



Polices & Procedures | Conference & Event Services

Food & Beverage

Outside food or drinks are not allowed. All catering orders need to go through our approved food service provider on campus.

Catering orders must be placed with five business days notice.

If the event is cancelled within 72 hours prior to the event, you will be charged a cancellation fee.

Décor

If you are looking to bring in helium balloons you must check if to see if they are allowed in your event location. Some spaces strictly prohibit the use of helium balloons.

Capacity

Capacity is based on the fire code as well as the floor plan developed by your Special Event Coordinator. Some setups will decrease the number of people allowed in a space.

Approvals & Rates

Approvals are required for all event spaces.

For the UTM community, there are a few spaces that have an internal UTM rate:

- The Rotunda rate is \$500 and an additional \$100 fee for removing the furniture
- The Grand Hall rate is \$500 for internal clients

Alcohol Licensing

To acquire a catering endorsement, proper documentation should be submitted at least **one month** prior to the date of the event.

The cost for a catering endorsement is \$400.

Liability insurance is required from external clients to book any space on campus.

For any additional questions, please contact your designated Special Event Coordinator, or email confserv.utm@utoronto.ca