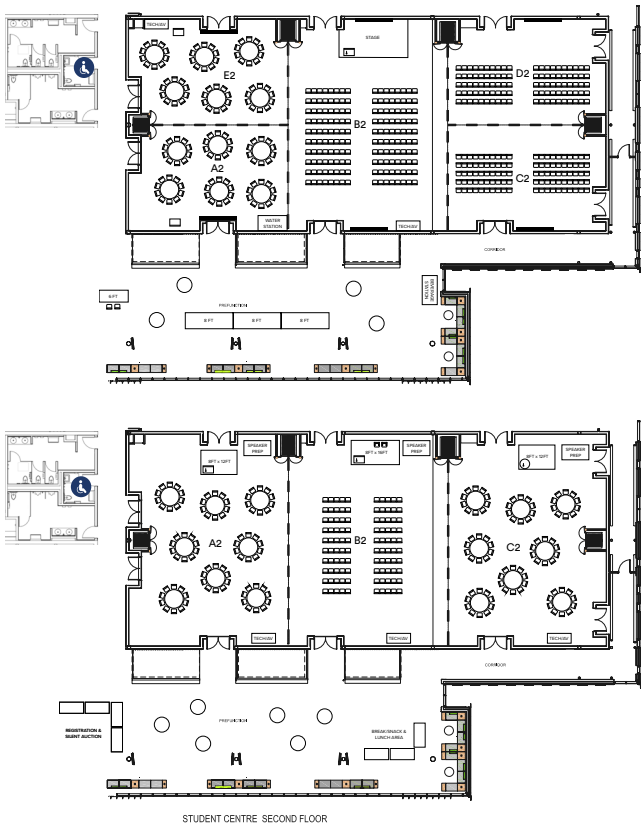
\$1,200/day + applicable taxes

*\* Rates subject to change*

### A/V Technician Fee

\$30.00/hr + applicable taxes

*\* Rates subject to change*



### LEGEND



Wheelchair Accessible

## 2.2 THE CONVENTION CENTRE









## 2.3 PRE-FUNCTION LOBBY

The Convention Centre Pre-function Lobby can fit up to 150 people. It may be used as a registration/reception area for a larger function or as an independent venue for your event.





2.4 CAPACITY CHART & PRICING

| ROOM                         | SQ. FOOTAGE | ROOM LAYOUTS                                                                      |                                                                                   |                                                                                   |                                                                                   |                                                                                     |                                                                                     | ROOM RENTAL |
|------------------------------|-------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|
|                              |             |  |  |  |  |  |  |             |
|                              |             | THEATRE                                                                           | CLASSROOM                                                                         | BANQUET                                                                           | U-SHAPE                                                                           | HOLLOW SQUARE                                                                       | CONFERENCE                                                                          |             |
| Convention Centre            | 7200        | 450                                                                               | 380                                                                               | 420                                                                               | 150                                                                               | 180                                                                                 | —                                                                                   | \$1,500     |
| 2/3 of the Convention Centre | 5065        | 270                                                                               | 230                                                                               | 250                                                                               | 90                                                                                | 110                                                                                 | —                                                                                   | \$1,000     |
| 1/3 of the Convention Centre | 2530        | 130                                                                               | 90                                                                                | 110                                                                               | 35                                                                                | 40                                                                                  | —                                                                                   | \$500       |
| 1/6 of the Convention Centre | 1200        | 50                                                                                | 35                                                                                | 40                                                                                | 15                                                                                | 20                                                                                  | —                                                                                   | \$250       |
| Pre-Function Lobby           | 2400        | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                   | —                                                                                   | \$1,000     |



# Meeting Rooms

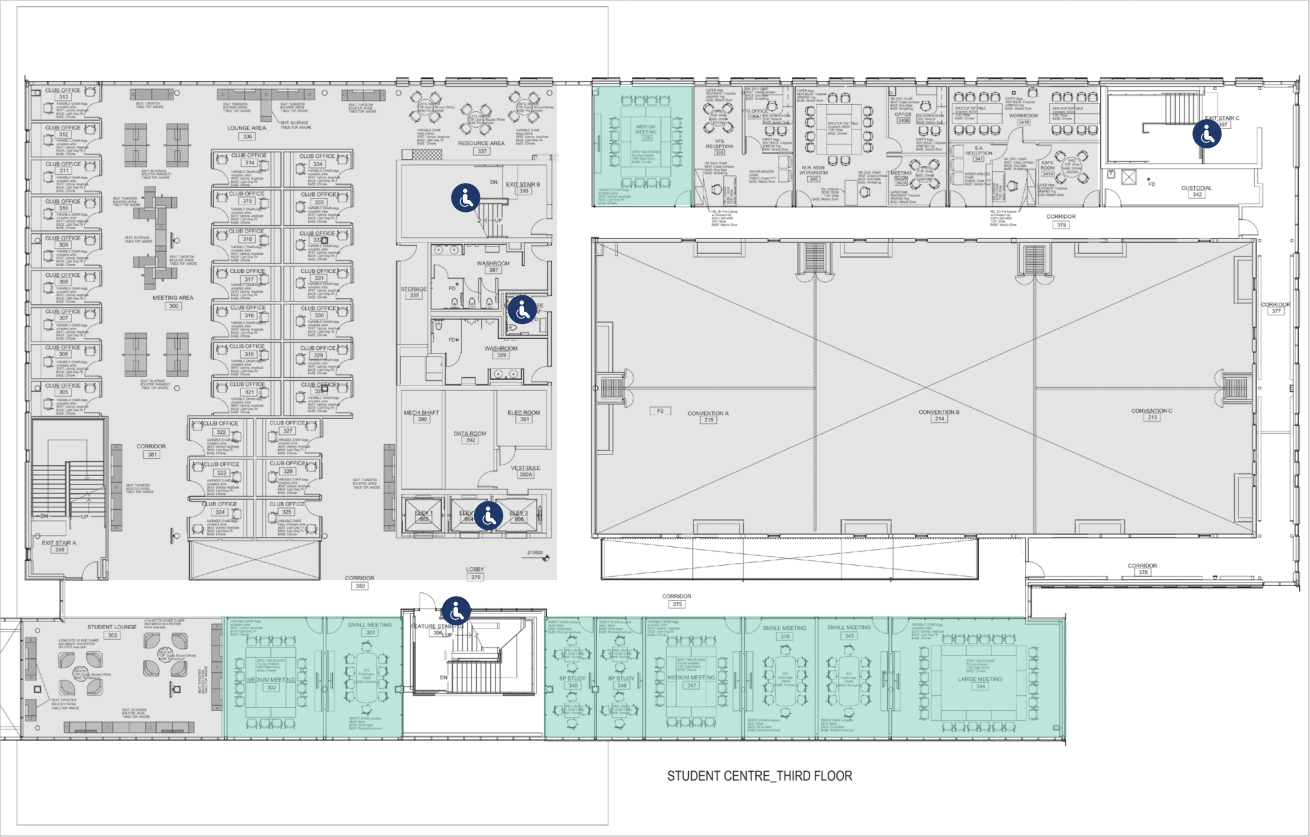
## 3.1 GENERAL INFORMATION

The Student Centres have various conference rooms available for booking, that can cater to a multitude of services. Meeting rooms are equipped with multimedia monitors/projectors and can be used as breakouts or to host separate events, meetings, lectures and any other type of presentation or seminar.

## 3.2 PICTURES









3.3 FLOORPLAN



LEGEND

- Bookable spaces
- Non-bookable spaces
- Wheelchair Accessible

3.4 CAPACITY CHART & PRICING

| ROOM     | SQ.<br>FOOTAGE | ROOM TYPE                                                                         |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     | ROOM<br>RENTAL |
|----------|----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------|
|          |                |  |  |  |  |  |  |                |
|          |                | THEATRE                                                                           | CLASSROOM                                                                         | BANQUET                                                                           | U-SHAPE                                                                           | HOLLOW<br>SQUARE                                                                   | CONFERENCE                                                                          |                |
| Room 344 | 920            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | 24                                                                                 | —                                                                                   | \$45/hr        |
| Room 345 | 307            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 10                                                                                  | \$40/hr        |
| Room 346 | 307            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 10                                                                                  | \$40/hr        |
| Room 347 | 460            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | 16                                                                                 | —                                                                                   | \$45/hr        |
| Room 348 | 230            | —                                                                                 | —                                                                                 | 8                                                                                 | —                                                                                 | —                                                                                  | —                                                                                   | \$40/hr        |
| Room 349 | 230            | —                                                                                 | —                                                                                 | 8                                                                                 | —                                                                                 | —                                                                                  | —                                                                                   | \$40/hr        |
| Room 301 | 323            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                  | 10                                                                                  | \$40/hr        |
| Room 302 | 485            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | 16                                                                                 | —                                                                                   | \$45/hr        |
| Room 338 | 323            | —                                                                                 | —                                                                                 | —                                                                                 | —                                                                                 | 16                                                                                 | —                                                                                   | \$45/hr        |

# Congregation Space




## 4.1 GENERAL INFORMATION

The Congregation Hall is the largest prayer/congregation facility available on campus and is located in the Second Student Centre on the fourth floor. The congregation room has a maximum capacity of 200 people. These rooms can be booked for social and corporate events. Liquor Service is strictly prohibited due to religious observance requirements.

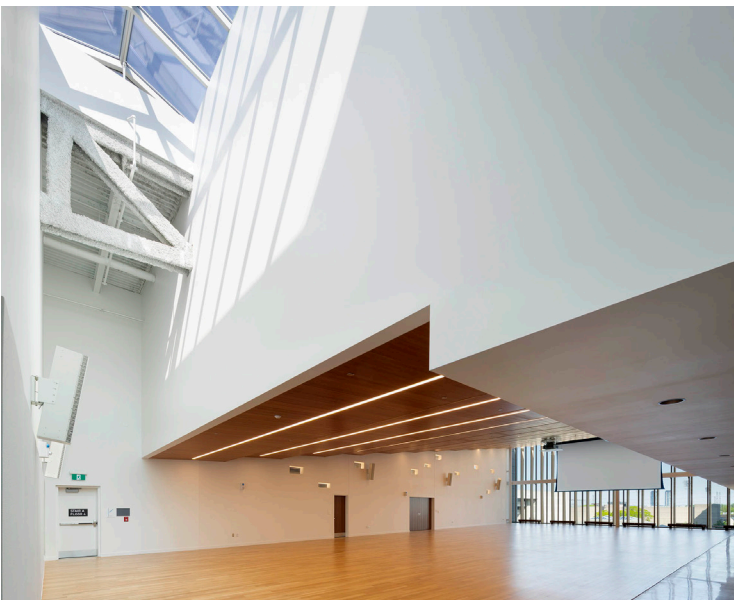
## 4.2 FLOORPLAN



### LEGEND

-  Bookable spaces
-  Non-bookable spaces
-  Wheelchair Accessible

4.3 PICTURES



4.4 CAPACITY CHART & PRICING

| ROOM               | SQ. FOOTAGE | ROOM TYPE |           |         |         |               |            | ROOM RENTAL |
|--------------------|-------------|-----------|-----------|---------|---------|---------------|------------|-------------|
|                    |             |           |           |         |         |               |            |             |
|                    |             | THEATRE   | CLASSROOM | BANQUET | U-SHAPE | HOLLOW SQUARE | CONFERENCE |             |
| Congregation Space | —           | 200       | 155       | 185     | 75      | 90            | —          | TBC         |

# Atriums & Exhibition Spaces

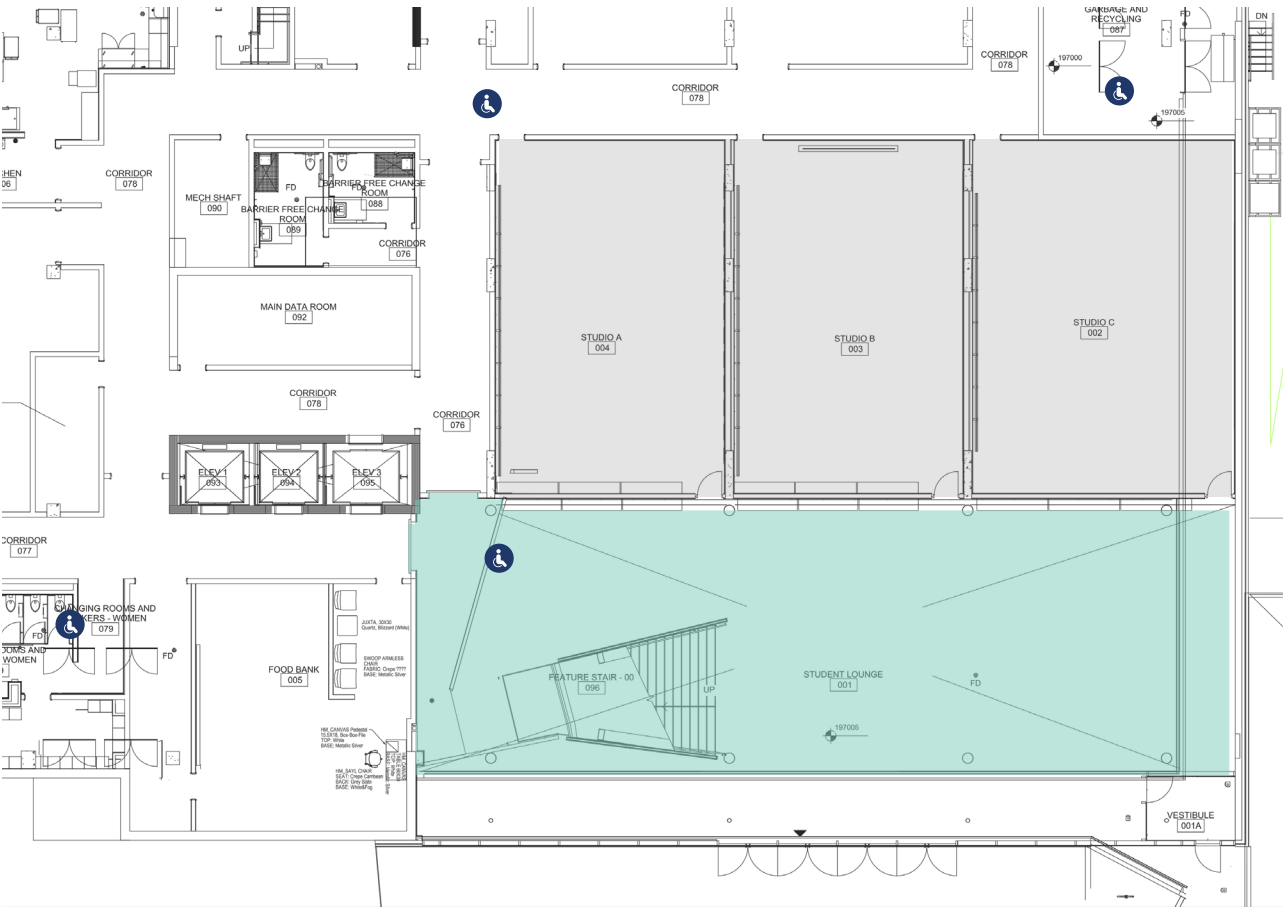
## 5.1 GENERAL INFORMATION

Located in the Second Student Centre, our Atriums can host fairs and expositions year-round. By using a combination of the areas in the basement, 1st and 2nd floors, the Student Centre can accommodate up to 70 expo booths.




## 5.2 PICTURES



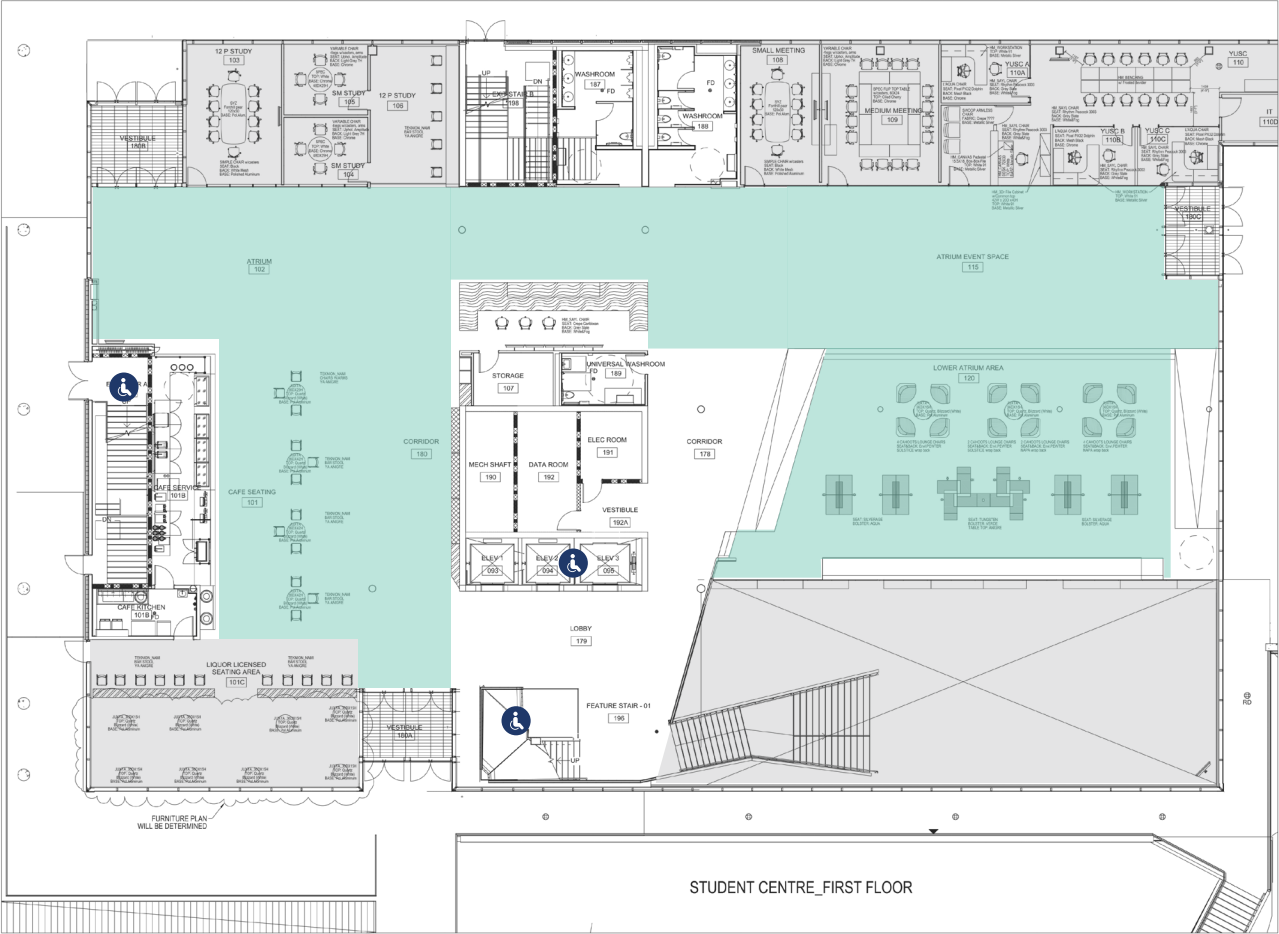
5.3 FLOORPLAN: BASEMENT ATRIUM



LEGEND

-  Bookable spaces
-  Non-bookable spaces
-  Wheelchair Accessible

5.4 FLOORPLAN: FIRST FLOOR ATRIUM



LEGEND

- Bookable spaces
- Non-bookable spaces
- Wheelchair Accessible

5.5 FLOORPLAN: SECOND FLOOR ATRIUM & EXHIBITION SPACES



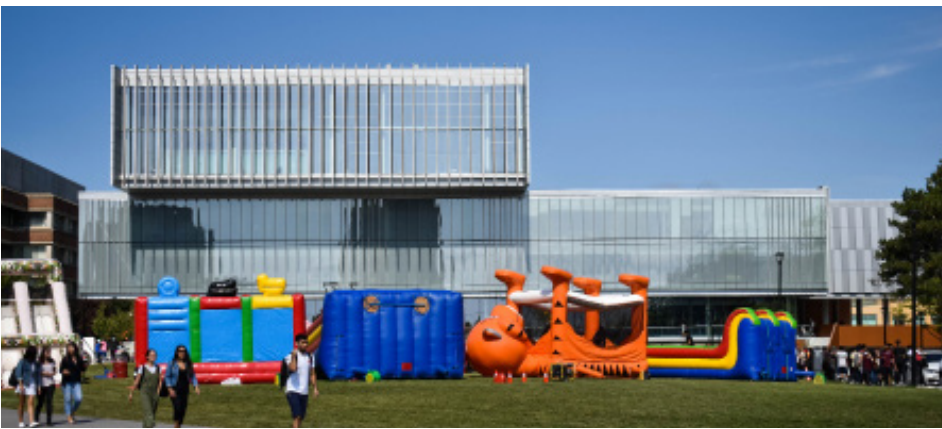
- LEGEND
- Bookable spaces
  - Non-bookable spaces
  - Wheelchair Accessible

For more details and pricing, please contact Yulia Belavina at [catering@yusc.ca](mailto:catering@yusc.ca)

# Patio Areas

## 6.1 GENERAL INFORMATION

Student Centre Terrace, BBQ Patio, and Roy Mcmurty Green are perfect venues for a less formal outdoor gathering. Pre-designed BBQ buffets, as well as customized menus are available.



# Event Services

## 7.1 GENERAL INFORMATION

YUSC also offers off-site catering services for our clients on campus. Our kitchen is located in the Second Student Centre, and apart from serving food to our in-house guests, we also provide delivery to any location within York University Keele Campus.

For more information and our menu please contact Yulia Belavina at [cornerstone@yusc.ca](mailto:cornerstone@yusc.ca).



## 7.2 CATERING SERVICES

Our catering and event specialists are happy to help with planning and execution of an event of any complicity form a family gathering to a multi-day convention. With more than 400 events happening every year we have the experience to accommodate functions of any style and nature.

Our team will provide guidance and assistance with creating a custom menu, designing an easy and comprehensible timeline, determining a budget, choosing the best set up, and making sure that everything runs smoothly on the day of the event.

As a part of our portfolio and with a help of our preferred suppliers we also deliver the following services\*:

- Special equipment rental (complex AV, furniture, decoration, etc.)
- Bar service
- Security
- Printing tickets and event materials
- Kosher food and special dietary restrictions
- Special catering (sheet cakes, chocolate fountains, etc.)
- Coat check

*\*Additional fees may apply*



7.3 A/V SERVICE

The York University Student Centre Tech specialists are experienced in providing professional AV support for events. The \$30+ tax hourly tech fee also includes usage of on-site equipment.

7.4 A/V EQUIPMENT AVAILABLE ON SITE

| VIDEO                                                        | QUANTITY |
|--------------------------------------------------------------|----------|
| Wall Mounted Screens                                         | 6        |
| 75" LCD on wheels ( <i>**additional rental fee applied</i> ) | 1        |
| Laptop                                                       | 1        |
| AUDIO                                                        | QUANTITY |
| Wireless Handheld Mics                                       | 8        |
| Wireless Lapel Mics                                          | 4        |
| QSC K12.2 Portable Speakers                                  | 2        |
| Audio Mixer                                                  | 1        |
| DJ Mixing Board                                              | 1        |
| DJ CDJ                                                       | 2        |
| STAGING                                                      | QUANTITY |
| Stage Panels                                                 | 12       |
| Accessibility Ramp                                           | 1        |
| Dance Floor                                                  | 1        |
| Podium                                                       | 2        |
| Mic Stand                                                    | 4        |
| Table Mic Stand                                              | 3        |
| MISCELLANEOUS                                                | QUANTITY |
| Presentation Clickers                                        | 2        |
| HDMI Cables                                                  | 3        |
| Power Bar (6 Ports)                                          | 1        |
| Power Bar (4 Ports)                                          | 2        |
| Extension Cable                                              | 4        |

Our Preferred Supplier can provide rental services for any events with more complex Audio-Visual requirements

## 7.5 ACCESSIBILITY

York University Student Centre is committed to providing an accessible and respectful environment for all our guests. We fully support the standards set by the Accessibility of Ontarians Disabilities Act (AODA) and are very pleased to say that our facility complies with all regulations.



# Policies and Procedures

## PLACING AN ORDER

A catering order can be placed either through email at **cornerstone@yusc.ca**, or by phone at **416-736-2100 ext. 55343**, or through YUSC website:

Please include the following information into your initial request:

- Date and duration of the event
- Location
- The approximate number of people
- If the function is booked for a Student Club or any organization affiliated with the York University

Further information may be requested by the Catering Manager on a case-to-case basis.

## EVENT CONFIRMATION

A signed copy of the Banquet Event Order is to be supplied to the Catering and Event Manager and be used as the Event booking confirmation.

No Services and Function Spaces will be reserved in less than thirty (30) business days prior to the Event date without a signed copy of the Banquet Event Order.

A signed copy of a Catering Rental Contract may also be required along with the Banquet Event Order if determined by the Student Centre management.

## DEPOSIT

A 40% non-refundable deposit is required thirty (30) business days before the Event to solidify any bookings.

The Deposit can be paid either by Cheque or by Credit Card.

York University Faculty and Administration events paid by verified budget account are not subject to a deposit.

The final balance is due one (1) day before the day of Event or the date stated on the Event Contract.

Any additional charges not covered by the final balance are due to thirty (30) business days after the Event.

## **MENU SELECTIONS**

The menu selection may be made from our suggested list of menus.

Some restrictions may apply due to the location and/or size of the group.

The menu selection needs to be finalized at least seven (7) business days prior to the Event.

All prices are subject to applicable taxes.

## **GUARANTEED & FINAL NUMBERS**

A confirmed Event anticipated attendance is to be supplied to Catering and Event Manager seven (7) business days prior to the Event.

The Renter will be charged for this number, or the number served, whichever is greater.

The Number of guests can be increased (but not reduced) up to 72 hours prior to the Event. All changes have to be approved by the Event Manager. No changes in the Number of guests or Menu Items will be accepted in less than three (3) business days prior to the Event.

## **AV/TECH EQUIPMENT**

Technical Fee is mandatory with the use of sound/light system.

Tech Specialists are scheduled one hour prior to the Event for set-up and one hour after each Event to tear down all equipment.

Additional Fee will be applied for any AV equipment that is not included in YUSC's inventory and has to be rented out from an external provider.

Please confirm the list of AV equipment at least seven (7) business days prior to the Event.

## **CHINA/GLASSWARE/DISPOSABLES**

Disposable wares are available for no additional fee for all Food and Beverage orders.

China, Glassware and Metal Cutlery service are available for an additional fee. The fee can be waived in minimum service purchase, if determined by the Catering and Events Manager

## **MINIMUM CATERING ORDERS**

Minimum Catering Order for on-site Events is 10 people

Minimum Catering Order for off-site Events is 10 people and \$200 excluding taxes

## **CANCELLATION POLICIES**

Cancellations made thirty (30) business days or more prior to the event date will receive a 100% refund

Cancellations made within thirty (30) to seven (7) business days prior to the event date MAY incur a fee equal to the non-refundable deposit.

Cancellations made in less than seven (7) business days prior to the event date will be charged the full estimated cost.

All cancellations made by a YFS ratified York University Student Club is subject to a separate policy. Please refer to the Student Clubs Catering and Events Policies and Procedures.

Each Party shall be excused from liability for the failure or delay in performance of any obligation by reason of any event beyond such Party's reasonable control including but not limited to fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labour disturbance, or any other event similar to those enumerated above.

## **OFF-SITE SET-UP**

Catering staff will arrive 15-30 minutes prior to the function start time in order to set up the Event.

Please have doors unlocked, and have the room/area set up with the necessary tables/furniture.

## **FOOD SAFETY/DIETARY RESTRICTIONS**

Only the YUSC Conference Catering provider is permitted on any YUSC event premises and is the sole Food & Beverage provider for all events

Due to the Food Safety requirements, all food leftovers must be removed from the event site by the YUSC staff members or packaged by the YUSC staff to be distributed back to the client for removal

All food service will be provided in accordance with the Ontario safe food handling regulation.

Please confirm the list of dietary restrictions at least seven (7) business days before the Event.

## **SECURITY**

Security Services may be required for rental events based on a risk level assessment performed by the catering & events manager in consultation with the principle client contact point.

Security services can only be supplied by the YUSC preferred & Licensed security provider company.

Security requirements are based strictly on the nature, attendance numbers complexity of the event, and whether alcohol will be served.

Should the number of attendees exceed the number agreed upon on the Rental or Catering order agreements, the YUSC has sole authorization to limit attendee entrance numbers or to cancel the event outright should volumes be unmanageable or pose a security / Health and safety risk.

## **BAR SERVICE**

A minimum of \$150 3-hour Bar staffing fee is required.

All off-site alcohol service requests must be confirmed at least 15 business days in advance in order to obtain approval from the appropriate authorities.

## **DAMAGES**

Any additional charges incurred to the YUSC as a result of a violation of the signed agreements may result in additional charges to the client as determined by the catering & Events manager.

In the event that damages are incurred to the YUSC facilities, due to the intention or negligence of the Renter, its representatives, guests or other related parties, or in the event that the Convention Centre or Building spaces are damaged, the Renter shall be liable for compensation of all damages.

## Contact Information

For all booking inquiry needs, please contact:



**Yulia Belavina**

CATERING AND EVENTS MANAGER

**[cornerstone@yusc.ca](mailto:cornerstone@yusc.ca)**

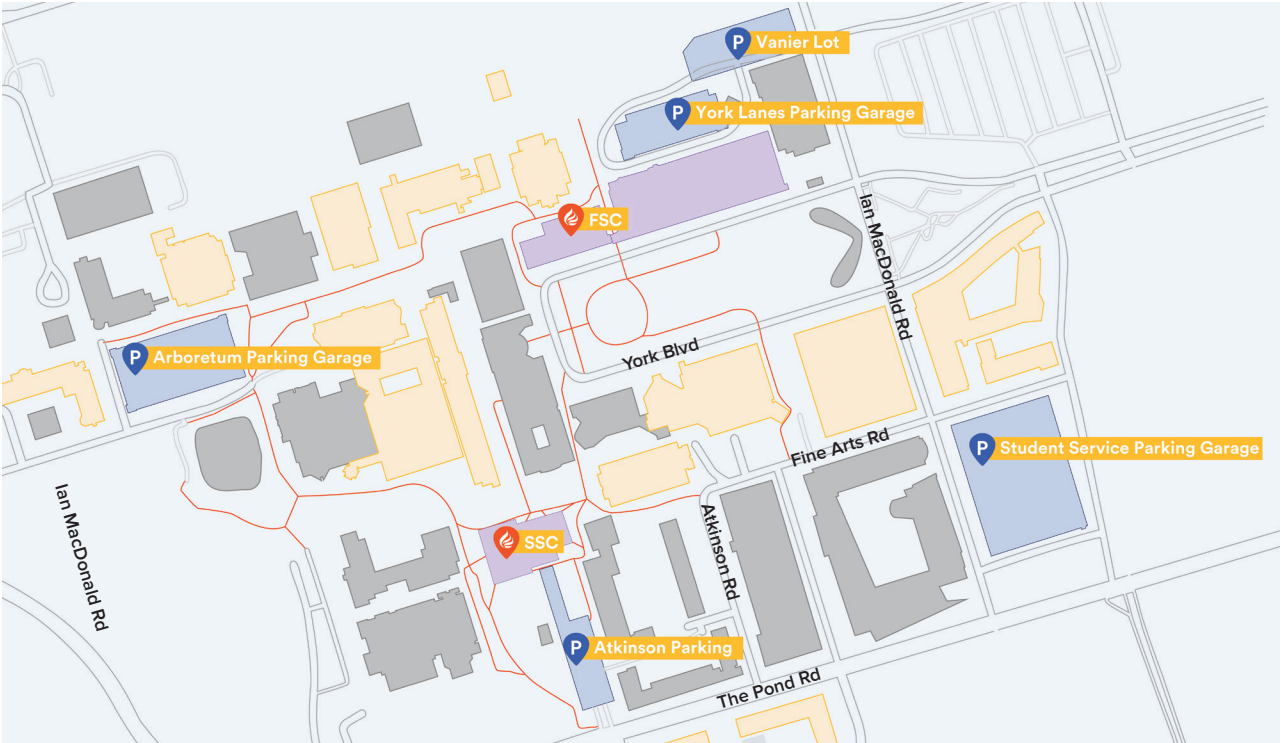
T: (416) 736-2100 ext. 55343

C: (416) 665-6693 // F: (416) 736-5884

# Location and Parking Map

 FSC: 94 York Boulevard, York University




 SSC: 15 Library Lane, York University



## MAILING ADDRESS

York University Student Centre Inc.  
4700 Keele St. Suite 335, Toronto, ON M3J 1P3

## LEGEND

-  Student Centres
-  Parking
-  Walking Paths