

Blusson Spinal Cord Centre – Lecture Hall Booking Request

User	Per day	Before 9am / After 5pm
UBC / VCH	Use this booking form [link to internal booking form]	
External non-profit	\$200	+\$75/hour
External for profit	\$400	+\$100/hour

Booking policy:

- Space is available as-is (80 upholstered chairs and ten 60 x 150cm tables on casters are in the room. If you rearrange the furniture for your booking, you must re-set the room to the way you found it).
- A digital projector and screens are available for use in the room. Written instructions for use are provided. You will need an HDMI port or connector for your laptop. Please remember to tap “System Off” on the front panel when you’re finished. Limited A/V assistance is available during office hours if staffing permits. For events outside regular office hours, A/V assistance is available for \$80/hour (minimum 2 hours – must be arranged at least one week in advance).
- If the room is locked when you arrive during office hours, please call 604-675-8810. Contact bookings@icord.org at least one week prior to your booking to arrange before- or after-hours access.
- You must remove all food, packaging, and dishes from the room following your booking.
- You may not pin/tack/staple/tape any items to painted surfaces or the acoustic panels on the walls.
- You agree to pay any cleaning or repair charges for stained or damaged furniture, walls or equipment.
- You agree to notify bookings@icord.org immediately if your event is cancelled or you no longer need the room.

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: _____

Event title: _____

Event date: _____

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.

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 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. 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 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 or send to ICORD Bookings (3rd Floor, 818 West 10th Ave, V5Z 1M9).