

## RENTAL OPPORTUNITIES

Located steps from the subway line, financial district and government offices, the *Osgoode Professional Development* Conference Centre at One Dundas Street West provides a convenient and professional environment for short meetings or full-day functions. Weekend and evening rentals can also be accommodated, subject to availability. Our private meeting rooms include a competitive rate schedule and access to a full range of audio-visual and videoconferencing equipment, not to mention a spectacular view of downtown Toronto.

Food and beverage service is also available. We will work closely with our catering partners to provide a package that meets your needs. Packages are designed to focus on the requirements of your function and that of your guests.

For further details, including room specifications, catering options, as well as equipment and service offerings, please contact us or visit our website to view our facilities rental package.

### CONTACT US

Email [roomrentals@osgoode.yorku.ca](mailto:roomrentals@osgoode.yorku.ca) or call us at 416.597.9724 or toll free in Canada at 1.888.923.3394 to arrange for a private tour of our space.





## ROOM RENTAL RATES\*

January 1, 2010 - December 31, 2010

Prices exclude applicable taxes

	Room A	Room B	Room C	Room D	Room E
Half Day [Weekday]	\$450	\$375	\$525	\$375	\$450
Full Day [Weekday]	\$625	\$550	\$675	\$550	\$625
Weekday Evening	\$650	\$550	\$675	\$550	\$650
Full Day [Weekend/Holiday]	\$1200	\$1850	\$1300	\$950	\$1200
Weekend Evening	\$1200	\$1000	\$1300	\$1000	\$1200

- Half Day [8 a.m. - Noon or Noon - 5 p.m.]
- Full Day [8 a.m. - 5 p.m.]
- Evening [6 p.m. - 11 p.m.]

\* Discounts may apply based on volume rentals. Rates are subject to change without notice.

## ROOM SPECIFICATIONS & CAPACITY

### ROOM A

Size (sq. ft)	1143
Classroom	45
U Shape	26
Video Conference	32
Theatre	60

- Unobstructed flexible meeting space with separate pre-function lounge space for food service
- Six High-speed ISDN and analog lines plus WIFI accessibility
- Built-in 2000 Lumen LCD Projector and Screen
- Audio plug-in access to ceiling speakers
- Floor jacks for power and audio microphones
- Three built-in cameras and two 65" LCD televisions for Videoconferencing or Webcasting

## ROOM SPECIFICATIONS & CAPACITY CONTINUED...

### ROOM B

Size (sq. ft)	675
Classroom	26
U Shape	18
Video Conference	20
Theatre	35

- Unobstructed flexible meeting space with separate pre-function lounge space for food service
- Use of Portable 2000 Lumen LCD Projector and Screen included in room rental fee
- Five High-speed ISDN lines plus WIFI accessibility

### ROOM C

Size (sq. ft)	2682
Classroom	140
U Shape	40
Reception	220
Theatre	220

- Unobstructed flexible meeting space
- Eight High-speed ISDN and analog lines plus WIFI accessibility
- Two built-in 4000 Lumens LCD Projectors and Screen
- Audio plug-in access to ceiling speakers
- Two built-in cameras for Videoconferencing or Webcasting

### ROOM D

Size (sq. ft)	1013
Classroom	32
U Shape	24
Video Conference	24
Theatre	50

- Unobstructed flexible meeting space with separate pre-function lounge space for food service
- Six High-speed ISDN lines plus WIFI accessibility
- Built-in 2000 Lumens LCD Projector and Screen
- Audio plug-in access to ceiling speakers
- Floor jacks for power and audio microphones

### ROOM E

Size (sq. ft)	2483
Classroom	60
Theatre	180
Reception	120

- Flexible meeting space with panoramic views of the city
- Use of Portable 2000 Lumen LCD Projector, Screen, and Speakers included in room rental fee
- Six High-speed ISDN lines plus WIFI accessibility
- Floor jacks for power

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## EQUIPMENT & SERVICE OFFERINGS

January 1, 2010 - December 31, 2010

Prices exclude applicable taxes

All room rentals come with complimentary use of LCD projector, screen, laptop, as well as one (1) microphone and speakers where applicable.

### Audio

Wireless Microphone	\$75.00
Wireless Lapel Microphone	\$75.00
Speakers	\$80.00
Mixer - 6 Channel	\$60.00

### Visual

Additional LCD/Data Projector (3000 lumens)	\$350.00
AV cart with VGS and power cables (without LCD)	\$50.00
Overhead Projector	\$75.00
VCR	\$75.00
DVD Player	\$80.00
Screen	\$60.00
Laptop	\$125.00
TV	\$80.00

### Accessories

Flip Chart (includes markers)	\$20.00
Wireless Presentation Remote	\$20.00
Extension Cord or Power Bar	\$10.00
Laser Pointer	\$20.00

### Services

Videoconferencing (single point via IP)	\$125.00	per hour
Additional Videoconferencing Port	\$80.00	per hour
Use of ISDN Videoconferencing Port (long distance not included)	\$100.00	per hour
Video/Audio Recording	\$100.00	per hour
Webcasting Video only (windows media stream)	\$125.00	per hour
Webcasting Powerpoint and Video	\$300.00	per hour

### Labour Rates

Monday - Friday	\$45.00	per hour
Evenings (after 6:00 p.m.) and Weekends	\$75.00	per hour

### Office Services

Photocopying	\$0.20	per page
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\* Please note that rates are subject to change without notice.

## CATERING

We will work closely with our catering partners to provide a package that meets your needs. Outside catering is subject to a \$250 per day cleaning/labour fee.



### DAY MEETING CATERING PACKAGES

#### Continuous Refreshment Service

We are pleased to offer our guests a Continuous Refreshment Service throughout the day, available in your room. We understand the importance of accommodating your needs and make it a priority to adhere to your working schedule. Beverages include an assortment of Coffees, Regular & Herbal Teas, a variety of Juices, Bottled Water, and Soft Drinks.

#### Continental Breakfast

Upon arrival, your guests will enjoy a Continental Breakfast that includes freshly baked Morning Pastries (Muffins, Danishes, Croissants, Cinnamon Rolls, Scones/Bagels) accompanied with an assortment of condiments, Fresh Fruit, and our Continuous Refreshment Service.

#### Deli-Style Buffet Luncheon Option *(minimum 10 persons)*

Guests will enjoy a delicious Deli-Style Buffet Luncheon that includes the following:

- Fresh Salad with Dressing(s)
- Assortment of Deli-Style Sandwiches and Wraps, including: Oven Roasted Beef Tenderloin, Grilled Chicken Breast, Smoked Turkey, Egg Salad, Tuna Salad, Grilled Vegetables with Brie
- Chef's Dessert of the Day

#### Hot Buffet Luncheon Option *(minimum 20 persons)*

Guests will enjoy a delectable Hot & Cold Buffet Luncheon that includes the following:

- Fresh Salad with Dressing(s)
- Chef's Choice of 2 Hot Entrees\* - Ex. Beef, Chicken, Veal, Seafood, Lamb *(Vegetarian Options are always included)*
- Complimented with 2 side dishes including Pasta or Starch, complete with a Vegetable Dish
- Chef's Dessert of the Day

*\* 2 Hot Entrees available with 30 or more persons*

#### Afternoon Break

Along with our Continuous Refreshment Service, a selection of Sweets, Health Conscious Snacks and Baked Goods will be served during the afternoon.

*Kindly advise your Facilities Services Coordinator of all food allergies and dietary restrictions at least one (1) week prior to your meeting. We require that you confirm catering number of guests no later than five (5) working days before the start of your event.*

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## SAMPLE LUNCH MENUS

### *Sample 1*

#### **Lunch**

Organic Leaf Salad with Dried Cranberries and Enoki Mushrooms served with a Fresh Herb Vinaigrette

Marinated Flourette Salad with Grilled Bell Peppers tossed with a Red Wine Marinade

Winter Beef and Root Vegetable Ragout

Dijon and Herb Marinated sliced Breast of Chicken

Assorted Rolls and Flatbreads

Exotic and Domestic Fruit Platter

Assorted Cookies

#### **Vegan Option**

Stuffed Zucchini Boats with Miso Glazed Vegetables and Cous Cous

### *Sample 2*

#### **Lunch**

Baby Spinach Salad with Grilled Apples and Sliced Berries served with a Lemon Dressing

Grilled New Potato Salad with Red Wine Thyme Vinaigrette

Grilled Breast of Chicken with Artichoke and Grilled Lemon Slices

Grilled Fillet of Salmon served with a Caper, Lemon and Lime Volute

Seven Grain Rice Pilaf

Assorted Rolls

Market Fresh Crudité's and Cubed Cheese Array with Crisps

#### **Vegan Option**

Bell Peppers stuffed with Brown Rice, Chardded Peppers and Peaches and Cream Corn

### *Sample 3*

#### **Lunch**

Greek Pasta Salad with Feta and Kalamata Olives

Marinated Flourette Salad with a Red Wine Vinaigrette

Chicken and Beef Souvlaki Skewers with Tzatziki

Medley of Seasonal Vegetables

Pita with Humus

Sliced Melon Platter with Berries

Assorted Finger Pastries

#### **Vegan Option**

Grilled Vegetable and Potato Skewers

## SAMPLE LUNCH MENUS CONTINUED...

### *Sample 4*

#### **Lunch**

Organic Leaf Salad with Julienne Vegetables served with a Balsamic Vinaigrette

Grilled New Potato Salad with a Fresh Herb Vinaigrette

Grilled Breast of Chicken sliced and served with a Zucchini Peppercorn Coulis

Pan-Seared Fillet of Atlantic Salmon served with a Red Onion Marmalade

Assorted Rolls

Assorted Finger Pastries

Market Fresh Crudités and Cubed Cheese Array with Crisps

#### **Vegan Option**

Eggplant and Spinach Roulade

### *Sample 5*

#### **Lunch**

Organic Greens served with an Olive Oil Balsamic Dressing

Salmon, Shrimp and Vegetable Kebobs with Caper Lemon Sauce

Beef Tenderloin Medallions with Port Mushroom Sauce

Jerusalem Cous Cous studded with Diced Carrots and Sweet Peas

Medley of Hot Steamed Vegetables

Assorted Rolls

Assorted Finger Pastries

Exotic and Domestic Fruit Skewers with Vanilla Honey Yoghurt Dip

#### **Vegan Option**

Eggplant Roulade with Baton of Vegetables in a Rich Tomato Sauce

### *Sample 6*

#### **Lunch**

Baby Spinach Salad with Tart Green Apples and Sliced Strawberries

Sweet Pea Rice Pilaf

Grilled Fillet of Atlantic Salmon with Pesto Sauce

Grilled Breast of Sliced Chicken served with a Corn and Tomato Salsa

Assorted Rolls and White Bean Dip

Assorted Cookies

Market Fresh Crudités and Cubed Cheese Array with Crisps

#### **Vegan Option**

Vegan Lasagna Pinwheels with Roasted Tomato and Basil Sauce

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