



## Located in the core of Toronto's Financial District

CFA Society Toronto has meeting space for your next event! Located near the TTC, GO Transit and conveniently accessible through the underground PATH system.

### Benefits

- Flexible training and meeting rooms to accommodate your event
- State-of-the-art audio/visual equipment
- Additional space for breakout sessions or meetings
- Professional and knowledgeable staff on-site throughout your meeting



### Basic Packages Include

- Lectern (Training Room and FactSet Room)
- LCD projector and built in screen (Training Room and FactSet Room)



Training Room (U-Shaped style)

### Room Capacities

	Classroom	Hollow Square
Training Room	32	24
FactSet Room	16	22
Sionna Room	N/A	12
Vanguard Room	N/A	8

Other room set-ups are available upon request on selected rooms (*fee may apply*)

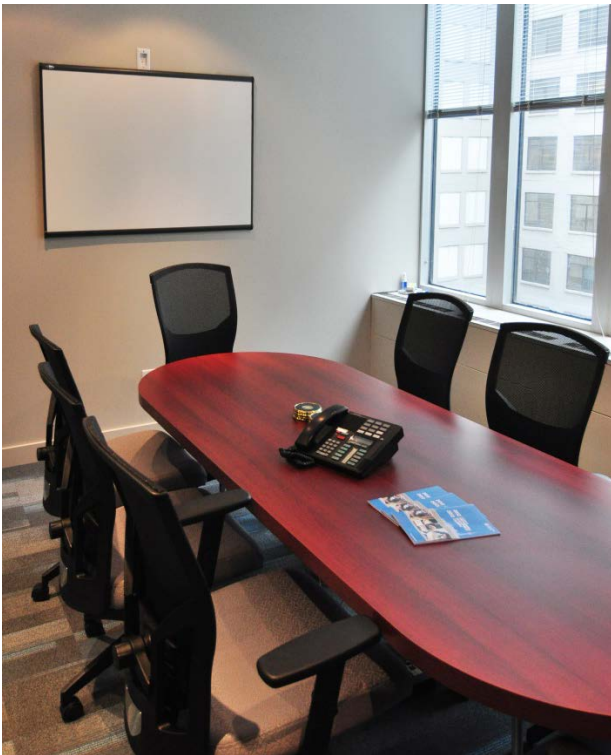
- U-Shaped
- Reception Style
- Team Style/Clusters

## Basic Price List\*

	1 hr or less	2 hrs	2.5 hrs	3 hrs	Half Day (4 hrs)	Full Day (8 hrs)
Training Room with A/V**	\$250	\$350	\$385	\$425	\$500	\$750
FactSet Room with A/V**	\$150	\$250	\$275	\$300	\$350	\$500
Sionna Room	\$100	\$200	\$215	\$225	\$275	\$350
Vanguard Room	\$75	\$150	\$165	\$175	\$200	\$275

\*Rates apply to 9:00AM - 5:00PM business hours; additional charges apply for after-hours use. Above prices are for rooms only. 13% HST will be added onto all costs. Rates are subject to change without notice.

\*\*A/V is defined as: projector, screen, one extension cord and wireless internet connection. Laptop **not** provided.



Vanguard Room

## Additional Services/AV

- Webinar packages
- Webinar recording
- Webcasting
- Videoconferencing
- Teleconferencing
- SMART Board (Training Room only)
- A/V Technician
- Ordering of catering services



Training Room (classroom style)

For more information, please call  
**416.366.5755 x225** or email  
[facilityservices@cfatoronto.ca](mailto:facilityservices@cfatoronto.ca)  
**Sponsorship of the Training Room**  
**available! Email for details.**

# Webinar Packages

## Training Room

Sponsorship of this room available!

The Training Room is our main training room. It has the versatility of transforming to accommodate any event. It can be set up classroom style, theatre style, boardroom style or you can get creative and use it for a cocktail reception. The Training Room is fully equipped with a SMART Board and is functional for webinars and video conferencing.

What's Included (webinar package):

- Training Room
- Webinar Set-Up fee
- Recording (with two unedited DVD's of the recording)
- Wired (laptop only) and wireless internet connection
- Ceiling mounted LCD projector
- Screen
- Lectern



Training Room (classroom style set-up)

**Half Day (4 hrs)- \$1,225**

**Full Day (8 hrs) - \$1,450**

**Ask us for video conferencing rates!**

Rates for room only	1 hr or less	2 hrs	2.5 hrs	3 hrs	Half Day (4 hrs)	Full Day (8 hrs)
<b>Training Room with A/V**</b>	\$250	\$350	\$385	\$425	\$500	\$750

\*\*A/V is defined as: projector, screen, one extension cord and wireless internet connection. Laptop **not** provided.

### Additional Fees

- SMART Board - \$100
- A/V technician - \$550
  - This includes two hours onsite and travel time for the technician. Additional billing is in half hour increments at \$140 per hour. These rates apply for business hours (i.e. Mon-Fri from 8:00AM - 6:00PM). After hours work is billed at time and a half.
- Conference Call Line for up to 100 participants - \$0.20 per user per minute (Long distance charges will be billed at current Bell Canada rates)
- Operator assisted Conference Line - \$0.26 per user per minute (Long distance charges will be billed at current Bell Canada rates)
- Recording (including 1 unedited DVD copy of event) - \$200
- Revolabs (2) Wireless Microphone - \$125



# FactSet Room



The FactSet Room is ideal for board meetings, roundtable discussions and larger meetings. It is spacious enough to accommodate 20+ people, yet still has an intimate atmosphere. It is fully equipped with a drop-down screen and lectern and is great for PowerPoint presentations. The FactSet Room can also be used as an overflow room for the Training Room and can share the same presentation as the screen in the Training Room.

## What's Included:

- Wireless internet connection
- Lectern
- Projector and screen
- Flipchart
- Whiteboard
- Telephone (long distance charges apply)



FactSet Room (Hollow Square style)

	1 hr or less	2 hrs	2.5 hrs	3 hrs	Half Day (4 hrs)	Full Day (8 hrs)
FactSet Room with A/V**	\$150	\$250	\$275	\$300	\$350	\$500

\*\*A/V is defined as: projector, screen, one extension cord and wireless internet connection. Laptop **not** provided.



FactSet Room (classroom style)

Capacities	
Hollow Square	22
Classroom Style	16

## Additional Fees

- Webinar Recording - \$200 (including 1 unedited DVD copy of event)

# Basic Meetings

Need a small meeting room for a committee meeting, interviews, conference call or roundtable discussion? The Sionna Room and Vanguard Room are perfect for the intimate exchange of ideas.

What's Included:

- Wireless internet connection
- Telephone (long distance charges apply)
- Whiteboard or flipchart



**Vanguard**<sup>®</sup>



Sionna Room



Vanguard Room

Capacities	
Sionna Room	22
Vanguard Room	8

	1 hr or less	2 hrs	2.5 hrs	3 hrs	Half Day (4 hrs)	Full Day (8 hrs)
Sionna Room	\$100	\$200	\$215	\$225	\$275	\$350
Vanguard Room	\$75	\$150	\$165	\$175	\$200	\$275

## Additional Fees

- LCD Projector - \$150

# Additional Fees



## After-Hours Fees

Regular business hours are from 9:00AM – 5:00PM. Additional charges apply for bookings occurring outside of our regular business hours.

After-Hours HVAC Fee*	\$50 per hour
Event Services Fee**	\$35 per hour

*\*This fee will apply only if you have booked the meeting rooms for functions running after 6:00PM or on weekends. This charge is implemented by Oxford Building Management to CFA Society Toronto to keep the HVAC system running.*

*\*\*The Event Service Fee is charged if a room is booked after hours or on weekends. This fee is for staff coverage.*

## General Fees

Courier	as charged
Catering	as charged
Photocopying – Black & White	\$0.05/per sheet
Photocopying – Colour	\$0.12/per sheet

## Technology

Conference Call Line for up to 100 participants	\$0.20 per user per minute (Long distance charges will be billed at current Bell Canada rates)
Operator assisted Conference Line	\$0.26 per user per minute (Long distance charges will be billed at current Bell Canada rates)
SMART Board Fee	\$100 (Training Room only)
Webinar Recording (including 1 unedited DVD copy of event)	\$200 (Training Room and FactSet Room)
Revolabs (2) Wireless Microphone	\$125 (Training Room only)
Additional extension cords/power bars	\$5 each

## A/V technician

\$550

This includes two hours onsite and travel time for the technician. Additional billing is in ½ hour increments at \$140 per hour. These rates apply for business hours (i.e. Mon-Fri from 8:00AM to 6:00PM). After hours work is billed at time and a half.

## Video Conferencing Rates and Webcasting

Please ask us for details: [facilityservices@cfatoronto.ca](mailto:facilityservices@cfatoronto.ca)

*All charges are subject to 13% HST. Rates are subject to change without notice.*

# Catering



Catering orders can be placed either through CFA Society Toronto office or you may order directly. Please note that when CFA Society Toronto is placing any catering orders on your behalf, we must receive your order two business days prior to your function date. If you prefer to order through your own catering company, please send the catering company name and order details to [facilityservices@cfatoronto.ca](mailto:facilityservices@cfatoronto.ca) a minimum of 24-hours prior to your function date; confirmation of delivery time is required. Please note we are a nut-free facility.

CFA Society Toronto preferred catering companies are:

## Cleese Catering

[www.cleesecatering.com](http://www.cleesecatering.com)

416.463.3895

## Kiss the Cook Catering

[www.kissthecookcatering.com](http://www.kissthecookcatering.com)

416.264.4040

Account Manager: Fia Pagnello

[sales@kissthecookcatering.com](mailto:sales@kissthecookcatering.com)

## Maxim Catering

[www.maximcatering.com](http://www.maximcatering.com)

416.366.2946

[info@maximcatering.com](mailto:info@maximcatering.com)

## Soup Nutsy

[www.soupnutsy.ca](http://www.soupnutsy.ca)

647.352.7799

[soupnutsyra@soupnutsy.ca](mailto:soupnutsyra@soupnutsy.ca)

If you have any questions or concerns regarding the above information, please contact the Facility Coordinator at 416.366.5755 ext. 225 or by email: [facilityservices@cfatoronto.ca](mailto:facilityservices@cfatoronto.ca)

## Map/Directions

### Location

CFA Society Toronto  
120 Adelaide Street West, Suite 701  
Toronto, ON M5H 1T1  
(at the intersection of York Street and Adelaide Street West)

### Public Transit

Closest subway stations: Osgoode, St. Andrew

GO Train: Union Station

### PATH

In the Richmond-Adelaide Centre

### Parking

Paid. Nearby parking: 130 Adelaide Street West  
(off of York Street) Impark (86 York Street)

