



# OBA CONFERENCE CENTRE

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## SIMPLIFIED PRICING, PACKAGED FOR YOUR EVENT.

The OBA Conference Centre is the ideal downtown location for meetings, events and special occasions. Our venue features close to 15,000 sq.ft of spacious and comfortable rooms which can be easily transformed to cater to all your event needs. With our multiple room variations, our facility can easily accommodate small, intimate gatherings to lavish galas of up to 200 guests.

### GRAND SALON

The Grand Salon is the facility's hallmark space. With an east-facing view of Toronto Street, it is the facility's largest room. With soundproof dividing walls, we can quickly and easily transform the space into three separate salons.

### CONFERENCE ROOMS

Our large variety of conference rooms can accommodate 10-50 people. Our larger conference rooms such as A & B, C & D work well for training sessions and demonstrations.

### BOARDROOMS

Boardrooms E, G H and I are perfect for intimate discussions, mediations and private meetings. These rooms can also be added to your package for breakout rooms, C Suite lounges or additional event day working spaces. Each boardroom includes zoom capability and state of the art audio and video equipment.

# ROOM CAPACITY AND RATES

Room Name	Dimensions (ft)	Classroom	Theatre	Banquet	U-shape	Boardroom	Half Day Rate	Full Day Rate
Grand Salon	86.5x40	180	280	165	...	...	\$1,700.00	\$2,800.00
Salon 1 & 2	57x40	84	180	130	40	54	\$1,500.00	\$2,500.00
Salon 2 & 3	49x40	72	140	100	40	54	\$1,350.00	\$2,200.00
Salon 1	37.5x40	54	144	77	30	36	\$ 1,300.00	\$ 2000.00
Salon 2	19.5x40	40	40	42	24	24	\$ 625.00	\$1000.00
Salon 3	29.5x40	60	96	56	24	32	\$ 975.00	\$1,550.00
Conference A & B	36x17	20	40	36	18	20	\$ 600.00	\$ 1000.00
Conference A or B	17x17	...	...	...	...	8-10	\$ 375.00	\$ 600.00
Conference C & D	36x17	20	56	40	22	24	\$ 500.00	\$ 900.00
Conference C or D	17x17	...	...	8	...	12	\$ 375.00	\$ 600.00
Conference G	15'17"x17'4"	...	...	...	...	8	\$ 350.00	\$ 550.00
Conference H & I	13'3"x12'6"	...	...	...	...	12	\$ 350.00	\$ 550.00
Conference H or I	13'3"x10'3"	...	...	...	...	6	\$ 170.00	\$ 275.00
Members Lounge	18x24	...	20	10	...	...	\$ 500.00	\$ 850.00
Conference E	18x24	...	...	...	...	18	\$ 500.00	\$ 850.00

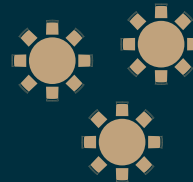
Note: All OBA members receive a 15% discount off the price of the room



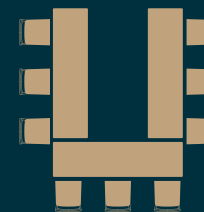
Classroom



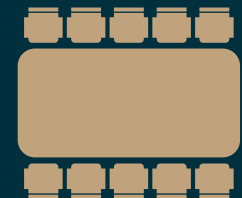
Theatre



Banquet



U-shaped



Boardroom

# FOOD AND BEVERAGE

## Breakfasts

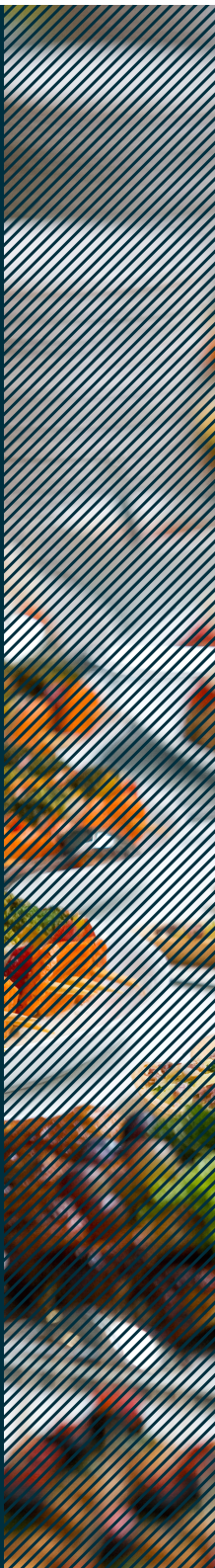
<b>Continental Breakfast</b>	\$8.95 per person
<b>Continental Breakfast with Bagels and Fruit</b>	\$22.50 per person
<b>Continental Breakfast with Bagels, Fruit and Yogurt</b>	\$24.95 per person
<b>Continental Breakfast with Bagels, Smoked Salmon, Fruit and Yogurt</b>	\$32.95 per person
<b>Breakfast Sandwich and Fruit Cup</b>	\$21.95 per person
<b>Hot Buffet Breakfast</b>	\$37.25 per person

## Sandwiches

<b>Assorted Sandwiches</b>	\$19.50 per person
<b>Sandwich Menu — Standard</b> Sandwich/wrap, salad and dessert	\$35.50 per person
<b>Sandwich Menu — Premium</b> Sandwich/wrap, salad and dessert	\$37.50 per person
<b>Box Lunch — Standard</b> Sandwich, salad, whole fruit and dessert	\$35.25 per person
<b>Box Lunch — Premium</b> Sandwich, salad, whole fruit and dessert	\$21.95 per person
<b>Gourmet Boxed Lunch</b> Room temperature main, salad, fruit salad and dessert	\$42.75 per person

## Buffet Services

<b>Hot Buffet Lunch — Standard</b> One main, vegetable, salad, bread and dessert	\$45.25 per person
<b>Sandwich Menu — Premium</b> Two mains, starch, vegetable, salad, bread and dessert	\$55.50 per person
<b>Mixed Grill Platter (Room Temperature)</b> Two mains, side, vegetable, bread and dessert	\$51.95 per person



## Plated Meals

<b>Plated meal</b> 3 Course Plated Meals	\$65.75 per person
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## Snacks and Appetizers

<b>Freshly Baked Cookies</b>	\$2.95 each
<b>Savoury Treats Basket — Serves 10</b> A selection of granola bars, trail mix, chips	\$16.95
<b>Healthy Snack Basket — Serves 10</b> Assortment of organic bars, granola snacks, savory nuts, including vegan options	\$35.95
<b>Seasonal Fruit and Berries</b>	\$9.25 per person
<b>Cheese Tray</b> Assorted cheeses with crackers and fruit garnish	\$14.75 per person
<b>Tea Sandwiches</b>	\$34.25 per doz. (minimum 3 doz.)
<b>Vegetables and Dip</b>	\$9.00 per person

## Platters

<b>Sushi &amp; Rolls — 60 pieces</b>	\$149.95
<b>Decadent Tea Platter — Serves 10</b> Assorted Mini Sandwiches, Crudite, sweets, etc	\$359.95
<b>Bountiful Harvest Platter — Serves 10</b> Domestic & Imported cheeses, assorted charcuterie dried fruits garnishes, and more	\$359.95

## Hors D'oeuvres

<b>Hors d'oeuvres — 3 pieces per person*</b>	\$20.95 per person
<b>Hors d'oeuvres — 4 pieces per person*</b>	\$29.95 per person
<b>Hors d'oeuvres — 5 pieces per person*</b>	\$35.95 per person
<b>Hors d'oeuvres — 7 pieces per person*</b>	\$53.95 per person

*\*Minimum order of 12 people*



# Beverages

## Unlimited Soft Bar Package

Half Day — \$5.50 per person

Full Day — \$9.50 full day

Includes assortment of hot beverages (coffee, tea, hot chocolate) and cold beverages (pop, sparkling water, juice, etc)

## Full Bar Service

The OBA Conference Centre is fully licensed under the Alcohol and Gaming Commission of Ontario (AGCO). We offer assorted beers, wine and spirits. All bar packages are charged on consumption and can be added to any event size. Packages can include ticketed bar service, open bar or wine/beer at the tables. Pricing will vary depending on the items chosen.

# Accommodations and Upgrades

We are experienced and ready to accommodate any needs you have including specialized service, dietary meals, halal meals, kosher meals, and more. While the menu items listed above are our standard menu items, we work directly with our preferred caterers and are able to customize any menu offerings to suit your needs.

Prices quoted on food and beverage are net of HST.

Please note we do not charge a gratuity charge and all food and beverage includes appropriate staffing levels to service your event.

Prices are subject to change without notice.

The OBA does not allow for any outside food or beverage.



# TECHNOLOGY

Whether your meetings are large or small, we can take care of all your technological needs. We understand the importance of high-quality audio-visual offerings and offer the convenience of in-house audio-visual specialists to facilitate your requirements: everything from audio visual equipment, technical staff, high speed internet, webcasting, video conferencing, online polling and staging down to the mood we can create with our high tech lighting system.

## Hybrid webcast Events

Half Day Programming — \$1,950

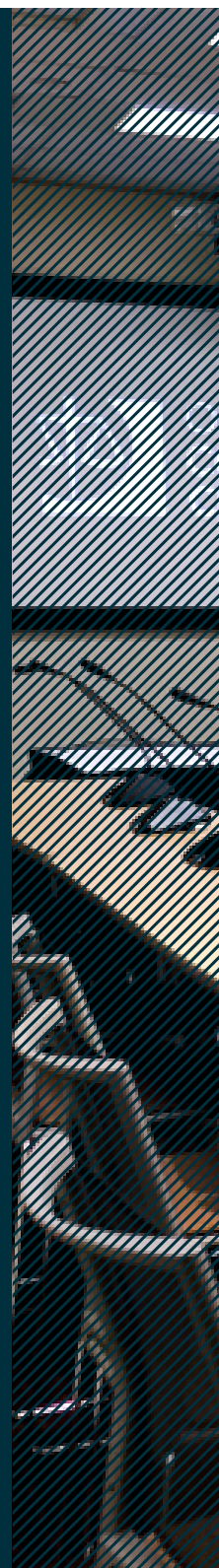
Full Day Programming — \$3,250

Our hybrid webcast platform allows you to deliver fully interactive hybrid webcasts with both guests and speakers attending in person and online. Our facility is fully equipped with cutting-edge AV and broadcast equipment to ensure our event is a seamless success. Webcasts include all equipment, a webcast technician, and an edited copy of the recording of your program.

## Audio and Projection — Standard AV Package

Includes laptop, comfort monitor, all microphones, cabling and projectors. All required equipment to run standard conference programming.

	Half Day Rate	Full Day Rate
<b>Grand Salon</b>	\$1,000	\$1750
<b>Salon 1/2 or 2/3</b>	\$750	\$1250
<b>Salon 1, 2</b>	\$500	\$950
<b>AB or CD</b>	\$250	\$350



## Internet

Wired Fibre Connection	\$350
Customized Internet	\$150
Full Room Wireless for all Attendees	\$100

## Equipment

Additional Wireless Handheld and Lavalier Microphones	\$75 per microphone
Zoom Cart	\$500
Power to Each Guest Table	\$450
TOA Microphone Meeting for 16 Participants	\$500
TOA Microphone Meeting Package for 29 Participants	\$750

## Personnel

A/V Technician	\$100/hr
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Please speak directly with us to coordinate any additional services not listed above.



# VENUE GUIDELINES

## Operating Hours

The building is unlocked between 7am-11pm Monday-Friday.

Speak with the Event Services Manager about your specific event times should it fall outside this timeline. Accommodations can be made with additional cost.

## Security

For events where Security is required, the venue will hire on your behalf and include on your final invoice.

## Loading Dock

The building contains a single bay loading dock. It can be accessed via Victoria Street.

The dock hours are 6:00am-7:00pm.

Any delivery too heavy to be carried by a person should be brought in through the loading dock and freight elevator.

Your Event Services Manager must book the loading dock for your event.

Dock Restrictions	Freight Elevator Dimensions
Maximum Height: 13.8'	Height: 10'
Maximum Width: 20'	Width: 4'7"
Maximum Depth: 19'	Depth: 9'3"
	Maximum Capacity: 1800KG

## Deliveries & Storage

The Ontario Bar Association (OBA) will accept deliveries only on the day of the Client's function and all deliveries must be prepaid.

OBA will also make arrangements to have a Client's materials returned to the Client provided the Client makes appropriate arrangements with a courier service and the cost of the service is prepaid by the Client.

Due to limited storage space, OBA cannot undertake to store Client's materials, equipment or other property either prior to or following the day of the Client's function nor will OBA be responsible for any damage or loss of any materials, equipment or other property belonging to the Client while such is located on the OBA's premises prior to, during or following the Client's function.

## Menus

Menu selection and other details pertinent to your event are required to be submitted to the Event Services Manager a minimum of one (1) week prior to your first function date.

## Outside Food or Beverage

The venue retains the exclusive right to provide, contract and retain all food and beverages services for all events. This includes bottled water. We have menus to meet all needs and budgets and are happy to work with your budget.

## Guarantees and Overset

A guaranteed number of attendees and/or quantities for food is required for all functions.

The guarantee must be submitted to your Conference and Event Services Manager by 10:00am three business days prior to your function date.

For functions that take place on Saturday, Sunday or Monday, the guarantee is required on the Wednesday prior.

The venue will have the food and staff ordered based on the guarantee, which includes special dietary meals.

## Food Allergies and Dietary Concerns

In the event any of your guests have food allergies or dietary concerns, you are responsible to inform the venue of the names and the nature of the allergy or dietary concern so that the necessary precautions can be taken when preparing and serving their food. Please send the names to your Conference and Events Services Manager (1) week prior to your function. We are unable to accommodate on-site requests.





## **Kosher Meals**

Your Event Services Manager will be happy to coordinate a kosher meal for any guest. We are however unable to accommodate day-of requests.

## **Confetti Use**

Confetti is not permitted on the premises. Any clean-up costs associated with the improper use of confetti will be billed to the Client and the Client specifically agrees to pay such clean-up costs in addition to the rental and food costs set out herein.

## **Walls**

The Client is not permitted to use tape to attach anything to walls, drapes or blinds in the Conference Centre. Conference Centre Staff can advise on what will be permitted.

## **Displays**

All displays or exhibits associated with the Client's function must conform to Toronto City Fire Code Ordinance Rules and must be approved by OBA prior to the commencement of the function.

## **Payment & Deposits**

A deposit of fifty percent (50%) of the estimated final cost of the room rental fee and food and beverage costs shall be payable by the Client upon execution of the contract. If the Client is reserving space for multiple functions, the Client and OBA shall negotiate a reasonable deposit amount which is no less than the full room rental fee for a single function.

Payment can be made in cash, certified cheque, credit card or wire transfer.

Full payment of the invoice is required within thirty (30) days of the invoice date.

## **Cancellations**

### **Cancellation Within 30 Days of Function**

If the Client provides notice of cancellation of its function 30 days or more in advance of the date of the function to which this Agreement pertains, the Client's deposit, less an administration fee of 20% of the down payment (10% of the full rental fee), shall be refunded.

### **Cancellation from 10 to 29 days Prior to Function**

If Client's function is canceled between 10 to 29 days of the date of the function, no portion of the Client's deposit shall be refunded.

### **Cancellation from 48 Hours to 9 Days Prior to Function**

If Client's function is canceled between 48 hours and 9 days of the function, the room rental fee shall be paid in full by the Client

### **Cancellation Within 47 hours of the Date of Function**

If Client's function is canceled within 47 hours of the start of the time the room(s) is/are reserved for the Client's use, the Client shall be responsible for and shall pay the full rental cost for the room(s) and the cost of all the food and beverages order for the function.

## **Accessibility**

The OBA Conference Centre is very proud to operate in full compliance with the AODA. It strives to ensure all clients have access to our Conference Centre. We are committed to providing ongoing improvements to our venue and services to support the needs of our clients. All washrooms are equipped with wheelchair accessibility as well as braille signage.

