

Seaway Events

Your event hosted in the Heart of Kingston

1ST FLOOR EVENT SPACE

Our bright & inviting space will accommodate up to 100 people for cocktail parties or 50 people for seminars, with a flexible and open floorplan our space is customizable to fulfill your event needs. The large windows provide natural light and a view of historic downtown Kingston.



Seminars

Large wall-mounted screens & cameras allow for a hybrid approach to accommodate virtual guests or speakers for your next seminar. Easy access video connections make it easy to display your presentation and our helpful staff will be on-site to help get your presentation running in no time.

Seaway Events

Your event hosted in the Heart of Kingston

1ST-FLOOR EVENT PRICING

Half Day – 4 Hour rental - \$649.00 +HST

- Access to 1st-floor space
- Access to kitchenette on site
- 4-screen display video conferencing
- Flexible floor plan
- On-site staff to assist in the setup
- High-speed wireless internet access

Full Day – 8 Hour rental - \$1200.00 +HST

- Access to 1st-floor space
- Access to kitchenette
- 4-screen display video conferencing
- Flexible floor plan
- On-site staff to assist in the setup
- High-speed Wireless internet access

EVENT CATERING PACKAGES



Catering Packages

Coffee Break

Coffee, Tea, Pop & Snacks
\$10 per person

Breakfast Meeting

Coffee, Tea, Granola Bars, Whole Fruit & Pastries
\$25 per person

AM Meeting Package

Includes Breakfast Meeting package & Coffee Break
\$35 per person

Half Day Package

Coffee Break
Assorted Sandwich Platter
Vegetable Platter with Hummus
\$45 per person

All Day Package

Breakfast Meeting package
2 Coffee Breaks
Assorted Sandwich Platter
Choice of Salad
Assorted Sweet Bites Dessert Platter
\$90 per person

Sandwich Options

- 1) Smoked Turkey & Aged Cheddar with Chipotle Mayo
- 2) Ham & Gruyere with Butter, Dijon & Lettuce
- 3) Daily Vegetarian Sandwich
- 4) Roast Beef with red onion, watercress and horseradish mayo
- 5) Italian Assorted Sandwich with Calabrese, Capicola, Genoa, Prosciutto, Asiago cheese, red pepper, olive & caper relish

Salad Options

- Pasta Salad
- Black Bean Salsa
- Tomato, Feta & Basil Salad
- Greek Salad
- Potato Salad
- Moroccan Chickpeas with Fresh Mint
- Thai Cucumber Salad with Peanuts
- Balsamic Roasted Mushrooms
- Amish Calico Cabbage Salad

Listed Prices do not include HST or 15% service charge



Catering Menu

SNACKS & DRINKS

Coffee & Tea

\$3 per person

Chips & Drinks

Assorted bags of chips & canned beverages

\$5 per person

PLATTERS

Charcuterie Platter

assorted sliced meats, cheeses, nuts, gherkins, olives & croûte

Small (2-4 people) \$55 Large (8-10 people) \$85

Fresh Fruit Platter

Small (2-4 people) \$20 Large (8-10 people) \$40

Assorted Breakfast Pastry Platter

muffins, croissants, assorted pastries

\$6 per person

Vegetable Platter

seasonal vegetables with aioli or hummus

Small (10 people) \$29 Large (20 people) \$57

Sandwich Platter

Assorted Sandwiches

\$15 per person

1) Smoked Turkey & Aged Cheddar with Chipotle Mayo

2) Ham & Gruyere with Butter, Dijon & Lettuce

3) Italian Assorted Sandwich with Calabrese, Capicola, Genoa, Prosciutto, Asiago cheese, red pepper, olive & caper relish

4) Roast Beef with red onion, watercress and horseradish mayo

5) Daily Vegetarian Sandwich

Listed Prices do not include HST or 15% service charge





EVENT SPACE RENTAL AGREEMENT

PAYMENT:

A deposit of 25% of overall quoted fee will be due at the time of booking. Final payment will be made with all services finalized 5 business days prior to function date.

CANCELLATIONS:

1. Written cancellations a minimum of 5 business days prior to the function date will have the space rental deposit refunded. Within 5 business days, the 25% deposit is non-refundable.
2. Cancellation within 48 hours of the event requires payment in full.

CONFIRMATION:

Seaway Coworking is to be notified of the exact number of guests expected for the function within 5 business days of the event. The Host will be billed for this number at a minimum. If the number of guests exceeds the minimum, the Host will be billed for the additional guests.

HOURS OF AVAILABILITY:

Seaway Coworking will be available for set-up 30 minutes before the event start time on the day of the event. Arrangements must be made with Seaway Coworking through the Manager in advance for deliveries of any flowers, decorations, entertainment, bands or DJs. To conform to the City of Kingston Noise By-law, all music and entertainment is to be turned down at 11:00 pm and turned off by 12:00am. All guests must vacate the property by 12:00 am. All hosts will be charged 1 hour for setup and tear down for any event exceeding 2 hours

BEVERAGE SERVICE:

Alcoholic beverages will be served in strict compliance with rules set out by Alcohol and Gaming Commission of Ontario and the Liquor Control Act of Ontario. Beverage service will end by 11:00 pm and all guests must be off the premises by 12:00 am. Seaway Coworking reserves the right to close beverage service at any time. Unlicensed alcohol shall not be brought into Seaway Coworking. Event organizers or hosts will be responsible to provide a valid A.G.C.O license or event permit appropriate to the event being held and present said licence to Seaway Coworking a minimum of 3 days in advance of their event date.

CATERING SERVICES:

Seaway Coworking has catering options available for functions. Menus and prices are available upon request. Menus may be designed with the host specifically for the event.

Menus must be confirmed with Seaway Coworking staff at least 7 days prior to the event. Vegetarian, food sensitivity, and children's meals are available if requested in advance.

EQUIPMENT:

The use of Seaway Coworking technology is included in rental pricing. Any additional Equipment requirements will come with additional charges. All bookings include 1 Technology setup and run through no less than 30 minutes before event available upon request.

PARKING AND HANDICAPPED ACCESSIBILITY:

Parking is not provided by Seaway Coworking. Public parking is available surrounding the building. Please speak to Seaway Coworking Manager for further information.

NON-SMOKING AREAS:

Seaway Coworking is a non-smoking, non-vaping facility. Smoking of any kind is permitted outside of the building only.

CODE OF CONDUCT:

Seaway Coworking reserves the right to control all functions held on its premises and to discontinue beverage service at any time. Seaway Coworking reserves the right to ask any guest to leave the premises. The Host is responsible for the conduct of their guests during all functions. Children must not be left unattended.

Covid precautions / guidelines will be posted on-site and must be followed at all times

PRICING:

All prices quoted are applicable for a total of 30 days from the contract date. Commitments beyond this time period are subject to change.

RESPONSIBILITY:

Seaway Coworking is not responsible for any loss or damage to any goods, property and/or equipment of any type brought into the facility for the function.

TERMS AND CONDITIONS:

It is understood and agreed by the person(s) booking or scheduling the use of facilities of the Seaway Coworking, that Seaway Coworking shall not be liable or responsible in any manner whatsoever for any damages sustained by any person booking a function or by any person attending or scheduled to attend a function at Seaway Coworking and the person booking the function, the Host, agrees and undertakes to indemnify Seaway Coworking against any and all claims and expenses presented by an person for any loss or damages resulting from:

- a. Seaway Coworking being unable to perform the services requested as a result of any strike, labour unrest, flood, fire, force of nature or Act of God
- b. The conduct of any person attending the function
- c. The conduct of the Host or the management of the function by the Host.

The Host agrees to indemnify Seaway Coworking against any and further claims and expenses presented by any person attending the function for loss or damages sustained while attending the function. The Host agrees to reimburse Seaway Coworking for any damages done to any part of the facility premises or equipment which is caused by the Host or any person attending the function.

We, the undersigned, have read and agreed to the Terms and Conditions of this Contract.