

Peter Pan **EVENTS**

EVENT PACKAGE



City of Toronto Archives, Fonds 1231, f1231_J11671

Peter & Queen Street Looking East | June 20th 1912

ABOUT US

Nestled above the historic Peter Pan Bistro, Peter Pan Events offers a timeless setting where heritage charm meets modern versatility. With high loft ceilings, original stained glass windows, and a Victorian fireplace, the space provides an elegant backdrop for weddings, intimate gatherings, grand celebrations, and corporate affairs. Our in-house catering and dedicated service team ensure every detail is seamlessly executed, creating a refined and memorable experience.

CAPACITIES

<u>VENUE SPACE</u>	<u>SEATED CAPACITY</u>	<u>STANDING CAPACITY</u>
2ND FLOOR EVENT SPACE (QUEEN ROOM, PETER ROOM, SOHO ROOM)	86	100
2ND FLOOR EVENT SPACE + PATIO (QUEEN ROOM, PETER ROOM, SOHO ROOM, 2ND FLOOR EVENT PATIO)	86	120
QUEEN ROOM	24 - 40*	45
PETER ROOM	16 - 26*	35
SOHO ROOM	16 - 20*	20
2ND FLOOR EVENT PATIO	-	35
MAIN FLOOR RESTAURANT	67	85
MAIN FLOOR RESTAURANT PATIO	28	30

*Implies use of rental chairs**

ITS ON US

- In House Food & Beverage Catering
- Forks/Knives/Spoons/Tea Spoons/Bread Knives, Serving Utensils
- Plates & Service Ware (Fixed Menus, Buffets, Food Stations, Passed Food)
- Wine Glassware & Water Glasses
- Dinner Napkins & Paper Napkins
- Dining Chairs for 50 Guests
- 5 x 7ft x 3ft Dinner Tables
- 2 x 60" Round Tables
- Up to 12 Bar Tables
- Up to 24 Bar Stools
- 4 x 8ft x 2.5 ft folding tables
- 2 x 6ft x 2.5 ft folding tables
- 1 x 4ft x 2ft folding table
- Indoor Mobile Bar
- Bar Menu & Bar Supplies
- Food Station Signage
- Dinner Menus
- Complimentary 5G WIFI
- Tea Light Candles
- Private Washrooms
- Decorative Fireplace
- Heritage Stained Glass Windows
- Spacious 12ft Loft Ceilings
- Easel
- Podium
- Liquor License & Licensed Staff
- Service Staff (*Venue Manager, Servers, Bartenders**)
- SOCAN Fee
- Table Linens (*Supplied for Folding Dinner Tables, Indoor Bar Tables, Food & Beverage Stations**)

ADDITIONAL FEATURES

- SONOS (Spotify bluetooth) with indoor & outdoor connection - \$250.00
- 64" Smart TV - \$250.00
- Microphone - \$250.00
- Karaoke TV & Microphone - \$350.00
- Chair Rental - \$600.00-\$1,500.00
- Chair Storage - \$400.00-\$600.00
- Additional Linens - \$20.00/linen
- Security - \$350.00 (*1 Guard per 100 Guests**)

+ 2% admin fee and HST

BOOKING TIMES

BRUNCH/LUNCH EVENTS

7:00AM - 3:00PM

DINNER/EVENING EVENTS

5:00PM - 2:00AM

HELPFUL TIPS

All clients are provided 1 hour of access prior to guest arrival for set up, and 30 minutes after guest departure to complete their load out. Clients can optionally add more time to their contracts for earlier set up access.

VENUE COSTS

MINIMUM FOOD AND BEVERAGE SPENDS

Adults (19+)

\$90.00/head (events from 7:00AM-3:00PM)

\$125.00/head (events from 5:00PM-2:00AM)

Minors (3 - 18)

\$50.00/head

All food and beverage is subject to 18% gratuity, 2% admin fee and HST

VENUE RENTAL FEES

2ND FLOOR FULL VENUE Ranging from \$210.00/hour + \$300.00/hour

PARTIAL VENUE Starting at \$90.00/hour +

+ 2% admin fee and HST

MAIN FLOOR RESTAURANT BUYOUT Ranging From \$1,000.00 - \$4,000.00

+ 2% admin fee and HST

PATIO RENTAL \$150.00/hour - \$250.00/hour

+ 2% admin fee and HST

CEREMONY FEE (+ FLIP TO SEATED BRUNCH/LUNCH/DINNER*)

\$850.00 - \$1,000.00*

+ 18% gratuity, 2% admin fee and HST

DANCE FLOOR FLIP \$600.00

+ 18% gratuity, 2% admin fee and HST

EARLY ACCESS/SET UP ACCESS \$1,000.00 +

+ 2% admin fee and HST

EARLY GUEST ARRIVAL \$225.00/hour - \$300.00/hour

+ 2% admin fee and HST

1:00AM/2:00AM GUEST DEPARTURE \$500.00/hour

+2% admin fee and HST

SECURING YOUR DATE

SECURING YOUR DATE & FIRST DEPOSIT

To secure your event date, a non-refundable deposit of 50% of the food and beverage minimum spend (excluding tax, gratuity, and administrative fees) is required along with a signed contract. Once the contract is signed, guest count increases may be accommodated, with the food and beverage minimum adjusting accordingly. However, reductions to the minimum spend or removal of any agreed-upon venue features or contract details are not permitted.

DEPOSITS & PAYMENTS

SECOND DEPOSIT

The remaining balance, including the food and beverage minimum spend, gratuity, administrative fee, and applicable taxes, is due one week prior to the event—unless the total food and beverage order exceeds the minimum spend.

FINAL PAYMENT

Any additional charges incurred on the day of the event will be billed to the client at the conclusion of the event.

TABLES & CHAIRS

2ND FLOOR EVENT SPACE TABLES

- 5 x 7ft x 3ft Dinner Tables (seats 8-10 guests per table)
- 4 x 8ft x 2.5ft Dinner Tables (seats 8-10 guests per table)
- 2 x 60" Round Tables (seats 8-10 guests per table)
- 12 x 2ft x 2ft Bar Height Tables (for patio use/cocktail party use)

2ND FLOOR EVENT SPACE CHAIRS

- 50 Cream Cushion/Wood Frame Dining Chairs (seats 8 per table)
- 20 Bar Stools (for patio use/cocktail party use)

MAIN FLOOR RESTAURANT TABLES *(Included with main floor buyout)*

- 15 32"x22" Dinner Tables (seats 2 guests per table/5 tables of 6)
- 7 Booths (seats 4 per booth)

MAIN FLOOR RESTAURANT CHAIRS *(Included with main floor buyout)*

- 30 Green Leather Cushion/Wooden Frame Bistro Chairs
- 7 Built In Bar Stools

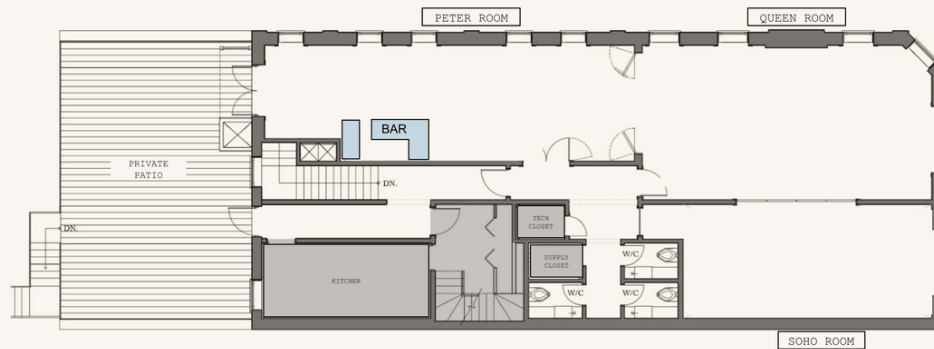
RENTAL CHAIRS *(Additional cost)*

- Seat 10 guests per table
- 86 Venue Capacity with Rental Chairs

FLOORPLAN SAMPLES

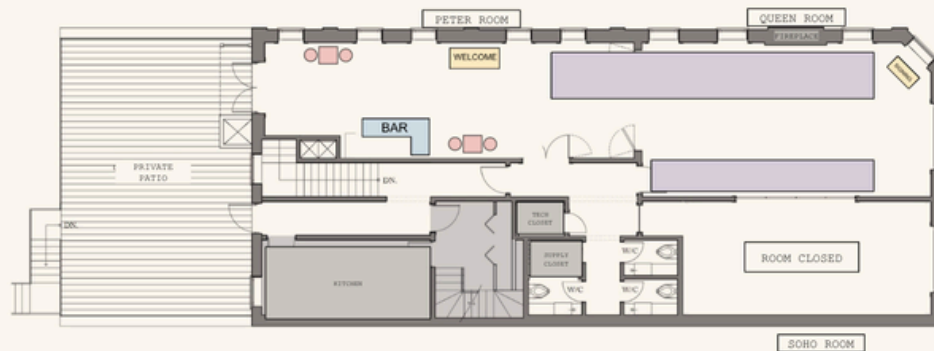
SAMPLE STANDING COCKTAIL PARTY FOR 100-120

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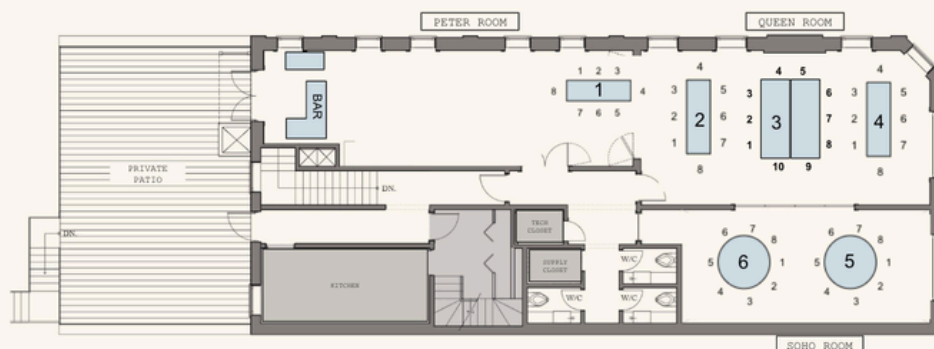
SAMPLE CEREMONY FOR 50

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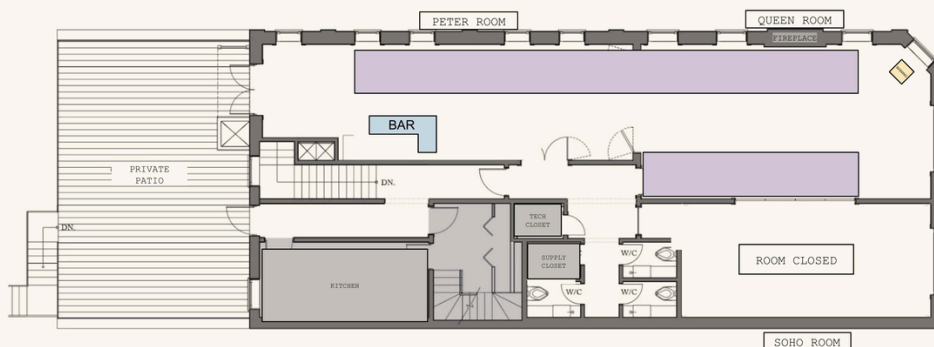
SAMPLE SEATED DINNER FOR 50

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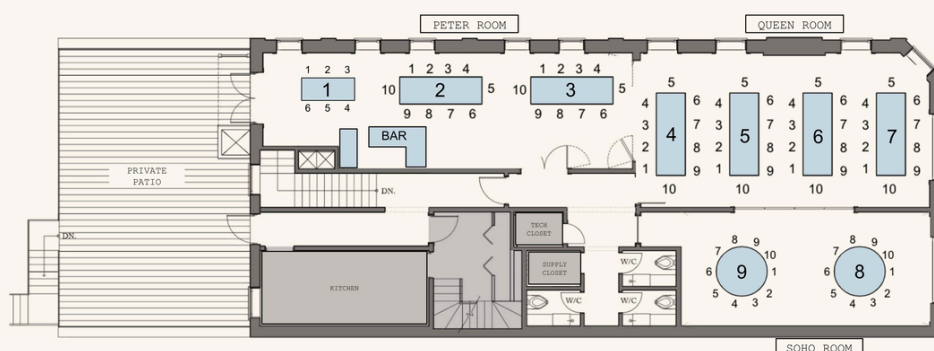
SAMPLE CEREMONY FOR 86

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SAMPLE SEATED DINNER FOR 86

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ALLERGIES

All guest allergies must be provided in advance to ensure our kitchen can accommodate specific dietary needs and restrictions.

GUEST SELECTION SHEET

Guest selections must be submitted in advance. Your coordinator will provide a guest selection sheet to record each guest's name, seat location, desired starter and main course, and any dietary allergies or restrictions. Clients are required to provide name cards for assigned seating.

MENU TASTINGS

Menu tastings are available at the cost of the menu being sampled, and can be scheduled on Wednesdays or Thursdays at 5:00 PM or 5:15 PM. Tastings must be booked at least two weeks in advance.

DECOR & SET UP TIME

Clients are provided one hour of setup time before the event and 30 minutes for teardown and load-out after the event. Additional setup time can be added to the contract for an additional fee.

LINENS

Peter Pan Events will provide linens for food and beverage stations, indoor high-top bar tables, and folding tables used for dinner. Clients will be charged for linens required for signing tables, welcome/gift tables, dinner tables, and any additional tables beyond the standard setup.

PARKING

Parking is available at the Green P lot located at 10 Soho Street. Please note, Peter Pan Bistro does not have an on-site parking lot.

VENDORS

Clients are welcome to choose any vendor they prefer. Peter Pan Events is also happy to provide a list of recommended vendors who have previously worked in our space. Vendor meals can be co-ordinated with advance notice.

LOAD IN & LOAD OUT

All load-in and load-out responsibilities lie with the client and their contracted vendors. Peter Pan staff are not responsible for the handling/load in/set up/load out of any decor, items, or rentals used for the event.

ACCESSIBILITY

Peter Pan Events is located on the second floor of Peter Pan Bistro and is not wheelchair accessible, as we do not have an elevator or accessible washrooms. Peter Pan Bistro welcomes service animals indoors. Please note, our main floor restaurant is also not wheelchair accessible.