

I/WE as APPLICANT hereby apply for use of Emily Carr University Facilities for the period and the purpose(s) herein described, subject to terms and conditions set forth below and on Terms, Covenants and Conditions.

ORGANIZATION NAME		
CONTACT NAME	POSITION	
TELEPHONE	EMAIL	
ADDRESS		
EVENT NAME		
EVENT DATE	EVENT SET UP TIME	EVENT START TIME
	TEAR DOWN BY	EVENT END TIME
	BREAKS/INTERMISSION	
EVENT DESCRIPTION		
ROOMS REQUESTED:		
EVENT CONTACT ON SITE (name, cell)		
NUMBER OF ATTENDEES	ADMISSION CHARGE TO ATTEND (\$)	
OPERATIONAL SUPPORT (EXTRA COST)	<i>Please specify details:</i>	
A/V or IT Equipment (an event tech is required for all bookings. See APPENDIX I)	The A/V Technical Charge is \$50 per hour (four hour minimum) Additional equipment will be billed separately from room rental Please fill out Appendix I: Technical Support Needs	
This event has Catering	* This event has Alcohol Service	
Tables + Chairs requested		
Other (Deliveries, Signage, Volunteers on site etc.)		

PLEASE NOTE THERE MAY BE ADDITIONAL SECURITY/JANITOR COSTS. *THE SERVING OF ALCOHOL IS NOT PERMITTED UNLESS APPROVED BY RISK ASSESSMENT AND EVENTS AT EMILY CARR UNIVERSITY AND APPROPRIATE PAPERWORK IS PROVIDED.

FOR INTERNAL USE	ROOM(S)#:	ROOM BOOKED Y / N
DEPOSIT AMT	RECEIVED Y / N	GL Account Code: 10-00-340050-5124
INSURANCE RECEIVED	Y / N	OTHER DOCS RECEIVED Y / N
TABLES/CHAIRS REQ	PARKING REQ	
SECURITY REQ	JANITORIAL REQ	

This application for Events use is approved upon execution by Emily Carr University of Art + Design. Approval is not granted without receipt of General Liability Insurance--see Page 2, Item 1(e).

ADDITIONAL INFORMATION

SECURITY DEPOSIT

A 50% deposit (half of the estimated costs) is required to secure the space. Payment can be made via credit card, cheque, debit card or cash. Cheques can be made out to: Emily Carr University of Art + Design. Please note: our spaces are in high demand. If your security deposit is not received by the university when requested, your space may be given to another rental client.

Please note that cancellation policies apply to any event cancelled within 30 days of the scheduled booking. Any Bookings cancelled within 30 days of the scheduling booking date may be subject to cancellation fees or loss of deposit.

ADDITIONAL FEES

All external bookings are required to hire an Audio/Visual Technician. Additional Security personnel and Janitorial attendant(s) may also be required dependent on the scope of your event as assessed by Emily Carr University Facilities Department. A member of the Events Team is required to be onsite for any booking outside of regular business hours.

Media Technician	\$50/hour	Four (4) hour minimum call
Event Staff	\$70/hour	Four (4) hour minimum call Rate applicable on statutory holidays, evenings and weekends
Security	\$35/hour	Four (4) hour minimum call
Janitorial	\$30/hour	Four (4) hour minimum call (depending on the number of guests, and what the event involves, existing janitorial already on site may be sufficient).
Site Visits	As assessed	You may request a site visit in order to help you plan for your event. The university reserves the right to assess a charge for more than (2) two site visits.

A Charitable Tax Number is required in order to qualify your booking for our non-profit rates.

Additional expenses including, but not limited to, damages incurred, custodial or security issues that arise during the event, or any other expenses associated with the rental may be assessed at the conclusion of your booking. These additional charges will be billed within two weeks of the event date.

INSURANCE + LIABILITY

The Applicant shall provide public liability insurance in the form of an insurance certificate or certified copy of a Liability Insurance Policy providing limits of not less than **\$2,000,000**. Emily Carr University shall be named as additional insured.

Failure to provide this documentation will prohibit the Applicant from use of Emily Carr University's Facilities.

FACILITIES USE AGREEMENT

Upon completion of this Booking Request Form you will be provided with a *Facilities Use Agreement* for your signature, which will outline the details of your booking and the terms + conditions of the use of university space. Please ensure the information on this agreement is correct.

RECEPTIONS + ALCOHOL ON CAMPUS

The campus has limited capacity for large receptions (100+) or dinners (70+) and as such, these types of booking requests cannot be accommodated.

The service of alcohol is at the discretion of the university and is not typically permitted for external bookings.

CATERING

Catering on campus is permitted for external bookings in pre-approved areas. We are happy to work with your caterer regarding the logistics of catering on campus for your event. We can also provide contacts for onsite and off-site caterers that are familiar with our spaces.

SET-UP/TEAR DOWN

All bookable space comes pre-set and must be returned to its original configuration at the conclusion of your event.

TABLES + CHAIRS

We have a small number of 5-foot and 6-foot tables and stacking conference chairs that can be provided to support your event. It is recommended that you provide your own linens to cover the tables. Most catering companies can arrange for the rental of any linens you require.

SMOKING ON CAMPUS

Smoking is prohibited on all university premises, including external balconies. Smoking is restricted to outdoor areas that are located at least 6.1 metres (20 feet) from building entrances, windows, patios, eating areas, building air intakes, parkades, and covered walkways/sidewalks.

LOCATION, PARKING + TRANSIT

Emily Carr University of Art + Design

520 East 1st Avenue Vancouver,
BC V5T 0H2

By Bike

We are located on the **Central Valley Greenway**, a 24-kilometre pedestrian and cyclist route in Metro Vancouver that runs from Science World in Vancouver to New Westminster through Burnaby. There are multiple bike racks located around the campus.

By Transit

The campus is centrally located between two Skytrain stations; it's a 13-minute walk from Main Street Science World on the Expo Line, and a 12-minute walk from VCC Clark on the Millennium Line. The #84 bus also travels along Great Northern Way past the new campus.

Parking

Several paid parking options are within walking distance of the University. The events team can provide you with a list of parking options in the area.

WAYFINDING

We recommend that you consider a wayfinding plan to ensure your guests are able to locate your event on campus. We suggest that you appoint members of your team to greet and direct guests or use easily identifiable signage (see *event signage* below).

LOADING ACCESS + DELIVERIES

All deliveries and pick-up times of event-related materials are the responsibility of the renting client. A representative is required to receive and/or deliver items from the campus. Our loading bay is open *most weekdays* from 8:30am to 4pm, Shipping will need to be notified in order to have the Shipping + Receiving doors open for your staff. Unfortunately, storage for items related to your event is not available on campus. The University is not responsible for any items left unsecured and it is recommended that items of value remain with you at all times. Further information regarding access can be discussed once your External Application Request has been received.

CAMPUS ACCESS

Please note that your access to the campus is limited to the range of the contracted set-up and tear down times indicated in your Facilities Use Agreement. Access to campus outside of these times will require written permission from the university and will incur additional fees.

EVENT SIGNAGE

The university must approve any event signage that you have planned for your event. Please note that nothing can be affixed to any wall space unless painters' tape is used. The university reserves the right to remove any event signage that is deemed inappropriate.

INTERNET

Wifi is available campus-wide. You will be provided with a wifi name and password for use throughout your event booking.

CAMPUS SUSTAINABILITY

Emily Carr University of Art + Design is dedicated to stewarding our natural resources in a responsible manner and to working towards a sustainable future in cooperation with organizations at the local, provincial, national and global level. The University recognizes that sustainability is a commitment to future generations. University activities shall strive to embody approaches that enhance community well-being, further diversity and equity, restore or maintain the functioning of natural systems and are fiscally responsible. Please ensure that you consider the environmental impact of your event plans.

STUDENT FOCUS

Emily Carr University of Art + Design is a learning community devoted to excellence and innovation in visual arts, media arts, and design. We place students at the center of the usage of our spaces. The needs of our students and academic programming take priority for space usage on campus and we strive to minimize any disruption caused by external bookings. External groups planning events on campus are encouraged to advise us of any opportunities for our students and the greater Emily Carr Community to participate in your event on campus.

ACKNOWLEDGEMENT

We acknowledge that the land on which Emily Carr University resides is the unceded territory of the Coast Salish peoples, including the territories of the x̣ṃəθkẉəỵ əṃ (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

APPENDIX I Technical Requirements

Technical Requirements: Provide a detailed description			
A/V REQUESTS Event Programming: Check all that may apply and indicate format where applicable			
SHOW PRESENTATION (Client is expected to advance slides)			
SPEAK TO AN AUDIENCE		PLAY VIDEO LAPTOP	
PLAY AUDIO CD or OTHER		PLAY VIDEO DVD/BLU-RAY	
RECORD VIDEO (Room System only)		RECORD AUDIO ONLY	
EQUIPMENT REQUESTED			
LAPTOP		MICROPHONE WIRELESS, HANDHELD	
DVD PLAYER		MICROPHONE WIRELESS, LAPEL	
OTHER SPECIFY			
ADDITIONAL NOTES + COMMENTS Provide details of additional table + chair requests, and room configuration if applicable			
By submitting this form, the borrower assumes full responsibility for the equipment and agrees to reimburse Emily Carr University of Art + Design for any loss or damage. Some details of your request may change to conform to technical requirements, policies, security issues, availability of requested equipment and/or personnel.			
FOR A/V USE			
TECHNICIAN/MONITOR ASSIGNED		GL Account Code 10-00-340050-5124	
SET-UP	DATE/TIME	TEAR-DOWN TIME	ESTIMATED HOURS
SPECIAL		X	
COLLABORATIVE TECHNOLOGIES + MEDIA RESOURCES, ITS			