



# 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 35-300 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 – Princess of Wales Theatre

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: \$800**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

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



## Mirvish Suite – Princess of Wales Theatre

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: \$650**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: ELEVATORS**

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



## CAA Lounge – Princess of Wales Theatre

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:** UP TO 200 PRIVATE & 50 SEMI-PRIVATE

**LOUNGE FEE:** \$1,500 PRIVATE & \$800 SEMI-PRIVATE

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

**ACCESSIBILITY:** ELEVATORS AND RAMPS

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



## CAA Lounge – Royal Alexandra Theatre

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: 90**

**LOUNGE FEE: \$1,500**

**ACCESSIBILITY: STAIRS ONLY**

**AVAILABILITY: POST-SHOW (PRIVATE)**



## Yale Simpson Lounge – Royal Alexandra Theatre

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: \$800 OR \$1,500 (POST-SHOW PRIVATE: \$1,500)**

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

**ACCESSIBILITY: STAIRS ONLY**

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



## CAA ED MIRVISH THEATRE

The CAA 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 – CAA Ed Mirvish Theatre

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: \$800**

**CATERERS: DROP OFF PLATTERS**

**ACCESSIBILITY: STAIRS ONLY**

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



## Main Lobby – CAA Ed Mirvish Theatre

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:** \$1,500

**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 CAA 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 arranged through the Event Coordinator.

### 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) as well as the cost of staffing and 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 staff, or additional rental items such as linens or tableware. Cruiser tables and black skirting may be rented through the Event Coordinator for an additional \$30. It also does not include coat check services although some Suites are inclusive of pre-existing coat rooms in which case they are included in the rental fee. Also excluded is 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/en/alcohol/special-occasion-permits>

### **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. 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. If you wish to acquire a professional photographer or videographer for your event, this must be

coordinated two (2) weeks in advance with the event coordinator. Additional costs will apply with the exception of the CAA Ed Mirvish Theatre as all our other theatre spaces are under union (IATSE) jurisdiction. You may, however, use your own personal device (i.e., cell phone) for photos or video in our lobby & lounge areas.

#### **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 receptions must be requested in advance and approved by the event coordinator. Additional costs may apply.

*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.*



# 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 \$100.00 per order non-refundable, non-transferable down payment at the time of booking.
- Orders are paid in three instalments from performance date – 20% 120 days out, 40% 90 days out, and 40% (final payment) 45 days out from the performance date.
- An order placed within the payment schedule will be required to pay any amount due at time of ordering. A valid credit card is required at the time of booking to process any applicable deposit, and to process future instalment payments
- Full payment is due for orders placed within 45 days of the performance date.
- Adjustments in ticket order quantity can be made on any unpaid tickets, meeting at least the minimum group ticket quantity required by a production. Orders adjusted below the group minimum will be required to pay the full regular ticket price and service charges for all paid tickets. Additional activities added to the ticket order must be paid in full by final payment date.
- Mirvish Productions reserves the right to cancel any tickets unpaid past the final payment date. Restrictions may apply to group ticket sales and may vary by event. A \$3.00 per ticket service charge, that may vary from event to event, is applicable on all group bookings. Additional charges may apply for orders shipped by courier.

## **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. Courier charges may apply. Each ticket includes applicable 13% HST and a \$4.00 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.

**By Phone:** 1.800.461.3333

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



**FOR MORE INFORMATION, PLEASE CONTACT:**

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