

# ATLANTIS

## THE SKYLINE BALLROOM



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# ATLANTIS

## DISCOVER ATLANTIS...

ATLANTIS IS A MAGNIFICENT COMPLEX OVERLOOKING LAKE ONTARIO AND BOASTS PANORAMIC VIEWS OF THE TORONTO SKYLINE. LOCATED AT ONTARIO PLACE, THIS LANDMARK LOCATION FEATURES FLOOR-TO-CEILING WINDOWS IN EACH BALLROOM. ALLOW US TO ENTERTAIN YOUR GUESTS WITH EXCEPTIONAL FOOD AND SERVICE, METICULOUSLY EXECUTED BY OUR PROFESSIONAL STAFF. THIS MAGNIFICENT COMPLEX OFFERS THE FLEXIBILITY TO CREATE THE PERFECT SETTING FOR ANY EVENT.

**THE SKYLINE ROOM** PROVIDES THE PERFECT ENVIRONMENT FOR MORE INTIMATE EVENTS. YOUR GUESTS WILL BE IMPRESSED WITH THE SPECTACULAR VIEWS OF THE CITY SKYLINE. (MAXIMUM SEATED CAPACITY 120 PEOPLE)



## SKYLINE BALLROOM WEDDING PACKAGES

### GOLD PACKAGE

\$74.95 PER PERSON PLUS TAX & SERVICE CHARGE

THIS MENU INCLUDES THE FOLLOWING ITEMS FROM OUR GOLD SELECTION:

CHOICE OF FOUR HORS D'OEUVRES

1 APPETIZER, SOUP, SALAD OR PASTA

1 ENTRÉE

1 DESSERT

&

GOLD BAR PACKAGE

(MAXIMUM OF 7 HOURS)

### PLATINUM PACKAGE

\$82.95 PER PERSON PLUS TAX & SERVICE CHARGE

THIS MENU INCLUDES THE FOLLOWING ITEMS FROM OUR GOLD OR PLATINUM SELECTION:

CHOICE OF FOUR HORS D'OEUVRES

1 CHOICE FROM 2 OF THE FOLLOWING CATEGORIES: APPETIZER, SOUP, SALAD OR PASTA

1 ENTRÉE

1 DESSERT

&

GOLD BAR PACKAGE

(MAXIMUM OF 7 HOURS)

### DIAMOND PACKAGE

\$89.95 PER PERSON PLUS TAX & SERVICE CHARGE

THIS MENU INCLUDES THE FOLLOWING ITEMS FROM OUR GOLD, PLATINUM OR DIAMOND SELECTION:

CHOICE OF FOUR HORS D'OEUVRES

1 APPETIZER, SOUP OR SALAD

1 PASTA

1 ENTRÉE

1 DESSERT

LATE NIGHT FRESH FRUIT & PASTRY TABLE

&

GOLD BAR PACKAGE

(MAXIMUM 7 HOURS)

\*ALL PRICES ARE SUBJECT TO TAX & SERVICE CHARGE AND BASED ON A MINIMUM OF 50 ADULT GUESTS

\*\*PLEASE ASK ABOUT OUR FRIDAY/SUNDAY & SEASONAL DISCOUNTS

## SKYLINE BALLROOM

### COST BREAKDOWN

#### FOOD & BEVERAGE

- PER PERSON PRICE IS BASED ON THE MENU AND BEVERAGE PACKAGE SELECTIONS
- PLEASE ASK ABOUT OUR FRIDAY/SUNDAY & SEASONAL DISCOUNTS

#### ROOM RENTAL

- THE SKYLINE BALLROOM REQUIRES A MINIMUM OF 50 ADULT GUESTS TO WAIVE ROOM RENTAL FEES
- WITH A MINIMUM OF 30 ADULT GUESTS A ROOM RENTAL OF \$750.00 PLUS HST WILL APPLY

#### ENTERTAINMENT

- IF ONE OF ATLANTIS'S PREFERRED DJ COMPANIES IS BOOKED(PLEASE REFER TO PREFERRED SUPPLIERS LIST FOR CONTACT INFORMATION), THE ATLANTIS HOUSE SYSTEM WILL BE USED AND NO TECHNICIAN WILL BE REQUIRED
- IF THE CLIENT BOOKS AN OUTSIDE DJ AND THEY PROVIDE THEIR OWN EQUIPMENT (SPEAKERS/LIGHTING ETC.) AND THE ATLANTIS HOUSE SYSTEM IS NOT USED, NO FEE WILL APPLY AND NO TECHNICIAN WILL BE REQUIRED
- IF THE OUTSIDE DJ REQUIRES USE OF THE ATLANTIS HOUSE SYSTEM, THEN A TECHNICIAN MUST BE PRESENT FOR THE ENTIRE EVENT. TECHNICIAN IS BILLED AT A RATE OF \$395.95 PLUS HST FOR UP TO 7 HOURS OF SERVICE. ADDITIONAL HOURS ARE BILLED AT A RATE OF \$65.00 PER HOUR PLUS HST
- THE ATLANTIS HOUSE SYSTEM CONSISTS OF THE FOLLOWING EQUIPMENT:
  - o 2 x FBT MAXX4A SPEAKERS (FULL-RANGE, 300-WATT; SINGLE XLR INPUT)
  - o 1 x AMERICAN DJ AUTOMATED DISCO LIGHT
- DJ MUST PROVIDE: DJ MIXER, TURNTABLES/CD PLAYERS, CABLES, MONITOR AND MUSIC
- 

#### SOCAN & RE: SOUND FEE

- A GOVERNMENT MANDATED TARIFF THAT MUST BE PAID WHEN PLAYING COPYRIGHTED MUSIC. FEES ARE AS FOLLOWS:
  - o \$77.68 (PLUS HST) - WITH DANCING
  - o \$38.81 (PLUS HST) - WITHOUT DANCING

## **PARKING**

- PARKING IS GOVERNED BY ONTARIO PLACE AND IS SUBJECT TO CHANGE
- PAID BY GUESTS - \$15.00 PER CAR
- PAID BY HOST - \$4.00 PER ADULT
- PARKING IS PAY AND DISPLAY AND CAN BE PAID BY THE CONVENOR OR GUESTS
- VALET PARKING IS ALSO AVAILABLE. PLEASE SEE PREFERRED SUPPLIERS LIST FOR CONTACT INFORMATION
- COMPLIMENTARY GOLF CART SHUTTLE SERVICE IS PROVIDED

## **OPTIONAL ADDITIONS**

- SCREEN RENTAL
  - o INTERIOR - \$500.00 PLUS HST
  - o SCREEN RENTAL INCLUDES USE OF DVD PLAYER AND SCREEN
- LED UP LIGHTS - \$25.00 PER LIGHT PLUS HST
- COAT CHECK
  - o PAID BY GUESTS \$2.00 PER COAT
  - o PAID BY CONVENOR \$1.00 PER COAT PLUS HST

## **COMPLIMENTARY ITEMS**

- HOST TO GREET GUESTS
- DIRECTIONAL SIGNAGE
- SERVICE STAFF & BARTENDERS
- BANQUET MANAGER
- IN HOUSE TABLES AND CHAIRS
- STANDARD TABLE FLATWARE, STEMWARE AND CHINA
- 3 VOTIVE CANDLES PER TABLE
- TABLE NUMBERS
- CHOICE OF IN HOUSE TABLE LINENS FROM WHITE, LATTE OR CHAMPAGNE
- CHOICE OF IN HOUSE NAPKINS FROM WHITE, GOLD, LATTE OR CHOCOLATE BROWN
- PODIUM
- WIRELESS MICROPHONE
- LOUNGE FURNITURE
- FOOD TASTING FOR 2 PEOPLE

## CEREMONY

### CEREMONY FEE

\$900.00 PLUS HST INCLUDES: THE RENTAL SPACE FOR 1 HR, ALL CHAIRS REQUIRED, CHAIR SET UP AND TEAR DOWN. DECOR/MUSIC AND OFFICIANT MUST BE PROVIDED BY THE CLIENT

\$1,700.00 PLUS HST INCLUDES: THE RENTAL OF SPACE FOR 1 HR, ALL CHAIRS REQUIRED, CHAIR SET UP AND TEAR DOWN, SKIRTED SIGNING TABLE & BRIDAL CHAIR, WHITE CARPET AISLE RUNNER, USE OF PIANO, PIANIST AND OFFICIANT. DECOR MUST BE PROVIDED BY THE CLIENT.

\*REHEARSALS ARE OFFERED FOR NO ADDITIONAL CHARGE, REHEARSAL TIMES WILL BE CONFIRMED 2 WEEKS PRIOR THE EVENT DATE AND WILL BE BASED ON AVAILABILITY. IF A GUARANTEED REHEARSAL DATE/TIME IS REQUIRED WELL IN ADVANCE A \$500.00 (PLUS HST) RENTAL CHARGE WILL APPLY.



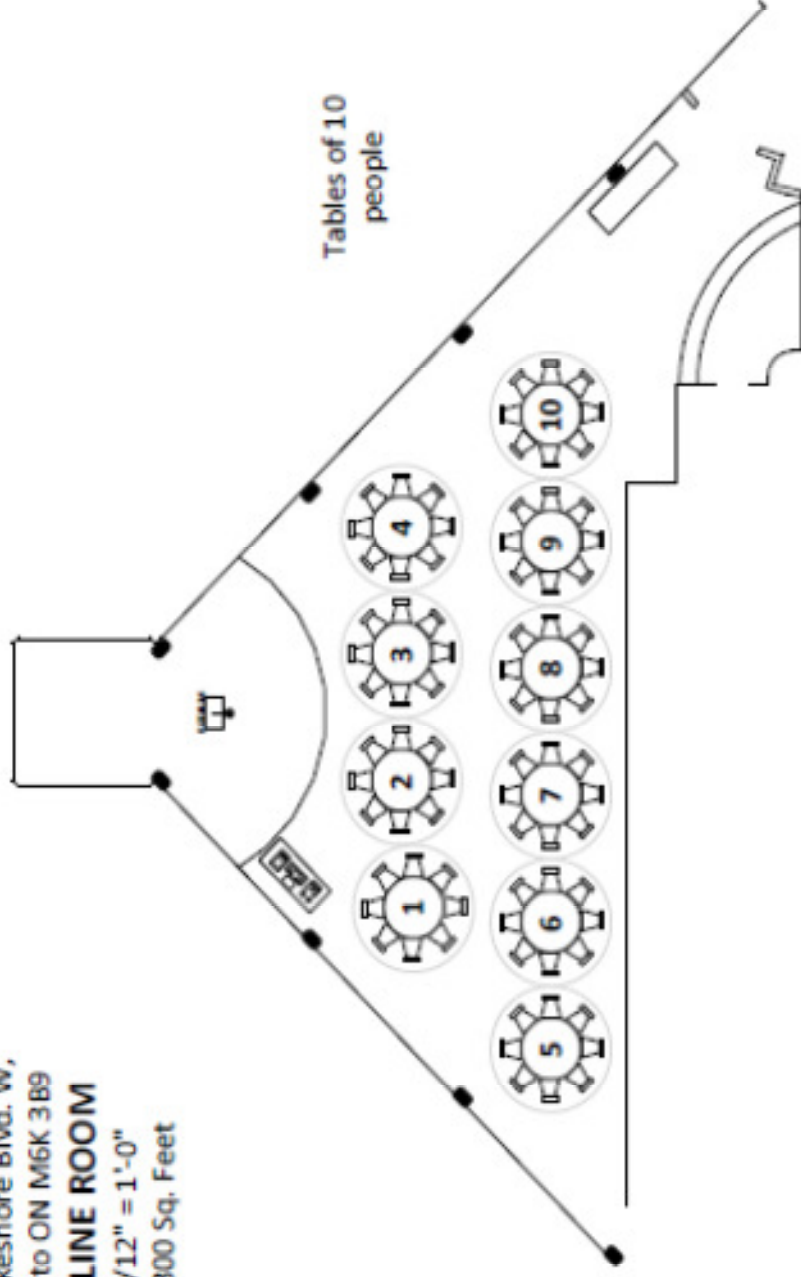
# ATLANTIS

955 Lakeshore Blvd. W,  
Toronto ON M6K 3B9

## SKYLINE ROOM

1/12" = 1'-0"

2300 Sq. Feet



# **POLICIES AND PROCEDURES FOR EVENTS HELD AT ATLANTIS**

## **SKYLINE BALLROOM**

### **CONTRACT**

EACH EVENT IS ISSUED A FUNCTION CONTRACT WHICH OUTLINES THE PER PERSON PRICE, RENTAL CHARGES, APPLICABLE TAXES, SERVICE CHARGES AND TERMS AND CONDITIONS. THIS MUST BE SIGNED BY THE INDIVIDUAL NOTED ON THE AGREEMENT AND RETURNED TO ATLANTIS WITHIN 48 HOURS.

### **DEPOSIT**

FOR THE SKYLINE BALLROOM, A DEPOSIT OF 25% OR \$2,500.00, WHICHEVER IS GREATER, IS DUE UPON SIGNING OF THE CONTRACT. ANY ITEMS WHICH ARE ADDED TO THE FUNCTION CONTRACT AFTER THE INITIAL BOOKING MUST BE CONFIRMED IN WRITING BY THE CONVENOR TO ATLANTIS AND WILL BE ADDED TO THE FINAL INVOICE.

### **FINAL PAYMENT**

ALL FINAL PAYMENTS MUST BE RECEIVED IN FULL 7 BUSINESS DAYS PRIOR TO FUNCTION. ALL BARS BILLED ON CONSUMPTION WILL BE ESTIMATED FOR FINAL INVOICE PURPOSES. IF ACTUAL CONSUMPTION IS GREATER THAN THE ESTIMATED AMOUNT, ATLANTIS WILL INVOICE THE CONVENOR FOR THE DIFFERENCE.

### **FORMS OF PAYMENT**

PLEASE NOTE THAT ALL PRICES IN OUR CONTRACTS REFLECT A 4% CASH/CHEQUE PAYMENT DISCOUNT. SHOULD ANOTHER FORM OF PAYMENT BE RECEIVED, AN ADDITIONAL 4% WILL BE APPLIED.

### **EVENT SET-UP AND DELIVERIES**

THIS MUST BE ARRANGED DIRECTLY THROUGH ATLANTIS SALES DEPARTMENT.

### **DELIVERIES**

ATLANTIS RECOMMENDS EACH CONVENOR PROVIDES THEIR OWN TRANSPORTATION UNITS SUCH AS DOLLIES, CARTS, ETC. IF REQUIRED, ATLANTIS WILL PROVIDE SUCH TRANSPORTATION UNITS PROVIDED ARRANGEMENTS ARE MADE A MINIMUM OF 72 HOURS IN ADVANCE SUBJECT TO AVAILABILITY. IT IS THE SOLE RESPONSIBILITY OF THE CONVENOR TO RETURN ANY ITEMS BORROWED TO DESIGNATED ATLANTIS PERSONNEL. ALL DELIVERIES ARE MADE VIA THE WEST ENTRANCE OF ONTARIO PLACE. DELIVERY PERSONNEL MUST CHECK IN WITH ONTARIO PLACE SECURITY.

### **EVENT COMMENCEMENT & TERMINATION TIMES**

ALL EVENT TIMES ARE PREDETERMINED BY THE CONVENOR AND ATLANTIS SALES DEPARTMENT.



## **EVENT TEAR DOWN**

EVENT TEAR DOWN MUST BE COMPLETED WITHIN TWO HOURS AFTER EVENT END TIME. ALL CONTRACTORS MUST REMOVE THEIR OWN EQUIPMENT BY THIS TIME. SHOULD TEAR DOWN EXCEED THE ALLOTTED TIME, CONVENOR WILL BE BILLED FOR THE ADDITIONAL TIME. ANY ITEMS LEFT BEHIND FROM A FUNCTION MUST BE PICKED UP BY THE NEXT BUSINESS DAY. ATLANTIS IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE LEFT BEHIND.

ALL SIGNS, POSTERS, DÉCOR, ETC. MUST BE FREESTANDING, RESTING ON EASELS OR ATTACHED TO THE WALLS ONLY WITH PUTTY ADHESIVE. ANY DAMAGES WILL BE BILLED TO THE CONVENOR.

## **GARBAGE**

IF THE EVENT SPACE IS LEFT WITH EXCESSIVE DEBRIS IN THE ROOM AFTER THE EVENT, A CHARGE OF \$300.00 PLUS HST WILL BE BILLED TO THE CONVENOR.

## **FOOD TASTING**

WE WILL SCHEDULE YOUR FOOD TASTINGS FOUR TO SIX MONTHS PRIOR TO YOUR EVENT.

WE CANNOT ACCOMMODATE FOOD TASTINGS FOR EVENTS THAT SELECT FOOD STATIONS OR BUFFETS FOR THEIR MENU.

WE WILL PREPARE FOOD TASTINGS FOR 2 PEOPLE. IF ADDITIONAL PEOPLE ARE ATTENDING, AN ADDITIONAL CHARGE OF \$50 PLUS SERVICE CHARGE & TAX PER PERSON APPLIES. IF YOU WISH TO HAVE FULL PORTIONS FOR THE ADDITIONAL GUESTS, AN ADDITIONAL \$50 PLUS SERVICE CHARGE & TAX CHARGE WILL APPLY PER MEAL.

YOUR MENU FOR YOUR FOOD TASTING MUST BE FINALIZED THREE WEEKS PRIOR TO YOUR TASTING. YOU MAY SELECT TWO STARTERS, TWO ENTREES AND TWO DESSERTS. YOU WILL ALSO HAVE THE OPPORTUNITY TO SAMPLE THE HOUSE WINES AND SPARKLING WINE.

DUE TO THE NATURE OF OUR BUSINESS, TASTINGS MUST TAKE PLACE DURING DAYTIME BUSINESS HOURS ON PRE-SELECTED DAYS. ATLANTIS CANNOT HOST TASTINGS ON EVENINGS OR WEEKENDS. PLEASE ARRIVE ON TIME FOR YOUR TASTING.

WE RESERVE THE RIGHT TO CHANGE THE DATE OF YOUR TASTING SHOULD THE TASTING DATE BECOME BOOKED FOR A PRIVATE FUNCTION.