

## Ancillary Price List

Included in our function room set-up:

- One set up; theatre, classroom, “U”shape, hollow square, banquet rounds, reception, boardroom
- One floor plan for each set up (if required)
- Pitchers of ice water and glassware at a station or on tables; refreshes provided at breaks and meals
- One registration table set up in pre-function area where space permits, linen and skirting
- One display/materials table inside function room, linen and skirting
- Linen (white) for all tables
- Access to one 15-amp electrical circuit

*All prices listed are not inclusive of HST*

### Room set up, equipment and services

Service description	Fee
Flip charts (w/ paper and markers)	\$25 each per day
8x8 tripod screens w/ extension cord and table for projector	\$45 per day
Extension cords or power bars	\$15 each per day
Risers, 4 x 8 x 1' high with carpet	\$60 per 4x8 section, per day
Dance floor, portable	Included in rental
6ft or 8 ft Exhibit tables	\$25 each
30" round Exhibit tables	\$25 each
Podium	\$20 each
Pens and notepaper	\$2.50 per person
Ice water station/placed on tables	Included in Rental
Number stands and numbers	Included in Rental
Coat racks	Included in Rental
Event services labour (minimum 4 hours)	\$30 per hour
Overtime labour	1.5 x regular labour rates
Statutory labour rates	2.5 x regular labour rates

Additional information:

- Changes to the seating style within a meeting day are subject to additional event services labour charges
- Changes made to the seating style within 48 hours of event date are subject to additional labour charges

**SOCAN fee**

We collect and forward these fees in full to SOCAN and RE:SOUND. We are mandated to collect these fees from groups/clients that play recorded music during a function or event.

For more information, please visit [www.socan.ca](http://www.socan.ca) or [www.resound.ca](http://www.resound.ca)

**SOCAN fee per event**

**RE:SOUND fee per event**

Room Capacity	Without Dancing	With Dancing	Room Capacity	Without Dancing	With Dancing
1-100	\$22.06	\$44.13	1-100	\$9.25	\$18.51
101-300	\$31.72	\$63.49	101-300	\$13.30	\$26.63
301-500	\$66.19	\$132.39	301-500	\$27.26	\$55.52
Over 500	\$93.78	\$187.55	Over 500	\$39.99	\$78.66

**Food and beverage service fees**

Service description	Fee
Corkage fee (client to obtain special occasion permit; SOP from the LCBO)	\$16.95 per bottle, 750ml or 1000 ml
Surcharge on lunch menu costs when ordering for dinner	+\$10 per person for selecting from this menu and for dinner portions

**Mechanical Lift and Rigging**

Genie/scissor lift rental	\$200 flat rate for set up and tear down per wedding or event, this rate does not include a licensed operator. A licensed operator must be provided and be able to show their credentials prior to use of this equipment.
Rigging, floor plan approval	Prices provided by in-house AV supplier

**Coat check**

Service description	Fee
Charge per coat	\$3.00 per coat

Additional information:

- Coat check is mandatory for all holiday parties
- Coat check is not open at all times, our standard is to offer complimentary coat racks
- Convenor pays labour charge should labour costs not be covered; coat check attendant labour is a minimum of 4 hours

**Internet**

Service description	Fee
Wireless internet, access network provided by Windswept, offered by OCEC complimentary for all guests	
Wired internet	\$150 per connection, per day
Static IP address	\$400 per connection, per day

<b>Electrical</b>	
<b>Service description</b>	<b>Fee</b>
15 Amp single phase – 120 volt	\$60.00 per connection (to the maximum of the rooms capabilities)
15 Amp single phase – for laptop use only	\$15.00 per laptop (to the maximum of the rooms capabilities)
If your group requires power (other than for a/v equipment), additional charges will apply.	
All other electrical requirements – see Terms and Conditions, please contact exclusive supplier – Freeman Expositions	Freeman Expositions Jamie Holland 613-748-7180 Ext 243
<b>Telephone</b>	
<b>Service description</b>	<b>Fee</b>
Telephone line Local or “800” calling only; long distance available on request and at an additional charge. All phone lines are analog and must dial “9” to make outgoing calls. Incoming calls will be directed to the installed extension.	\$60 per phone line set up, per meeting or conference
Local Calls	Complimentary
Long Distance Calls	Ask your sales manager for the rate per minute
<b>Audio Visual Services</b>	
<ul style="list-style-type: none"> <li>• Advantage Audio Visual Rentals Ltd. is our preferred in-house audio visual supplier</li> <li>• Please contact directly, tel: 613.727.9200 or email: <a href="mailto:sales@advantageav.com">sales@advantageav.com</a></li> <li>• <a href="http://www.advantageav.com/">http://www.advantageav.com/</a></li> <li>• Sufficient time must be booked for audio visual supplier to set up and dismantle</li> </ul>	
<b>Service description</b>	<b>Fee</b>
Outside AV fee (charged when using a different AV supplier than our preferred in-house)	\$200 per meeting room or per section of ballroom per day
<b>Trade Shows</b>	
6ft or 8 ft Exhibit tables	\$25 each
30” round Exhibit tables	\$25 each
<ul style="list-style-type: none"> <li>• Sufficient time must be booked for trade show suppliers to set up and dismantle</li> </ul>	