



BOOTH UNIVERSITY COLLEGE

Hospitality Price List & Agreement Meeting Room/Group Accommodations/Food Service

MEETING ROOMS/GROUP ACCOMMODATION PRICING

Meeting Areas/Classrooms:

Booth UC Boardroom, Library Meeting Room, or Room 228 ** (up to 12ppl)	Half day (up to 4 hours)	\$35.00
	Full day (8 hours)	\$70.00
Classrooms B, C, or Peterson Hall Classrooms 1 or 2* (up to 26ppl)	Half day (up to 4 hours)	\$45.00
	Full day (8 hours)	\$90.00
Classroom 3*	Half day (up to 4 hours)	\$75.00
	Full day (8 hours)	\$150.00
Classroom D or Peterson Hall Classroom 1 & 2 Combined (up to 50ppl)	Half day (up to 4 hours)	\$50.00
	Full day (8 hours)	\$100.00
Classroom A (up to 20ppl)	Half day (up to 4 hours)	\$35.00
	Full day (8 hours)	\$70.00
Booth UC Bistro, Gymnasium or Hetherington Chapel (up to 200ppl)	Half day (up to 4 hours)	\$100.00
	Full day (8 hours)	\$200.00

Chapel usage is available to rental groups for meetings, lectures, etc. that are in consideration of the 'Chapel Usage Guidelines'.

Catering: If food services are required, groups **MUST** use Booth UC catering services.

Students: Will not be charged a set-up fee, but will be charged regular rental rates and the food policy applies.

OTHER SERVICES

TV and DVD	\$50.00 per day	
Flip Chart	\$15.00 per day	
Overhead Projector	\$15.00 per day	
Extra IT Support (upon request)	\$50.00 per hour (1 hour minimum)	
Photocopies (during business hours)	\$0.10 per copy (black & white) \$0.25 per copy (colour)	
Chapel Sound System	Complimentary w/own sound technician \$10/hr w. Booth UC Technician	
Portable Sound System (8 channel mixer, 2 speakers, stands, Microphones)	\$50.00 per day	
*Video Conferencing Equipment & Rental	Half day (up to 4 hours)	\$150.00
	Fully day (8 hours)	\$200.00
	*Mandatory Video Conference & Set Up Fee	\$50.00
**Room 228 Rental – Video Conferencing Equipment Rental	Half day (up to 4 hours)	\$75.00
	Full day (8 hours)	\$100.00
	**Mandatory Fee for Video Conference Set Up & Assistance Fee.	\$50.00

Set Up Fee (special room set up & take down fee) **\$100.00**

Note: It is the responsibility of the renter to ensure that all equipment is returned in the same condition as when it is used, and is responsible for the repair of replacement or loss of the equipment while in the renter's possession.

GROUP ACCOMMODATIONS

Regular	\$25.00 per person/per night
Dormitory style accommodation available with one or two single beds in room. Single gender shared washroom facilities, co-gendered lounge equipped with cable TV, microwave, fridge, iron and kettle.	
Guest Suite	\$65.00 per night
Private apartment style suite featuring a living/dining room with cable TV, kitchenette, private full washroom, bedroom with queen size bed; and all bed and bath linens provided and a fantastic view of the Legislative Building.	



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CATERING PRICES

THE FOLLOWING MEAL PRICES APPLIED PER PERSON UNLESS OTHERWISE INDICATED

Buffet Style Meals(PLUS TAXES): (served)	Continental Breakfast Lunch Supper	\$7.25 \$9.95 \$12.95-\$18.00
NOTE: Rental groups have the option of having these meals served in the Bistro or a meeting room depending on preference and/or availability.		
Banquets(PLUS TAXES): (full service)	Turkey/Ham/Roast Beef/Chicken/ Fish Roast Beef Carving Station Soup Salad Banquet meals include: Salad; Dinner Roll; Choice of Potato or Rice; Hot Vegetable: Coffee, Tea, & Dessert.	\$25.00-\$28.00 \$3.00 \$4.50 \$3.00
Catering Trays (PRICES PER PERSON):		
Cheese Tray	Assorted Cheese & Crackers	\$3.99
Fresh Vegetable Tray	Variety of Fresh Vegetables & Dip	\$3.50
Fresh Fruit Tray	Variety of Fresh Fruit & Dip	\$3.75
Sandwiches and/or Wrap Tray	Assorted Sandwiches and/or Wraps	\$4.99
Deluxe Sandwich Tray	Assorted Party Sandwiches	TBD
Dainty Tray	Assorted Dainties	\$3.50
Hor D'Oeuvres	Served Hot with Appropriate Dips/Sauces	\$10-\$15/dozen
Hors D'Oeuvres menu available upon request. Price will vary depending on type of Hor D'Oeuvres.		
Coffee Breaks:		
Coffee & Tea		\$1.00
Bottled Water, Juices & Canned Soda		\$1.00-\$1.75
Muffin Tray	Small	\$1.00
	Large	\$1.75
Cookies	Small	\$1.00
	Large	\$1.25



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APPLICANT INFORMATION

Name of Company/Organization:

Mailing Address:

City:

Province:

Postal Code:

Contact Person:

Phone Number:

Conference Name:

Start Date and Time:

Finish Date and Time:

MEETING ROOM(S) NEEDS

Meeting Room(s) Requested:

Booth UC Boardroom (10-12ppl) <input type="checkbox"/>	Library Meeting Room or Room 228 (10-12ppl) <input type="checkbox"/>	Classroom A (15-20ppl) <input type="checkbox"/>
Classroom B (20-30ppl) <input type="checkbox"/>	Classroom C (20-30ppl) <input type="checkbox"/>	Classroom D (30-45ppl) <input type="checkbox"/>
Peterson Hall Classroom 1 or 2 (26ppl) <input type="checkbox"/>	Peterson Hall Classroom 3 (50ppl) <input type="checkbox"/>	Peterson Hall Classroom 1&2 Combined (50ppl) <input type="checkbox"/>
Gymnasium (50-200ppl) <input type="checkbox"/>	Hetherington Chapel (50-200ppl) <input type="checkbox"/>	
Bistro (20 – 110ppl) <input type="checkbox"/>		

TABLE SET UP NEEDS FOR MEETING ROOMS (EXCEPT FOR BOARDROOMS)

Classrooms A, B, C & D & Peterson Hall Classrooms 1, 2 & 3 (Rectangle Tables)	Classroom/Lecture Style <input type="checkbox"/>
	U-Shape <input type="checkbox"/>
	Open Square <input type="checkbox"/>
	Closed Square <input type="checkbox"/>
(see attached diagrams)	
Bistro	No Tables <input type="checkbox"/>
	Rectangular <input type="checkbox"/>
	Round <input type="checkbox"/>
	Seating only <input type="checkbox"/>
	U-Shape <input type="checkbox"/>
	Open Square <input type="checkbox"/>
	Closed Square <input type="checkbox"/>
	Banquet Style (round tables) <input type="checkbox"/>
(see attached diagrams)	



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TABLE SET UP NEEDS FOR MEETING ROOMS (EXCEPT FOR BOARDROOMS) CONT'D

Chapel	No Tables <input type="checkbox"/> Rectangular <input type="checkbox"/> Round <input type="checkbox"/>	Congregation Style Seating <input type="checkbox"/> U-Shape <input type="checkbox"/> Open Square <input type="checkbox"/> Closed Square <input type="checkbox"/> Banquet Style (round tables) <input type="checkbox"/> <small>(see attached diagrams)</small>
Gymnasium	No Tables <input type="checkbox"/> Rectangular <input type="checkbox"/> Round <input type="checkbox"/>	Seating only <input type="checkbox"/> U-Shape <input type="checkbox"/> Open Square <input type="checkbox"/> Closed Square <input type="checkbox"/> Banquet Style (round tables) <input type="checkbox"/> <small>(see attached diagrams)</small>
OTHER NEEDS		
Flip Chart <input type="checkbox"/>	TV & DVD <input type="checkbox"/>	
Chapel Sound System <input type="checkbox"/>	Computer Access <input type="checkbox"/>	
Photocopies (during business hours) <input type="checkbox"/>	Portable Podium <input type="checkbox"/>	
*Video Conferencing Equipment & Rental <input type="checkbox"/>	Portable Sound System <input type="checkbox"/>	
**Room 228 Rental – Video Conferencing Equipment Rental <input type="checkbox"/>	Smartboard (classrooms only) <input type="checkbox"/>	
Sound Technician <input type="checkbox"/>		
CATERING NEEDS		
Morning Break	Coffee, Tea, Water <input type="checkbox"/>	Bistro <input type="checkbox"/>
	Baked Items <input type="checkbox"/>	Meeting Room <input type="checkbox"/>
Lunch	Self-Serve <input type="checkbox"/>	Bistro (through lunch line) <input type="checkbox"/>
	Catered <input type="checkbox"/>	Meeting Room <input type="checkbox"/>
		Other <input type="checkbox"/>
Afternoon Break	Coffee Tea, Water <input type="checkbox"/>	Bistro <input type="checkbox"/>
	Baked Items <input type="checkbox"/>	Meeting Room <input type="checkbox"/>
Supper	Self-Serve <input type="checkbox"/>	Bistro (through supper line) <input type="checkbox"/>
	Catered <input type="checkbox"/>	Meeting Room <input type="checkbox"/>
		Other <input type="checkbox"/>



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CATERING NEEDS CONT'D

Catering Notes Special Needs / Dietary Restrictions or Allergies / Etc:

GROUP ACCOMMODATIONS

Number of Single Dorm Rooms:

Guest Names:

Dormitory style accommodation featuring private bedroom with single bed. Single gender shared washroom facilities, co-gendered lounge equipped with cable TV, microwave, fridge, iron and kettle.
Bedrooms available with one or two single beds in room.
Volume discount available on groups booking 10 or more rooms.



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GROUP ACCOMMODATIONS CONT'D

Number of Double Dorm Rooms:

Guest Names:

Private apartment style suite featuring a living/dining room with cable TV, kitchenette, private full washroom, bedroom with queen size bed; and all bed and bath linens provided and a fantastic view of the Legislative Building.

Guest Suite:

Guest Names:

Arrival Dates and Times:

Departure Dates and Times:



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FLOOR PLAN

PLEASE PROVIDE ROOM SET UP IN AREA BELOW. ATTACH SEPARATE SHEETS FOR MULTIPLE ROOMS

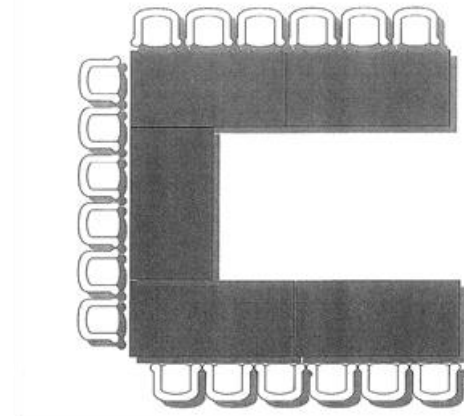
Blank area for drawing the floor plan.



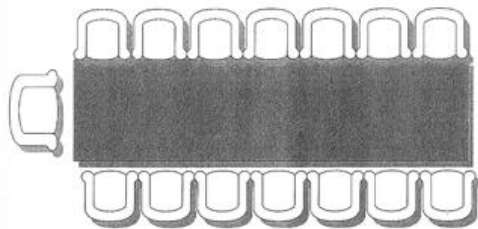
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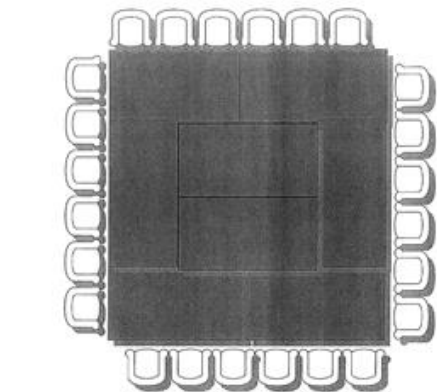
U-Shaped:



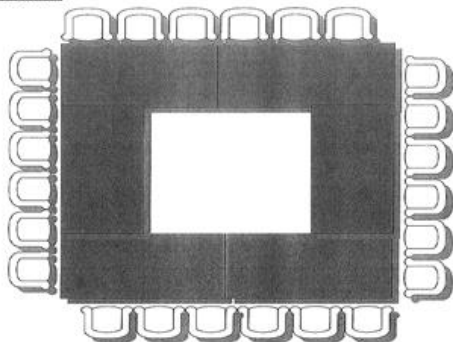
Boardroom Style:



Closed Square:



Open Square:





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AGREEMENT

POLICIES & PROCEDURES

1. The policies and procedures of Booth University College shall be adhered to at all times.
2. The following conduct will not be permitted on the premises of Booth University College.
 - a) Possession or use of alcoholic beverages, illegal drugs, or indication of being under the influence of same; smoking; gambling; profanity; occult practices; and pornography.
 - b) Smoking is not permitted on the grounds of Booth University College, including the front entrance.
3. The applicant agrees to pay all amounts set out in the attached documentation, together with the appropriate GST and PST as required.
4. A 25% deposit is required within two (2) weeks of booking a conference.
5. The number of rooms and meals must be guaranteed sixty (60) days prior to the event.
6. Procedures for allowing group access to the building outside of regular business hours will be through a contact person thirty (30) minutes prior to the event and the group will assume responsibility of identifying their members and giving them front door access.

CANCELLATION

1. Sixty (60) days' notice is required for a refund of deposit (less 10% retention for administration fees). If an event is cancelled fourteen (14) days prior or less, the organization will be charged 50% of the invoice.
2. The applicant shall indemnify and hold harmless Booth University College, its officers, agents, employees and Board of Trustees, against any and all liability, claim and expense to which it may be put or which it may incur by reason of the applicant's use of Booth University College property.
3. The applicant may be required to maintain and keep in force during the term of this Agreement, a general liability insurance policy in respect of the facility named in Agreement with minimum limits of \$2,000,000 inclusive, Booth University College added as an additional named insurance and inclusion of a cross liability clause.
4. Booth University College shall have the right at any time to terminate this agreement and to require the premises to be immediately vacated if, in the sole opinion of an authorized representative of Booth University College:
 - a) There is a danger to public safety
 - b) There is a danger to the security of any person(s) or property;
 - c) The conduct of any person(s), whether as part of a staged performance or is actually or potentially either unlawful or otherwise to public morality;
 - d) The applicant or anyone invited onto the premises by the applicant engages in the conduct listed in section two (2) of this agreement.
5. The applicant shall reimburse Booth University College in full for and all damage to property caused either directly or indirectly by the applicant or any person(s) permitted by the applicant onto the property.
6. Booth University College is not responsible for any loss of property or personal injury.
7. Booth University College's Fire Policy and Procedure Manuals are located on the privacy wall as you get off the elevator on all resident floors. Any group using space at Booth University College is responsible for being familiar with and practicing these policies and procedures.
8. Any additional requirements to this agreement may result in additional charges.

AGREEMENT SIGNATURES

I have read, understand and agree with the terms and conditions of this agreement.

Date

Name of Institution (Applicant)

Date

Booth University College Signature