

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 TEAR DOWN BY BREAKS/INTERMISSION	EVENT START TIME EVENT END TIME
EVENT DESCRIPTION		
EVENT CONTACT ON SITE (name, cell)		
NUMBER OF ATTENDEES	ADMISSION CHARGED TO ATTEND (\$)	
OPERATIONAL SUPPORT (EXTRA COST)	<i>Please specify details:</i>	
<input type="checkbox"/> A/V or IT Equipment (an event tech is required for all bookings. See APPENDIX I)	<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</i>	
<input type="checkbox"/> This event has Catering *Alcohol Service Y / N		
<input type="checkbox"/> Tables + Chairs requested		
<input type="checkbox"/> 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	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).

**APPLICATION FOR USE TERMS, COVENANTS and CONDITIONS FOR SPACE USE AT
EMILY CARR UNIVERSITY OF ART + DESIGN**

1. The APPLICANT shall:
 - a) Pay the fee for the use of the facilities on dates specified.
 - b) Bear all costs and expenses in connection with use of the facilities.
 - c) Comply with all Municipal and Provincial laws and regulations pertaining to the Applicant's use of the facilities.
 - d) Assume costs for any loss or damage to facilities and the University in which the same are located.
 - e) Carry 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 of Art + Design (herein after "the University") shall be named as additional insured. Failure to provide all documentation will prohibit the Applicant from use of Emily Carr Facilities.
2. BODILY DAMAGE/PROPERTY DAMAGE:
 - a) Pay in addition to the rental fees the extra charges that may be incurred (e.g. floor covering, equipment rental).
 - b) Indemnify the University against all loss, claims, suits and demands arising from injury or damage to any persons or property resulting from, or occurring during, the Applicant's occupation of the facilities except when such injury, loss, or damages occasioned by the negligence of the University, its servants or agents.
 - c) Indemnify the University against loss of use of the facilities for any reason whatsoever.
 - d) Vacate the facilities forthwith upon the last date specified for use as set out in the application.
 - e) Leave the premises in good repair (reasonable wear and tear, and damage by fire, lightning and tempest, only accepted, unless such damage by fire be caused by the negligence or default of the Applicant).
3. The UNIVERSITY shall:
 - a) Provide lighting, heat, washroom facilities and custodial and security services with the facilities, as outlined in the agreement during the period specified. Costs for these services will be accessed and communicated in advance to the Applicant.
 - b) Not provide parking.
4. It is understood and agreed between the University and the Applicant that this agreement shall not be assigned or transferred by the Applicant.
5. The Applicant shall procure at the Applicant's expense, all licenses and permits from Municipal and Provincial authorities as may be required to operate or conduct activities on the premises, to pay all taxes that may be levied as a result of the operation of the Applicant on the facilities.
 - BC Liquor License(s) under Special Occasions will not generally be approved by the University.
 - No applicant will apply to the Liquor Control Board for any type of Liquor License(s) without written approval from the University.
6. The Applicant shall not be the agent of the University for any purpose and has no authority to bind the University in any manner.
7. All of the obligations of the Applicant accruing hereunder during the term of this agreement and all of the indemnities by the Applicant herein shall survive the termination of the agreement.
8. The Applicant shall be bound by the "Regulations" for the use of the facilities issued by the University at the date(s)/time(s) indicated on this form whether the Applicant herein shall survive the termination of the agreement.
9. Equipment on site cannot be operated by the Applicant. All equipment must be managed by the event tech assigned by the University at the Applicant's expense.
10. All rooms must set up and returned to their original set-up by the user or a *set-up/tear down fee* will be charged.
11. It is understood and agreed by the parties hereto that the Applicant shall indemnify and hold the owner and its employees, servants, agents and contractors harmless from any and all claims resulting from the Applicant's use or occupancy of owner's property or premises.
12. The Applicant shall be responsible for the defense of any suit brought against the owner on account of any claim alleging legal liability for loss, costs or damages resulting from bodily injury, including death, of or to any person or persons, or from damage to the property of others, including the property of the Applicant during the use, intended or otherwise, of the owner's property or premises.

APPLICANT NAME

APPLICANT SIGNATURE

DD MM YY

Applicant's Signature confirming review and acceptance of Terms and Conditions

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. If you cancel your rental within 30 days of your event, your deposit is forfeited.

ADDITIONAL FEES

All external bookings are required to hire an Audio/Visual Technician. Additional Security personnel and Janitorial attendant(s) may also be required dependant on the scope of your event as assessed by Emily Carr University Facilities Department. The estimate for additional fees on a full day, large-scale event is approximately \$700 per day.

Media Technician	\$50/hour	Four (4) hour minimum call
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).
Set-up/Tear Down	\$35/hour	Four (4) minimum call All bookable space come pre-set and must be returned the way they were found at the conclusion of your event. If you require additional assistance with set-up and tear down the University may be able to provide additional personnel to assist (when available). Please consult with the events team.
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 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. Please note that cancellation policies apply to any event cancelled within 30 days of the scheduled booking.

ALCOHOL ON CAMPUS

Alcohol free events are preferred on the University's premises.

Occasionally events involving the consumption of alcohol are permitted on the University's premises. These events require a Special Occasion License, and are permitted only with the prior written authorization of the Vice President, Finance + Administration. Notice must be given a minimum of two weeks in advance of the event to the General Manager and the Vice President, Finance + Administration. A copy of the SOL (Special Occasion License) and SIR (Serving-it-Right) Certificates for all servers must be submitted two weeks prior to your booking. Failure to remit this documentation will result in the removal of alcohol service from your event.

More information on BC's Liquor laws can be found at: <https://specialevents.bcldb.com>

Unfortunately, the campus cannot accommodate requests for receptions or dinners for large groups (70+) and as a result these types of booking request cannot normally be accommodated. We are happy to provide suggestions for nearby establishments that can host a reception, dinner or party.

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.

TABLES + CHAIRS

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

SMOKING ON CAMPUS

Smoking is prohibited on all University premises, including all 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.

WAY-FINDING

The University recommends that you consider a way-finding plan to ensure your guests are able to find your event on campus. We suggest that you appoint members of your team to greet and direct guests or use easily identified 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.

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 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 x̱w̱məθkwə'yəm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

APPENDIX I Technical Requirements

Technical Requirements: Provide a description of tech needs (include details of additional tables, chairs needed if applicable)	
A/V REQUESTS Event Programming: Check all that may apply and indicate format where applicable	
SHOW PRESENTATION	PROJECT VIDEO DVD
SPEAK TO AN AUDIENCE	PROJECT VIDEO LAPTOP
PLAY AUDIO CD	PROJECT VIDEO VHS TAPE
PLAY AUDIO COMPUTER	RECORD AUDIO ONLY
PLAY AUDIO OTHER	
EQUIPMENT REQUESTED	
TRANSPARENCY PROJECTOR	MICROPHONE WIRELESS, HANDHELD
LAPTOP	MICROPHONE WIRELESS, LAPEL
DVD PLAYER	CAMERA
DIGITAL AUDIO RECORDER	OTHER SPECIFY
ADDITIONAL NOTES + COMMENTS	
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	