

Room Rental Rates

Conference Centre

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Canfor Theatre 24' x 38' Floor	6-213	Fixed Theatre	350	\$82.00	\$577.00
Seminar Room 23' x 63' Floor 1449 sq ft	6-205	Theatre Classroom U-Shape Hollow Square Reception Pods	72 60 34 48 64 48	n/a	\$329.00
Note: Capacity based on food service tables positioned at back				8 round tables, 8 chairs/round 8 square pods, 6 chairs/pod	
Seminar Room 23' x 24' Floor 525 sq ft	6-305 6-306 6-307	U Shape	18+ Presenter at front	\$26.00	\$169.00

Bentley Centre

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Seminar Room 27' x 64' Floor 1725 sq ft	7-172	Theatre Classroom U-Shape Hollow Square Reception	80 40 34 48 64	n/a	\$329.00
Note: Capacity based on food service tables positioned at back of 7-172				8 round tables, 8 chairs/round	
Seminar Room Rooms are divided by 3 sets of double doors	7-170/172	Theatre Classroom U-Shape Hollow Square Reception	96 48 42 52 80	n/a	\$366.00
Note: Capacity based on food service tables positioned in 7-170				10 round tables, 8 chairs/round	
Hallway 24' wide 3850 sq ft		Ceremony Reception	*280 200	n/a n/a	\$420.00 \$584.00
		25 round tables, 8 chairs/round		Combination of chair colours	



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Charles J. McCaffray Hall

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Seminar Room	1007 1084	Board Room	10	\$26.00	\$110.00
Seminar Room	1069	Hollow Square	15	\$26.00	\$110.00
Senate Chambers	1079	Hollow Square	47 <i>+15 in the gallery</i>	\$53.00	\$263.00
Atrium 23' wide 2600 sq ft		Ceremony Reception <i>15 round tables, 8 chairs/round</i>	200 120 <i>*Capacity may be affected by other furnishings</i>	n/a n/a	\$420.00 \$584.00

Agora

		Setup	Maximum Capacity	Hourly Rates	Daily Rates
Hallway Table Rental	Tables	6' table + 2 chairs			\$57.00
Small Lecture Theatre	7-150 7-152 7-158	Fixed Theatre	74	\$29.00	\$231.00
Medium Lecture Theatre	7-212 7-238	Fixed Theatre	154	\$47.00	\$347.00
Canfor Winter Garden 22' x 32' Floor, 3000 sq ft May - August ONLY		Theatre Reception <i>6 round tables, 8 chairs/round</i>	60 48	\$47.00	\$347.00
Doug Little Lounge 575 sq ft			20	\$17.00	\$110.00
Main Dining Centre May - August ONLY		Existing Furniture Configuration	145	\$47.00	\$347.00
Upper Dining Centre May - August ONLY		Existing Furniture Configuration	75	\$37.00	\$289.00
Agora Hallway					\$404.00
Student Services Street					\$404.00

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Teaching and Learning Centre and Teaching Laboratory

Rooms in the Teaching Lab Building Cannot be Reconfigured			Maximum Capacity	Hourly Rates	Daily Rates
Teaching & Learning Building Atrium					\$404.00
Seminar Room	8-160 8-161	Hollow Square	18	\$26.00	\$169.00
Lecture Theatre	8-164 8-166	Fixed Theatre Fixed Theatre	122 136	\$47.00 \$47.00	\$347.00 \$347.00

Library Building

Maximum Capacity		Rooms in the Library Building Cannot be Reconfigured	Maximum Capacity		Rooms in the Library Building Cannot be Reconfigured
5-153	22	Tables and Chairs <div>↓</div>	5-176	30	Tablet Armchairs <div>↓</div>
5-154	55		5-177	44	
5-158	55		5-183	48	
5-171	22		5-184	36	
5-173	50				
5-174	30				
5-175	44				
5-178	44				
5-307	10				
5-313	24				
Hourly rate: \$26.00 Daily rate: \$169.00					

Setup	Maximum Capacity	Hourly Rates	Daily Rates
Bear Study Lounge <i>Available May - August Only</i>	Existing Furniture Configuration 46	\$26.00	\$169.00

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Wedding Package

Ceremony: Charles J. McCaffray Hall Atrium, Winter Garden, or Bentley Centre. **\$420.00**

Reception: Charles J. McCaffray Hall Atrium or Bentley Centre. **\$584.00**

Includes: indoor ceremony and/or dinner reception setup, rehearsal/setup on the day prior, photo locations, 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 Wabooz 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), Wabooz Garden, & Rotary Pavilion	n/a	\$170.00 <small>+additional charges for setup, if required</small>
Parking Lot A, B or C <small>Additional charges may apply</small>		\$170.00

Photo Sessions

	Hourly Rates	Daily Rates
Agora Courtyard, David Douglas Botanical Garden, Rotary Pavilion, Bentley Centre, Winter Garden, Charles J. McCaffray Hall Atrium	\$34.00	n/a

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

Payment Procedures

Non-Special Events (Meetings/Seminars)

Non-refundable, full payment of room rental fees and all anticipated additional services (e.g., catering, audio visual) must be received three (3) business days prior to the event start date. Upon completion of the event, any remaining amounts will be invoiced (or refunded) by UNBC. The Client will be required to pay any outstanding balance in full to UNBC Conference and Event Services within thirty (30) days of the invoice date.

Special Events (Conferences/Banquets/Receptions/Weddings/Christmas Parties/Birthday/Memorial Services)

A \$150.00 non-refundable deposit or 10% of the room rental fee, whichever is greater, is due upon signing the Rental Agreement and will be applied towards the final invoice. Non-refundable, full payment of room rental fees and 50% of the anticipated additional services (e.g., catering, audio visual) must be received thirty (30) days prior to the event start date. Remaining balance owing is due five (5) business days prior to the event start date. The Client will be required to pay any outstanding balance in full to UNBC Conference and Event Services within thirty (30) days of the invoice date.



Cancellations

Non-Special Events (Meetings/Seminars)

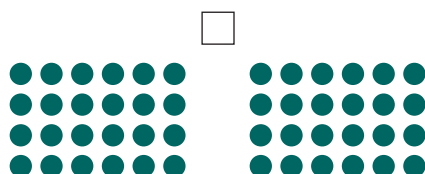
Full room rental fees and any additional charges incurred will apply when cancellations are received less than 3 business days prior to the event start date.

Special Events (Conferences/Banquets/Receptions/Weddings/Christmas Parties/Birthday/Memorial Services)

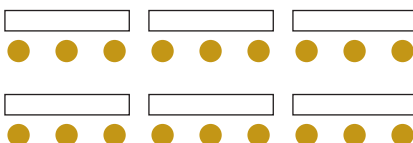
A \$150.00 non-refundable deposit or 10% of the room rental fee, whichever is greater, is due upon signing the Rental Agreement and will not be refunded. Where notification of cancellation is received by UNBC more than thirty (30) days prior to the event start date, UNBC will refund any monies paid to reserve the facilities and services less the non-refundable deposit. Where notification of cancellation is received by UNBC less than thirty (30) days prior to the event start date, UNBC is entitled to payment for the full room rental fees and any additional charges incurred.

Set Up Styles

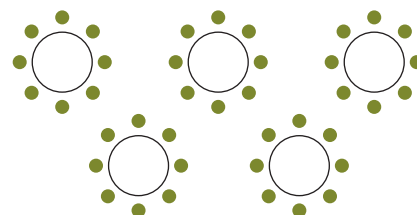
Theatre/Ceremony



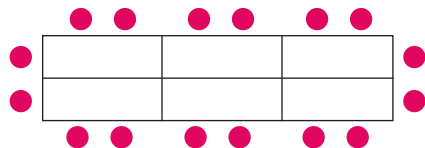
Classroom



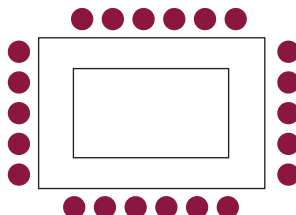
Reception



Boardroom



Hollow Square



U-Shape

