



**Sheraton<sup>®</sup>**

CENTRE TORONTO HOTEL

# Event Toolbox





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## GENERAL INFORMATION

### Accommodation

Welcome to Sheraton Centre Toronto. Our downtown hotel offers 1372 guest rooms, 75 suites, and a total of 130,000 square feet of newly renovated meeting space for events and conventions of all shapes & sizes.

With our premium accommodations, you'll be able to unwind and reconnect with family and friends. We invite you to experience the highest quality of relaxation with our signature Sheraton Sweet Sleeper™ Beds.

Our CAA/AAA four diamonds hotel is located in the heart of Canada's largest city and connected to the financial & entertainment districts via the PATH, a 16 mile underground pedestrian walkway. Our recently renovated guestrooms provide comfortable and alluring spaces as well as quality amenities & services.



### **Room Amenities & Services**

- Sheraton Sweet Sleeper Bed™
- Radio/alarm clock
- 24 hour security
- LCD 55" flat screen televisions
- Spectacular views of Toronto
- Modern work desks
- In-room safe (can accommodate standard laptop)
- Individual climate-control
- Complimentary daily newspaper
- In-room movies
- Wireless high speed internet access
- Complimentary Starbucks® coffee & Tazo® Tea
- Two telephones with data ports
- Voicemail service in four languages
- On-demand movies
- Complimentary use of pool, hot tub, saunas and Sheraton Fitness by EXOS™

### **Business Services on Site**

- FedEx Office Copy Print & Shipping Centre
- Link@Sheraton™ experienced with Microsoft
- Guest Services
- Taxi, limousine and airport shuttle
- Presentation Services - Audio Visual (PSAV)

### **Additional Services on Site**

- Concierge, Tour Desk
- Doctor on-call
- Dry cleaning and laundry
- Foreign exchange
- Shoe-shine
- Shops of the Sheraton
- Valet parking



## **Bathroom Amenities**

- Bath/body products
- Hairdryer

## **Recreational Facilities**

- Indoor/outdoor pool – open year round
- Sheraton Fitness by EXOS™ (Open 24 hours)
- Sauna and hot tub
- Senses Spa
- 2.5 acres of waterfall gardens

## **Additional Room Features**

- Disability access
- Fridge Rental - \$20 for a mini fridge per day (\$3.00 delivery charge)

## **Meeting Facilities**

- 130,000 sq ft. of meeting space
- Wireless high speed internet throughout
- 60,000 sq ft. of meeting space on the Ballroom/Exhibit Level
- Grand ballroom seats up to 2,300 for meetings and 1,900 for dinner

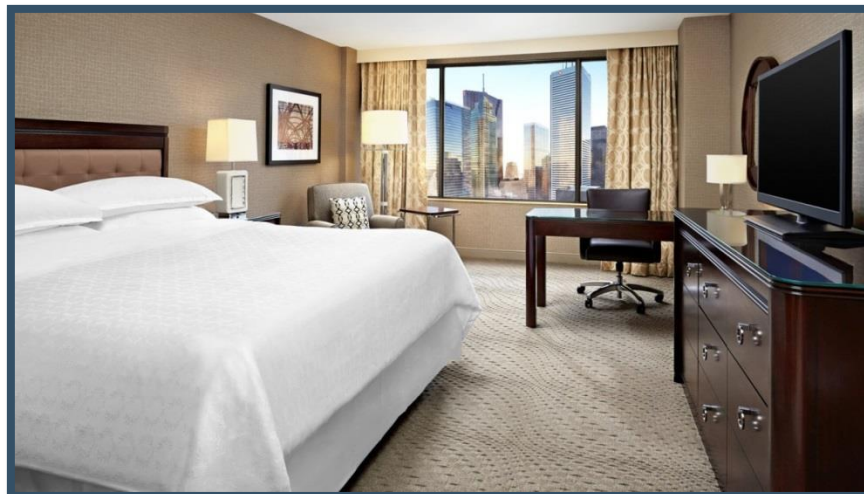
## **Dining on Site**

- BnB (Burger n' Bistro)
- Link Café
- Quinn's Steakhouse
- Shopsy's Deli

## **GUEST ROOMS**

### **Traditional Guest Room**

- One King or two Queen Sheraton Sweet Sleeper™ Beds with plush mattress, luxe white linens and a cozy duvet
- 55" LCD Flat screen televisions
- Modern work desks

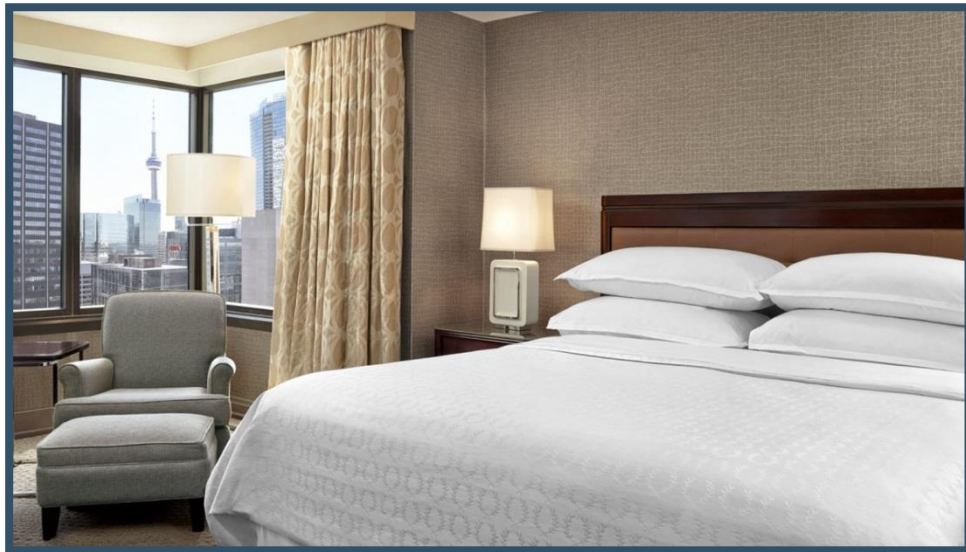




## Deluxe Guest Room

Our Deluxe Guestrooms are located on the upper levels of the hotel and boast stunning city views. They also features additional amenities, listed below:

- Newly renovated rooms featuring one King or two Queen Sheraton Sweet Sleeper™ Beds with plush mattress, luxe white linens and a cozy duvet
- Located on higher floors for stunning city views
- Complimentary high-speed internet access
- Complimentary local calls
- 55" LCD Flat screen televisions
- Modern work desks, iPad/iPhone and iPod dock





## Club Level Guest Room

Experience an additional level of comfort from arrival with special room amenities including;

- Complimentary bottled water, newspapers and in-room bathrobe
- Sheraton Sweet Sleeper™ King or two Queen beds with a plush mattresses, luxe white linens and a cozy duvets
- 55" LCD Flat screen televisions
- Modern work desks, iPad/iPhone and iPod Dock
- Plus:
  - Unlimited access to our superb 43rd floor Club Lounge enhanced by spectacular city views featuring a daily complimentary deluxe continental breakfast and evening hors d'oeuvres
  - Complimentary in-room high speed internet access
  - Complimentary local phone calls
  - Complimentary bottled water, newspapers and in-room bathrobes



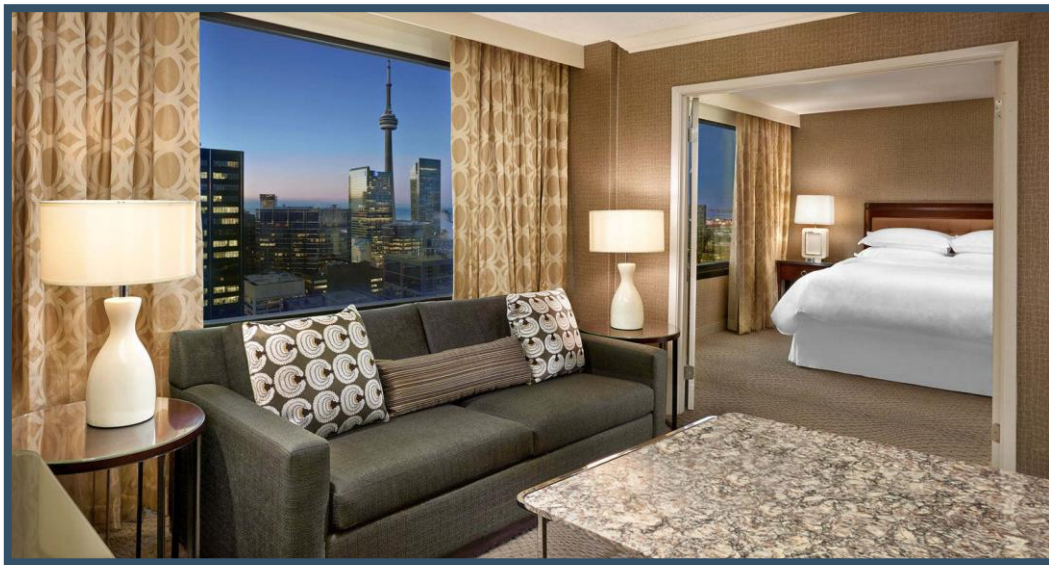


## TORONTO SUITES

Our suites, ranging in both size and layout as well as offering upgraded amenities, guarantee the opportunity to connect or disconnect with some relaxing downtime.

### Self-Contained Suite

- Sheraton Sweet Sleeper™ King beds with plush mattresses, luxe white linens and cozy duvets
- 55" LCD Flat screen televisions
- Modern work desks
- Living room connected to the bedroom provides additional space in our Toronto suites
- Elegant furnishings include leather club chairs and mahogany furniture
- Upgraded bathroom features a waffle weave shower curtain and marble counter tops





## Parlour Suite

- Rich mahogany dining table, overstuffed leather chairs, and classic two-seater couches
- A Queen size sofa bed is included in the parlour
- Two connecting rooms, including a Sheraton Sweet Sleeper™ Bed, make this one of our largest Toronto suites



## Premium Suites

- A King size Sheraton Sweet Sleeper™ Bed with a plush mattress, luxe white linens and a cozy duvet
- Large well-appointed sitting area with a foldout sofa bed
- In-room conference table with seating for up to 10 people
- 55" LCD Flat screen televisions
- Spectacular views of Toronto
- Modern work desks





- Access to Club Level amenities:
  - Unlimited access to our superb 43rd floor Club Lounge enhanced by spectacular city views featuring a daily complimentary deluxe continental breakfast and evening hors d'oeuvres
  - Complimentary in room high speed internet access
  - Complimentary local phone calls
  - Complimentary bottled water, newspapers and in-room bathrobe



## RECREATION

At Sheraton Centre Toronto, we offer a variety ways for guests to relax and re-energize.

### **Fitness Centre**

Energizing is better when shared and at Sheraton, travel and fitness go hand in hand. We invite you to enjoy our newly renovated 2,500 sq. ft. Fitness Centre, located on the 3rd floor, fully equipped to suit your workout needs. Available 24 hours a day, 7 days a week, it features a relaxed environment overlooking terraced gardens and direct access to the indoor/outdoor pool. For more information visit <http://www.sheratonfitness.com/>



## Toronto Hotel Pool

Sheraton Centre Toronto is proud to offer you the opportunity to swim and relax in the largest indoor/ outdoor heated pool in downtown Toronto. Simply pass under the protective glass wall and, whether it's a winter wonderland or a sunny summer's day, the water is always perfect.

- Pool hours: 7:00am-10:00pm (all days of the week)
- Our pool is located on the 3rd floor
- Pool access is **FREE** to our hotel guests

## Senses Spa

During your visit to Toronto, experience Senses Spa, a unique and stylish spa located on the lower concourse level of the prestigious Sheraton Centre Toronto Hotel. Senses Spa offers a full range of beauty treatments, including manicures and pedicures, with your choice of aromatic foot baths. The spa also offers waxing, body treatments and facials featuring the finest facial products for men and women. Body treatments include purifying body glows with herbs and salts from the Dead Sea. Visit Senses Spa to experience traditional treatments alongside the latest spa therapies and pamper yourself with a wide selection of services and products.

- View Senses Spa's full range of treatments – [www.sensesspa.com](http://www.sensesspa.com) or (416) 304-1444 Hotel extension 4594
- Gift certificates are also available for purchase at the spa or online





## DINING

Favourite dishes are meant to be shared. Meet Chef *aka* Chef Paul Papoudjian. His fresh and unique menu creations rival the very best in the world. Chef and his culturally diverse culinary brigade of 55 are detail oriented with an eye for presentation, taste and quality. Event planners are invited to sample the latest selections prior to the big event.

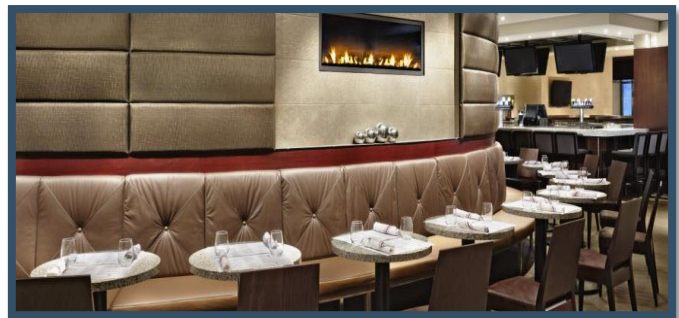
Enjoy a delicious meal at one of our dining outlets below:

### **BnB Restaurant**

Classic, Gourmet and unconventional burgers served in an upscale renovated environment. Spacious bar and open concept kitchen.



- Serving breakfast, lunch and dinner, BnB is a contemporary bistro and bar that features the best burgers in the market alongside classic comfort foods. Diners can build their own burger in any number of combinations, choose one of several signature burgers, or indulge in a hearty “knife & fork” burger.
- In the mornings, BnB offers breakfast classics like blueberry pancakes, biscuit sliders, and grilled ham and eggs. Diners can order a la carte or indulge at BnB’s extensive breakfast buffet.
- In the evening, BnB’s expansive bar, becomes a focal point of the space, proudly serving our signature Paired Menu: Activate your taste buds. Our small plates put a new spin on the classics with creative, imaginative and locally relevant dishes that pair perfectly with our craft beers and Sheraton Selects wines. Guests can enjoy free Wi-Fi and numerous plasma screens are sure to entertain on all levels.
- **Hours of Operation**
  - Breakfast: 6:30am to 11:30am
  - All day menu: 11:30am to 11:00pm
  - Late night and bar menu 11:00pm to 1:00am
- Make your reservation at 416-361-1000





## Quinn's Steakhouse and Irish Bar

Quinn's is an Irish Canadian Steakhouse and Bar featuring excellent steaks, prime rib, seafood and classic pub dishes. It is casually priced, with an extensive wine list, large selection of draft beers and over 150 whiskies to enjoy.

- Located on the Lobby Level
- Open seven days a week
- Offers numerous LCD TV's, complimentary Wi-Fi access & private room's
- Groups welcome and wheelchair accessible
- **Hours of Operation**
  - Lunch: Monday – Saturday. Lunch is served from 11am to 3pm; Irish Bar is Open, Steakhouse is Closed for Lunch on Weekends
  - Dinner: Daily served daily from 5pm to 11pm; Irish Bar is Open Late
- For Group Bookings please call (416) 367-8466



## Shopsy's Deli Restaurant

Shopsy's has been one of Toronto's favourite delis since 1921. Dine on award winning deli sandwiches, burgers and ribs.

- Located on the Lobby Level
- Open seven days a week for breakfast, lunch and dinner
- Large selection of draft beers, LCD TV's and complimentary Wi-Fi Access
- Groups and families welcome, and wheelchair accessible
- **Hours of Operation**
  - Monday - Friday 8:00am to 10:00pm
  - Saturday and Sunday 9:00am to 10:00pm
- For reservation please call (416) 365-3354





## Link Café

- Opens daily at 6:00am
- Offers freshly brewed Starbucks<sup>®</sup> coffee, Great Canadian Bagels<sup>™</sup>, breakfast pastries, fresh fruit and sandwich selections



## Sheraton Club Level: Dining

The Club Lounge is located on the 43rd floor of the hotel, our exclusive Club Lounge features breathtaking views of Toronto and the CN Tower - a truly memorable and exquisite backdrop for breakfast or evening hors d'oeuvres.

- **Hours of Operation**
  - **Breakfast**
    - Monday - Friday: served from 6:30pm to 10:00am
    - Saturday - Sunday: served from 7:00pm to 11:00am
  - **Evening Hours**
    - Daily: selection of cold canapés served from 5:00pm to 8:00pm
- Upgrade your reservation to our exclusive Club Level



## **BUSINESS CENTRE**

The FedEx Office Business Centre, located on the Lobby Level, provides full service copies, signs and banners, and binding services for large events that need binders, directional signage, speaker's notes or last minute walk-in printing. An extensive number of retail products such as pens, paper, phone chargers, and other supplies are available. FedEx Office also provides photocopying, computers with internet access and faxing 24 hours a day accessible with your room key. All 24 hour services require a credit card.

Open Monday - Friday from 7:30am to 6:00pm and Saturday - Sunday from 8:00am to 4:00pm.  
Contact Manager: Joseph Duarte, [joseph.duarte@fedex.com](mailto:joseph.duarte@fedex.com) or by calling (647) 255-1856.



## THINGS TO DO IN TORONTO

Toronto is the largest city in Canada as is enriched with Canadian culture, an array of the best entertainment, sports venues, elite shopping and world-class dining. Located in the financial and entertainment districts, you will be in the centre of it all. There are many things to do in Toronto when you stay with us.

### **Mirvish Theatres – 11-Minute Walk | 0.3KM / 0.2MI**

Mirvish Productions owns and operates four magnificent theatres conveniently close to the hotel in downtown Toronto - the Royal Alexandra, the Princess of Wales, the Canon and the Panasonic - each offering its patrons a unique theatre-going experience. The Princess of Wales and Royal Alexandra theatres are located just a block apart, in the heart of Toronto's Entertainment District, along King Street West.

### **Art Gallery of Ontario – 13-Minute Walk | 0.4KM / 0.3MI**

As host to spectacular world renowned exhibitions such as King Tut, The Art Gallery of Ontario is a Toronto attraction not to be missed. Located on the eastern edge of Toronto's downtown Chinatown district, the museum features the largest collection of Canadian art.

### **Hockey Hall of Fame – 13-Minute Walk | 0.6KM / 0.4MI**

The pride of Canada, Toronto's Hockey Hall of Fame features over 57,000 square feet of games and interactive exhibits. With the finest collection of hockey artifacts from around the world, and an interactive rink, you will not want to miss visiting one of the most popular things to do in Toronto.

### **Royal Ontario Museum – 10-Minute Drive | 1.6KM / 1.0MI**

With over six million objects to discover, Royal Ontario Museum creates an array of galleries featuring world cultures and natural history. Explore the museum every day of the week from 10:00am to 5:30am except for Friday, the museum will stay open until 9:30pm.

### **Toronto Eaton Centre – 5-Minute Walk | 0.3KM / 0.1MI**

Toronto Eaton Centre is Canada's premier shopping destination. Millions of tourists a year visit this world-class shopping centre for its spectacular architecture and its selection of more than 230 retailers, restaurants and services. The shopping complex is directly connected via the underground PATH.



**Rogers Centre – 14-Minute Walk | 1.1 KM / 0.7MI**

Rogers Centre, a multi-purpose stadium in downtown Toronto next to the CN Tower, hosts many exciting events ranging from sports, concerts, to conventions. Visit for its world-class shopping centre, its spectacular architecture, or for being the home to the Toronto Blue Jays of Major League Baseball and the Toronto Argonauts of the Canadian Football League.

**TRANSPORTATION**

The airports serviced in Toronto are the Toronto Pearson International Airport (YYZ) and the Billy Bishop Toronto City Airport (YTZ).

**Toronto Pearson International Airport (YYZ)**

Sheraton Centre Toronto is located 29.5km from the Toronto Pearson International Airport. The following are the price and estimated time of transportation to the hotel. These prices are quoted in Canadian Dollars and are subjected to change.

Options	Price	Time
Taxi/Limo	\$60.00	30 Mins
Union Pearson Express	\$27.50	25 Mins
TTC Subway	\$3.00	50 Mins

- Taxi, bus and rental car services are available at Pearson International Airport.
- Travel Time depends on traffic, and is approximately 30 minutes to an hour.
- Union Pearson Express (UP Express) connects Toronto Pearson International Airport to Union Station in the heart of downtown in just 25 minutes. UP Express trains depart every 15 minutes 19 ½ hours a day between 5:30am and 1am

**Billy Bishop Toronto City Airport (YTZ)**

- Taxi price estimated to \$26 per trip
- Located 3.4km from Sheraton Centre Toronto Hotel
- Travel time approximately 20 minutes from Billy Bishop Toronto City Airport to Sheraton Centre Toronto Hotel

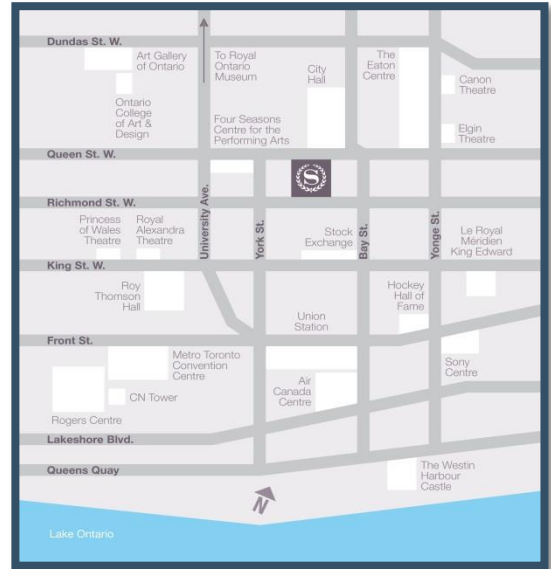


## PARKING

### Toronto Hotel Parking

When visiting us with a car, there are several parking options available to all guests.

- **Sheraton Centre Toronto Hotel parking**
  - Covered valet is available for \$50 CAD per day with full in and out privileges. Availability is limited to 215 spots and distributed first come, first served. We extend up to 30 minutes complimentary parking in our Motor Court for the unloading of luggage at time of arrival. There are various city and privately owned parking lots in the neighbourhood of the hotel. Rates vary from \$5.00 to \$20.00 per hour, with daily maximums of \$50.00.
- **Nathan Philip’s Square Parking directly across from the hotel:** 110 Queen Street West. Rate: \$2.75 / Half Hour. Featuring a total capacity of 2087 spaces
- **Local Downtown Toronto Pay Parking Lots**  
Within close proximity of our hotel, there are several pay-lots that offer parking options from the half hour - overnight. Please visit <http://goo.gl/e94qfM>



## WEBSITES

If you require more information, please see the following websites:

Information about our hotel - <http://www.sheratontoronto.com/>

Information about Starwood’s properties – <http://www.starwoodhotels.com>

Information about Starwood’s loyalty program (SPG, Starwood Preferred Guest) – <http://www.spg.com>

Information about local events in Toronto – <http://www.seetorontonow.com>





## TORONTO WEATHER

Throughout the year, the weather in Toronto is different. Each season provides a unique experience.

	Average Temperature				Average Precipitation	
	Celsius		Fahrenheit		Rain (mm)	Snow (cm)
	Max	Min	Max	Min		
January	0	-7	33	20	18.9	38
February	1	-6	34	21	11.5	29
March	5	-2	41	28	17.7	24
April	11	3	51	37	26.6	9
May	17	8	62	47	46.6	0
June	23	14	74	58	76.2	0
July	26	18	79	64	63.6	0
August	26	18	78	65	45.7	0
September	23	15	73	58	52.4	0
October	16	8	61	47	48.3	2
November	9	3	49	37	41.4	8
December	3	-3	37	26	26.8	22

## MEETINGS AND EVENTS

Host your Toronto meeting at Sheraton Centre Toronto Hotel. Our hotel features a combination of 60 newly renovated meeting spaces totaling over 130,000 square feet, including the exhibit space that features more than 60,000 square feet of contiguous space on one level. The hotel features a 20,212 square foot Grand Ballroom that is ideal for sessions up to 2,300 people theatre-style or up to 1,900 guests for a gala.

The hotel now features the Provincial, Dominion and City Hall Ballrooms and foyers as well as the 4th floor Executive Meeting Level. The refined Willow Ballroom headlines this new array of meeting rooms that will impress even the most refined of delegates.

Sheraton Centre Toronto features sophisticated catering options including kosher choices and are recognized by The Gold Platter Award and the DiRona Award for gastronomic excellence. Complimented by audiovisual and production services, an onsite business centre, and a talented Executive Meeting Specialist team, your next Toronto meeting is set for success. For more information contact our sales team via email: [torontomarketsales@starwoodhotels.com](mailto:torontomarketsales@starwoodhotels.com), locally at 416-814-1299 or toll-free at 855-761-3939.




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**Hotel At a Glance**

<b>Year Opened</b>	1972
<b>Last Renovated</b>	2015
<b>Guest Rooms</b>	1372
<b>Kings/Suites/Doubles</b>	636/111/630
<b>Room Rates</b>	High - \$399 CAD/ Low - \$139 CAD
<b>Ideal Group Size</b>	800
<b>Max Group Size</b>	2000

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**Meeting Space**

<b>Largest Meeting Space</b>	20,012 sq. ft.
<b>Indoor Meeting Space</b>	122,000 sq. ft.
<b>Indoor/ Outdoor Meeting Space</b>	8,560 sq. ft.

**Business Amenities Include:**

Equipment rental for meetings & events, copy/printing services, wireless high speed internet access in public areas (charge), e-mail service, wireless internet access in all meeting/event facilities, Business Centre and Executive Meeting Specialist's.

**On-Site Specialty Events**

Choose from a variety of event planning offerings which provide both cost effective and highly engaging events on-site, at Sheraton Centre Toronto Hotel. Our on-site events are turnkey, keep attendees engaged, cut out extra planning time and effort on the part of the meeting planner, and are cost effective for your over-all budget. Most importantly attendees will have a memorable experience.

Sheraton Centre Toronto offers the following event planning options:

- Bordeaux Blending
- Spa-ception
- Cooking with a Twist
- Wii Tournament
- Building for A Cause
- Drive In Movie Night
- Beyond the Velvet Rope
- It's Game Night For Everyone
- Rock Star Karaoke
- Fun with Wii



## INTERNET ACCESS

### LINK@SHERATON

Stay connected while on the road, because out of town doesn't mean out of touch. Guests are invited to stay connected with complimentary computer usage that includes high-speed internet access, printing capabilities, docking stations for laptops and more. The Link@Sheraton is designed as a social destination allowing guests to interact with each other while checking emails, researching local attractions or even printing airline boarding passes for free.

### GUESTROOM ACCESS

The hotel has wireless high speed data access in all guest rooms with three packages to choose from:

1. Daily internet package: \$14.95/ 24hr period
2. Daily internet + roaming in public areas wireless: \$19.95/ 24hr period
3. Premium (increased) bandwidth daily package in room + roaming in public areas wireless: \$21.95/ 24hr period

### MEETING ROOM ACCESS

We would be pleased to provide a quote specific to your group requirements. Wired and wireless services are available in all our meeting rooms. For your internet needs, please contact our PSAV Sales Team at [sctsales@psav.com](mailto:sctsales@psav.com) or by calling 416-304-1354 for more information.

## CATERING

The following are the average menu prices. The rates are quoted in Canadian dollars and are subjected to change. For more details, please visit: <http://centretoronto.sheratonemenus.com/>

	Buffet	Plated
<b>Breakfast</b>	\$28.00	\$29.50
<b>Lunch</b>	\$44.00	\$47.00
<b>Dinner</b>	\$87.00	\$76.00

On-Site Dining	Cuisine
BnB Restaurant	All Day & Late Night Dining
Quinn's Steakhouse and Irish Bar	All Day Dining
Shopsy's Deli Restaurant	All Day Dining
Link Café	Breakfast & Light
Sheraton Club Level: Access	Cont. Breakfast & Hors D'oeuvres



## SHIPPING INFORMATION

- Parking is NOT allowed at the loading dock. Vehicles are permitted for loading and unloading only.
- The FedEx Office Business Centre is located on the Lobby Level
  - Monday – Friday from 7:30am to 6:00pm
  - Saturday – Sunday from 8:00am to 4:00pm

Please contact the FedEx Business Centre by calling (647) 255-1856 or by email at [joseph.duarte@fedex.com](mailto:joseph.duarte@fedex.com) for further information.

### Shipping Label

All guest and event packages being shipped to the hotel must follow the address label standards (shown right) to prevent package routing delays.

Hold For Guest: (Guest Name) (Guest Mobile Number)  
 c/o FedEx Office at Sheraton Centre Toronto  
 123 Queen St. West  
 Toronto, ON, M5H2M9 CANADA  
 (Convention/ Conference/ Group/ Event Name)

Note: Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s).

## RIGGING

For your audio visual needs, please contact our PSAV Sales Team at [sctsales@psav.com](mailto:sctsales@psav.com) or by calling 416-304-1354.

## SPG PRO

You're in the people business, and in this line of work, business is always personal. We don't just look at what you do for a living; we also look at what you do for life. That's why we created SPG<sup>®</sup> Pro, a loyalty offering that rewards you personally for the things you do professionally. With SPG<sup>®</sup> Pro, you can earn Starpoints for the travel you arrange for others and the meetings you plan professionally, within your personal account. You'll also get credit toward elite status for the eligible meetings or events you plan and all the travel you book for others. Plus, you can manage everything for both business and personal from a single, simple account.



- Great Points. Earn 1 Starpoint for every US\$3 you book for meetings to a max of 20,000 Starpoints per event. Earning gets richer when you reach elite status.
- Go elite. Earn 1 eligible night toward elite status for every 20 group room nights to a maximum of 20 eligible nights per event. Elite status starts at just 25 eligible nights per year.
- You've earned it. Redeem Starpoints for whatever you want – like a free night stay or VIP treatment.
- Learn more at [www.spg.com/pro](http://www.spg.com/pro)

## STARWOOD GROUP PROGRAMS

From custom sites for attendees to better reservation management, your meetings and events with Starwood are easier than ever with specific tools just for meeting planners. Contact our sales associate to learn more about the tools available to you.

### **StarGroups Customized Event Websites**

Enjoy a complimentary custom website for your next meeting or event — it's one stop for everything you need. Your StarGroups template includes a unique URL and allows you to add:

- Relevant logos, images and marketing messages for your event
- Event and destination details, including transportation, dining and local area information
- Necessary documents for attendees to download
- A guest room-booking tool with instant email confirmation for attendees
- Secure, 24 /7 real-time reporting tools for you

### **eBilling**

Access your master bill anywhere. You can quickly and easily view, download and print your bill for up to 90 days after your event. And when the master bill is ready, you can view and settle it on the site, which offers secure credit card processing.

### **Reservation Connect**

This streamlining tool helps you manage all your attendee's reservation details and automatically upload room lists directly into your hotel or resort's reservation system. Reservation Connect offers you:

- Error-free reservations, no more manual entry
- Fast upload — 1,000 reservations can be transferred in 15 minutes
- Room lists and confirmation provided to you in a timely manner



- Automatic confirmation emails sent to attendees
- A secure website, so you'll never have to worry about personal information.

## **Reservation Cross-check**

With automated cross-check, you can compare event registration lists with an in-house guest room reservation list in minutes. You can also see real-time room block performance, including room nights, cancellations and total associated revenue. After the event, you can reconcile hotel billing from the tool, as well.

## **eMenus**

No more paper or email attachments — now you can get direct online access to banquet and catering menus, complete with the latest food and beverage options. Plus, at several hotels and resorts, you can place your order and manage your food and beverage lists online. For further information about eMenu at Sheraton Centre Toronto, please visit <http://centretoronto.sheratonemenus.com/>

## **PREFERRED VENDORS**

### **Audio Visual – PSAV**

Sheraton Centre Toronto Hotel maintains a full service, on-site audiovisual production company through PSAV. We are confident that they will provide exceptional service for your events and meet your budgetary requirements. In the event you wish to use a third party audiovisual company, additional terms and conditions will apply. For details, please contact our PSAV Sales Team by email at [sctsales@psav.com](mailto:sctsales@psav.com) or by phone at (416) 304-1354.

## **OFFSITE VENUES**

### **Metro Toronto Convention Centre - Approximately 1.1 km from Sheraton Centre Toronto**

The Metro Toronto Convention Centre features 460,000 sq. ft. of flexible exhibit space; 66 furnished meeting rooms (110,400 sq. ft.), multi-purpose ballrooms (78,000 sq. ft.) and a chic performing arts and meeting theatre.

Address: **North Building**  
255 Front Street West  
Toronto, Ontario M5V 2W Canada

**South Building**  
222 Bremner Boulevard  
Toronto, Ontario M5V 3L9 Canada



## Allstream Centre - 3.4km from Sheraton Centre Toronto

Allstream Centre is Canada's first LEED Silver conference centre, designed for meetings, conventions and galas. Located in the former Automotive Building, this Art Deco masterpiece offers spectacular lakeside views and is connected to Direct Energy Centre which offers 1 million square feet of exhibition space.

- Largest ballroom in Toronto at 43,900 sq. ft. (divisible in two)
- Three pre-function spaces with natural light
- 20 meeting rooms on the second floor, some offering natural light (all with AV blackout capability)
- Wi-Fi and videoconferencing
- F&B by Cerise Fine Catering
- Environmental building systems for 100% green-powered HVAC
- Rainwater harvesting
- Low VOC paints and carpets
- Business Centre

Address: 100 Princes' Blvd  
Exhibition Place  
Toronto, Ontario M6K 3C3 Canada

## RESTAURANT RECOMMENDATIONS

### **Estiatorio VOLOS – \$\$**

Seafood, Mediterranean, Greek, Contemporary

133 Richmond Street West  
(416) 861-1211  
<http://www.volos.ca/>



### **The Gabardine – \$\$**

Canadian

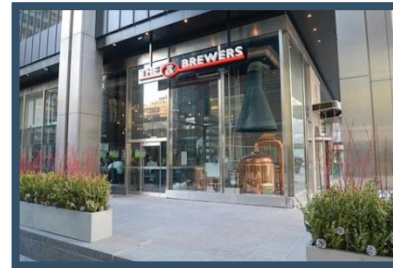
372 Bay Street  
(647) 352-3211  
<http://www.thegabardine.com/>





**3 Brewers – \$\$ Bar**  
Pub-style

120 Adelaide Street West | Unit 100  
(647) 689-2898  
<http://les3brasseurs.ca/eng/>



**Hy's Steak House - \$\$\$ Steakhouse**  
Steak

101-120 Adelaide Street West  
(416) 364-6600  
<http://hyssteakhouse.com/>



**Little Anthony's - \$\$\$**  
Italian, Mediterranean, Vegetarian, Pasta

121 Richmond Street West  
(416) 368-2223  
<http://www.littleanthonys.ca/>



**Drake One Fifty - \$\$\$**  
Canadian

150 York Street  
(416) 363-6150  
<http://www.drakeonefifty.ca/>



**Momofuku Nikai - \$\$\$**  
Noodle, Asian, Contemporary, Fusion

190 University Avenue | Second Floor  
(647) 253-6226  
<http://momofukutoronto.com/nikai/>

