



from cells to community: solutions for spinal cord injury

818 West 10th Avenue, Vancouver BC Canada V5Z 1Mg
admin@icord.org • www.icord.org

Blusson Spinal Cord Centre Booking Form (Lecture Hall)

Administration + set-up fees	<i>Per day</i> <i>(9am – 4:30pm)</i>	<i>After hours</i> <i>(Before 9am or after 4:30pm)</i>
UBC/VCH	\$120/day	+\$50/hour
External non-profit	\$200/day	+\$75/hour
External for profit	\$400/day	+\$100/hour

If your event starts or ends outside regular building hours, you must have at least one Security officer present. ICORD will arrange this for you at a cost of \$30/hour (minimum 4-hour shift).

Note: A/V support is available at an additional cost of \$50/hour (minimum 1 hour) for events during regular building hours (9am to 4:30pm). For events outside of building hours, the cost will be \$80/hour (minimum 4 hours).

Please contact us in advance to review the A/V in the Lecture Hall.

Bookings will only be confirmed upon receipt of full payment to ICORD.

Cancellation policy:

A booking may be cancelled up to 5 business days after the confirmation of booking, beyond which the payment will be non-refundable. For events booked less than two weeks in advance, any cancellations will be non-refundable.

Parking:

There is no event parking available at BSCC. Please visit:

<http://icord.org/files/2009/10/BSCCsitemap-ICORD.jpg> for parking options

Blusson Spinal Cord Centre Booking Form (Lecture Hall)

Blusson Spinal Cord Booking Request

Name (First/Last): _____

Additional Persons who may make changes to your booking: _____

Department / Faculty / Institution: _____

Office tel: _____ Cell: _____ Email: _____

Space requested: Lecture Hall Serverly

Event title: _____

This is a meeting lecture reception exhibition other: _____

Event date: _____ Expected attendance: _____ max

Event start time: _____ Event end time: _____

* Please include a minimum of a half hour before and after for set up and clean up.

Booking conditions

The person booking the space must:

- pay applicable fees for Admin+Set-up, A/V support, Security, and additional equipment.
- please adhere to the time that is booked.
- ensure that there is no damage to furniture, equipment or walls in the space.
- be respectful of the space. Please clean up and remove any food or disposables ordered for the meeting (Nothing is to be left in the fridge. Recyclables should be put in the appropriate bins. Items arranged for same day catering pick-up may be placed in the server. Coffee urn must be emptied and washed. Rented linens, dishes and glassware must be pack up and ready for pick up. Rented tables and chairs must be folded, stacked, and ready for pick up).
- pay any cleaning or repair charges for stained or damaged furniture, walls or equipment.

I agree to the Booking conditions, cancellation policy and understand that bookings will not be confirmed until all applicable payments are received by ICORD. I understand that failure to adhere to booking conditions may affect future bookings. In addition, I agree that ICORD is not responsible or liable for any theft, injury, loss or damage to persons or items associated with the event.

Signature: _____ Date: _____

Please complete both pages and return to the ICORD Centre Administration Desk (3rd Floor BSCC) or fax to 604-675-8820 or e-mail to bookings@icord.org.

Blusson Spinal Cord Centre Booking Form (Lecture Hall)

Please indicate the equipment you would like to use:

- Tables on casters [60x150cm / 2'x5']. *Each table fits two chairs comfortably*
Not for use with food. # requested: _____ (max 10)
- Height-adjustable freestanding Podium (1)
- Number of chairs requested: _____ (max 70)
- Freestanding flipchart [bring your own paper]
- Rolling coat racks with 50 wooden hangers each. # requested: _____ (max 2)
- Lightweight easel for signage [23.5'x31', bring your own sign]
- Handheld _____ or lavalier _____ microphone
- Coffee Urn / Percolator [bring your own coffee + cups]
- Light-weight plastic folding tables [75x180 / 2.5'x6'], suitable for catering or registration
requested: _____ (max 2)

The Lecture Hall is equipped with large wall-mounted screens in the lecture Hall [just plug in your laptop].

Available upon request (charges apply; must be booked in advanced)

Telephone

Double-sided poster boards (\$25/per board)

Loading/unloading can be done through shipping/receiving at the south end of the building. A heavy-duty dolly and cart are available for you to borrow.

Desired space set-up:

Please **circle** your desired set up for the Lecture Hall. For custom set-up or Atrium set-up, you can request a larger schematic diagram from bookings@icord.org.

Standard Lecture Hall configurations include:

