



## Blusson Spinal Cord Centre Booking Form (Atrium)

Booking fees	Atrium <i>Weekend day or weekday after 5pm</i>	Lecture Hall <i>(when Atrium is booked)</i>
UBC/VCH	\$500 / four hours	+ \$150
External non-profit	\$700 / four hours	+ \$200
External for profit	\$1,000 / four hours	+ \$300

### Booking policy:

The Atrium is billed in four-hour blocks.

During the time that your guests / audience are in the building, 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). Additional officers may be required depending on the event.

Cost includes one on-site ICORD staff member who will be present during your booking. The staff member will be able to help you with simple set-up (getting out chairs, coat rack, tables, etc. for you), and will be present in the building during your event. More extensive or complicated set up for the Atrium is available for an extra cost. Please contact us if you have questions about your set-up.

Please note that you will be booking the atrium of a research centre. While the space has excellent acoustics, it was not built as a performance space and does have some limitations. We will do our best to help you, but ICORD staff have very limited control over the lighting in the atrium, and no control over the ventilation, temperature, random noises, etc. If you plan to bring in extra lighting or specialized equipment for your production, you must provide details and get approval at least 3 weeks prior to your event.

If you will be serving alcohol as part of your event, it is your responsibility to obtain a liquor licence.

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

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

**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.

**Please initial** to indicate that you have read and understood the booking and cancellation policies:

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Name (First/Last): \_\_\_\_\_

Additional people who may make changes to your booking: \_\_\_\_\_

Department / Faculty / Institution: \_\_\_\_\_

Office tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Space(s) requested:     Atrium     Lecture Hall (additional fee applies)     Servery (included)

Event title: \_\_\_\_\_

This is a     meeting     reception     concert/performance     other: \_\_\_\_\_

Event date: \_\_\_\_\_ Expected attendance: \_\_\_\_\_ max

Booking start time: \_\_\_\_\_ Booking end time: \_\_\_\_\_

Please allow a *minimum* of half an hour before and after your event for set up and clean up.

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

What time will the event actually take place? When will guests/audience arrive/depart?

## Booking conditions

### The person booking the space must:

- pay applicable fees for Admin, Set-up and Security.
- adhere to the time that is booked (additional booking fees may be charged for events that run overtime).
- ensure that there is no damage to furniture, equipment or walls in the space.
- ensure that nothing is hung from the atrium railings, no holes are made in the drywall and nothing is taped to the walls or ramp glass. Please note that the panels on the lecture hall walls are soundproofing, not tack-boards.
- be respectful of the space. Please clean up and remove any food or disposables ordered for the event. (Nothing is to be left in the fridge. Recyclables should be put in the appropriate bins. Items to be picked up by caterers pick-up may be placed in the servery. Coffee urn must be emptied and washed. Rented linens, dishes and glassware must be packed 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 this form and return to the ICORD Administration Desk (3<sup>rd</sup> Floor BSCC), fax to 604-675-8820, or e-mail to [bookings@icord.org](mailto:bookings@icord.org).

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The ICORD resource centre area may be used for your event (it works well as a refreshment bar / info centre). You may use the furniture in the atrium but it may not be moved. Three folding plastic tables are included in the cost of your booking, which can be used for front-of-house or catering. Linens are not included. The servery includes a fridge, microwave and sink that you can use.

**The following equipment is available to be rented. Please indicate what you would like:**

\_\_\_\_\_ Height-adjustable freestanding Podium (\$25)

\_\_\_\_\_ Freestanding flipchart (\$25, please bring your own paper)

\_\_\_\_\_ 2 rolling coat racks with 50 wooden hangers each (\$25/each)

\*indicate number required: \_\_\_\_\_

\_\_\_\_\_ Coffee Urn / Percolator (\$25, mugs and coffee not included)

\_\_\_\_\_ Heavy-duty dolly and/or cart (\$25)

\_\_\_\_\_ PA system with 2 speakers and either a wired or wireless handheld microphone (\$100, including set up).

\_\_\_\_\_ 100 black plastic stacking chairs (\$1.50/each)

\* indicate number required: \_\_\_\_\_

\_\_\_\_\_ 7 rectangular folding plastic tables [75x180] (3 included in rental. Additional \$25 each)

\*indicate number required: \_\_\_\_\_

\_\_\_\_\_ 7 folding round plastic tables [185cm dia.] (\$25 each)

\*indicate number required: \_\_\_\_\_

\_\_\_\_\_ 10 double-sided poster boards (\$25/each)

\*indicate number required: \_\_\_\_\_

Loading/unloading can be done through shipping/receiving at the south end of the building.