



The Sheraton Centre Toronto Warmly welcomes DECA Provincial Competition.

The following information only applies to guests of the Sheraton Centre Toronto Hotel.

Please be advised that your school will be issued a **RED TICKET** and will have dinner on Thursday, Feb. 08th from 6:00 pm-7:15 pm in your designated room.

Please be advised that your school will be issued a **YELLOW TICKET** and will have dinner on Friday, Feb. 09th from 6:00 pm-7:15 pm in your designated room.

Dinner tickets will be provided to the advisors upon check-in.

**** Students must present dinner ticket to the host before entering the dining area to the server ****

Please note the dinner buffets will include vegetarian and halal options, for all other dietary needs or allergies which were pre-communicated with the DECA planning team, please inquire with the server as a special plate will be prepared for those who cannot eat from the buffet.

***For students with nut allergies please be advised that there will be a separate nut-free meal prepared for them. However, the Sheraton Centre and its vendors are not a nut-free facility and cannot guarantee the environment (i.e., meeting room, public area etc.) has not come in contact with nuts or nut products. ***

HOTEL POLICY & INFORMATION FORM

- Check-in time is 3:00 pm & Check-out time is 12:00 noon. Guestrooms must be vacated by this time to avoid a late departure fee automatically applied to the guest's account.
- We understand your guestroom type and floor location preferences are important to the success of your event. The front office team will do their best to accommodate all requests based on availability.
- Upon arrival the teacher advisor only should go to the front desk to check in. Should rooms not be available luggage storage options will be made available. The teacher advisor will be the only authorized contact to receive keys for their school. Keys must be picked up at the front desk. The front desk staff will advise how many guestroom



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keys have been issued - the teacher will be responsible for returning the same number of keys upon check-out. A \$5.00 charge will be applied to each school's master account for any unreturned keys.

- Each school will need to indicate on their reservation form if they would like the students to have telephone access in their guestrooms. Otherwise, a \$3.00 charge will be applied to each guestroom to disable local and long-distance access. The advisor's guestroom phone will have full access.
- Students are not permitted in any back-of-house areas. When in violation, students will be reported to DECA staff and will lose points as per the "CODE of CONDUCT" established with the hotel.
- "CODE of CONDUCT" - Security will be called if students are found committing the following acts and will be dealt with accordingly:
 - o Causing a false fire alarm or acts which result in the fire safety of the hotel being compromised
 - o Throwing any items from the guestroom windows
 - o Vandalism to any hotel property
 - o Having possession of hotel belongings
 - o Being in Service areas of the hotel including staff elevators
 - o Yelling, making any loud noises anywhere except for the Grand Ballroom
 - o Pushing the off button to the escalators
 - o Riding the escalator railings
 - o Blocking the escalators/elevator landings
 - o Not wearing proper attire (i.e., without shoes/shirts/pants)
 - o Smoking in public spaces or attempting to purchase /drink alcoholic beverages.

Violations may result in the following:

1. Incidents being reported to DECA staff, resulting in a loss of points.
2. Additional charges being applied to schools
3. Eviction from the hotel.
4. Criminal charges

I acknowledge all the regulations the Sheraton Centre Toronto Hotel has and will ensure students follow them. I will take responsibility for any damage caused by any student under my supervision and understand any charges for damage will be billed to the school's master account. Also, the school is responsible for unpaid penalties and other student charges including any guest room incidental charges.

Signature & Date: _____

Teacher Advisor & School Name: _____