Monte Carlo Inn & Suites
Downtown Markham

Corporate Catering Package

"Your home away from home"

"Meeting Your Business Needs"

Catering provided by:

byPeterandPauls.com®
hospitality & entertainment group • Since 1982

Monte Carlo Inn & Suites – Downtown Markham
7255 Warden Avenue, Markham ON L3R 1B4
Tel 905.752.2700 Fax 905.752.2300 Toll Free 1.877.752.2788
Website: http://www.montecarloinns.com
E-Mail: fsugay@montecarloinns.com

General Information

The Monte Carlo Inn & Suites – Downtown Markham is committed to providing you excellent customer satisfaction. We take pride in the fact that we offer uncompromised Quality, Comfort and Value. Whether you are having a small meeting or an elaborate function, the Monte Carlo Inn & Suites – Downtown Markham will work with you to ensure that your function is a complete success.

Menu Selection

With catering provided by ***Peter and Pauls***, the Monte Carlo Inn & Suites - Downtown Markham's eclectic catering menu will appeal to the most demanding palates. ***Peter and Pauls*** will assist you in customizing your own personal menu, should the attached menu not be suitable for your function.

Prices

- ✓ Prices on the menus are subject to change.
- ✓ A 15 % gratuity service charge will be added to all food and beverage charges.
- ✓ Applicable taxes will be applied on food, beverage, audiovisual equipment and room rentals

Food, Beverage and Bar Service

The bar service and any entertainment must end by 1:00 am. The hotel cannot serve liquor to any individual under the age of 19. You must provide a valid photo I.D. to present to hotel staff when ordering any alcoholic beverage.

Guarantee

All events with food and beverage require a final guarantee count no less than 72 hours prior to arrivals. This guarantee will be a minimum number for which fees will be charged.

Cancellations

All Functions will be subject to 30% or $500.00 (whichever greater) non-refundable deposit at the time of booking or within 2 weeks of receipt of the signed contract and final balance is due 1 week prior to event. Any additional billing, including any increases in guest meal and/or bar charges will be processed on the credit card used to guarantee the account upon signing in to the Hotel. Should the estimated final payment of your function not be received 1 week prior to your event, the Monte Carlo Inn Markham reserved the right to cancel your function without any refunds of deposits.

Methods of Payment-Billing

Corporate Accounts are subject to credit approval and if required, must secure booking with a valid credit card at the time of booking. Other methods of payment available are **certified** cheque, money order and cash. Direct billing applications are available by contacting the Monte Carlo Inn & Suites - Downtown Markham Sales Department.

Audio-Visual Services

There is a complete line of modern audio-visual equipment available. Fees will vary accordingly based on the type of equipment required, additional fees may be charged if any materials or equipment is ordered by the hotel for your function.

Shipping of any material to the hotel

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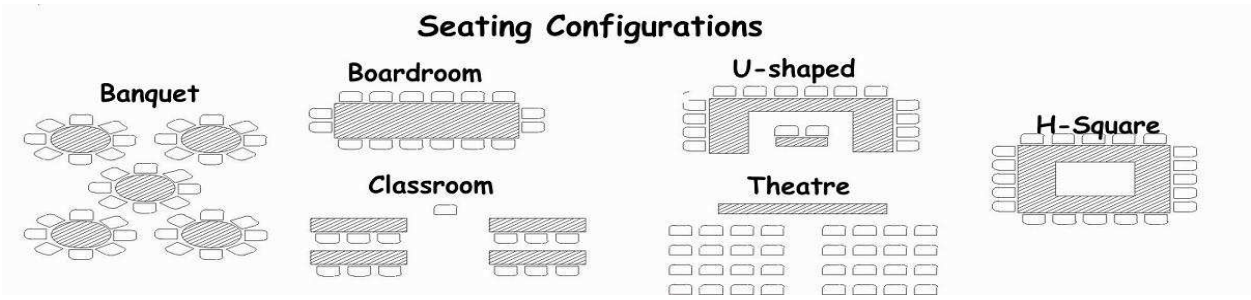
The Monte Carlo Inn & Suites - Downtown Markham is the hospitality centre of choice, when convenience, quality and value matter. Conveniently situated in the heart of the high-tech capital of Canada and close to three major highways; we are in the center of it all. When coordinating a conference for 300 or a meeting for 5, our boardroom and conference facilities are the perfect setting for a successful and memorable function

"Your success is our business"

Meeting & Boardroom Facilities

	Sq.ft	Boardroom	Banquet	Theatre	Classroom	UShape/ Hollow Square	Price
Unionville Room	**1500**	**50**	**80**	**100**	**70**	**35 H-square**	**$325.00**
Kennedy Room	**500**	**20**	**30**	**35**	**20**	**14**	**$225.00**
Buttonville Room	**500**	**20**	**30**	**35**	**20**	**18/22**	**$225.00**
Woodbine Room	**500**	**20**	**30**	**35**	**20**	**18/22**	**$225.00**
Milliken Room	**500**	**20**	**24**	**35**	**20**	**18/22**	**$225.00**
Warden Room	**450**	**16**	**_**	**_**	**_**	**_**	**$225.00**
Savoy Event & Conference Centre	**3200**	**N/A**	**180**	**175**	**120**	**N/A**	**$825.00**
SECC: Hall A	**1600**	**75**	**130**	**125**	**50**	**70**	**$425.00**
SECC: Hall B	**1600**	**75**	**130**	**125**	**50**	**70**	**$425.00**



- All square footage and occupancy figures are approximations and could change
- Tax applies to all pricing
- Pricing is based on rentals from 8:00am – 5:00pm OR 6:00pm – 1:00am
- **Above Pricing for SAVOY Rooms applicable from Monday 8:00 am to Friday 5:00 pm**
- Corporate Catering Package is not applicable on specific dates at the discretion of the F&B Department

Our Boardrooms and Conference Rooms Offer:

- Individual Climate Control
- Individual control of overhead lighting
- Multi-port data jacks and 15A circuits around the perimeter
- 42” LCD TV’s
- Digital speakerphones
- High speed Internet access/ wireless
- Free business center access
- Complimentary bottle of water, note pad, pen and mint (One 500ml bottle per meeting participant)
- Comprehensive Audio/Visual equipment in Monte Carlo Special Event Centre
- Pull down screens available in Unionville and Savoy Rooms

***Note - There will be a charge for any additional bottles of water ***

Audio Visual Equipment Rates:

LCD Projectors	$175.00 + 13% tax
Conference Phone	$100.00 + 13% tax
Television/LCD	$ 25.00 + 13% tax
Portable Screen	$ 25.00 + 13% tax
Microphone/Podium	$ 25.00 + 13% tax
Flip Chart	$ 15.00 + 13% tax
Whiteboards	$ 10.00 + 13% tax

*****Other Equipment available upon request*****