

ROOM RENTAL RATES

Conference Centre

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Canfor Theatre <i>24' x 38' Floor</i>	6-213	Fixed Theatre	350	\$69.00	\$484.00
Seminar Room <i>23' x 63' Floor</i> <i>1449 sq ft</i>	6-205/211	Theatre	80	n/a	\$290.00
		Classroom	64		
		U-Shape	46		
Note: Capacity based on food service tables positioned at back		Hollow Square	52		
		Reception	64	8 round tables 8 chairs/round	
Seminar Room <i>23' x 24' Floor</i> <i>525 sq ft</i>	6-305 6-306 6-307	Theatre	28	\$22.00	\$142.00
		Classroom	18		
		U-Shape	21		
		Hollow Square	28		

Bentley Centre

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Seminar Room <i>27' x 31' Floor</i> <i>850 sq ft</i>	7-170	Theatre	40	\$22.00	\$142.00
		Classroom	24		
		U-Shape	18		
Note: Capacity based on food service tables positioned at back of 7-170		Hollow Square	24		
		Reception	32	4 round tables 8 chairs/round	
Seminar Room <i>27' x 64' Floor</i> <i>1725 sq ft</i>	7-172	Theatre	80	n/a	\$290.00
		Classroom	48		
		U-Shape	54		
Note: Capacity based on food service tables positioned at back of 7-172		Hollow Square	60		
		Reception	64	8 round tables 8 chairs/round	
Seminar Room <i>Rooms are divided by</i> <i>3 sets of double doors</i>	7-170/172	Theatre	100	n/a	\$323.00
		Classroom	60		
		U-Shape	60		
Note: Capacity based on food service tables positioned in 7-170		Hollow Square	66		
		Reception	80	10 round tables 8 chairs/round	
Hallway <i>24' wide</i> <i>3850 sq ft</i>		Ceremony	280	n/a	\$370.00
		Reception	200	n/a	\$515.00
		25 round tables 8 chairs			



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Charles J. McCaffray Hall

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Seminar Room	1007 1084	Board Room	10	\$22.00	\$92.00
Seminar Room	1069	Board Room	15	\$22.00	\$92.00
Senate Chambers	1079	Hollow Square	47 <i>+15 in the gallery</i>	\$45.00	\$220.00
Atrium		Ceremony	200	n/a	\$370.00
23' wide		Reception	120	n/a	\$515.00
2600 sq ft		15 round tables 8 chairs/round			

Agora

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Hallway	Tables	6' table + 2 chairs			\$48.00 <i>+ insurance fee if required</i>
Small Lecture Theatre	7-150 7-152 7-158	Fixed Theatre	74	\$25.00	\$194.00
Medium Lecture Theatre	7-212 7-238	Fixed Theatre	167	\$39.00	\$290.00
Canfor Wintergarden		Theatre	60	\$39.00	\$290.00
22' x 32' Floor					
3000 sq ft					
Doug Little Lounge			20	\$14.00	\$92.00
575 sq ft					
Main Dining Centre			145	\$39.00	\$290.00
May - August ONLY					
Upper Dining Centre			75	\$31.00	\$242.00
May - August ONLY					



ROOM RENTAL RATES

Teaching Lab Building

		Rooms in the Teaching Lab Building Cannot be Reconfigured	Maximum Capacity	Hourly Rates	Daily Rates
Seminar Room	8-160 8-161	Hollow Square	18	\$22.00	\$142.00
Lecture Theatre	8-164 8-166	Fixed Theatre Fixed Theatre	122 136	\$39.00 \$39.00	\$290.00 \$290.00

Library Building

Maximum Capacity	Rooms in the Library Building Cannot be Reconfigured	Maximum Capacity	Rooms in the Library Building Cannot be Reconfigured
5-155 5-157 5-158 5-159 5-172 5-173 5-174 5-175 5-176 5-183	40 46 26 25 40 43 30 40 40 40	Long Tables and Chairs ↓	5-168 5-171 5-177 5-178 5-184 5-121 5-122
			35 40 50 50 42 20 20
			Tablet Armchairs ↓ Hollow Square Hollow Square

Hourly rate: \$22.00
Daily rate: \$142.00

		Rooms in the Teaching Lab Building Cannot be Reconfigured	Maximum Capacity	Hourly Rates	Daily Rates
Bear Study Lounge			46	\$22.00	\$142.00
Video Conference	5-140D 5-405	Long tables and chairs	40 25	\$39.00 +\$150.00/hr for video conferencing	n/a
Computer Lab		Work Stations			\$165.00 +\$60.00/hr tech fee, if required
Gathering Place 20' x 53.5' Floor 1070 sq ft	5-123	Theatre Classroom U-Shape Hollow Square Reception 8 round tables 8 chairs/round	80 36 36 36 64	n/a	\$194.00

Note: Capacity based on food
service tables positioned at
back of room



ROOM RENTAL RATES

Wedding Package

Ceremony: Administration Atrium, Wintergarden, or Bentley Centre. **\$370.00**

Reception: Administration Atrium or Bentley Centre. **\$515.00**

Includes: indoor ceremony and/or dinner reception setup, rehearsal/setup on the day prior, photo locations, guest parking, green backdrop, green table skirting, white table linens, and planning assistance with our experienced Event Coordinators.

Additional charges will apply for catering and audio visual services.

Outdoor ceremonies may be booked in the David Douglas Botanical Garden, Rotary Pavilion, and the Agora Courtyard. An indoor location must also be reserved in case of poor weather. Rental rates will apply for both indoor and outdoor spaces.

Refer to Wedding Package for more information.

Outdoor Spaces

	Hourly Rates	Daily Rates
Agora Courtyard (Upper and Lower)	n/a	\$150.00 <i>+additional charges for setup, if required</i>
David Douglas Botanical Garden, Wabooz Garden, & Rotary Pavilion	n/a	\$150.00 <i>+additional charges for setup, if required</i>
Parking Lot A, B or C		\$150.00

Photo Sessions

	Hourly Rates	Daily Rates
Agora Courtyard, David Douglas Botanical Garden, Rotary Pavilion, Bentley Centre, Wintergarden, Administration Atrium	\$30.00 <i>+insurance fee if required</i>	n/a

*Photo bookings on campus do not guarantee sole occupancy of the locations.



PAYMENT PROCEDURES

Payment is accepted by cash, debit or credit card, and cheques made payable to UNBC Conference & Event Services. Taxes will be added to the final invoice. Payment should be submitted along with the signed **Conference and Event Services Rental Agreement** as follows:

Non-Special Events (Meetings / Seminars)

Non-refundable, full payment of the room rental must be received 72 hours (three business days) prior to the event start date. Credit card information can be used to hold the booking until an invoice is created upon the completion of the event.

Corporate Special Events (Conferences / Banquets / Receptions / Other Special Events)

Non-refundable, full payment of the room rental and 50% of the anticipated additional services (e.g.: catering, A/V) must be received thirty days prior to the event start date. Remaining amount owing will be invoiced upon the completion of the event.

Personal Special Events (Weddings / Ceremonies / Receptions / Birthdays / Reunions)

Non-refundable deposit of \$150.00 is due upon contract signing. Amount will be applied toward the final invoice.

Non-refundable, full payment for the remaining room rental amount and 50% of the anticipated additional services (e.g.: catering, A/V) must be received thirty days prior to the event start date. The remaining balance owing is due 72 hours (three business days) prior to the event start date. Remaining amounts will be invoiced (or refunded) upon completion of the event.



CANCELLATIONS

As per Section 3.0 in Appendix 1 of the **Conference and Event Services Rental Agreement**, cancellations made in writing by the client and/or guest may be subject to fees as follows:

Non-Special Events (Meetings / Seminars)

Full room rental fees and any additional charges incurred will apply when cancellations are received less than 72 hours (three business days) prior to the event start date.

Corporate Special Events (Conferences / Banquets / Receptions / Other Special Events)

Full room rental fees and any additional charges incurred will apply when cancellations are received less than one month (thirty days) prior to the event start date.

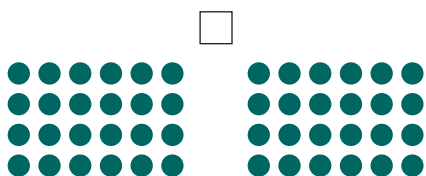
Personal Special Events (Weddings / Ceremonies / Receptions / Birthdays / Reunions)

Deposit of \$150.00 is required upon signing the rental agreement and will not be refunded.

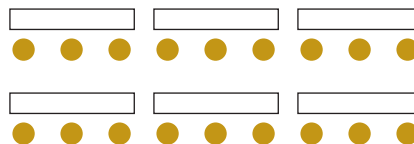
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SET UP STYLES

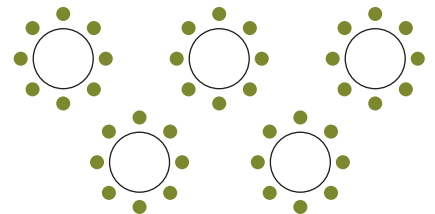
Theatre/Ceremony



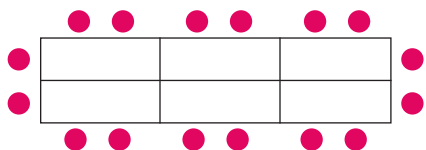
Classroom



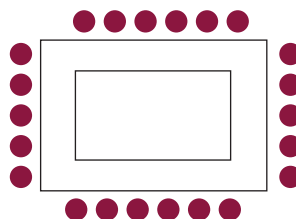
Reception



Boardroom



Hollow Square



U-Shape

