

The Rectory Café

Special Events 2016

Booking Information and FAQ

WHEN ARE THE FACILITIES AVAILABLE AND WHAT ARE THE COSTS?

- Bookings are made on a first-come, first-served basis.
- Full-day buyouts are available with the exception of July and August.
- Facility Base Rental fee is \$2500 plus HST for the full day and includes the patio as well as the indoor café. Please note the second floor is not included in the rental and will remain open to the island community for its use.
- Bookings are not available on statutory holidays, Mother's Day or Father's Day
- Food and beverage minimums apply to each event outside of the facility base rental fee. These minimums vary depending on time of year and day of week. If you do not meet your minimum, a charge, referred to as a "contract fee", will appear on your bill for the appropriate amount. The rental fee, taxes and gratuities do not count towards the minimum required spend. Please see attached schedule A for minimum spend requirements.
- A standard 15% gratuity will be charged on all food and beverage after tax.

CAPACITIES:

Location	Seated (plated or family-style service)	Reception (food stations and passed canapés)
Indoors	55	70
Patio	90	140*

*Higher capacity available by mutual agreement. May incur additional charges.

SERVICE STYLES:

40 people or fewer	Plated service or Family-style
41-90 people	Family-style service or Reception service
91-140* people	Reception service

*Higher capacity available by mutual agreement. May incur additional charges.

KEY DATES:

Signed contract and rental fee due	Due at time of contract acceptance and in order to secure the date
Planning meeting at The Rectory Café	4-6 weeks prior to event date
Food and beverage selections due. Second Deposit due.	4 weeks prior to event date
Final guest count and floor plan (if applicable) due	10 days prior to event date

WHAT SERVICES ARE INCLUDED?

- Appropriate staffing for event
- All existing tables and chairs
- Standard table flatware and glassware
- Kraft paper table runners and linen-like napkins
- Electronic candles (various sizes)

WHAT OTHER EXPENSES SHOULD I CONSIDER?

For a formal cost estimate, please contact the café directly. Generally speaking, consider these common costs:

- Vendor/Entertainment meals
- Onsite ceremonies (start at \$100)
- Rentals and incidentals (audio visual equipment, linens, tents, lighting)
- Cake service and plating (\$1.50/person)

- Ferry tickets for guests and/or bridal party. Available at Ferry terminal or online.

WHEN IS MY GUEST COUNT DUE?

- Guest counts are due (along with any vegetarian or allergy requests and child and vendor meals) 10 business days before your event.
- If no revised guest count is provided, the originally contracted number will be assumed accurate and taken as your guarantee.
- You will be billed for the guaranteed number given or actual attendance, whichever is greater.

HOW LATE CAN WE STAY AT THE CAFÈ?

- Most guests at private events catch the 11pm ferry allowing café staff to depart on the last ferry. No additional staffing or transportation charges apply in this scenario.
- You can stay at the café until 1 am, but you will then be responsible for the costs of water taxi transportation back to the city for both your guests and all staff. The café also charges time and a half for each staff member past 11pm.

CAN I HAVE MUSIC AND DANCING?

- The Rectory Café is located in a residential community setting and as such only allows low-amplified music on the patio until 9pm. Dancing and music are moved indoors after 9pm.

CAN I PLAN DESIGNATED SEATING?

- Absolutely. If you wish to arrange designated seating, please supply your own placecards and/or floor plan.

DO YOU SUPPLY FLOWERS, ENTERTAINMENT, DÉCOR OR PHOTOGRAPHY?

- We would be happy to refer you to vendors that can accommodate your needs.
- The Rectory Café is able to provide a basic sound system, including a sound board, two JBL speakers and one speaker stand, for a cost of \$100. You are responsible for supplying your own music device and playlists.

PARKING AND FERRY BOATS

- The island is delightfully car-free and so all guests will travel to your event via the Jack Layton ferry terminal (behind the Westin Harbour Castle Hotel) to the Ward's Island dock and walk to the café. Please plan ahead for elderly or mobility-challenged guests. Independent Water Taxis are available for additional cost.
- Vehicles can be brought over for one day on a pass to deliver any required materials for your event. Costs charged by the ferry authority range from \$107-200 per vehicle and are your responsibility.
- Parking on the city side is abundantly available. We are happy to provide you with details of parking options.

IS SMOKING PERMITTED?

- Please note that The Rectory Café is a non-smoking establishment in conformity with the Smoke-Free Ontario Act, S.O. 1994, c.10 and its regulations. Accordingly, smoking is strictly prohibited at the café and grounds. There are adjacent boardwalk spaces available for your guests to access.
- If you anticipate guests wishing to smoke, please let us know and we will direct them to a dedicated smoking area.

WHAT ELSE SHOULD I CONSIDER?

Be sure to consider the following items for your "day of" agenda. We will be happy to help you with any questions you may have regarding:

- Ceremony – Location, length and travel time to venue.
- Photos – Pre or post-ceremony? Location? How long will they take? Do guests know when and where they are to be for photos?
- Cocktails/Canapes – Where? How long?
- Receiving line – Location? Time commitment?
- Seating – Depending on the final guest count and the pace of your guests, seating can take from 10-25 minutes.
- Formal introductions, first toasts, welcome speech?
- Service times – Each course will take 20-30 minutes from serving to clearing.
- Speeches – For best flow, we recommend having speeches between courses.

ARE VENDOR MEALS AVAILABLE?

- Vendor meals are available for \$35 each. Vendor meals are the chef's choice and are determined on the day of the event. The number of vendor meals required is due at the same time as your final guest count. (10 days before event)

WILL I HAVE TIME TO SET UP?

- You will have access to the venue two hours prior to your event start. Décor, linens, etc., may be dropped off at the café the day before subject to approval and storage restrictions.

WHO CAN I CONTACT ON THE DAY OF THE EVENT?

- The scheduled Rectory manager will be your onsite contact the day of your event.

CAN I HAVE AN ONSITE REHEARSAL?

- Onsite rehearsals are based on availability and subject to approval. Venue rental fees may apply.

CAN I RENT A WEDDING-PARTY SUITE? Chapel?

- There is a boardroom (10 x 20) on the second floor of the building available for rent from the Toronto Island Community Residential Trust subject to availability. There is a washroom on that floor also. Please contact Amanda at trust@torontoisland.org.
- The Shaw House, located immediately west of the café, has a suite, including a small kitchen, private bathroom and living/dining area, available for rent. Please contact Yvonna Nauman at ynauman@rogers.com.
- There are numerous seasonal Bed and Breakfast locations on the Islands. We would be happy to supply you with their contact information.

HOW ARE PAYMENTS AND DEPOSITS ARRANGED?

- Your contract will outline your payment schedule. Your signed contract and the rental fee (payable by cash or credit card) are required to secure the date and space. A second deposit of the estimated food portion of the bill is due 4 weeks before the event, with the remaining balance due according to the dates outlined in your contract.

DO YOU HAVE A CANCELLATION POLICY?

- Unfortunately, due to high demand, the Base Facility rental fee is non-refundable. Your contract may be terminated by you upon formal written notice received by the Rectory within 30 days of signing. All deposits and payments are non-refundable if notice of cancellation is received more than 30 days after signing.
- The Rectory Café reserves the right to terminate any function for which payment is not made according to the schedule outlined in your contract.

EXACT ADDRESS FOR INVITATIONS:

The Rectory Café
102 Lakeshore Avenue
Toronto, ON M5J 1X9

FOR BOOKING INQUIRIES, PLEASE CONTACT:

416-203-2152
therectorycafe@rogers.com

2016 Special Event Menu

Canapés

(Priced per piece; minimum 4 dozen per selection)

Vegetarian:

- | | |
|--|--------|
| 1. Compressed watermelon feta with fresh mint | \$2.25 |
| 2. Stewed chickpea curry | \$2.25 |
| 3. Chilled miso melon soup shooter | \$2.25 |
| 4. Chinese vegetable spring rolls with fresh ginger, soya and sesame oil and a sweet chili dipping sauce | \$2.50 |
| 5. Mushroom tempura | \$2.50 |
| 6. Endive boat with blue cheese, apple and walnuts | \$3 |
| 7. Basil and sundried tomato buffalo mozzarella | \$3 |

Seafood:

- | | |
|--|--------|
| 1. Poached shrimp with made-in-house cocktail sauce | \$3 |
| 2. Tempura battered shrimp | \$3 |
| 3. Smoked Salmon and citrus pearls on cucumber | \$3.25 |
| 4. Rare seared 5 spiced tuna with miso vinaigrette on daikon crisp | \$3.50 |
| 5. Bacon wrapped scallops (minimum 9 dozen order) | \$3.50 |

Meat:

- | | |
|---|--------|
| 1. Julienned prosciutto melon parcel | \$2.50 |
| 2. N'duja on parmesan crisps with micro greens | \$3 |
| 3. Truffled steak tartare on a wonton soup spoon | \$3.50 |
| 4. Rare seared beef tenderloin with smoked paprika butter in a wonton | \$3.50 |
| 5. Chicken liver paté on a crostini with chili onion jam and micro greens | \$3.50 |

Food Stations

(priced per person)

DIPS, FRUIT & CRUDITÉS \$14

Hummus and labneh, grilled flatbreads, crostini & vegetable crudites

Sliced seasonal fruit and berries

CHEESE PLATTER \$16

Selection of brie, blue, goat, cheddar and parmesan cheeses

Fresh fruit and berries with truffle honey dip

Grilled flatbread, crostini and kalamata olives

ARTISANAL MEAT PLATTER \$18

Selection of Dolce Lucano hand-rolled artisanal meats and parmesan cheese

Gherkin pickles, capers, kalamata olives with truffle honey dip

Fresh baguette

CHIPS AND DIP \$10

Black bean guacamole and sour cream

Tortilla chips

SEASONAL FRUIT PLATTER \$10

Strawberries, blueberries, assorted melons, red & green grapes and pineapple

DESSERT \$8

Bite sized pieces of our in-house-made desserts

Customize your own Menu

\$75/person

SALADS: (choice of two)

1. House salad
2. Baby kale caesar
3. Tomato buffalo mozzarella

MAINS: (all mains are served with sautéed french beans and steamed baby carrots)

STARCH: (choice of one)

1. Coconut basmati rice
2. Red skin smashed potatoes

PROTEINS: (choice of one)

1. Chicago-style striploin with onion dijon crust
2. Slow roasted bone in pork roast with brandied peppercorn demi-glaze
3. Sous vide salmon with a mango lime beurre noisette
4. Stuffed chicken breast with sundried tomato, goat cheese and herbs with chicken jus
5. Slow roasted lamb leg with rosemary herb crust
6. Moroccan chickpeas
7. Chili hoisin tofu with mushroom scallion

DESSERT: (served buffet style on our upper deck with coffee and tea)

Assortment of our in-house-made desserts and fresh seasonal fruit

Fresh coffee and a selection of teas

Please note that vegetarian and allergy meals can be individually plated for guests. Choose option #6 or #7 from the above main list.

Kid's menu

12 years old and under

Meals for children under 12 years old are \$25 each and will have the salad starters and dessert but their main can be chosen the day of the event from the following options:

- Grilled cheese sandwich
- Kid-sized beef burger
- Pasta with cheese (choice of butter or alfredo sauce)
- Pasta with chicken (choice of butter or alfredo sauce)

Bar menu

The Rectory Café charges for alcohol, beer and wine based on consumption. You can design your bar menu to suit your event's tastes and budget. The following are commonly chosen options:

- Open bar (premium and basic rail liquor, domestic and imported beer, choice of one white and one red wine from our wine list)
- Cash bar
- Limited bar (basic rail liquor only, beer and wine only)
- BYOW - \$20 corkage fee for every 750ml bottle
- Non-alcoholic drink station: Includes a variety of pop, juices, lemonade and iced tea.