



Sheraton®

LE CENTRE
MONTRÉAL HÔTEL

EVENT TOOL BOX

OUR GOAL IS TO MAKE YOUR JOB EASIER

Le Centre Sheraton Montreal has developed this practical guide to assist you with the planning of your event and save you time.

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GENERAL INFORMATION

ACCOMMODATIONS

Welcome to Sheraton where Actions Speak Louder. Le Centre Sheraton Montréal is a 37 story hotel that offers a total of 825 stylishly appointed guest rooms and suites of different categories and sizes.

ATTRACTIVE GUEST ROOMS DESIGNED WITH YOUR WELL-BEING IN MIND

All our guest rooms and suites are appointed with the following amenities:

- ◇ The Sheraton Sweet Sleeper® Bed
- ◇ Coffee maker with complimentary Starbucks Coffee and Tazo tea
- ◇ Complimentary Bottled Water
- ◇ Hair dryer, iron/ironing board
- ◇ Oversized work desks with integrated multi-use jack pack board for more electronic flexibility; comfortable seating
- ◇ Cordless telephone with voice messaging service
- ◇ High speed Internet access (wired & wireless)
- ◇ Large safe
- ◇ 37" LCD flat panel television
- ◇ Complimentary access to our Health Club featuring an indoor saltwater pool, whirlpool, sauna and Sheraton Fitness Centre.



DELUXE GUEST ROOMS

Our Deluxe guest rooms located on the higher floors of the hotel, offer the same amenities as our traditional rooms as well as:

- ◇ Complimentary mini in-room refrigerator
- ◇ Complimentary local and toll free calls
- ◇ Complimentary high speed Internet access



SHERATON CLUB ACCOMMODATIONS

Sheraton Club guest rooms are located on the higher floors of the hotel and offer additional upgraded amenities that include:

- ◇ Access to the Club Lounge located on 37th floor
- ◇ Complimentary deluxe continental breakfast
- ◇ Complimentary evening hors d'oeuvres
- ◇ Complimentary mini in-room refrigerator
- ◇ 42" LCD flat panel television
- ◇ Complimentary local and toll free calls
- ◇ Complimentary high speed Internet access
- ◇ In-room Bathrobe
- ◇ Upgraded bath amenities



SUITES AT LE CENTRE SHERATON

PRESIDENTIAL SUITE, NUMBER OF SUITES: 1

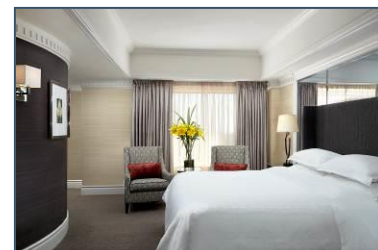
LIVING ROOM (3603)

Dinner / Meeting capacity up to 12
Maximum capacity for VIP Reception,
60 people
Baby Grand Piano
Fireplace
Wet Bar & Refrigerator
Bathroom
Flat panel LCD television and high-tech sound system
Dimensions: 38' x 13'



MASTER BEDROOM (3607)

King Size Bed
Bathroom with Jacuzzi, glass-enclosed walk in shower, dual
vanities
Flat panel LCD television



A connecting bedroom is available (two double beds)



VICE-PRESIDENTIAL SUITES, NUMBER OF SUITES: 2

LIVING ROOM (3614 or 3629)
L-Shape Living and Dining Room
Dinner / Meeting Capacity of 8
Maximum capacity for VIP Reception, 25 people
Wet Bar & Refrigerator
Writing Desk
Powder room
Flat panel LCD television
Dimensions: 24' x 13'



MASTER BEDROOM
King Size Bed
Flat panel LCD television
Bathroom with glass-enclosed walk in shower, dual vanities

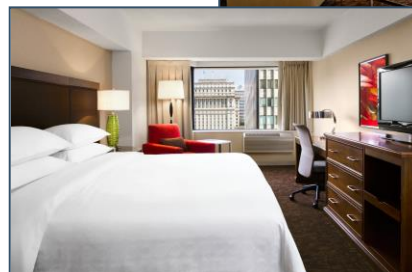
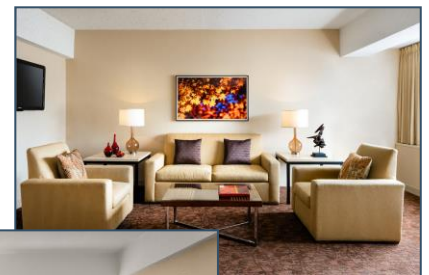
EXECUTIVE SUITES, NUMBER OF SUITES: 7

Dinner / Meeting Capacity of 8
Maximum capacity for VIP Reception, 40 people
Stylish bedroom with king bed
Oversized work desk, comfortable seating
Flat panel LCD television
Bathroom
Dimensions: may vary depending on the suite.



JUNIOR SUITES, NUMBER OF SUITES: 9

Located from the 9th to the 35th floor
Maximum capacity for hospitality, 8 people for a meeting or reception
Stylish bedroom with queen size bed, connects to a parlour with sofa-bed that can sleep two
Redesigned bathroom in each unit
Oversized work desk, comfortable seating
LCD flat panel television
Full bathroom in each unit
Dimensions: may vary depending on the suite





HOSPITALITY SUITES, NUMBER OF SUITES: 6

All Hospitality Suites are located on the 7th floor. A bedroom is connected to each suite.

SMALL LIVING ROOM (728)

Dinner / Meeting Capacity of 6
Maximum capacity for hospitality, 25 people
Wet Bar
LCD flat panel television
Bathroom
Dimensions: 25' x 14'



MEDIUM LIVING ROOM (705 - 720)

Dinner / Meeting Capacity of 8
Maximum capacity for hospitality, 40 people
Wet Bar
LCD flat panel television
Bathroom
Dimensions: 25' x 18'



LARGE LIVING ROOM (701- 716 - 722)

Dinner / Meeting Capacity of 10
Maximum capacity for hospitality, 75 people
Wet Bar
LCD flat panel television
Bathroom
Dimensions: 38' x 18'





DINING

Le Centre Sheraton Montréal offers you three mealtime options: Restaurant Bistro Le Boulevard, the Café Bar or Room Service.



Discover dining at Restaurant Bistro Le Boulevard. Open for breakfast and lunch, you'll enjoy delicious bistro-style cuisine served in a charming European setting.



Le Café Bar located on the lobby level, offers an inviting and contemporary décor. You will enjoy freshly brewed Starbucks coffee and a wide selection of savoury dishes served throughout the day. In the evening, its welcoming atmosphere sets the mood for a friendly get-together with colleagues or friends.



Room Service allows you to enjoy a variety of tasty dishes delivered to the privacy and comfort of your own guest room or suite.

Just outside our doors in the heart of the downtown area, an incomparable gastronomic experience awaits you with thousands of restaurants specializing in ethnic and local cuisine to choose from.

SOCIAL COMMUNICATION HUB LOCATED IN THE LOBBY

A convivial area to work or just sit back and relax. Featuring all you need to stay connected to what is most important to you:

- Complimentary wireless high speed Internet access
- Internet-enabled computer workstations equipped with webcams
- Easy access to printers
- Airline boarding pass printing station
- Television, newspapers and magazines.



RECREATION

Our health club offers endless ways to re-energize:

- Enjoy a satisfying workout at our fully equipped, state-of-the-art fitness centre.



- Refresh and re-energize in our superb indoor saltwater pool - an enhanced swimming experience in soft silk-smooth water.
- Swimsuit dryer on site.
- Relax and unwind in our whirlpool and sauna.

- Step outside and enjoy a well-deserved break on our beautifully landscaped terrace - a true urban oasis.
- For ultimate renewal, treat yourself to a relaxing massage by a professional at Studio Pressurat located just across from the pool.



Outdoors in Montréal

Montréal offers outdoor excitement for every season. From hiking, white water rafting and in-line skating in warmer months, to cross-country skiing, tobogganing and skating right downtown on Mount Royal in the winter.

Hundreds of miles of bicycle paths wind through beautifully conserved parks, canals and rivers, and have inspired Bicycling magazine to name Montréal one of the best cycling cities in North America.



CANCELLATION POLICY

If you cancel before 6:00 PM hotel time on the day before your day of arrival there will be no forfeiture amount. Otherwise, the forfeiture amount will be equivalent to a 1 night stay.

PORTERAGE & ROOM DELIVERIES

- Baggage handling is \$6.00 plus 5% GST and 9.975% QST, per bag round trip, plus applicable taxes. Baggage handling is mandatory for group arrivals by mini coach, coach and bus arrivals. Rates are subject to change.
- Charges also apply for room deliveries. Charges vary depending on the type of delivery requested.
- Envelope or document slipped under the room door, \$2.00 plus taxes
- Package or gift delivered inside the room, \$2.50 per package plus taxes

MAID GRATUITIES

Maid gratuities are not mandatory.

TRANSPORTATION TO THE HOTEL

Montréal is serviced by the Pierre-Elliott-Trudeau International Airport (YUL) which is located only 20 minutes from downtown Montreal. (11 miles /18 km).

Listed below are the different means of transportation to the hotel. These prices are quoted in Canadian Dollars and are subject to change.

	TAXI	Limousine
P.E.T. Airport (YUL)	\$40.00	\$55.00/\$85.00
Train Station	Located 3 blocks from Hotel	
<u>Express Bus 747 to P.E.T. Airport (YUL)</u> (click to view schedule)	\$10.00 one way	

Arrangements can also be made for private transfers from and to the Airport. We will be happy to assist you with recommendations.



FLIGHT TIMES

- √ Toronto to Montréal – 45 min
- √ Boston to Montréal - 45 min
- √ New York to Montréal – 1 hr
- √ Philadelphia to Montréal – 1 hr
- √ Chicago to Montréal - 1 hr 45 min
- √ Vancouver to Montréal - 4.5 hrs
- √ Los Angeles to Montréal - 6 hrs
- √ London to Montréal - 6 hrs
- √ Washington DC to Montréal - 1 hr 20 min
- √ Mexico to Montréal - 5 hrs



PARKING

The indoor parking facility at Le Centre Sheraton has a capacity of 500 vehicles. Parking charges may be paid individually or charged to the master account.

Self-parking	24 hours	\$25.00
Valet Parking	24 hours	\$34.00

Please make sure to respect the parking regulations around the hotel. Both Drummond and Stanley streets have specific landing parking spaces nearby the property with a maximum of 15 minutes for vehicles and buses.

WEBSITES

The following websites will provide you with additional information on our property and our destination:

www.sheraton.com/lecentre	Information on our hotel
www.starwoodhotels.com	Information about all Starwood properties
www.spg.com	Information on Starwood's loyalty program SPG (Starwood Preferred Guest)
www.tourisme-montreal.org	Information on Montréal



WEATHER

Montreal weather varies throughout the year. Each season offers a new adventure and different experience for travelers to Montréal.

Month	Max	Celsius	Min	Celsius	Average Inches	Precipitation Centimetres
January	21°F	-5°C	5°F	-14°C	2.50	6.35
February	24°F	-4°C	7°F	-13°C	2.20	5.59
March	35°F	2°C	19°F	-6°C	2.70	6.86
April	51°F	10°C	33°F	1°C	2.90	7.37
May	65°F	18°C	45°F	7°C	2.70	5.59
June	74°F	23°C	54°F	13°C	3.30	8.38
July	79°F	26°C	59°F	16°C	3.40	8.64
August	76°F	24°C	57°F	14°C	4.00	10.16
September	67°F	20°C	48°F	10°C	3.40	8.64
October	55°F	13°C	38°F	4°C	3.00	7.62
November	41°F	5°C	28°F	-2°C	3.70	9.40
December	26°F	-2°C	12°F	-10°C	3.00	7.62



MEETINGS & EVENTS

Executive Meeting Specialist

Working under the direction of the Meeting and Events Manager, the Executive Meeting Specialist will be available to you, your staff, and your attendees during every stage of your event. The Executive Meeting Specialist's most important job is to ensure your satisfaction. Fully aware of all group activity, he is empowered to solve any problems that arise.

Enjoy accelerated response time and expedited service thanks to complimentary house phones in every meeting room. Qualified planners, as well as all managers, are equipped with communication devices - meaning that you are never out of touch.

FOOD & BEVERAGE AVERAGE PRICE

The following average prices are provided as a budgeting tool. Final menu prices will only be confirmed 6 months prior to your event.

Continental Breakfast	\$22 - \$27
Served Breakfast	\$30
Buffet Breakfast	\$32
Coffee Break	\$11 - \$23
Buffet Lunch	\$38 - \$46
Served Lunch	\$39 - \$42
Reception (6 pieces)	\$21 - \$25
Classic Open Bar (1 hour)	\$20
Buffet Dinner	\$75 - \$85
Served Dinner	\$64 - \$78
Wine selection	\$46 - \$75

Although we offer a wide selection of menus, our expert culinary team will be happy to customize menu options that will suite your requirements.

The above rates are quoted in Canadian dollars and are subject to a 16% service charge of, a 5% Goods and Services Tax (GST) and a 9.975% Provincial Sales Tax (PST). Taxes are subject to change without notice.

SOCAN & RE: SOUND FEES

All functions including musical entertainment are subject to SOCAN and RE: SOUND license fees. The fees are established according to the size of the room being used and vary depending on the number of people or whether or not there is dancing.

SOCAN: \$20.56CDN to \$174.79CDN

RE: SOUND: \$9.25CDN to \$78.66CDN



TELEPHONE LINES AND INTERNET

All meeting rooms are equipped with a house phone allowing you to make local and in-house calls. A limited number of private telephone lines are available allowing you to make or receive calls directly.

A private telephone line with direct access to long distance is \$210 per line plus taxes for the duration of the program. Long distance charges are extra.

All of the meeting rooms are equipped with wired and wireless high-speed Internet. The cost for this service starts at \$50 per connection, per day.

Wireless high-speed Internet (Wi-Fi) is available in all our banquet spaces, for a fee. This service is offered free of charge in all our public areas, in the restaurant and at the Café Bar.

SECURITY

- **Exhibit and/or production company load ins and outs:** in order to coordinate access to the receiving dock and elevators, outside of regular opening hours (7:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m.), a security agent is mandatory for 4 hours to set up and 4 hours to dismantle. A security agent can be hired for \$40 an hour plus applicable taxes, for a minimum of 4 hours.
- Speak to your Meeting and Events Manager to coordinate your security requirements.

SHIPPING INFORMATION

- There is absolutely NO parking at the loading dock. Vehicles left longer than 20 minutes will be towed at the owner's expense.
- It is the responsibility of the client to advise any contracted van line service/courier company of these restrictions.
- Receiving hours are Monday – Friday, 7:00am to 12:00pm and 1:00pm to 3:00pm.
- Elevator dimensions are as follows:
 - Freight elevators: 6'4" W x 8'10" D x 9' H
- Weight limit in freight elevators is 6,000 lbs.



SHIPPING LABEL

All shipping labels should have the following information:

SHIP TO:	LE CENTRE SHERATON MONTREAL RECEIVING DOCK 1201 René-Lévesque West MONTREAL, QUEBEC CANADA H3B 2L7 TEL.: (514) 878-2000
SHIPPED BY:	
GROUP NAME:	
GROUP CONTACT NAME:	
HOTEL CONTACT:	
DATE OF FUNCTION:	
FUNCTION ROOM(S):	
BOX _____ OF _____ (TOTAL)	

- Please note - Receiving hours are :
Monday to Friday 7:00 a.m. – 12:00 p.m. / and 1:00 p.m. – 3:00 p.m.
- All shipments must be channeled through our receiving department.
- Boxes will be accepted no more than 48 hours prior to your function.

EXHIBIT- MATERIALS SUPPLIED BY THE HOTEL

A daily cost of \$50 per 6' x 30" table with tablecloth and skirt, 2 chairs and a trashcan and of \$60 per 8' x 30" table with tablecloth and skirt, 2 chairs and a trashcan applies.

RIGGING

Ceiling rigging points are available to accommodate AV and décor. Please contact Christopher Ozanik from PSAV at 514 878 2013 or by email at cozanic@PSAV.com.



ELECTRICITY – POWER CONNECTION CHARGES

Labour charges apply

7.5 Amp – 120 Volt dedicated Circuit	\$ 35.00 per day
60 Amp – 220 Volt - Two Phase Service	\$ 120.00 per day
100 Amp – 208/220 Volt - Three Phase Service (Camlok Connection)	\$ 200.00 per day
200 Amp – 208/220 Volt - Three Phase Service (Camlok Connection)	\$ 400.00 per day
400 Amp – 208/220 Volt - Three Phase (Camlok Connection)	\$ 800.00 per day
Daytime electrician (from 8 a.m. to 3 p.m.)	\$ 75.00 per hour
Night-time electrician, weekends and holidays	Based on work to do
Remote light control	\$ 60.00 per day
Sign rental “Emergency Exit”	\$ 100.00 per sign
*Rental of scissor lift	\$ 175.00 per day

****Usage of scissor lift is permitted to certified professionals only. Please contact your Meeting and Events Manager for more information.***



Earn for work. Redeem for fun - business has never been so personal.

You spend your days arranging travel details or planning events - and now all your hard work is about to pay off. With SPG® Pro, you can earn Starpoints for the travel you arrange for others and the meetings you plan professionally, right within your personal account.

You'll also get credit toward elite status for the eligible meetings or events you plan and all the travel you book for others. Plus, you can manage everything - both business and personal - from a single, simple account.

How to Earn

Join the SPG® Pro program and every meeting or event you book at eligible hotels earns you **Starpoints®** - one for every US \$3 of eligible group revenue, less taxes, surcharges, gratuities, to a maximum of 20,000 Starpoints per contract. Eligible revenue is defined as:

- Guest room revenue, less incidentals, for all rooms in the room block, regardless of whether the rooms are master-billed or attendees pay own charges
- Food and beverage revenue
- Meeting room rental
- Access special offers to increase your Starpoint-earning potential for future groups.

As a member of SPG® Pro, you're also a **Starwood Preferred Guest®**. Use the same member number to book for business or pleasure, and the Starpoints will accumulate together.



How to Redeem

Access your account online by logging into SPG Pro or SPG.com to view transaction history and redeem Starpoints. Choose from a comprehensive list of awards including:

- Free Night Awards: Starpoints are redeemable for free nights at more than 1,000 hotels around the world with no blackout dates or restrictions.
- Instant Meeting Awards: Redeem Starpoints on-the-spot for a credit on your master bill (see more information below).
Continuing Education: Redeem your Starpoints toward materials, membership fees, or gift certificates for industry organizations such as Meeting Professionals International and Professional Convention Management Association
- Charitable Contributions: Donate Starpoints to one of SPG's partner charities.

Instant Meeting Awards

As a Starwood Preferred Planner, you can use the Instant Meeting AwardsSM benefit to receive a credit on your master bill. Plan a dinner for your staff, wow special customers with delicious entrées, hold an unforgettable reception or conference—all while using your Starpoints[®] as currency.

Once you plan your event through the sales and catering office and sign a contract, you can redeem Starpoints for Instant Meeting Awards. The minimum number of Starpoints redeemable per meeting or event is 15,000 (a \$200US credit) and the maximum number is 112,500 (a \$1,500US credit). After the minimum redemption of 15,000 Starpoints, Instant Meeting Awards are then redeemed in increments of 7,500 Starpoints.



STARWOOD HOTELS GROUP PROGRAMS

Starwood Hotels has created programs to assist meeting planners in managing their room blocks and attaining their minimum number of room nights in order to avoid any attrition penalties.

StarGroups Customized Event Websites

When you book your next meeting with Starwood, you may have a customized event website with our compliments. Our template allows planners to add specific event information, logos and messages, and allows attendees to book their own room reservations, learn about the hotel and download any necessary documents uploaded by the planner.

Your StarGroups website will come with a unique URL you can give to attendees, plus:

- Your logo, images, and marketing messages
- Event and destination details, including transportation, dining, and weather
- A guest room-booking tool, with instant e-mail confirmation for attendees
- Secure, real-time reporting tools for the planning (See Reservation Connect and Reservation Crosscheck)

Reservation Connect

Reservation Connect allows you to manage your own attendee reservation details, automatically upload rooming lists through a formatted template directly into a hotel's Reservation System. The template is kept at a secure website offering maximum personal information security.



Advantages include:

- Eliminates manual entry of rooming lists for error-free reservations
- Fast upload – 1000 reservations can be transferred in 15 minutes
- Improved attendee satisfaction with more accurate reservations
- Property room lists and confirmation can be provided to the meeting planner on a timely basis
- Instantaneous e-mail confirmations directly to the delegates

Reservation Crosscheck

Reservation Cross Check enables meeting planners and hotels to quickly compare event registration lists with an in-house guest room reservation list. Through the tool, organizers can see their real-time room block performance including room nights, cancellations and total associated revenue. When the event concludes, planners can also reconcile hotel billing using this tool.

eMenus

eMenus give you direct access to a hotel's banquet and catering menus via the web and real time food and beverage selections on property. eMenus are also more environmentally friendly than paper menus and eliminate large e-mail attachments often caught in spam filters. At some Starwood hotels you can also use eMenu Customer Order Center to place your catering order and manage food and beverage lists from hotel to hotel.

Search for specific properties to view their menu options, or ask a Sales Associate for more details.



CUSTOMS AND EVENT MANAGEMENT



Mendelssohn is a Canadian Customs Brokerage and Transportation firm that specializes exclusively in servicing the conventions and trade shows industry.

**We Make It Easy
to hold your event in Montréal**

What we will do for you:

- ◇ The Seamless Solution – One point of contact for Customs and Transportation
- ◇ Obtain official Canada Customs recognition status
- ◇ Present information seminars for exhibitors at your convention prior to your Canadian event to encourage exhibitor participation
- ◇ Provide Canada Bound exhibitor guide containing all required customs and transportation forms and information
- ◇ Have customs specialists on site or on call from move-in to move-out
- ◇ Complete worldwide land, air and sea freight forwarding
- ◇ Highly competitive freight rates, regardless of mode of transport
- ◇ Dedicated advanced warehouses
- ◇ Fully computerized tracing and rating capabilities

Contact: **Diane Labbe Deegan**, 514 987 2700 ext. 2123 (Telephone)
dlabbe@mend.com www.mend.com



EVENT MANAGEMENT - LATULIPPE

Latulippe is specialized in team building. It will be our pleasure to help you get the results you are expecting by using more efficiently your company's human resources.

Please contact **Martin Latulippe**, President at 514 383 2650, by fax 514 273 7519 or by email: info@latulippe.ca

For more information, please visit: <http://www.latulippe.ca>



RECOMMENDED SUPPLIERS



AUDIO-VISUAL SERVICE – PSAV® PRESENTATION SERVICES

PSAV® Presentation Services is the in-house supplier at Le Centre Sheraton. They can offer you audio visual planning services, simultaneous translating, web casting, qualified technicians, modern equipment and a service that promptly answers all your needs. The reservations can be made directly through our Convention Services or by contacting PSAV® Presentation Services directly:

The Sales Representative is **Christopher Ozanik** Tel.: 514 878 2013, by fax: 514 878 2014 or e-mail: cozanik@PSAV.com

In the event that you may need or wish to use a third party audiovisual company, certain minimum standards and requirements will apply.

For more information, please visit: www.psav.com



FLORIST – FAUCHOIS FLEURS

Fauchois Fleurs is the preferred supplier at Le Centre Sheraton. It will be our pleasure to coordinate your flower arrangements or you may contact **Fauchois Fleurs** at 514 844 4417.

For more information, please visit: fauchoisfleurs.com

EXHIBITIONS – BOOTHS – GES CANADA

GES Canada is Le Centre Sheraton's appointed supplier. It will be our pleasure to coordinate your booth arrangements or you may contact **Charles Rye, President** at 514 861 9694 or by e-mail at crye@ges.com.

For more information, please visit: http://www.gesexpo.ca/02_montreal/



LIST OF DMC'S IN **MONTRÉAL** (PARTIAL LIST – ALPHABETICAL ORDER)

Altima Concept is a full-service Destination Management Company dedicated to helping you plan and organize successful conferences, corporate events and incentive trips. Ours is a partnership-approach, where the exchange of ideas is encouraged in order for you to achieve an impeccable final product.



Contact: **Filomena Nepomuceno**, President,
filomena@altima-concept.com
Telephone: 514 351 5954 Toll Free: 1 877 7ALTIMA
www.altima-concept.com

JPdL Destination Management is one of Canada's leading conference organizers and destination management / ground services company. We have successfully been serving the needs of corporations, incentive houses, professional associations and government agencies since 1982. Our trademark is providing high level services at top value.

JPdL

Contact: **Laure Gazalé**
lgazale@jpdL.com
Telephone: 514 287 1070

Zeste Incentive, with a knowledgeable and experienced team of seasoned professionals, creates, organizes and manages travel-based programs, and events related to incentive and communication activities. Responsive to client needs, Zeste Incentive offers a highly personalized approach to the creation and execution of your client's program by ensuring tight communications between our professionals and your professionals throughout the planning and execution phases of your assignment.



Contact : **Francis Paré**, Account Manager
fpare@zesteincentive.com
Telephone : 514 904 2323



OFFSITE VENUES IN **MONTRÉAL** (PARTIAL LIST – ALPHABETICAL ORDER)

BELL CENTRE

Located a few steps away from our hotel, this modern amphitheatre can be configured into many different venues, covering every possible kind and size of show, from an intimate 2,000 seat operatic performance to a full-blown rock concert. As a meeting and show place, the Centre Bell offers a wide range of world-class installations and services. It is also home to the Montreal Canadiens hockey team.

Capacities: Banquet: 1200 Cocktail: 2000 Theatre: 10000

Kary Cousineau - kcousineau@centrebelle.ca Telephone: 514 925 2112 – www.centrebelle.ca

CASINO DE MONTRÉAL

Located only minutes from the city centre, the Casino de Montréal is the ideal venue for entertaining groups of 10 to 600 guests. Home to two sumptuous reception rooms and a world-class Cabaret Theatre, Casino de Montréal also offers complete bar and restaurant services. When it's time to turn business into pleasure, the Casino's electrifying atmosphere is sure to please with its 3000 slot machines and 120 gaming tables.

Capacities: Banquet: 500 Cocktail: 700

Telephone: 514 282 8080 - www.casino-de-montreal.com

CENTRE CDP CAPITAL - LE PARQUET

Le Parquet is an immense glass-walled atrium that is a unique Montréal gathering place offering a setting like no other in town. The range of possibilities and arrangements alone can inspire ambiances beyond a planner's expectations. Le Parquet opens onto two outdoor terraces, yet another feature that sets it apart from other Montréal event locations.

Capacities: Banquet: 420 Cocktail: 800

info.centrecdpcapital@ivanhoecambridge.com – Telephone: 514 847 2555
www.centrecdpcapital.com

CENTRE MONT-ROYAL

Located in downtown Montreal, Centre Mont-Royal offers world-class facilities that include a state-of-the-art auditorium and conference halls that can accommodate from 10 to 800 people. It is also connected to the Underground city.

Capacities: Banquet: 650 Cocktail: 800 Theatre: 800 School: 440 Auditorium: 730

info@centremontroyal.com - Telephone: 514 844 2000 - www.centremontroyal.com

CHALET DU MONT-ROYAL

This is a spectacular location on top of Mount Royal. The Mount Royal Chalet, a Montréal landmark and look-out, is often used for large receptions, banquets and concerts. Such leading organizations as the National Hockey League, the American Society and the Big Cities of the World have chosen this site for their special functions. Liquor permitted.

Capacities: Banquet: 500 Cocktail: 700

eve_publics@ville.montreal.qc.ca - Telephone: 514 872 3911
www.ville.montreal.qc.ca/chaletdumontroyal



GARE WINDSOR - SALLE DES PAS PERDUS

Located in the heart of Downtown Montreal, steps away from major downtown hotels and accessible by underground. The massive arch-supported glass ceiling and unobstructed interior, create a dramatic space that lends itself to exhibitions and has also been used as a film location on several occasions. And, just outside, there's a garden courtyard set like a jewel among downtown skyscrapers where guests are welcome to stroll.

Capacities: Banquet: 2,700 Cocktail: 1,800 / Courtyard Banquet: 350 Cocktail: 700

<http://salledespasperdus.garewindsor.com/> Telephone: 514 395 5164

LA TOHU

Located in the heart of the City of circus arts, TOHU is THE North American centre for performance, creativity, experimentation and convergence of culture, the environment and community involvement. La TOHU offers three exceptional event possibilities:

La salle de Spectacle Circulaire: a flexible circular hall offering a multitude of possibilities.

Capacities: Banquet: 800 Cocktail: 1200

Le Hall: a vast area filled with natural light often retained for high-quality exhibits.

Capacity: Cocktail: 700

La Terrasse Bahut: Terrace surrounded by gardens

Capacities: Cocktail, terrace: 250 Cocktail, terrace & exterior site: 600

Bruno Schneider – bruno.schneider@tohu.ca telephone: 514 374 3522 ext.: 2305

www.tohu.ca

MARCHÉ BONSECOURS

Located in Old Montreal, the multipurpose reception halls of the Marché Bonsecours can welcome groups of 100 to 975 guests. Each room has its own special charm, with old stone walls, high vaulted ceilings and ample windows that make it easy to create the décor you are looking for.

Capacities: Banquet: 440 (on two levels) Cocktail: 862

Éric Coulombe - ecoulombe@shdm.org 514 872 5547

www.marchebonsecours.qc.ca/en/

MONTREAL MUSEUM OF FINE ARTS

The Montreal Museum of Fine Arts offers a multitude of unique rooms, with classic or contemporary décors, fully equipped to accommodate meetings, conventions, and gatherings of all kinds.

Capacities: Banquet: 200 Cocktail: 500 Theatre: 291

Geneviève Marchand – gmarchand@mbmtl.org Telephone: 514 285 1600 ext. : 291

www.mbam.qc.ca



MONTREAL SCIENCE CENTRE

Located in Old Montreal, whether it's for a bigscreen videoconference in the IMAX®TELUS Theatre, a banquet in the Panoramic Hall or an evening on the Belvédère overlooking the banks of the St. Lawrence River, the Montreal Science Centre's reception halls and meeting rooms are luminous, spacious and offer breathtaking views.

Capacities: Banquet: 504 Cocktail: 1200 Theatre: 432

evenements@vieuxportdemontreal.com - Telephone: 514 496 8942
www.montrealsciencecentre.com/contactis.html

NEW CITY GAS

Originally constructed in the mid-1800s, the New City Gas complex served to transform coal into gas for lighting Montréal's streets and buildings. Today, the heritage complex has been transformed into a multifunctional event space encompassing over 40,000 square feet on two floors. You will find two interior halls for your guests, whether it is a large, medium or small group and there are also two charming outdoor terraces that can be used no matter the weather.

Capacities:

Cocktail Hall – Banquet: 130 Cocktail: 440

Main Hall – Banquet : 670 Cocktail : 1585

South Terrace – Banquet : 140 Cocktail : 261

West Terrace – Banquet : 270 Cocktail : 485

Emanuelle Roberge – emanuelle@newcitygas.com Telephone 514 879 1166

PLACE BONAVENTURE- EXHIBITION HALLS

Situated in the heart of downtown Montreal, Place Bonaventure's exhibition halls are the perfect location for public or trade shows. Place Bonaventure gives you access to the world's largest underground city. Place Bonaventure's exhibition halls can host all kinds of shows. The availability of space ranges from 34,000 to 201,250 square feet and provides a total capacity of 315,000 square feet.

Capacities: The 201,250 square feet main hall can hold up to 780 booths.

Marylene Beaudry - mbeaudry@placebonaventure.com - Telephone: (514) 397-2380 -
www.placebonaventure.com

WINDSOR BALLROOMS

The Windsor Ballrooms offer an enchanting setting for all receptions: the Windsor Ballroom, with its Victorian style, the Versailles Ballroom, with its French Renaissance look, and the Peacock Alley, with its raised foyer and marble floors, are all ideal locations to hold events such as cocktails, annual meetings, product launches or banquets. Located only steps away from Le Centre Sheraton.

Capacities: Banquet: 450 Cocktail: 1100 Theatre: 450 School:250

Jaymie Martinez - jaymie@lewindsor.com, Telephone : 514 393 3588 ext. 3225
www.lewindsor.com

Laure Bru - laure@lewindsor.com, Telephone : 514 393 3588 ext. 3223
www.lewindsor.com



**RESTAURANT SUGGESTIONS
FOR A DINE AROUND IN **MONTRÉAL****

BEAVER HALL, FRENCH BISTRO CUISINE

073 Côte du Beaver-Hall / telephone: (514) 866-1331 / www.beaverhall.ca

BIER MARKT, EUROPEAN BRASSERIE-INSPIRED FOOD

1221 René-Lévesque Blvd. West / telephone: (514) 864-7575 www.thebiermarkt.com

BIS, ITALIAN CUISINE

1229 de la Montagne Street / telephone: (514) 866-3234 / www.bisristorante.com

BISTRO L'AROMATE, FRENCH CUISINE

980 de Maisonneuve Blvd. West / telephone: (514) 847-9005 / www.laromate.com

BRASSERIE LE POIS PENCHÉ, FRENCH CUISINE

1230 de Maisonneuve Blvd. West / telephone: (514) 667-5050 / lepoispenche.com/mtl2015

BRASSERIE T!, NEW CUISINE

1425 Jeanne-Mance Street / telephone: (514) 282-0808/ www.brasserie-t.com

BUONANOTTE, ITALIAN CUISINE

3518 St-Laurent Blvd. / telephone (514) 848-0644 www.buonanotte.com

CHEZ L'ÉPICIER, INTERNATIONAL CUISINE

311 Saint-Paul Street East / telephone: (514) 878-2232 www.chezlepicier.com

DECCA77, MARKET CUISINE

1077 Drummond Street / telephone: (514) 934-1077 www.decca77.com

DEVILLE DINERBAR, NORTH AMERICAN CUISINE

1425 Stanley Street / telephone: (514) 281-6556 / www.devilledinerbar.com

EUROPEA, CONTEMPORARY FRENCH CUISINE

1227 de la Montagne Street / telephone: (514) 398-9229 / www.europea.ca

FERREIRA CAFÉ, PORTUGUESE CUISINE

1446 Peel Street / telephone: (514) 848-0988 www.ferreiracafe.com

HOLDER RESTAURANT, FRENCH BISTRO CUISINE

407 McGill Street #100a / telephone (514) 849-0333 / www.restaurantholder.com

JATOBA, ASIAN CUISINE

1184 Place Phillips / telephone: (514) 871-1184 / www.jatobamontreal.com



KYO BAR JAPONAIS, ASIAN CUISINE

711 Côte de la Place d'Armes / telephone : (514) 282-2711 / kyobar.com/en

L'ATELIER D'ARGENTINE, LATIN AMERICAN CUISINE

355 Marguerite d'Youville Street / telephone : (514) 287-3362 / atelierargentine.com

LA QUEUE DE CHEVAL, STEAK & SEAFOOD

1181 de la Montagne Street / Telephone : (514) 390-0091 www.queuedecheval.com

LES 400 COUPS RESTAURANT, NEW CUISINE

400 Notre-Dame Street East / telephone : (514) 985-0400 / www.les400coups.ca

LOLA ROSA, VEGETARIAN CUISINE

545 Milton Street / telephone: (514) 287-9337 / lola-rosa.ca/site

MERCURI, MEDITERRANEAN CUISINE

645 Wellington Street / telephone: (514) 394-3444 / mercurimontreal.com

MKT RESTAURANT, ITALIAN CUISINE

2044 Metcalfe Street / telephone: (514) 849-2044 / restomkt.ca/fr/index.htm

MOISHES, STEAK

3961 St-Laurent Blvd. / telephone: (514) 845-3509 www.moishessteakhouse.com

MILOS, GREEK CUISINE

5357 Parc Avenue / telephone : (514) 272-3522 <http://milos.ca>

SOUBOIS, NEW CUISINE

1106 de Maisonneuve Blvd. West / telephone : (514) 564-3672 / www.soubois.com

SQUARE DOMINION TAVERN, NORTH AMERICAN CUISINE

1243 Metcalfe Street / telephone: (514) 564-5056 / www.tavernedominion.com/fr

TAVERNE F PAR FERREIRA, MEDITARRANEAN CUISINE

1485 Jeanne-Mance Street / telephone : (514) 289-4558 / www.tavernef.com/accueil

THE KEG, STEAK HOUSE + BAR

5 Place Ville Marie / telephone: (514) 868-1999 www.kegsteakhouse.com

TOQUÉ, NORTH AMERICAN CUISINE

900 Place Jean-Paul-Riopelle / telephone: (514) 499-0292 www.restaurant-toque.com

VARGAS, STEAK AND SEAFOOD

690 René-Lévesque Blvd. West / telephone: (514) 875-4545 www.vargasrestaurants.com