

# Conference Services



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Whether you are planning a business meeting or hosting a personal gathering, The Ryerson Student Centre offers fully customizable services to ensure your event is a success. The Ryerson Student Centre can accommodate varying group sizes, seating styles and catering requests.

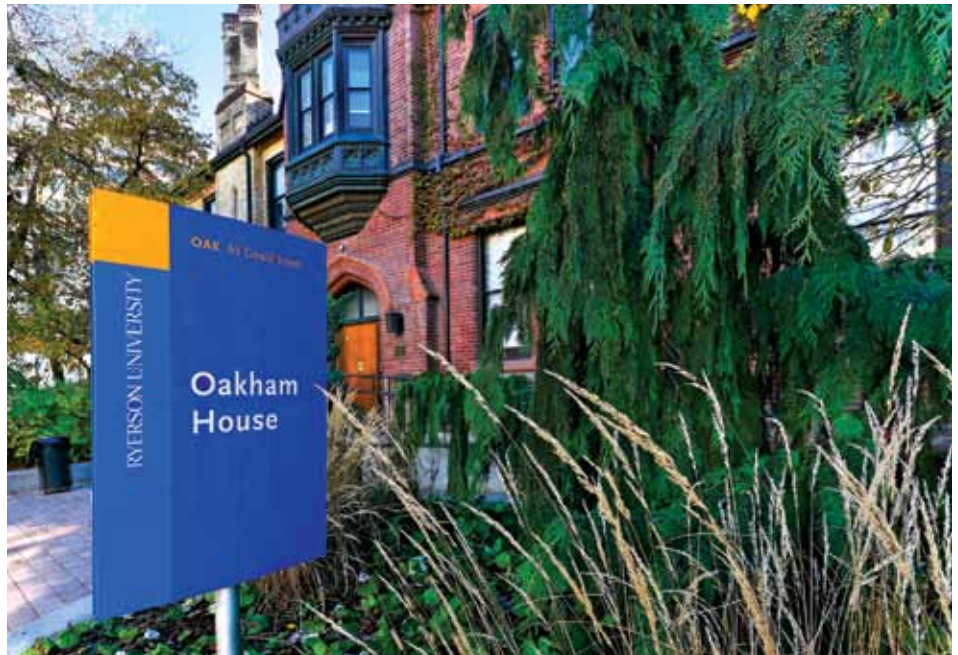
The Ryerson Student Centre features 11 fully equipped rooms, flexible and outstanding menu options, and an easy to reach location in the heart of Downtown Toronto. Our Conference Coordinator will discuss requirements, design a package and arrange every detail leading up to your event.

**Call us today to make an appointment for a guided tour of our conference facilities.**



# Types of Events

The Ryerson Student Centre has a setting for almost every occasion, from large open rooms to smaller more intimate venues in historic Oakham House.



## Meetings

From groups as small as 8 to as large as 150, there is a room that is just right for your meeting or corporate event. Interested in coffee service, breakfast and/or a lunch buffet, the Ryerson Student Centre can accommodate your groups every need. The possibilities are endless.



## Receptions

The Ryerson Student Centre knows that your receptions, whether a wedding, birthday or retirement celebration, represent those special moments in life that will be remembered forever. As such, our Conference Coordinator will ensure every element of your event is perfect.



## Strategy/Training Session

From groups as small as 8 to as large as 150, there is a room that is just right for your strategy or training sessions. Interested in coffee service, breakfast and/or a lunch buffet? The Ryerson Student Centre can accommodate your groups every need. The possibilities are endless.

# Venues



## Oakham House

Originally constructed in 1848 by renowned architect Sir William Thomas, the Oakham House is an ideal venue for any type of event including meetings, presentations, seminars, weddings and parties of all occasions.

**Oakham House has many rooms available to rent and include:**

### Oakham Lounge

Located on the second floor of Oakham House this icon has great natural light, red brick wall, a piano, and two fireplaces - perfect for a reception.

### Thomas Lounge

Located on the first floor of Oakham House, Thomas Lounge is the second largest room in our facility. Thomas Lounge offers a calm, cool and contemporary feel, with a stunning stone fireplace and a large solarium overlooking our patio.

### Tecumseh Auditorium

Tecumseh Auditorium is our largest room which can seat up to 170 guests. This room offers high ceilings, a fully equipped audio visual system, 2 LCD projectors and screens and has plenty of versatility. The Tecumseh Auditorium is an exciting space to celebrate all sorts of occasions including, but not limited to, meetings, presentations, lectures, career fairs, buffet dinners, plated dinners, cocktail receptions, trade shows, as well as powerful training sessions with colleagues.

**Many more rooms are available and can viewed at [www.ryersonstudentcentre.ca](http://www.ryersonstudentcentre.ca)**



# Catering

The Ryerson Student Centre is proud to provide a large selection of catering options to suit your event and please your guests. The Ryerson Student Centre features ingredients that are sourced locally and are sustainable in nature.

## Sample All-Day Meeting Buffet Menu

### Healthy Start Breakfast package...

- A variety of cereals (Rice Krispies, Bran Flakes and Muslix) with milk
- Sliced fresh fruit salad
- Assorted bagels and cream cheese (served on the side), including jams and butter
- Pitchers of chilled fruit juices (orange and cranberry flavoured)
- Freshly brewed house coffee and orange pekoe tea

### Feel "at-home" during your morning break with our Home Baked Goodies package...

- A variety of freshly baked cookies
- Assorted dessert squares
- Freshly brewed coffee
- Orange Pekoe and herbal flavoured teas

### Treat yourself to a delicious lunch...

- Roasted Red Pepper Soup
- Traditional Caesar Salad
- Chicken Alfredo with mushrooms, on penne noodles
- Garlic Bread
- An assortment of tasty dessert bars and squares
- Cans of pop and juice
- Freshly brewed coffee and orange pekoe tea

### Indulge for dinner...

- Butternut Squash Soup
- Baby Spinach salad with almonds & cherry tomatoes, and side Balsamic dressing
- Succulent stuffed chicken with wild rice, oven roasted herbed potatoes and fresh seasonal vegetables
- An assortment of tasty dessert bars and squares
- Cans of pop and juice
- Freshly brewed coffee, orange pekoe and herbal flavoured teas

### Add on our Deluxe Dessert options featuring...

- Chocolate Mousse Cake
- Or
- New York cheesecake with a delicious chocolate drizzle

# Additional Information

## Getting To The Ryerson Student Centre

The Ryerson Student Centre is conveniently accessible via three major TTC subway stations including Queen, Dundas and College and numerous streetcar routes. There is also a number of parking facilities and bike rings around the Ryerson Student Centre.

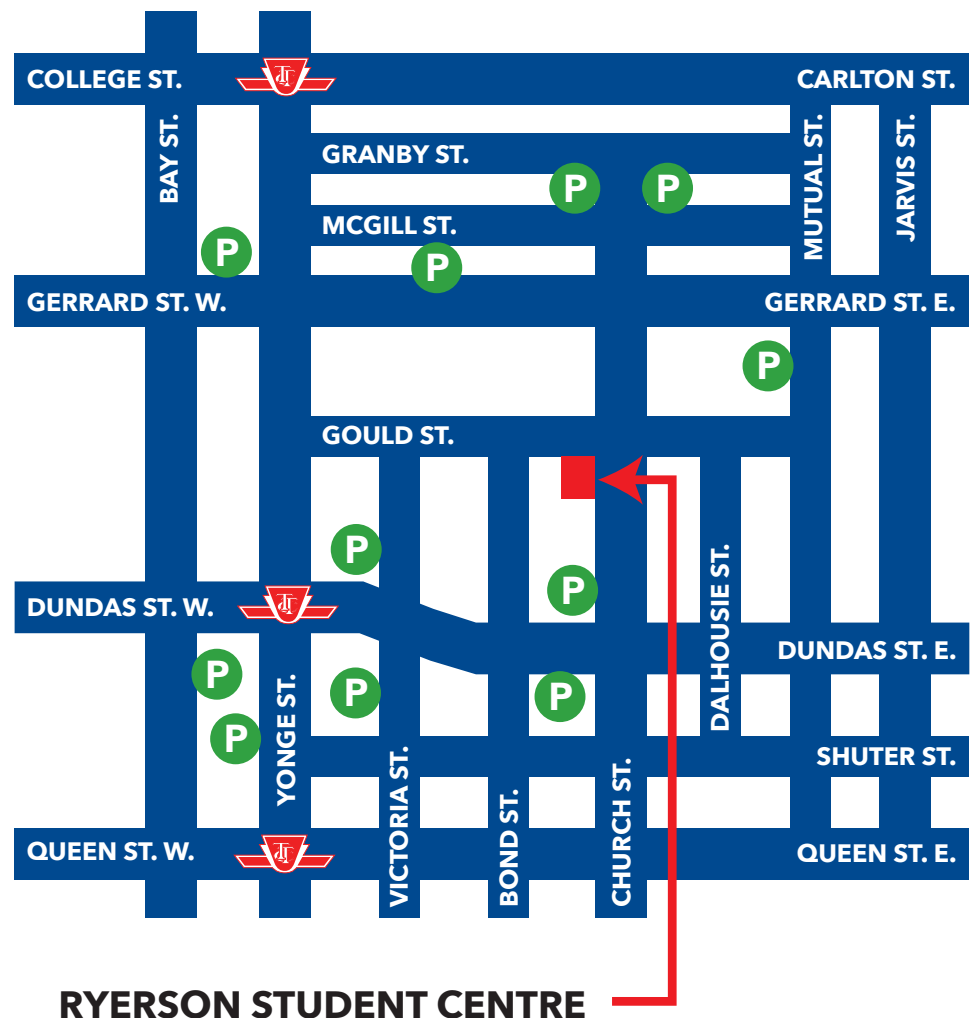
## Parking

We do not have on-site parking, but being located in the heart of downtown Toronto, there is ample parking surrounding our facility. Ryerson University offers parking to visitors and members of the Ryerson Community at the Bookstore Garage located on the West side of Victoria St. between Dundas and Gould Sts. and at the Pitman Hall Student Residence located on the West side of Mutual St. between Gerrard and Gould Sts.

There is also city parking available on the West side of Church St. between Gould and Dundas Sts. These are all paid parking lots. The rates are posted at the kiosks, and they are the average prices for the city.

## Accessibility

The Ryerson Student Centre makes every effort to ensure the inclusion of campus and community members with disabilities in all aspects of our operations. Current accommodations include two elevators, accessible washrooms and automatic door openers. Our Conference Coordinator would be happy to discuss any further accommodations that we could provide.



# Frequently Asked Questions

## **May I bring in my own catering?**

Oakham House does not permit any outside catering, as we have a fantastic in-house kitchen. The only external items that are allowed are cakes for special occasions, as we do not have a cake baker in-house.

## **Some of my guests have intolerances to food items such as gluten and nuts. Can you accommodate?**

Our chef is happy to prepare for special meal requests for those guests who require it. We can accommodate requests such as lactose/dairy free, gluten free, vegan and halal to name a few. For any allergies, please specify them to your Conference Coordinator.

## **Is catering served in the same room that we book?**

Catering is always served in the same room that you book, with the exception of our Tecumseh Auditorium, our largest room when booked for over 80 guests, Food is served just outside of the room in the adjacent Courtyard Lounge.

## **Do you offer bar service and alcoholic drinks?**

Our facility houses a campus bar throughout the year, so we have a wide array of alcoholic products to choose from. If we don't have something you'd like, we can get it for you for an additional cost. We also have experienced bartenders who can offer their expertise at your event.

## **Am I able to make photocopies or send a fax?**

For photocopies, visit CopyRITE Printing Service (lower level of the Ryerson Student Centre). For faxes, approach our Conference Services Department (first level of the Ryerson Student Centre) and our staff can assist you.

## **Are your facilities accessible?**

All of our meeting and event spaces are fully accessible, including our restrooms.

## **What decor and decorative elements do you provide?**

We provide seating, tables, chairs, buffet tables, cutlery/china, as well as table linens covering all tables (white linens with a black overlay). For a small added cost, tea light candles with decorative marbles can be placed on tables.

## **What audio visual equipment do you have?**

We have built-in Audio, Wireless Microphones, LCD projectors, podiums, retractable screens, and most equipment needed at conferences, training sessions, weddings, book launches, etc. All equipment is available at an additional cost.

## **Can we come in the night before to set-up?**

Unfortunately, our facility is often completely booked and if you have an elaborate set-up, you would have to pay to rent the room the evening before. There is a floor supervisor here as early as 7:15am Monday to Friday,

and Saturday at 8am so that is usually sufficient time to set-up binders and other materials of that nature, for your event.

## **Do you rent out your rooms at an hourly rate?**

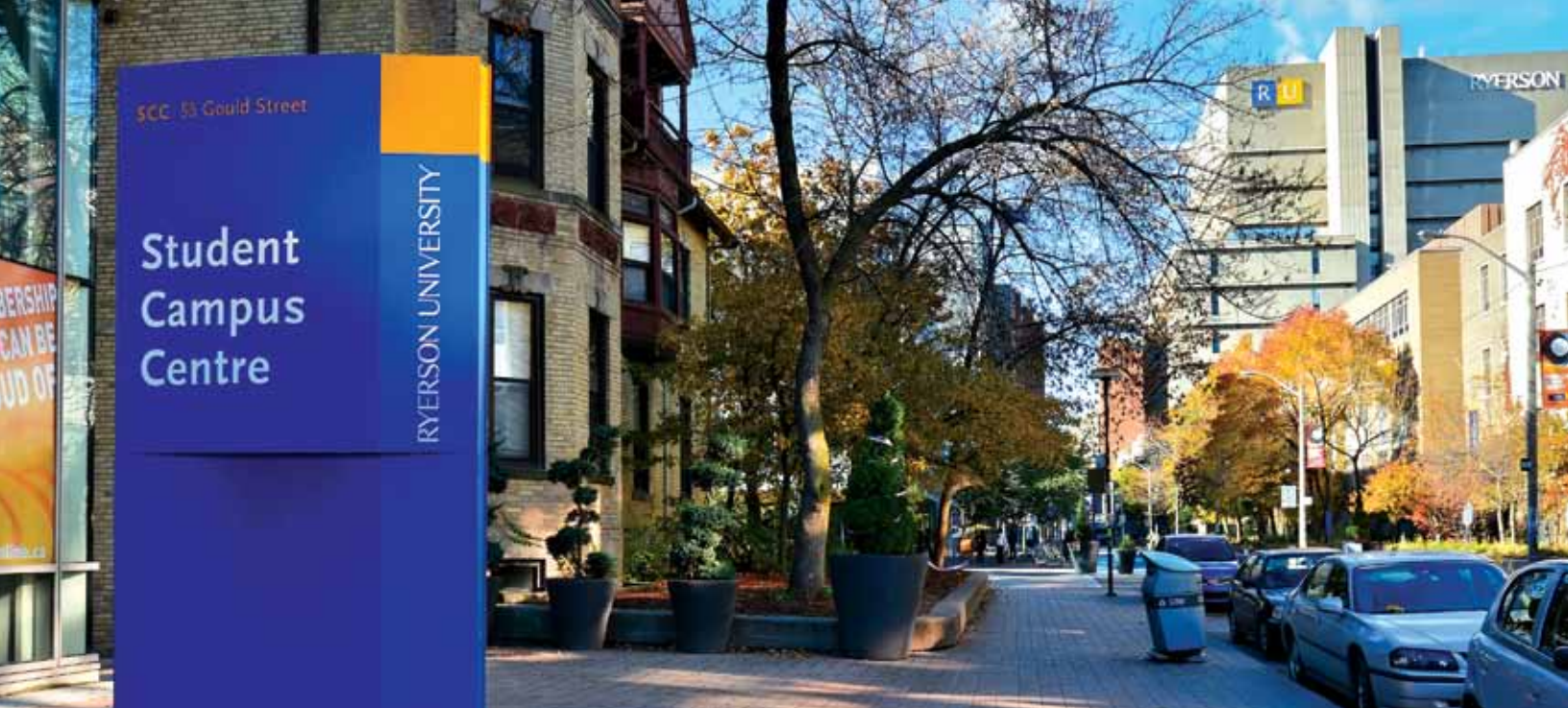
All bookings are rented out for a flat rate, which is considered up to 8 hours. For rates beyond 8 hours, please inquire with your Conference Coordinator.

## **When do all my catering and audio visual details have to be confirmed by?**

All details must be submitted by 5:00pm on the **Tuesday of the week prior to your event**. Any details submitted past this deadline are subject to the late fees specifically outlined in the contract.

## **What can I expect when I arrive for my event/throughout the day?**

You can expect friendly and welcoming conference staff, who will assist you in any way they can (including the set-up of audio visual equipment that you are renting from us). **If arriving prior to 8:00am, inform your Conference Coordinator so the floor manager and staff can be informed.** Throughout the day, our floor manager and staff will be happy to assist you and answer any questions. During peak season, our staff is quite busy preparing for all of the day's events, so just keep that in mind and have a great time while you are here!



The Ryerson Student Centre is a full-service venue that is ready to host your event, whether an elegant reception or a conference.

## A Proposal

Call us today to speak with an experienced Conference Coordinator.

## A Site Visit

Interested in visiting the Ryerson Student Centre? We will prepare a personalized tour of our facility and show you the venue you would like for your event.



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