



CHELSEA EVENT GUIDE

33 Gerrard Street West
Toronto, Ontario, Canada, M5G 1Z4
T: 416.585.4340
www.chelseatoronto.com

CHELSEA
Hotel
TORONTO





ALL THE INFORMATION YOU NEED FOR A SUCCESSFUL MEETING

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YOUR CHELSEA EVENT EXPERTS

- The Chelsea Event Expert will be the main point of contact once on premises, during event and post event.
- The Chelsea Event Expert is dedicated to making sure every single detail of your event is taken care of.
- Our experts are here to assist with your meeting needs and to ensure your event is a success.



TODD BARIL
Director of Food & Beverage



BRIAN MACASKILL
Executive Chef



ERIC FRENZEL
Director of Banquets



LESLIE ANDERTON
Director of Catering &
Conferences Services



LEWIS GOMEZ
Food & Beverage
Services Manager



SAM HADDOCK
Assistant Food & Beverage
Services Manager

GETTING IN TOUCH WITH YOUR CHELSEA EVENT EXPERT



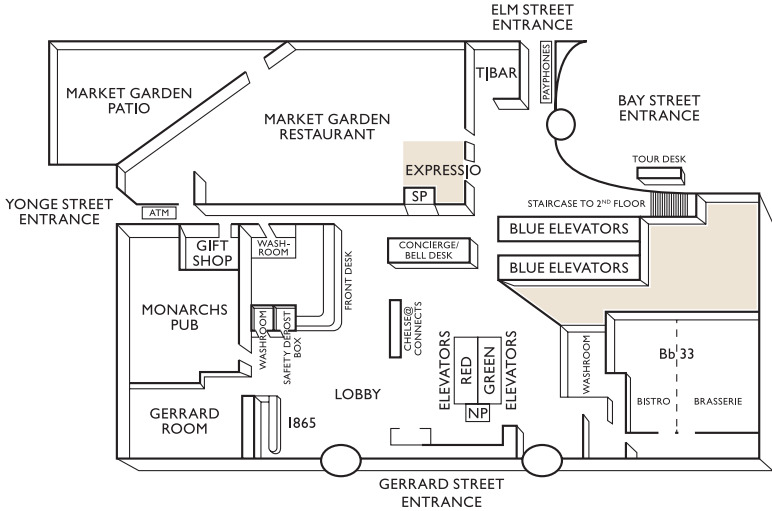
**PRESS THE “CHELSEA EVENT
EXPERT” BUTTON ON ANY
BANQUET ROOM TELEPHONE**

**FROM YOUR GUEST ROOM OR
ANY HOTEL PHONE: #7979**

FROM ANY PHONE: 1.647.924.9120

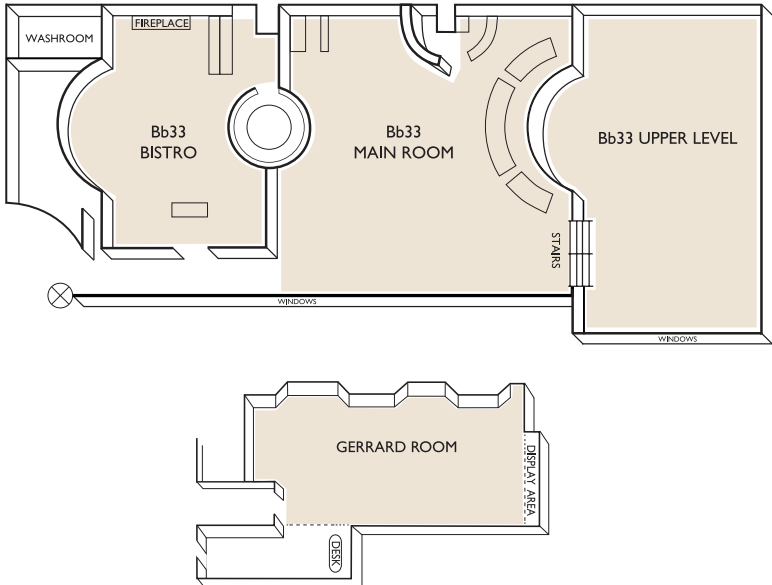
FLOOR PLANS

Location : Main Lobby

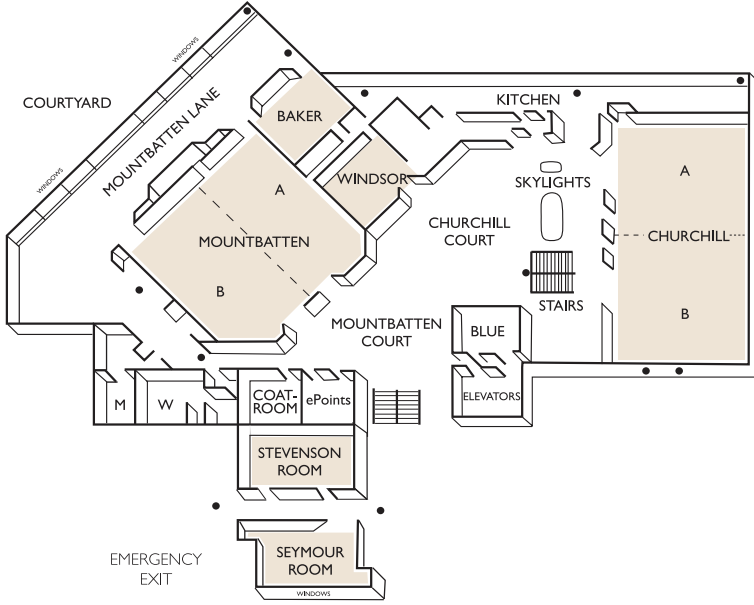


NP = NORTH PARKING
SP = SOUTH PARKING

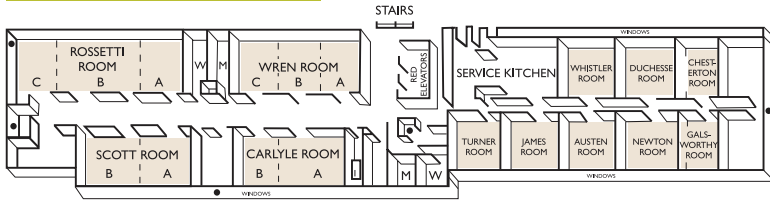
Location : Lobby Level



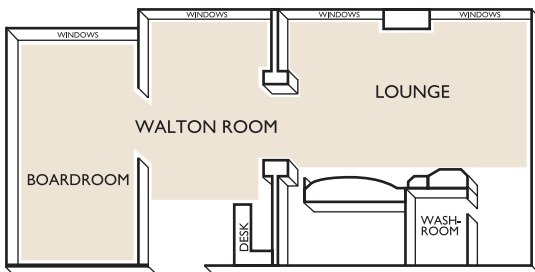
Location : Second Floor



Location : Third Floor



Location : Twenty-fifth Floor



INTERNET



TO CONNECT TO THE CHELSEA WIRELESS NETWORK:

- Click on the wireless network icon on your laptop, tablet or Smartphone to see the list of available networks.
- Click on the “Chelsea” wireless network and then click “Connect.”
- Once connected, open your web browser; type in www.chelseatoronto.com and press enter. You will be redirected to the Chelsea sign-on page, where you can click “Connect” for the “Free Guest Wi-Fi Service”.

**By connecting to Wi-Fi you are also accepting the terms and conditions for using this service.*

TO CONNECT TO THE CHELSEA WIRED NETWORK:

- Plug the Internet cable into the network port of your laptop.
- Open your web browser; type in www.chelseatoronto.com and press enter. You will be redirected to the Chelsea sign-on page, where you can click “Connect” for the “Free Guest Wi-Fi Service”.

**By connecting to Wi-Fi you are also accepting the terms and conditions for using this service.*

E-POINT

Located in the hotel lobby, this self-serve business area provides print and computer services to our guests 24-hours a day. Photocopy services are available through the concierge desk during working hours; please call ext. 359 for details.

COMPUTER & INTERNET INSTRUCTIONS

- Personal information is not stored locally. Cookies and passwords are automatically erased. Use with confidence!
- See computer screen for current rates.



ACCESS CARDS:

- \$5 and \$10 pre-paid access cards are available from the Chelsea Event Expert and can be added to your room charges or master account
- Type the access code number into the three boxes provided on the main computer screen
- To end your session, click **SIGN OUT** located in the lower right corner of the screen
- Access codes can be used for multiple sessions, until all of the pre-paid time has expired

CREDIT CARDS:

- Credit card transactions are encrypted
- \$5 minimum charge
- Slide your credit card through the card reader located on the computer monitor or keyboard
- Click **YES** to accept the minimum usage fee
- Please be patient, as the system will take up to one minute to authorize your card
- To end your session, click **SIGN OUT** located in the lower right corner of the screen
- You will be prompted to acknowledge the charge
- Click **CONTINUE** and a receipt will print

GENERAL EQUIPMENT

(Available through your Chelsea Event Expert)

- Extension cord
- Flipchart Paper
- Easel
- Power Bar & Extension Cord
- Coat Rack
- Additional Flip chart
- Wired Internet Connection
- Table for Clients own projector with extension and power bar
- Additional 6ft Table
- Power Drop
- Patch into house system
- Labour charge for same day turnover
- Labour charge for Banner/Poster set up
- Grand Piano Rental

AUDIOVISUAL EQUIPMENT

(Available through Freeman Audio Visual)

- Pull-up or tripod screen only
- Pull-up or tripod screen/Skirted cart for client projector/cables
- Projector only
- Projector/Pull-up or tripod screen/ Skirted cart/cables
- Wireless slide advancer
- Polycom conference speaker phone
- Laser Pointer
- Laptop
- 32" monitor
- DVD player
- PC Speakers

Please ask Chelsea Event Expert for details

GAP (GUEST ACCESSIBILITY PACKAGE) PROGRAM

Closing the GAP is a program for guests with disabilities, developed by Accessibility Professionals of Ontario. GAP stands for Guest Accessibility Package. The GAP encompasses information about the hotel, its amenities and surroundings in a way that speaks to persons with disabilities.

This package is divided into sections to allow for simple navigation. You may request alternative formats of this package at any time by contacting your Chelsea Event Expert or Guest Services at the Front Desk.

YOUR SAFETY

At the Chelsea hotel we are proud to have our 24 hour in-house security team available to assist guest and colleagues.

FIRE ALARM

Upon hearing the fire alarm, please wait for announcements to be made through the house speaker system from our Guest Service Team with instructions and alarm location. Should you need to evacuate the hotel, staff and Chelsea Event Expert on the Banquet floor will direct you to the nearest emergency exit/stairwell. Elevators will not be operational during this time.

FIRST AID/EMERGENCY

If there is a Security emergency, please press 0. In case of a Medical emergency please dial 7299 from any in-house phone and our Security team will respond immediately.

FOOD AND BEVERAGE OPTIONS



Satisfy your cravings with a multitude of additional break items that our chef can prepare for you on a last minute basis. Please see one of our Chelsea Event Experts to discuss available options. Items can include yogurts, squares, coffee, juice, whole fruit etc. All based on availability and the size of your group.

SHIPMENT OF PACKAGES

- It is the conveners responsibility to arrange pick up as soon as possible after your event.
 - › Please inform the courier that the packages will be stored in the 2nd floor coat check. Larger items will need to be brought to the loading dock. This can be arranged with your Chelsea Event Expert.
- International Shipping: Please ensure there are 3 copies of the custom forms attached to each box/parcel.
- Please inform the Chelsea Event Expert if you or one of your exhibitors are leaving packages to be shipped out*.
- Ship all items to Chelsea Hotel, Toronto's receiving ramp:

On the shipment, please include:

Chelsea Hotel, Toronto
22 Elm Street
Toronto, ON
M5G 1G7
416-595-1975

Attn: (Conference Manager)
Event Name
Event Date(s)
Event Room
Hold for: (your name)
Item # of #

**The Chelsea Hotel is not responsible for any lost or damaged packages*

DINING OPTIONS WITHIN THE HOTEL

market  garden
Good Food. Fresh.

It's no wonder Market Garden is the 'Culinary Hub' of the Chelsea Hotel. Whether it's breakfast, lunch, dinner, or a mid-day/late night snack, guests can expect an array of culinary choices based on a "grab-and-go" concept. Enjoy a breakfast buffet or browse the market-style aisles stocked with delicious salads, soups and sandwiches or watch our culinary team prepare hot dishes right in front of your eyes. Fresh local ingredients are all part of the menu planning and each day, there's a different themed buffet celebrating the foods from around the world. There's plenty of seating inside where you can enjoy the relaxing atmosphere or dine outdoors on our seasonal patio.

Sunday to Thursday 6am-11pm

Friday to Saturday 6am-midnight

In-house ext 4955

market  garden

On The Go

Market Garden On The Go allows guests to choose meals in advance as well as their preferred delivery method: pickup or in-room delivery*. Select from the breakfast and dinner options available on the door hanger found next to the TV, leaving it on the door outside the hotel room for housekeeping to collect before the allotted time. Beat the breakfast rush by collecting your specially packaged breakfast on the way out for a day of sightseeing or meetings, or arrange for dinner delivery to enjoy while relaxing in your guestroom.

Everyday 6am-10am, 5pm-12:30am

In-house ext 4211

*Please note that all orders delivered to your room are subject to applicable taxes plus a \$4.00 delivery charge and a 15% gratuity which is based on your complete satisfaction with the service.

DINING OPTIONS WITHIN THE HOTEL

express | o

The destination for the discerning coffee lover, express|o coffee & wine bar offers a selection of hot and cold beverages. For guests with a sweet tooth, there's no shortage of mouth-watering options including mini cheesecakes, tarts and gelato. Wine aficionados will enjoy the three glass tasting flight pulled from a selection of Old World and New World wines - an ideal way to sample regional offerings, best enjoyed with a charcuterie platter complete with artisanal prosciutto and Canadian cheeses.

Sunday to Thursday 6am-11pm

Friday to Saturday 6am-midnight

In-house ext 4295

T

T|bar exudes a warm and inviting atmosphere while offering a refined dining experience, perfect for a pre-dinner beverage or late-night cocktail. On weekdays, it's a great spot for a sit-down breakfast, offering something for all tastes, from fruit to flapjacks. Stop by for lunch during the week to enjoy the authentic Indian curry buffet serving traditional dishes, all made in house. Stop by and try one of the five signature Caesars, featuring homemade clamato.

Everyday 7am - 1am

AUTHENTIC INDIAN CURRY BUFFET

Monday to Friday 11:30am-2pm

In-house ext 4961



takethelead

OUR EVENTS HAVE BEEN THE TALK OF THE TOWN SINCE 1865

Langham Hospitality Group enjoys a legendary hospitality heritage dating back to 1865, when The Langham, London opened as Europe's first 'Grand Hotel'. Today, Langham's portfolio of properties worldwide showcase the same philosophy, reflecting elegance in design, innovation in hospitality, genuine service and captivation of the senses.

We have developed a dedicated online meeting and event platform to make event organisers' lives easier. At the click of a mouse, Takethelead provides you with a one-stop, bespoke service created to assume responsibility for every single detail of your event, including planning, logistics, venue, facilities, dining, even entertainment.

Check out our meeting capacities and take advantage of all our group offers. If you are ready to start planning, send us a request for a proposal or contact one of our Global Sales Offices. Be rewarded for planning your meeting with us with our takethelead programme.

takethelead - Delivers a hassle-free event management experience! At Langham, from the moment you conceptualize the event until it is successfully completed, be assured that every detail will be taken care of.

takethelead

MEETING SOLUTIONS BY LANGHAM



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