

CATERING QUESTIONS

Groups booking space at the BSCC can of course choose any caterer they wish. Consider:

- How formal is your event?
- Do you want a lunch, dinner or appetizer buffet, or passed *hors'doeuvres*, or a sit-down meal?
- Do you want to have the food dropped off by the caterer and do all the setting up yourself, or do you want to let the catering staff set up and clean up? The first choice is more economical but also more work!
- Are you going to be serving or selling alcohol? If so, you must obtain a liquor license!

<http://www.bliquorstores.com/special-event-licensing>



Some recommendations:

- For full-service catering (including all-day events, formal events with bar, *etc*), ICORD recommends the Lazy Gourmet. Lazy Gourmet offers 10% off all orders to the BSCC.

<http://www.lazygourmet.ca/>

- For casual drop delivery, ICORD has used Bella Pizza (Homer Street location), and Maurya Indian Restaurant. These all accept credit cards and advance orders.

<http://www.bellapizza.ca/homer/index.htm>

<http://www.mauryaindiancuisine.com/>

- What kind of dishes and utensils will you use?
 - If disposable, will you include the purchase as part of your catering order or will you purchase them yourself?
 - If reusable, will you include rentals as part of your catering order or will you rent dishes, glassware and utensils yourself?
- You can rent dishes, glassware and utensils from A&B Partytime Rentals, Pedersen's or Lonsdale Event Rentals

<http://www.abpartytime.com/>

<http://vancouver.pedersens.com/>

<http://www.lonsdaleevents.com/>

Please note that there is a \$150 refundable deposit for all groups serving food and /or using the Servery and/or ACCESS Lab kitchen.

SPACE SET UP:

Questions to consider

- How would you like the space to be set up?
- What will work best for your event?
- Is sufficient furniture available at the BSCC? (Check the booking sheet)
- How many tables and chairs will you require?
- Do you prefer upholstered or PVC chairs?
 - ICORD has 80 upholstered chairs and 120 PVC chairs available for use.
 - For theatre-style events in the Atrium, consider renting folding chairs as they are narrower and more will fit into the space.
- Do you require cocktail or high-top tables for a reception? Or round tables for a sit-down meal? These will need to be rented.
 - Do you require linens for your tables? Make sure to include these in your rental or catering order.
- If your event is in the Atrium, are you planning to use the existing couches?
 - If so, do you want them left the way they are or moved to a different location?
- Will you have a registration or welcome table near the main entrance?
 - How many tables and chairs do you require for this?
 - Do you want a tablecloth on your registration table? Remember to add it to your rental order.
- If you are using the Atrium, do you have any special lighting requirements?
 - If so, please notify ICORD at least a week prior to your event.
- Will you be using the LCD screens in the Lecture Hall for a slide presentation?
 - For best results, set up your slides for "widescreen"; use an aspect ratio of 16:9.
 - ICORD can provide you with a sample slide that is set up correctly for use on the BSCC screens.



PARKING, ACCESS, & SECURITY



The BSCC is open to the public Monday to Friday from 7:30 am until 5:00pm.

After 5:00, the doors are locked, and the building is only accessible via pass card.

ICORD staff are generally available from 8:00 am to 5:00pm.

Questions to consider:

- Do you need access to the Atrium or ACCESS lab before 8:00?
- Does your event take place entirely during public hours?
 - Will you have food/drink left unattended in a public place such as the Atrium or the hallway outside the Lecture Hall? If so, consider that anyone coming into the building might help themselves.
- Does your event start during public hours but end after 5pm?
 - Who will be responsible for making sure everyone has exited the building?
- Does your event start after 5:00pm or is it on a weekend?
 - it is possible to have the Security Officer let people in
 - someone from your group can stay near the front door to let people in
 - the front door can be unlocked (requires several days advance notice to facilitate)
- You will need to have a Security Officer in the building during your event. Contact bookings@icord.org for details.

If you need advice, please contact bookings@icord.org or call Cheryl Naimath at 604-675-8844.

We only have wheelchair-accessible parking at our building but there is parking available in the neighbourhood. See our website for details.