

Conference

Full Day

2022

9:00 AM – 5:00 PM | UP TO 300 GUESTS

MEETINGS | CONFERENCES | RECEPTIONS | TRADESHOWS

Prepared by:
Julia Mae Baguisa, Sales Manager



THE GLOBE AND MAIL 
CENTRE

INSPIRE YOUR GUESTS

You have made a terrific choice considering The Globe and Mail Centre for your upcoming conference. Our innovative event venue, breathtaking views, and state-of-the-art AV services will deliver a spectacular experience for your guests.

The details are so important in your venue selection. You now have a special proposal that outlines all the fantastic services we include to ensure your guests have a phenomenal experience and your planning is easy. We are here to help you ensure your guests are impressed by your content and enjoy every opportunity to network with colleagues.

I've shared your event details with our planning team – we are all very excited to work with you to create an outstanding day. Our partner team includes the best vendors in the industry for AV, catering, décor, entertainment and beyond – you're in great hands and we're all standing by to make your journey to a successful day a breeze!

You can rely on us for a stunning venue and a seamless planning expertise for an exceptional day.



Warmly,

A handwritten signature in black ink that reads "Julia".

Julia Mae Baguisa

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YOUR PACKAGE INCLUDES

A STUNNING VENUE

- The Globe and Mail Centre is a **modern, open and light-filled space** with the best views in the city, purpose built for remarkable events.
- Premium **chairs** – up to 320 of the most comfortable, and stylish chairs that look perfect in theatre rows or around your conference tables, as well as a ready to go networking setup with **cruiser tables, benches and coffee tables**.
- A magnificent **terrace** with sweeping city and lake views is perfect for relaxing during breaks, and includes lounge furniture, firepits and planters to create an unforgettable experience.
- **Easy set-ups and tear downs**. Our space has been designed for seamless arrivals and installations, with great delivery access.

AN OUTSTANDING TEAM

- You work with a dedicated **Event Manager** who knows our space inside and out, and has the best tips and tricks for a phenomenal day.
- We create and help you evolve your **floorplans** and provide you with all the details for your suppliers to have the support to deliver your services to the fullest.
- You'll be able to enjoy your event day with the support of **event staff** who are passionate about ensuring your event is a success. Your supervisors, security guards, coat check attendants, beverage/bar team and custodial services are **all included in your venue package**.



DELIGHTFUL FOOD AND BEVERAGE

- From the early morning caffeine to get the ideas firing to an elegant cocktail at a networking session – you have a wide range of delicious choices for your [beverage services](#). Your proposal will include an estimate for the services we usually offer at events like yours, and will note your beverage minimum spend.
- You have the choice of the **best catering** Toronto has to offer with customized menus from our [exceptional catering partners](#). Your selected caterer will prepare a proposal which will include the costs of food, staffing, rentals and landmark fee required to facilitate your requested service.

IMPACTFUL A/V SERVICES

- You need the seamless integration of **audio-visual support** so that the entire venue looks, sounds and feels perfect throughout the event experience. Our in-house supplier EPIQ vision can work with you on a customized offering for your event day.
- Your proposal includes a Conference A/V package that is typically used for events like yours. Looking for custom solutions? Let me know if you'd like a more detailed AV quote at this time and I'll connect you with EPIQ!

NO SURPRISE FEES

- There are **no additional gratuities or service charges** on our beverage or other services. You don't need to be scared of the fine print!



YOUR QUOTE

Full Day Conference

2022

Estimated Guests: 200 guests

Level 17, The Globe and Mail Centre

EVENT DETAILS

Venue Access – up to 12 hours of access Your booking timing is inclusive of your delivery access, setup and tear-down <i>Each additional hour available at \$750 per hour</i>	7:00 AM to 7:00 PM
Event Timing When your guests are on site	9:00 AM to 5:00 PM
Full Conference Venue Package (inclusive of room and staffing)	\$11,500.00

Please note changes to your event timing will be subject to availability and may be subject to an adjustment to your event package rate.

Your Beverage Minimum Spend is \$4,000.00

9:00 AM – 5:00 PM Meeting Refreshment Package - Soft drinks, juice and sparkling water, coffee, decaf coffee & assorted teas @ \$20 per person	\$4,000.00
3:30 PM – 5:00 PM Networking Reception – Passed wine and sparkling waters. Wines, beers, and mixed drinks available at the main bar.. Charged on consumption. Estimated at 2 drinks per person @ \$10 each	\$4,000.00
Beverage Estimate	\$8,000.00

Beverages charges are provided as an estimate. Please refer to Beverage Price List for specific product costs. Consumption-based services will be reflected on your Final Invoice. All menu products and pricing are subject to change.

Your A/V Minimum Spend is \$7,000.00

Full Day Conference A/V package with 5 projection screens, 8 x 20' stage with lighting, podium with microphone, up to 5 handheld microphones, comfort monitor, speaker system, break/reception music, lounge LED lighting and 16 up-lights, digital signage at coat check and bar, including setup, teardown and 2 technicians. (Value \$12,557)	\$9,950.00
<i>Streaming and Virtual Platforms Options available as an add on – estimate provided by EPIQ Vision</i>	Available upon request

AV prices are provided as an initial estimate to assist with your preliminary planning. Detailed AV charges will be quoted separately and provided by EPIQ Vision based on specific event program and requested services. Applicable music licensing fees (Socan and Re-Sound) will apply.

SUBTOTAL	\$29,450.00
HST	\$3,828.50
TOTAL	\$33,278.50

NEXT STEPS

CONGRATULATIONS! YOU'VE MADE A FANTASTIC DECISION TO CONSIDER AN OUTSTANDING VENUE FOR YOUR IMPORTANT EVENT.

To guarantee your event date, a signed Agreement and Deposit payment of 25% of your estimated charges are required. Your Agreement and Agreement Appendix will outline the full venue rental terms and conditions.

*You can rely on
The Globe and Mail Centre
for an exceptional day.*

