

MEETING PACKAGE

AS THE MILL TURNS

\$92.00 per person per day | Minimum 10 persons

THE PACKAGE MENU

Continental Breakfast

- Orange, Apple and Cranberry Juices
- Mini Croissants, Danishes, Cinnamon Brioche and Gluten-Free Mini Muffins
- Organic Granola and Gluten-Free Cereals, Dried Fruits (Cranberries, Apricots, Banana Chips)
- Assorted Individual Low Fat Yogurts
- Imported Preserves, Honey and Butter
- Regular and Decaffeinated Coffee
- Selection of Teas

Enhancement

Hot Breakfast | 8 per person

Mid-Morning Break

Regular, Decaffeinated Coffee and Tea

Working Lunch

(in meeting room)

All Working Lunches are arranged

Self Serve Style

Choice of the following:

- Cold Lunch
- Hot Lunch

Afternoon Break

Regular, Decaffeinated Coffee and Tea

Mini Cookies | 2 per person

THE PACKAGE

INCLUDES:

- Main Meeting Room Rental
- Easel
- Flipchart
- Lectern with Microphone
- Wifi Access for group

SELF SERVE COLD LUNCH

Host to Choose same selection for all guests.

Host to Choose:

Two Starters
Three Sandwiches or Wraps
One Dessert

Starter Selections

- Roasted Tomato Bisque (dairy and gluten free option)
- Sweet Potato Bisque with Coconut Milk (dairy and gluten free option)
- Cream of Broccoli Soup (dairy and gluten free option)
- Rosemary Cauliflower Soup (dairy and gluten free option)
- Caramelized Butternut Squash Soup (dairy and gluten free option)
- Carrot and Ginger Soup (dairy and gluten free option)
- Classic Caesar Salad
- California Baby Lettuce with White Balsamic Vinaigrette (dairy and gluten free option)
- Mini German Potato Salad with Grainy Mustard Vinaigrette (dairy and gluten free option)
- Greek Salad (gluten free)
- Creamy Macaroni Salad (vegan)
- Wheatberry Salad with Cider Vinaigrette (dairy free option)
- Roasted Beet Salad (dairy and gluten free option)
- Curried Chickpea Salad (dairy and gluten free option)

Sandwich Selections

(gluten and dairy free options available)

- Fior di Latte and Tomato with Arugula and Balsamic Reduction on Ciabatta
- Herbed Grilled Chicken and Roasted Pepper with Caramelized Onions, Marinara Sauce and Arugula on a Baguette (dairy free)
- Prosciutto Cotto with Sundried Tomato, Arugula and Truffle Aioli on Focaccia (dairy free)
- Pastrami with Coleslaw, Boston Lettuce and Honey Mustard on Focaccia (dairy free)
- Ultimate Veggie Sandwich

Roasted Pepper, Sliced Tomato, Cucumber, Lettuce and Jalapeno Havarti Cheese on a Pretzel Bun (Vegan option on Ciabatta and Vegan Cheese)

Wrap Selections

(gluten and dairy free options available)

- Creamy Egg Salad with Shaved Iceberg Lettuce
- Albacore Tuna Salad with Caramelized Onion, Chopped Pickles, Arugula
- BLT with Avocado and Mayo
- Shaved Smoked Chicken with Pickled Carrots and Cucumber, Shredded Iceberg Lettuce and Lemon Aioli
- Smoked Black Forest Ham and Swiss Cheese with Lettuce, Tomato and Dijon Mayo
- Falafel with Cilantro, Roasted Peppers, Hummus and Tahini Garlic Sauce
- Vegan Stir Fry Tofu with Peppers, Red Onion and Bok Choy tossed in Teriyaki Sauce

Dessert Selections

- Mini Cheesecakes
 - Choice of: White Chocolate, Caramel Pecan, Chocolate Caramel, Lemon or Chocolate
- Mini Canadian Butter Tarts
 - Choice of: Plain, Pecan or Raisin
- Mini Verrines
 - Choice of : Strawberry Shortcake, Salted Caramel or Chocolate Mousse
- Mini Cupcakes
 - Choice of: Chocolate, Vanilla or Red Velvet
- Ricotta Cannolis
 - Choice of : Plain, Chocolate Chip or Pistachio
- Flourless Chocolate Torte
- Chocolate Brownies
- Apple Crumble Tartlets
- Vegan Coconut Panna Cotta with Fruit Coulis
- Sliced Seasonal Fruit and Berries

Includes Regular, Decaffeinated Coffee and Tea

SELF SERVE HOT LUNCH

Host to Choose same selection for all guests.

Option One
Host to Choose:
Two Starters
One Entree
One Vegetable
One Starch
One Dessert

Starter Selections

- Roasted Tomato Bisque (dairy and gluten free option)
- Sweet Potato Bisque with Coconut Milk (dairy and gluten free option)
- Cream of Broccoli Soup (dairy and gluten free option)
- Rosemary Cauliflower Soup (dairy and gluten free option)
- Caramelized Butternut Squash Soup (dairy and gluten free option)
- Carrot and Ginger Soup (dairy and gluten free option)
- Classic Caesar Salad
- California Baby Lettuce with White Balsamic Vinaigrette (dairy and gluten free option)
- Mini German Potato Salad with Grainy Mustard Vinaigrette (dairy and gluten free option)
- Greek Salad (gluten free)
- Creamy Macaroni Salad (vegan)
- Wheatberry Salad with Cider Vinaigrette (dairy free option)
- Roasted Beet Salad (dairy and gluten free option)
- Curried Chickpea Salad (dairy and gluten free option)

Entrée Selections

- Slow Roasted Chicken Breast in Mushroom Marsala Cream
- Butter Chicken (mild)
- Herb Roasted Chicken Breast with Zucchini, Eggplant and Peppers (dairy and gluten free option)
- Caribbean Style Chicken with Fried Plantain (dairy and gluten free option)
- White Wine Poached Snapper Filet with Dill Beurre Blanc (dairy and gluten free option)
- Maple Ginger Glazed Salmon Filet with a Mango Salsa
- Butternut Squash Ravioli in a Tomato Sauce
- Wild Mushroom Agnolotti in Truffle and Parmesan Cream Sauce
- Vegan Penne Pasta Primavera
- Braised Moroccan Vegetarian Tagine with Tofu, Eggplant, Zucchini, Roasted Garlic and Tomato Sauce (dairy and gluten free option)

Vegetable Selections

- Pesto Grilled and Roasted Vegetables
- Lemon and Parmesan Zucchini and Pepper Medley (gluten free option)
- Honey Glazed Carrots
- Green Beans with Buttered Shallots

Starch Selections

- Roasted Garlic Mashed Potatoes
- Roasted Trio Baby Potatoes
- Roasted Fingerling Potatoes
- Roasted Sweet Potatoes
- Basmati Rice with Cardamom
- Quinoa and Wild Rice Pilaf
- Coconut and Sesame Steamed Jasmine Rice
- Saffron Rice Pilaf with Currants and Apricots
- Caribbean Rice

Dessert Selections

- Mini Cheesecakes
 - Choice of: White Chocolate, Caramel Pecan, Chocolate Caramel, Lemon or Chocolate
- Mini Canadian Butter Tarts
 - Choice of: Plain, Pecan or Raisin
- Mini Verrines
 - Choice of: Strawberry Shortcake, Salted Caramel or Chocolate Mousse
- Mini Cupcakes
 - Choice of: Chocolate, Vanilla or Red Velvet
- Ricotta Cannolis
 - Choice of: Plain, Chocolate Chip or Pistachio
- Flourless Chocolate Torte
- Chocolate Brownies
- Apple Crumble Tartlets
- Vegan Coconut Panna Cotta with Fruit Coulis
- Sliced Seasonal Fruit and Berries

Includes Regular, Decaffeinated Coffee and Tea

ENHANCE YOUR MEETING PACKAGE

Hot Breakfast Upgrade

8 per person | Minimum 10 Guests

- Orange, Apple and Cranberry Juices
- Mini Croissants, Danishes, Cinnamon Brioche and Gluten-Free Mini Muffins
- Organic Granola and Dry Cereals
- Assorted Individual Low Fat Yogurts
- Imported Preserves, Honey and Sweet Butter
- Scrambled Eggs with Tomatoes and Garden Chives
- Smoked Bacon and Pork Sausages
- Breakfast Potatoes with Scallion and Parsley
- Regular and Decaffeinated Coffee
- Selection of Teas

Lunch Enhancements

Soup

6 per person | Minimum 10 Guests

- Caramelized Leek, Potato and Chorizo Soup
- Beef Barley Soup

Salad

8 per person | Minimum 10 Guests

- Arugula, Treviso and Frisee Salad with Crumbled Goat Cheese in a Maple Shallot Vinaigrette

Entrée

9 per person | Minimum 10 Guests

- Beef Bourguignon Braised in a Red Wine Jus
- Garlic Marinated Flank Steak with Red Wine Reduction
- Curried Goat

Vegetable

3 per person

- Steamed Broccolini with Garlic Infused Olive Oil
- Broccoli and Cauliflower Casserole
- Roasted Brussel Sprouts

Cold Lunch Enhancement

Additional Sandwich or Wrap

9 per person | Minimum 10 Guests

Hot Lunch Enhancements

Additional Entree

9 per person | Minimum 10 Guests

Additional Vegetable

5 per person | Minimum 10 Guests

Additional Starch

3 per person | Minimum 10 Guests

DETAILS

ALCOHOL CONSUMPTION

All Old Mill Toronto bartenders are Smart Serve certified. If alcoholic beverages are served on the venue premises, Old Mill Toronto will require that beverages be dispensed only by its employees and bartenders. Old Mill Toronto alcoholic beverage license requires:

- Require proper identification (photo I.D.) of any person of questionable age, and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced.
- Refuse alcoholic beverage service to any person who, in the bartender's sole judgment, appears intoxicated.
- The venue does not pour doubles.
- OUTSIDE ALCOHOL IS NOT PERMITTED ANYWHERE ON THE PROPERTY.** If found, your event may be shut down and a penalty of \$1000 will be applied, as it is the law and will jeopardize our liquor license.

ALLERGY STATEMENT

Menu items may contain or come into contact with wheat/gluten, milk, eggs, peanuts, tree nuts, fish, shellfish, and/or soy.

While Modifications may seem easily accommodated, such requests compromise the unique characteristics of our food and the efficiency of our service. Please respect our menu. Please note that there is an additional charge for gluten free bread, pasta, pizza and/or dessert. Provide your Catering Executive with a complete list of guests with dietary restrictions along with table numbers (if applicable).

AUDIO AND VISUAL SERVICES

Old Mill Toronto will not provide any audio and visual services. Please make sure to verify with your band, DJ or decorator if they require additional power. Depending on their specifications, electrical power can be arranged at an additional cost. Storage rooms for equipment must be reserved and are subject to rental fees. A complete list of power requirements to your Catering Executive. Audio and visual equipment is available for rental through our on-site supplier, AV-Canada. Your Catering Executive will be able to provide AV-Canada's contact information.

Your vendors must supply extension cords, power bars, microphones etc. Any special set-up, stage or platforms, including table and chair requirements, for various vendors must be discussed five days prior to your wedding date with your Catering Executive.

NO external tape is allowed on the floors or walls. If you require tape to secure items, Old Mill Toronto will provide tape at a nominal charge. Built-in screens are available in the York, Westminster, Kingsbrook, Humber, Balmoral & Guildhall. All other rooms can accommodate a screen if needed, speak to your Catering Executive for more details.

BOOKING

Old Mill Toronto Function contract and non refundable deposit form must be signed and returned within the time frame given in relation to the event date. In the case, Old Mill Toronto has not received the signed documents within the allotted time frame, the event space will be released without notice. Food, beverage, set up details and all other details involving your event are required prior to the function date, excluding holidays. For deposit, payment guidelines, menu selections and guarantee etc. please refer to the terms and conditions. Final guarantee is due five days prior to the event date, excluding holidays

COAT CHECK

Old Mill Toronto requires that all coats be checked due to Fire and Safety requirements. A coat check fee of \$25 per hour (minimum 4 hours) plus HST is applicable.

DAMAGES

Any charges raised to the venue by the Fire Department or Police as a result of your event, caused by inappropriate actions by the client, guest or their contracted representatives will be charged to you directly. If there are damages to any part of the venue, repair charges will automatically be applied to our overall bill, as well as a penalty fee of up to \$2000.

DECORATIONS

You are welcome to use your own decorator and decor for your event. Please check on the availability of the function room you have booked for appropriate access times. A set up fee will apply if you require more than the allotted one and a half hour set up time. Please keep in mind that the venue may sell any function space that is not protected in your contract.

Please ensure that you have made arrangements to have everything picked up immediately after the event, as the venue is not responsible for any items left behind after the event.

It is prohibited to use any kind of confetti, sparkles or any kind of rice on the premises of the venue. Due to the safety of guests, event "bubbles" are only permitted on carpeted areas or outside the building. Old Mill Toronto prohibits: sparklers, vinyl's, fire works, special effects, including fog machines, pyrotechnics or devices that will create heat, smoke or mist. Old Mill Toronto also prohibits any items to be fastened to interior walls or floors; i.e. tape, nails. If prohibited items are used, a penalty of \$1000 will be charged. Any additional clean-up will result in a \$500 clean-up fee. Both fees will be automatically applied to your bill. If permanent damage occurs, then repair costs will also be added to your final bill.

Our Catering Office is pleased to accept any non-perishable decor 24 hours in advance of the event. We request that all items be delivered to the Catering Office and not directly to the function room unless specified. All items left on Old Mill Toronto premises are at the person's own risk. We do not accept any responsibility for loss, theft or damage of items.

All leftover flowers, cakes, vases and other items brought into Old Mill Toronto must be removed at the end of the event. Old Mill Toronto will assume any items left behind are unneeded and will therefore be discarded.

DELIVERY

Access to all banquet rooms is available through the receiving area; access to the Guildhall, Balmoral & Westminster function rooms is available through a separate door next to the receiving docks.

Please note that Old Mill Toronto has limited storage capacity and therefore is not in a position to store any decor supplied by outside vendors.

Your flower supplier must coordinate delivery and set up on the day of your event, just prior to your function. Old Mill Toronto does not supply dollies, trucks or staff for moving equipment. Vendors must provide their own staff and necessary equipment

This details sheet is incorporated into and shall be considered an integral part of the contract/terms and condition except that in the event of any conflict between any of the provisions of the detail sheet and the provisions of the contract/terms and condition, the provisions of the contract/terms and condition shall prevail.

DETAILS CONTINUED...

LIQUOR LAWS

Old Mill Toronto permits the serving of alcoholic beverages from 9:00am to 1:00am at which time all entertainment should cease in order to clear the event space. A \$500 labour fee will apply to extend the duration to 2:00 AM.

LOADING DOCK FOR ALL VENDORS

Old Mill Toronto has one loading dock which is located on Old Mill Trail. It is located past the Old Mill TTC subway station, first driveway entrance on the right, behind the venue. The dock is accessible from 9am - 1am on Saturdays and Sundays and from 7am - 1am, Monday to Friday. If the loading dock gate is closed, use the phone located at the loading dock or call the main line and a staff member will open the gate. Drivers are required to shut down their engines while in the dock area. Once trucks are emptied at the loading dock, they are to be moved IMMEDIATELY and parked elsewhere. The venue is not responsible for tickets issued due to illegal parking.
FREIGHT ELEVATOR DIMENSION SIZES
W = 36", H = 84", D = 52"

MEAL GUARANTEES

Final guarantee numbers for all food and beverage functions are due by Noon, five business days prior to your function date. In the event that the guarantee is not given to Old Mill Toronto by the agreed upon due date, a late fee of 3% of your overall bill will be apply. Day-of changes to the menu selections may result in additional charges to prepare the extra meals. Old Mill Toronto is not a nut free faculty. Please inform your Catering Executive of any food allergies prior to the event.

MISCELLANEOUS

Old Mill Toronto features working fireplaces in various banquet rooms and hallways (weather permitting). As per bylaws, smoking is not permitted on the premises except for within designated outdoor smoking areas. Please note that it is the responsibility of the contracted party to ensure your vendors are aware of all Old Mill Toronto guidelines.

NOISE CLAUSE

Events held in our rooms cannot exceed a noise level of 90DBa and 100DBc. It is the contracted party's responsibility to ensure that any music provided by either contracted bands or DJ's are aware of the Old Mill Toronto policy.

PARKING

Old Mill Toronto offers off-site self-serve parking at a location near Old Mill Toronto property which is owned and operated by a third party. Please speak to your Catering Executive for parking rates. Old Mill Toronto is not responsible for damage to any property of any kind including vehicles left on the premises. Guests should not leave any valuables unattended in vehicles.

PETS

Pets are not allowed on the premises with the exception of service animals. Old Mill Toronto welcomes service animals in our public areas.

You may be required to show a service animal identification card.

PHOTO PERMIT (non-contract holders)

Guidelines: Photos are permitted in the main hallways, outdoor gardens (weather permitting). Photos are not permitted in any of the ballrooms, Chapel, hotel lobby or Home Smith Bar. Client can use outdoor area at 21 Old Mill Road (not hotel at 9 Old Mill Road).

Food, Beverage and Alcohol from outside is not permitted on Old Mill Property.
Client to Pay Own Parking. Applicable fees will apply

ROOM CAPTAIN

A Room Captain is assigned to supervise the events taking place. The Room Captain will be your day-of contact if you have any questions. Any concerns with food and beverage should be directed to your Room Captain on the day of the event. However, as they are often behind the scenes, if you require their assistance during the event, please speak to one of the staff members or use the house phone located in each event room.

Their duties include:

Ensuring that your function room is set up according to our floor plan and notes.
Lighting Old Mill Toronto votives on the guest tables.
Overseeing that the bartenders and wait staff are on schedule and provide service as requested.
Cueing the timing of catering behind the scenes with your MC, the kitchen and the wait staff.

They are not responsible for the following tasks:

Arrangement or placement of items on your reception table.
Placement of seating chart on Old Mill Toronto easel.
Set up or removal of candy table, centrepieces, your equipment, such as sound system, AV equipment, all decor, your own chairs and your own chair covers.
The Room Captain is not an Event Planner, Event Coordinator, Decorator or MC

SECURITY

Old Mill Toronto Management must first approve independent security arrangements, prior to being arranged by the client. Specific details of all arrangements with the selected security company must be provided to your Catering Executive.

SELF SERVE

Self Serve Meal is approximately one and half hours. Any left over food cannot be removed from the property due to Food and Safety requirements. A Self Serve set-up will reduce the maximum seating capacity for the specific function room.

SOCAN & RESOUND

A fee is collected and paid to the Society of Composers, Authors and Music publishers of Canada (Socan) for your right to use music, which is copyright. All businesses that use recorded music to accompany live events such as events, conventions, assemblies and fashion shows are required by law to also obtain the proper resound license to cover such use. Both fees vary depending on room capacity.

VENDOR MEALS

Vendor meals are \$50 each and consist of entrees only. Or serve your vendors the same meal as your guests at the event dinner price.

Please note that it is the responsibility of the party to ensure your vendors are aware of the above guidelines.

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