



Contact Name: _____

Event Name: _____

Event Date(s): _____

Organization Holding Event: _____

Contact Phone: _____ Cell: _____

Email: _____

Desired Room(s)/ Location(s): _____

Event Set-up Time: _____ Start Time: _____ Finish Time: _____

Description of your event, activities and set-up requirements (Use additional page if necessary):

Estimated Attendance: _____ This event is public _____ Private _____

Do you plan to provide or sell food/beverages? Yes No

Do you plan to use: The University's Food Services An outside provider

If outside provider, please specify: _____

Are you playing pre-recorded music? (ie: Ipod / USB with music) Yes No

Do you plan to serve liquor at your event? Yes No

Do you plan to sell merchandise? Yes No

If yes, please list the products: _____

List any event sponsors : _____

Please email this completed form to events@uwinnipeg.ca. A representative from the Conferences & Events department will confirm your request and arrange to discuss your requirements in further detail. Thank you for considering The University of Winnipeg for your event.

SERVICE PROVIDER EQUIPMENT

The University of Winnipeg's in-house service providers have items that you may require for your event (the most-requested items are listed below). Availability is dependent on timing and campus demand. Please complete this form and include with your event application form. A price quote will be provided for your approval.

PHYSICAL PLANT EQUIPMENT:		
ITEM	QUANTITY	PRICE PER UNIT
Banquet Table – 6' Long		\$10
Round Table		\$10
Cocktail Table		\$10
Chair		\$1
Podium (No charge for EG Hall or Convo Hall)		\$25
Coat Rack (One rack included with EG Hall and Convo Hall)		\$20
Easel		\$5
Service Work/Transportation (Hourly Rate)		\$15/\$20/hr
Room Cleaning	(Quote Required)	
Other (Please list)		
PHYSICAL PLANT SUBTOTAL:		
MEDIA SERVICES EQUIPMENT:		
ITEM	QUANTITY	PRICE PER UNIT
Media Technician: Would you like a technician to stay throughout the event?	Yes No	\$45/hour
EG Hall/Convo Hall Sound & Projection System Usage (Technician Required) (Includes: Laptop, Projector(s), Screen(s), Sound System & Podium Microphone)		\$65/day
Sound System with One Mic (For use in a medium room for up to 200 people)		\$100/day
Wired Mic with Stand		\$10/day
Wireless Handheld Mic with Stand		\$25/day
Wireless Headset Mic		\$25/day
LCD TV		\$50/day
High Power Data Projector (Used when ambient light is present in the room)		\$100/day
Low Power Data Projector (Used when ambient light can be eliminated in the room)		\$50/day
Tripod Projection Screen		\$20/day
Fast Fold Screen (Used for rear projection)		\$50/day
Laptop		\$40/day
Wireless Internet Access		\$100
Press Feed		\$20/day
Webcast/TV feed (Quote Required)		
Video/Audio Recordings (Quote Required)		
Other (Please list)		
MEDIA SERVICES SUBTOTAL:		
ESTIMATED TOTAL:		
DEPOSIT AMOUNT (25%):		

This form will be returned to you with confirmation of fees. Please note: if changes are made prior to or during the event, the final invoice will reflect accordingly. GST will be added to your final invoice.

A 25% non-refundable deposit is required to confirm your booking. Please provide a payment to: The University of Winnipeg, Events Department – 515 Portage Avenue Winnipeg, MB R3B 2E9 (Ensure your event name and date are noted on the cheque) or call 204-988-7525 to provide a credit card number for your deposit.

EVENT BOOKING DETAILS

- We suggest you submit your event application form a minimum of 30 – 60 days in advance. Bookings must be made a minimum of 7 days in advance including all service provider requests. Bookings made less than 7 days in advance are not guaranteed that services requested will be available.
- All event bookings must be accompanied by an event overview (see page one of application).
- All signage, banners and promotional materials may not be mounted or displayed on walls, windows or doors. Please speak to your event coordinator about suitable options for these types of materials.
- The university has a number of campus foodservice providers. Depending on the location of your event, you may be required to use one of these vendors. Catering menus are available. Please discuss these requirements with your event coordinator.
- The University of Winnipeg prides itself on being a leader in sustainability, and an environmentally friendly campus. Your event coordinator will provide you with details on how you can implement these actions into your event.
- The University of Winnipeg reserves the right to reject or remove event bookings when the Events Office deems the activities to be disruptive, offensive, unsafe, harmful or contrary to the University's reputation, policies, students, faculty, or staff.
- All groups must follow the Respectful Working And Learning Environment policy. Signing this form indicates an understanding of and agreement to adhere to this policy. A link to the policy can be found at uwinnipeg.ca/respect

Please note: submitting your event application is not a confirmation of the booking. Your event will not be considered confirmed until you receive your emailed confirmation from your event coordinator.

ACCEPTANCE OF REGULATIONS

I have read, understand and agree to abide by these terms as they are written. I also understand that failing to adhere to these terms could result in the rental space being revoked without reimbursement of rental fees and/or may also result in our organization being denied the opportunity to obtain event space in the future.

Organization Representative (please print): _____

Signature: _____

Date: _____

OFFICE USE ONLY:

Date Received: _____

Date Approved: _____

Event Location: _____

Dates On Campus: _____

On Campus Contact: _____

Cell: _____

Amount Due: _____

Payment Method: _____

Cheque:

Credit Card: Visa

MC

Cash

Card Number: _____

Exp. Date: _____