

## Blusson Spinal Cord Centre - Atrium Booking Request

User	Atrium booking <i>Weekdays after 5pm or weekends</i>		Lecture Hall booking <i>(when Atrium is booked)</i>
UBC / VCH	Contact <a href="mailto:bookings@icord.org">bookings@icord.org</a> for information		
External non-profit	\$700 for first 4 hours	\$150 / add'l hour	\$200
External for profit	\$1,000 for first 4 hours	\$200 / add'l hour	\$300

### Booking policy:

- Space is available as-is (There are ten café tables, 30 stackable chairs, and five two-seat couches in the atrium. No additional furniture or equipment is available).
- 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 \$35.33/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 in the building during your event as an emergency contact.
- If you plan to rent furniture, AV equipment, extra lighting or other specialized items for your event, details should be provided to [bookings@icord.org](mailto:bookings@icord.org) at least 2 weeks prior to your booking date.
- If you will be serving alcohol at your event, it is your responsibility to obtain a liquor licence.
- There is no event parking on site. (Limited street parking is available, and there are two parkades located at Willow and Broadway).

Please note that you are 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. ICORD staff have very limited control over the lighting in the atrium, and no control over the ventilation, temperature, random noises, etc.

**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

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:

- Adhere to the time that is booked. Additional fees will be charged for events that run overtime.
- Re-set the furniture in the space to its original configuration.
- Ensure that there is no damage to furniture, equipment or walls in the space. You will be invoiced for cleaning / repair of stained or damaged furniture, walls or equipment.
- 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. The panels on the lecture hall walls are soundproofing, not tack-boards.
- 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. Dishes and serving items should be removed.
- Ensure that all rented equipment and furniture is removed prior to the end of your booking. **A \$150 fee may be charged for rental items left for third-party pick up at a later date.**

**I agree to the booking conditions and 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 my ability to make 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 submit completed form to [bookings@icord.org](mailto:bookings@icord.org) or send to ICORD Bookings (3<sup>rd</sup> Floor, 818 West 10<sup>th</sup> Ave, V5Z 1M9).**