



# Mirvish Theatre Events & Receptions

## OVERVIEW OF SERVICES

The Mirvish Theatres are the perfect place to host your clients, family and friends at our downtown Toronto Mirvish venues. Our Event Coordinator will orchestrate all the details with you in advance while our experienced Front of House staff will ensure all logistics are in place for the on-site event, whether pre-show, intermission or a post-show reception. Our theatres are equipped with lounge areas and private suites where you can entertain your guests from an intimate group of 10 to a gala event of 300.

## CATERED RECEPTIONS

Enjoy the convenience of one venue for your event. Guests can enjoy cocktails or a catered reception prior to the show. We have long-standing partnerships with some of the best caterers in the city and have successfully executed many events over the years.

## SUITES

Entertain your guests in a private suite, equipped with private bar, restroom and complimentary coat check. All suites are staffed with a Front of House staff person, to greet and escort your guests to and from their seats.

## LOUNGES

Our lounge areas can accommodate larger groups from 35-250 guests. All lounge areas are equipped with restrooms and a bar area and are staffed with a Front of House staff person to assist you and your guests during your event.



## PRINCESS OF WALES THEATRE

The Princess of Wales Theatre is located at King & John Street in the heart of Toronto's Entertainment District. The theatre was named in honour of Diana, Princess of Wales. This 2,000-seat playhouse, is a state-of-the-art facility complete with Frank Stella art throughout. Equipped with two private suites and a Lower Lounge, this theatre is ideal for entertaining corporate groups for pre-show and post-show receptions.



## Princess Suite

This private suite is located on the Dress Circle with a private entrance from the theatre. This is the largest of the two suites, with a private restroom, bar area and complimentary coat check.

**CAPACITY: 25**

**LOUNGE FEE: \$700**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: PRE-SHOW, INTERMISSION AND/OR POST-SHOW**



## Mirvish Suite

The Mirvish Suite is an intimate space with a private restroom, adjacent to the lower lounge, with access to the Orchestra. Dignitaries and celebrities have been entertained in this suite, including Bette Midler and Mary Rogers.

**CAPACITY: 12**

**LOUNGE FEE: \$550**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: ELEVATORS**

**AVAILABILITY: PRE-SHOW, INTERMISSION AND/OR POST-SHOW**



## CAA Lounge

The CAA Lounge is located beneath the auditorium and houses a long bar, rich veneer facings and a colourful mural by Frank Stella. Known for hosting some of the most exciting red-carpet TIFF galas, this area can accommodate large groups for private corporate receptions or as a semi-private area for smaller groups.

**CAPACITY: 200 PRIVATE & 100 SEMI-PRIVATE**

**LOUNGE FEE: \$1,200 PRIVATE & \$1,000 SEMI-PRIVATE**

**CATERERS: ON-SITE CATERING OR DROP OFF PLATTERS**

**ACCESSIBILITY: ELEVATORS AND RAMPS**

**AVAILABILITY: PRE-SHOW AND/OR INTERMISSION (SEMI PRIVATE ONLY) AND POST-SHOW (PRIVATE)**



## ROYAL ALEXANDRA THEATRE

Nicknamed 'The Crown Jewel', the Royal Alexandra Theatre is located at King & Duncan (Ed Mirvish Way) in the heart of Toronto's Entertainment District. This 1,500-seat beaux-arts style, proscenium-stage theatre received letters patent from Edward VII entitling it to the royal designation. Built in 1907, the theatre is a national historic landmark and has seen over 3,000 productions since its first opening night. Over the years, the Royal Alexandra has hosted many special guests and dignitaries, including Princess Diana.



## The Blue Room & Yale Simpson Alcove

Located just off of the Yale Simpson Lounge, The Blue Room is a hidden speakeasy oasis that transports clients from their 1907 surroundings to a modern-day suite. With contemporary furnishings, it's an ideal space for an intimate group looking to mingle before a show or during intermission. Bringing a group slightly larger than 10? We can offer the extended space off The Blue Room known as the Yale Simpson Alcove. You'll have enough privacy to yourselves but with a bit more room to breath while you sip on cocktails and enjoy a few canapes.

**CAPACITY (THE BLUE ROOM): 10**

**LOUNGE FEE: \$550**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: PRE-SHOW, INTERMISSION  
AND/OR POST-SHOW**

**CAPACITY (THE BLUE ROOM & YALE SIMPSON ALCOVE): 25**

**LOUNGE FEE: \$550**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: PRE-SHOW, INTERMISSION  
AND/OR POST-SHOW**



## CAA Lounge

Located on the Dress Circle, the CAA Lounge is a beautiful bright space with natural light and elegant décor including a baby grand piano. Entertain your guests in this private area for post-show receptions, equipped with full bar and restrooms.

**CAPACITY:** 100 SEMI-PRIVATE (POST-SHOW PRIVATE: 300)

**LOUNGE FEE:** \$700 (POST-SHOW PRIVATE: \$950)

**CATERERS:** NO CATERING

**ACCESSIBILITY:** STAIRS ONLY

**AVAILABILITY:** PRE-SHOW AND/OR INTERMISSION (SEMI PRIVATE ONLY) AND POST-SHOW (PRIVATE)





## Yale Simpson Lounge

The Yale Simpson Lounge is located beneath the auditorium with a main central space, and 2 areas on either side. With a main bar, restrooms and complimentary coat check, this glamorous space is ideal for private and semi-private receptions.

**CAPACITY: 100 SEMI-PRIVATE (POST-SHOW PRIVATE: 300)**

**LOUNGE FEE: \$1,000 (POST-SHOW PRIVATE: \$1,200)**

**CATERERS: ON-SITE CATERING OR DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: PRE-SHOW AND/OR INTERMISSION (SEMI PRIVATE ONLY) AND POST-SHOW (PRIVATE)**



## ED MIRVISH THEATRE

The Ed Mirvish Theatre began its life in 1920 as a combination vaudeville and motion picture theatre known as the Pantages Theatre. With its original 3373 seats, it was the largest cinema in Canada. As time progressed, it became known as the Imperial Theatre and later the Canon Theatre, before it was renamed in honour of Ed Mirvish. With lavish interior designed by the great theatre architect Thomas Lamb, it is an elegant space to host your event in.



## Ed & Anne Mirvish Suite

The Ed & Anne Mirvish Suite is located beneath the auditorium with a private entrance from Victoria Street and Orchestra level. With Romanesque décor, this suite is very spacious and includes a bar, restroom, complimentary coat check and separate sitting area. Many celebrity guests have entertained in this suite, including Billy Crystal, Tony Bennett and Sir Elton John.

**CAPACITY: 30**

**LOUNGE FEE: \$700**

**CATERERS: ON-SITE CATERING OR DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: PRE-SHOW, INTERMISSION AND/OR POST-SHOW**



## Yonge Street Gallery

Often referred to as 'The Link', this space is located between the theatre entrance on Yonge and the Mezzanine level of the theatre. With beautiful, ornate designs, this spaces boasts full bar service and is ideal for a mingling reception during intermission only.

**CAPACITY: 150**

**LOUNGE FEE: \$700**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: INTERMISSION ONLY**



## Main Lobby

This stunning two-tier space is available for large receptions. Designed by Thomas Lamb, this space has been host to up-scale weddings, movie shoots and various fundraiser and charity events.

**CAPACITY:** 200

**LOUNGE FEE:** \$1,200

**CATERERS:** ON-SITE CATERING OR DROP OFF PLATTERS

**ACCESSIBILITY:** ELEVATOR (VICTORIA ST. ENTRANCE ONLY)

**AVAILABILITY:** PRE-SHOW AND/OR POST-SHOW; NO INTERMISSION

**NOTE:** PRE-SHOW MUST CLEAR 1 HOUR PRIOR TO CURTAIN



# FAQ

## Frequently Asked Questions for Events & Receptions

### WHICH MIRVISH VENUES OFFER EVENTS AND RECEPTION SPACE?

Mirvish owns and operates four theatres and three of these venues offer suite and lounge options: the Princess of Wales Theatre, the Royal Alexandra Theatre and the Ed Mirvish Theatre. Due to limited floorplan space, we are unable to host any events at the CAA Theatre.

### ARE THE EVENT SPACE CAPACITIES BASED ON STANDING ROOM (COCKTAIL) OR SIT-DOWN (DINNER)?

All of the capacities for our suites and lounges are based on standing room only.

### HOW DO YOU ENSURE MY SUITE OR LOUNGE REMAINS VIP TO ME AND MY GUESTS?

For each event hosted at our Mirvish venues, we provide an Event Pass to each patron who

has been issued a ticket to the performance and also been invited to the reception being hosted.

### WHY ARE SOME EVENT SPACES AND TIMES ONLY OFFERED ON A SEMI-PRIVATE BASIS AND WHAT DOES THIS ENTAIL?

For some of our spaces, we are only able to offer semi-private receptions due to the limited space within the theatre. In order to best accommodate our clients hosting events with us, we provide complimentary stanchion to separate the space (one for the event and the other for the general patrons in attendance). Room Dividers offer more privacy and may be set-up and rented through the Event Coordinator for an additional \$50. Pipe and Drape may be rented through the caterer. Additional venue costs apply for this set-up.



### **WHAT EXACTLY DOES THE RENTAL FEE INCLUDE?**

The rental fee includes use of the space for the contractually agreed time (pre-show, intermission and/or post-show) and includes the cost of staffing a bartender where bar services are applicable. Additional tables (approximately 1-2 tables, either 6ft or 8ft) are also included in most rental fees (depending on the space) but must be reserved in advance. Similarly, 1-2 easels may also be made available for signage if requested in advance. For semi-private spaces, the stanchion rope is also included.

### **WHAT IS EXCLUDED FROM THE RENTAL FEE?**

The rental fee does not include the cost of food and beverages and additional staffing and does not include additional rentals such as cruiser tables, linen and tableware. It also does not include coat check services though some Suites are inclusive of pre-existing coat rooms in which case they are included in the rental fee. Finally, the fee also excludes any technical or ancillary services (that is, audio visual and IATSE charges, if applicable).

### **CAN I USE ANY CATERER OR DO YOU HAVE A LIST OF PREFERRED CATERERS?**

We work with a list of exclusive, Preferred Caterers, who in turn, work with their preferred vendors and suppliers for each event (i.e. event

staffing, rentals, florists etc.) Read further for a full list and contact information.

### **DOES THE CATERER ALSO PROVIDE BEVERAGE SERVICES?**

Caterers do not quote on beverage or bar service as Mirvish Productions holds the liquor license and provides all service staff and product. Mirvish Productions Front of House staff are trained in bar service and hospitality as well as being Smart Serve certified.

### **WHAT VOUCHER OPTIONS DO YOU OFFER?**

We offer four different types of vouchers, all of which must be paid for in advance: Snack Vouchers, Non-Alcoholic Beverage Vouchers, Alcoholic Beverage Vouchers and Coat Check Vouchers. Each voucher may be redeemed for one item, as specified with the type of voucher purchased, up to the face value it has been pre-paid for. There are no refunds for unused vouchers and redemption based vouchers are not offered.

### **DO I NEED TO GET ANY PERMITS OR INSURANCE FOR THE EVENT?**

Special Occasion Permits (SOP) are for the sale and/or service of beverage alcohol at special occasions such as charity fundraisers, receptions etc. An SOP is needed anytime alcohol that has not been purchased under the Mirvish liquor license is offered for sale or served anywhere



on our premises. For more information, visit:  
<https://www.agco.ca/alcohol/special-occasion-permits-private-event>

### **WHEN MUST I CONFIRM MY CATERING AND BAR SERVICES DETAILS?**

Details for your Catering and Bar Services must be confirmed three (3) weeks prior to the performance date.

### **DO YOU DO ALL SET UP AND TEAR DOWN OF ITEMS YOU PROVIDE?**

The venue staff are able to assist with setting up 6 or 8 ft tables already existent in the rental space and offer easels for signage, provided that these are requested in advance and the space permits such offers. The venue staff are also able to set up stationary food platters that have been supplied and dropped off by the Preferred Caterer. Our Preferred Catering Services are responsible for all kitchen prep and supplying the event with event staff, should this be requested by the client. Their event staff are also responsible for the set-up of rentals procured through the Preferred Caterer (i.e. cruiser tables, leg extensions, tableware) and are also able to assist the venue staff with set-up of the onsite tables and onsite dividers. IATSE is required to assist with setup/strike for items that are being used for the event that are large in scale (i.e. pipe and drape) and are

also required to assist with any audio visual/technical and ancillary services.

### **ARE THERE ANY SIGNAGE RESTRICTIONS ON USE OF THE SPACE?**

All signage must be instructional and cannot be designed as advertising, unless otherwise stipulated. As well, no décor or signage may be posted on the walls and no existing murals, painting or artwork may be removed from the space. If you wish to post instructional signage, this must be approved by the Event Coordinator two (2) weeks in advance of the event.

### **ARE THERE RESTRICTIONS ON PHOTOGRAPHY OR VIDEOGRAPHY?**

No photography or videography is permitted inside any of our auditoriums. No photography or videography is permitted in any event space of our theatres, with the exception of the Ed Mirvish Theatre. If you wish to acquire a photographer or videographer for your event, this must be coordinated two (2) weeks in advance with the Event Coordinator. Additional costs will apply as our theatres spaces are under union (IATSE) jurisdiction.

### **CAN I BRING IN MY OWN VOLUNTEERS TO ASSIST ON THE DAY OF THE EVENT?**

Yes, volunteers are welcome to assist with an





event but a list of names and final numbers must be provided two (2) weeks in advance. An Event Pass for Lobby & Lounge Admittance Only will be provided to each volunteer that they are to keep on their person during their time at the venue. Please note that Mirvish reserves the right to limit the number of Lobby & Lounge Admittance event passes requested.

#### **HOW MANY HOURS DOES THE RENTAL RATE INCLUDE?**

We allot 1.5 hours each for pre-show and post show receptions. Intermission receptions will vary depending on the production and can range from anywhere between 15-25 minutes in duration. Additional reception time for pre-show and/or post-show receptions must be requested in advance and approved by the event coordinator. Additional costs may apply.

#### **CAN WE RENT PARKING SPACES FOR OUR GUESTS?**

There is Mirvish parking available beneath the Princess of Wales Theatre. This lot is routinely used by patrons attending a show and/or event at the Princess of Wales Theatre and Royal Alexandra Theatre. When hosting an event reception at one of our Mirvish venues, you may request to pre-pay for a maximum

of 50 spots which will be reserved up until approximately ONE hour prior to curtain (subject to change). At this point, all spots will be released to the public on a first come, first served basis. Note that the Ed Mirvish Theatre does not have any Mirvish parking lot nearby. Pricing will vary depending on the date requested. Pre-paid parking not available for all performance dates. Please inquire for more information.

#### **HOW MUCH IS THE DEPOSIT?**

In accordance with our Group Sales Payment Policy, a \$100 non-refundable down payment is due at the time of booking in order to secure your tickets and event space. Should you cancel your booking, the \$100 is rendered forfeit.

#### **WHEN IS THE BALANCE DUE?**

Balance is due 45 days prior to the performance date. If your booking takes place within the 45 day window, full balance is due up front at the time of booking.

#### **WHAT IS YOUR CANCELLATION POLICY?**

Bookings must be confirmed with a minimum of 45 days prior to the performance date. Should you cancel your booking, the \$100 is rendered forfeit.

*Disclaimer: Additional costs and restrictions may apply. Offer and services may be terminated at any time without notice. Events and receptions must accompany a group ticket booking. Group opportunities, discounts and minimum group size may vary depending on the show and theatre.*



# Exclusive/Preferred Caterers

Mirvish Production requests that clients select a caterer from the following list as they have been curated for their professional and reliable services with understanding for the limitations of working in a theatre environment.

You are invited to contact one or all of our caterers to request a proposal for your event. Once you have selected a caterer and menu with a confirmed budget, the caterer will contact us. They are also able to assist with any additional furniture, décor and tableware that you require. Caterers do not quote on beverage or bar service as Mirvish Productions holds the liquor license and provides all service staff and product.

## **10TATION**

**Contact:** Sarah Tambur  
**Phone:** 416-243-5144 x231  
**Email:** [sarah@10tation.com](mailto:sarah@10tation.com)  
**Website:** [www.10tation.com](http://www.10tation.com)

## **CINQ FOODS**

**Contact:** Hazel Dela Cruz  
**Phone:** 416-558-5064  
**Email:** [orders@cinqfoods.com](mailto:orders@cinqfoods.com)  
**Website:** [www.cinqfoods.com](http://www.cinqfoods.com)

## **DANIEL ET DANIEL**

**Contact:** Trelyn King  
**Phone:** 416-968-9275 x 61  
**Email:** [trelyn@danieletdaniel.ca](mailto:trelyn@danieletdaniel.ca)  
**Website:** [www.danieletdaniel.ca](http://www.danieletdaniel.ca)

## **EN VILLE**

**Contact:** Michelle Ma  
**Phone:** 416-533-8800 x526  
**Email:** [michellem@enville.com](mailto:michellem@enville.com)  
**Website:** [www.enville.com](http://www.enville.com)

## **OLIVER & BONACINI**

**Contact:** Chandler Marie-Edser  
**Phone:** 647-775-8129  
**Email:** [chandler.edser@oliverbonacini.com](mailto:chandler.edser@oliverbonacini.com)  
**Website:** [www.obcaterers.com](http://www.obcaterers.com)

## **ZUCHTER BERK KOSHER**

**Contact:** Isaac Drookman  
**Phone:** 416-386-1086  
**Email:** [info@zbcaterers.com](mailto:info@zbcaterers.com)  
**Website:** [www.zbcaterers.com](http://www.zbcaterers.com)



# Concession List

LIQUOR	\$8.50
BEER (domestic and imported)	\$8.00 – \$9.00
WINE (domestic and imported)	\$8.50
BOTTLED WATER	\$3.50
SMART/SPARKLING WATER	\$4.00
JUICE/COCONUT WATER	\$4.00
POP (BOTTLE)	\$4.00
COFFEE, TEA	\$3.00
POPCORN (not available for all shows)	\$4.50 – \$6.00
COOKIES	\$2.50
SPECIALTY COOKIES	\$3.50 – \$5.00
CANDY	\$3.50
ROASTED NUTS	\$5.00
CHOCOLATE COVERED ALMONDS	\$5.00
HÄAGEN-DAZS ICE CREAM	\$6.00

## PRE-PAID VOUCHERS AVAILABLE

SNACK	\$2.50 – \$6.00
NON-ALCOHOLIC BEVERAGE	\$4.00
ALCOHOLIC BEVERAGE	\$8.00 – \$9.00
COAT CHECK	\$2.50

*All prices inclusive of tax. Prices and availability are subject to change. Sparkling wine is available upon request.*



# Payment Terms

In an effort to make your group booking experience with us even simpler (not to mention more affordable!), we offer a very flexible payment plan. Please find the terms and conditions of our booking policy listed below:

## PAYMENT POLICY

- A non-refundable and non transferable down payment of \$100.00 per order is required upon booking for purchases of 20 or more tickets. For orders of 200 or more tickets, an additional 20% non-refundable deposit will be applicable three (3) weeks from the booking date.
- Ticket numbers may be adjusted, within group minimums, without penalty prior to submission of final payment.
- Final ticket numbers and payment balances are due 45 days prior to the performance date.
- Orders booked within 45 days of performance require full payment at time of booking.
- Small group orders (10 to 19 tickets) are due in full at time of booking.
- High Demand: In the event of a production being in high demand, full payment must be received within five business days upon notification.
- We reserve the right to release/cancel unpaid orders once notice has been issued, as well as to implement limits on the number of tickets that can be purchased.

## TERMS OF SALE AND SERVICE FEES

A group sale is defined as a ticket order for a singular performance, meeting at least the minimum group ticket quantity required by a production. All sales are final. No exchanges, refunds or cancellations. Some restrictions apply. A per ticket service fee is applicable on all group bookings. An additional order charge is applicable for groups less than 20 tickets. Courier charges may apply. Each ticket includes applicable 13% HST and a \$3.25 CIF. All prices are in Canadian funds. Due to the nature of live theatre, pricing, venue, performers and schedules are subject to change without notice.

Should you have any questions, recommendations or concerns please feel free to contact us:

**By Phone:** 416.872.1212 | 1.800.461.3333

**By Email:** [groups@mirvish.com](mailto:groups@mirvish.com)

**Online:** [www.mirvish.com/groups](http://www.mirvish.com/groups)

**In person:** 284 King Street West, Suite 310

Toronto ON M5V 1J2

(9AM-5PM, Monday through Friday)



**FOR MORE INFORMATION, PLEASE CONTACT:**

GROUP SALES  [groups@mirvish.com](mailto:groups@mirvish.com)  416.872.1212