



UNIVERSITY CENTRE EVENTS, RESERVATIONS & BUILDING SERVICES

Event Facilities, Equipment Rentals, Audio Visual Support, and Digital Content Solutions

August 16, 2021 - December 31, 2021

OUR EVENT SPACES

Our Meeting & Event Facilities are designed to offer flexible accommodation to meet your needs.

With multi-purpose setup options, audio visual expertise, and full service planning support, the University Centre can deliver professional success for your event. All room rates include enhanced disinfecting of furnishings and equipment to ensure the safety of our guests.

Meeting Room 005

Reduced Capacity: 8 | \$23.50 Per Hour or \$188 Per Day

Board table seating with interior frosted glass walls next to the Peter Clark Hall Complex.

Meeting Room 332 & 334

Unavailable for Bookings in Fall 2021

Bright meeting rooms with vibrant views of Branion Plaza, group seating for 12 people and a high-definition screen with direct connect features.

Executive Boardroom 335

Unavailable for Bookings in Fall 2021

Newly renovated small executive room overlooking Branion Plaza with executive leather seating, high-definition digital screen with direct connect.

Executive Boardroom 429

Unavailable for Bookings in Fall 2021

Located on Level 4 with executive leather seating, boardroom tables, and a large format high-definition digital screen with direct connect features.

Multipurpose Room 430

Unavailable for Bookings in Fall 2021

Open concept meeting room featuring a multitude of seating layouts and a high-definition screen with direct connect. An ideal location for small social events and presentations.

Meditation & Quiet Reflection Room

Reduced Capacity: 12 | \$15.50 Per Hour or \$124 Per Day

A quiet space for meditation, self-reflection, and multi-faith activities located on Level 5 North.

All room rates include standard setup and A/V usage.
Custom setup and support services available.

Peter Clark Hall

Reduced Capacity: 300 | \$72.50 Per Hour or \$580 Per Day

Multipurpose event facility featuring multiple HD projectors, integrated house sound system, enhanced light features and available bar service.

PCH North 001A & South 001B

Reduced Capacity: 50 | \$24.50 Per Hour or \$196 Per Day

Recently renovated multipurpose rooms in the PCH Complex boasting an HD projector, integrated sound system, and multiple setup options.

Executive Boardroom 441

Reduced Capacity: 24 | \$33.50 Per Hour or \$268 Per Day

Well appointed boardroom with floor mounted outlets, integrated sound system, and a HD projector with wired and wireless connectivity.

Multipurpose Room 442

Reduced Capacity: 50 | \$48.50 Per Hour or \$388 Per Day

A bright and spacious room with a large format high-definition screen with direct connect features, integrated sound system, and storage area featuring large window views of Branion Plaza and Zavitz Hall.

The Keg Lounge

Reduced Capacity: 12 | \$24.50 Per Hour

Casual event lounge inside Brass Taps Pub featuring floor to ceiling views of Conservatory Gardens, group or individual seating, HD TV with satellite programming and fireplace.

The 74 Lounge

Reduced Capacity: 12 | \$24.50 Per Hour

Casual social and dining lounge inside Brass Taps Pub with floor to ceiling views of Conservatory Gardens, pub tables and chairs, and HD screen.

The "Boo Bar" Games Lounge

Reduced Capacity: 12 | \$24.50 Per Hour

Our Student-focused games and events lounge with leather lounge seating, 80" high-definition TV with XBOX Console available, custom built arcade unit, service bar and multiple entrance points.

RESERVATION SERVICES

Our reservation team can setup your reservation to meet your specific event or meeting needs.

Standard Setup

Physically Spaced Group Seating | Included in Room Rate

Standard setup of tables and chairs in group seating to suit the room design and Public Health COVID requirements.

Lecture or Classroom Setup

Under 50 People \$60 | Over 50 People \$120

Lecture style seating or forward-facing classroom seating with tables, set up to room capacity.

Tradeshow or Presentation Setup

Large Rooms \$125 | Peter Clark Hall \$160

Custom tradeshow or multiple group presentation setup arranged to custom request with tables and chairs. Tradeshow rod and drape services available upon request at an additional rate.

Custom Room Setup

Under 50 People \$75 | Over 50 People \$150

Custom room setup planned to your design layout with on-site planning support included.

Key Loan Service

Multiple Day or Sunday Reservations | Free Service

Complimentary key sign-out for multiple day or Sunday reservations only. Replacement fee of 75.00 applicable for any lost or non-returned keys.

Meeting Room Water Service

Self-Serve Bottle Service \$1.30/Person

Ice cold bottled water service professionally presented for safe self-serve or arranged on each table for individual guests.

Linen Service

\$5.50 Per Linen | \$10 With Quick Folding Table

Choice of black, red, white, or golden yellow linens setup on room tables or with quick folding tables.

Portable Microphone Service

Integrated Rooms \$55 | With PA & Speakers \$85

Professional setup with up to three regular or table top microphones. Stand alone service includes PA mixer and up to two powered speakers.

Advanced Wireless Microphone Service

Integrated Rooms \$70 | With PA & Speakers \$100

Premium quality wireless and lapel microphone service with facilitator support. Stand alone service includes PA mixer and up to two powered speakers.

Video Conferencing or Podcast Support

Video Conference \$65 | Podcast Support \$75

Support includes equipment, room setup and testing with facilitator prior to start of the event.

On-Site Technical Support

Weekdays \$55 Per Hour | Weekends \$75 Per Hour

Professional support available to assist with all audio video needs and ensure a stress-free event.

FOOD & BEVERAGE

Prepared to Public Health COVID-19 requirements for safe enjoyment and consumption.

Campus Bakery & Coffee Co.

Freshly Made Baked Goods & Premium Beverages

Freshly made-from-scratch baked goods and premium beverage services, delivered individually wrapped for safe handling with professional setup.

Full Food & Beverage Event Service

Quality Products & Presentation to meet your needs.

Event packages and custom ordering available with setup and individual portion presentation. Explore our UC Food & Beverage Menu for details.

Cocktail Socials & Bar Service

Available in all AGCO Licensed Rooms | \$95

On-site bartender with guest pay or host bar service available for events and activities with planned food service as per Public Health guidelines.

COURTYARD ACTIVITIES

The UC Courtyard is an dynamic, open space that can support events and activities in a safe and socially distanced manner.

Promotional & Fundraising Tables

Internal Groups Only - No Cost | Linen Tablecloth - \$5.50

Courtyard North or East Lower Level space with one table and two chairs, one pump hand sanitizer, and COVID-19 safety signage.

Small Vending Sales Space

Independent - \$200 | Affiliate - \$325 | Corporate - \$450

For bookings with intended product or services sales to the public. South Concourse or East Courtyard with tables, chairs, one pump hand sanitizer, and COVID-19 safety signage. Approx. 100 sq. ft.

Central Courtyard Large Sales Space

Independent - \$300 | Affiliate - \$425 | Corporate - \$550

For bookings with intended product or services sales to the public. West Courtyard space with tables, chairs, one pump hand sanitizer, and COVID-19 safety signage. Space suits 250 - 500 sq. ft. usage.

Central Courtyard Full Space Rental

Internal - No Cost | \$72.50 Per Hour or \$580 Per Day

Full East and West Courtyard Space for promotional activities and events. External Rate bookings includes tables, chairs, staging, one pump hand sanitizer, and COVID-19 safety signage. Setup and audio video services available.

OTHER SERVICES

Student Locker Rental Service

\$25.00 Per Semester or \$60.00 Per Year

Standard 2x2 locker with combination lock on Level 0. Convenient, centrally located storage.

UC Courtyard Banner Space

Internal Groups Only | Free Service

Courtyard East or West locations with hanging and removal service provided.

DIGITAL MEDIA SERVICES

Our digital media team is committed to the delivery of quality content design, focused messaging, and effective communications solutions.

UC Digital Signage Network

Effective Communications | No Cost for Internal Groups!

The UC Digital Signage Network is an advanced, high definition motion graphic communication tool broadcast over 30 public digital screens. Refer to our UC Digital Media Services website at www.uoguelph.ca/ucservices/digitalmedia for info.

UC Content Design & Creation

Internal - \$35 Per Hour | External - \$75 Per Hour

Professional Motion Graphic design services using existing content and creation services including filming, photography and raw content design. Content can be used for multi-platform publishing.

UC Washroom Ads

From \$35 Per Frame Location | Special Rates Available

Printed advertising service available in University Centre washroom locations. Effective placement for optimal visibility. Service also available for the Athletic Centre through the UC Services Office.

Podcast Filming & Event Recording

Internal - \$35 Per Hour | External - \$75 Per Hour

Professional filming of your event, lecture, townhall, or activity with custom editing and content design for podcast and multi-platform publishing.

EVENT PROGRAMMING

Concert Programming Services

Complete Programming Service | Various Rates

In-house complete concert programming service including budget planning and artist booking, ticketing, lighting, sound support and venue management for all types of events.

Audio Video Equipment Rentals

Refer to our UC Equipment Rental Listing for available products and services.

EQUIPMENT RENTALS

Quick Folding Table (5 ft.)

\$5 Per Table | \$10 With Linen Tablecloth

Large Round Banquet Tables (7 ft.)

\$9 Per Table | \$14 With Linen Tablecloth

Round Bistro Cocktail Table

\$8 Per Table | \$13 With Spandex Linen Wrap

Linen Tablecloth Service

\$5.50 Per Linen | Black, Gold Yellow, Red, or White

Extension Cords / Power Supply

\$9.50 Per Unit | Setup with Safe Tape-Down On-Site

Black Molded Chairs

\$1 Per Chair | Delivery for Bookings Outside the UC

Presentation Podium

\$30 Per Day | Delivered & Setup in Room

Portable Whiteboard

\$24 Per Day | Large Board with 3 Dry Erase Markers

Display Easel & Paper

\$20 Per Day | Includes Delivery, Paper, and Markers

Free-Standing Projection Screen

\$18 Per Day | Delivered & Setup in Room

Small Stage Service

\$55 Per Day | Durable, Custom Sizing up to 8' x 16'

Medium Stage Service

\$95 Per Day | Durable, Custom Sizing up to 16' x 20'

Large Stage Service

\$145 Per Day | Durable, Custom Sizing up to 20' x 36'

Stage Carpet Covering

\$12 Per Day | For Small & Medium Sized Stages

**Is the rental for a Student Group?
Get a 25% Discount!**

All Student Clubs & College Governments receive a 25% discount off all equipment rentals!

HD Digital Projector

\$42 Per Day | \$48 Setup | Includes Cart & Remote

Wireless Presentation Pointer/Remote

\$14 Per Day | \$19 Setup | Multi-Platform Connectivity

Apple Display Adaptor

\$10 Per Day | \$15 Setup | For USB, HDMI, VGA Use

Microsoft Wireless Display Adaptor

\$15 Per Day | \$20 Setup | Wireless Display - PC Only

Laptop PC for Presentations

\$25 Per Day | \$30 Setup | For Presentation Purposes

Portable HD TV (55")

\$42 Per Day | \$48 Setup | Standing Cart & Remote

iPod with Spotify Premium Music

\$30 Per Day | \$35 Setup | Full Music Library Available

Basic PA Sound System

\$55 Per Day | Includes 1 Microphone, 2 Speakers & Setup

Portable Microphone Service

\$78.50 Per Day | \$48 Integrated | Includes 3 Mics & Setup

Microphone, Stand & XLR Cable

\$16 Per Day | \$20 Setup | For Integrated Rooms & PA

Tabletop Microphone & XLR Cable

\$16 Per Day | \$55 With Setup | For Integrated Rooms

Wireless or Lapel Microphone Service

\$24 Per Day | \$70 With Setup | For Integrated Rooms

Podcast Hosting Equipment

\$40 Per Day | \$75 With Support | Recording Equipment

Conference Calling Equipment

\$60 Per Day | Includes Setup & Testing Prior to Event

LED Multi-Phase Stage Lighting

\$155 Per Unit | Multi-Coloured & Multi-Setting Lights

Professional Sound Technician

\$355 Per Event | Includes Setup & Sound Control (<6hrs.)

Customizable Spin & Win Wheel

\$25 Per Day | Customize with Chalk, Delivered & Setup

RESERVATIONS POLICY INFORMATION

UNIVERSITY CENTRE SERVICES RESERVATION USAGE POLICY (2021)

Terms of Use

University Centre multi-purpose and executive meeting rooms are available for booking and use by all university and external community members. Established room rental rates, if applicable, will be applied based on the duration of the rental period and type of user group booking the space. There are three defined user groups:

1. *Internal Groups*: All student, departmental, college, and other organizational groups recognized as an accredited group/entity by the University of Guelph, Central Student Association, or Graduate Students' Association are recognized as internal groups. Room bookings are available at no-cost for internal groups.

2. *Affiliated & Revenue Generating Groups*: External groups with affiliation to a recognized internal group or an internal group booking a room with the intended purpose of generating revenue (excluding approved fundraising purposes) will be provided space at 50% of the regular room rental rate.

3. *External Groups*: All community and corporate groups/entities may book space at the regular room rental rate.

To ensure fairness to all booking groups, **all room reservations will be booked on a first come, first serve basis.** Clients will be able to book rooms up to six (6) semesters in advance, or two (2) years, from the date of booking. All requests for block room bookings (regular re-occurring weekly bookings) will be subject to the review and approval of the University Centre prior to confirmation.

Express meeting room reservations may be booked up to three (3) hours in advance of the start of the reservation by contacting the Reservation Services Office at 519-824-4120 x58384 or visiting the office on Level 2, UC (Room 266, beside the CSA Office).

All multi-purpose rooms and Peter Clark Hall reservations require a minimum twenty-four (24) hours advanced booking. Exceptions can be made based on availability and type of usage required for the space.

The University Centre will work with groups to effectively manage reservations and booking of space based on the needs of each client.

For multi-day or large capacity events, a deposit of 50% of the applicable rates will be required ten (10) days prior to the start of the booking. The deposit fee is non-refundable and only applicable to Affiliated and External Group bookings.

Standard Room Amenities

All University Centre meeting rooms and multi-purpose rooms come fully furnished with standard room setup and basic integrated audio visual usage. Additional services and custom room setup is available upon request, please refer to our Reservation & Event Services Guide for additional information.

Integrated Audio Visual Support

Most of our meeting and multi-purpose rooms are equipped with integrated audio visual (A/V) systems for display and presentation purposes. Basic plug and play usage of the A/V system is included with the room booking. Advanced A/V support including the use of any special adaptors is available for \$52.50 per booking.

Clients using A/V systems are responsible for the care and condition of the system during the room booking. Any issues or concerns with the condition of the A/V system need to be forwarded to the attention of the Reservation Services Office immediately.

Approved Room Usages

The objective of the University Centre to provide social, recreational, educational and cultural activities which are not normally offered through the regular academic curriculum or other University services. Respecting this objective, the University Centre will not regularly permit space to be utilized for routine academic purposes associated with credit programs (e.g. regularly scheduled undergraduate/graduate lectures, midterm and final examinations, registration). This policy is not to discourage academic departments from using University Centre facilities but rather to encourage the development of innovative, non-routine, activities and events (e.g. special lectures or seminars, exhibitions). Special exemptions to this policy may be requested and reviewed for consideration.

RESERVATIONS POLICY INFORMATION

Cancellation & Non-Use Policy

The University Centre aims to maximize the availability and usage of all rooms in order to meet the large amount of requests for space. To ensure rooms and space are used effectively, the University Centre requires notice of cancellation immediately in order to make the space available for another group.

For late cancellations and non-usage of space (failing to arrive and use the room during the booking), the following late cancellation policies apply to all user groups:

1. *Meeting Rooms*: All standard meeting room bookings require a minimum of twenty-four (24) hours advance notice for cancellation. These rooms include 004, 005, 332, 334, 335, and 429.
2. *Multi-Purpose Rooms & UC Courtyard Bookings*: Multi-purpose room bookings and all courtyard bookings require a minimum of five (5) calendar days advance notice of cancellation. Multi-purpose rooms include 001A, 001B, 001C, 430, 441, and 442.
3. *Peter Clark Hall*: All bookings for Peter Clark Hall (complete hall booking) require a minimum of ten (10) calendar days advance cancellation notice.
4. *Booked Services*: All arranged room services include A/V support, room setup, and food and beverage service require a minimum forty-eight (48) hour advance notice of cancellation.
5. *COVID-19 Related Cancellations*: If a reservation needs to be cancelled due to COVID-19 restrictions, the cancellation fee will be waived if cancellation notice is received no later than twelve (12) hours prior to the start of the event.

All late cancellations or non-usage of space will result in the user group being levied a fee equal to the regular daily rental cost and any arranged service costs associated with the booking. Late cancellation and non-usage fees are applicable to all defined user groups. Payment will be made by internal journal entry, debit/credit, cheque, or established client account. Failure to provide payment will result in a loss of booking privileges in the University Centre.

Cancellation fees may be waived under special circumstances, subject to the approval of University Centre management. User groups requesting a fee waiver must contact University Centre Services at ucreserv@uoguelph.ca or 519-824-4120 x58384 within fourteen (14) days of the booking date.

Food & Beverage Services

All food and beverage services including alcohol service in any location in the University Centre may be arranged through University Centre Services (*Brass Taps Pub, Campus Bakery Co. and UC Event Services*) or Hospitality Services. Prepared food items and alcohol beverages can only be provided by these service providers to ensure adherence to local and provincial food safety, health, and liquor regulations in addition to University Centre and University of Guelph policies.

Clients may arrange alternative food and beverage solutions (pre-packaged, non-perishable products) for their room booking provided they submit a Sales & Solicitation Request for approval to the UC Reservations Office at least five (5) days in advance.

Committed to Service

The University Centre team is committed to serving your needs and providing the best quality service and clean, user-friendly spaces. Please contact us anytime with your inquiries or requests and we will strive to meet your needs.

Contact Us

To book a room and room services in the University Centre, contact the reservations team direct using our [Online Reservations Request Form](http://www.uoguelph.ca/ucservices/uc-reservations.shtml) available at: <http://www.uoguelph.ca/ucservices/uc-reservations.shtml>. [Email Requests](mailto:ucreserv@uoguelph.ca) with details including your name, group/department, attendance number, date, booking times, room preference and service requests can be sent to: ucreserv@uoguelph.ca.

Food & Beverage Orders:

For all UC Events including Campus Bakery Co. & Brass Taps service in any University Centre location, contact Brooke Crease at bcrease@uoguelph.ca or 519-824-4120 x53710. For events in Brass Taps, please contact the Brass Taps Team directly at brasstaps@uoguelph.ca or 519-824-4120 x52928.

Courtyard & Programming Services:

For all inquiries and requests contact Sam Baijal at sbaijal@uoguelph.ca or 519-824-4120 x52896.

Promotional Services:

For all digital signage inquiries and requests contact ucdesign@uoguelph.ca. For UC Ad Service and other services contact us at ucservices@uoguelph.ca or 519-824-4120 x53300.

BOOKABLE FACILITIES & AMENITIES INFORMATION

Room 001 - Peter Clark Hall Complex

Size: 5,097 sq.ft. | Maximum Capacity: 1070 | Dining Capacity: 536 | Seated Capacity: 800 | AGCO Licensed Capacity: 646

Dual Projectors, Integrated Sound, Bar Facilities, Coat Check, Round Tables (26), Chairs, Staging, Dividable Sections

Rate: \$68.50/Hour External \$548/Full Day External \$34.25/Hour Affiliate \$274/Day Affiliate

Rooms 001A & 001B - Peter Clark Hall North & South Wings

Size: 1,294 sq.ft. | Maximum Capacity: 100 | Seated Capacity: 70 | AGCO Licensed Capacity: 70

HD Projector, Integrated Sound, LED Lighting, Coat Check, Round Tables, Chairs, Carpet Floors, Multiple Exits

Rate: \$21.50/Hour External \$172/Full Day External \$10.75/Hour Affiliate \$86/Full Day Affiliate

Room 004 & 005 - Small Level 0 Multipurpose Space

Size: 422 sq.ft. | Maximum Capacity: 25 | Seated Capacity: 24 | No AGCO License

Interior Room, Projector Screen, Rectangular Tables, Chairs, Carpet Floors, Multiple Exits, Coat Check Available

Rate: \$18.50/Hour External \$148/Full Day External \$9.25/Hour Affiliate \$74/Full Day Affiliate

Room 332 & 334 - Small Level 3 Meeting Space

Size: 402 sq.ft. | Maximum Capacity: 24 | Seated Capacity: 24 | No AGCO License

North Exterior Windows, HD Screen w/Direct Connect, Rectangular Tables, Chairs, Carpet Floors, LED lighting

Rate: \$22.50/Hour External \$180/Full Day External \$11.25/Hour Affiliate \$90/Full Day Affiliate

Room 335 - Small Level 3 Executive Boardroom Space

Size: 280* sq.ft. | Maximum Capacity: 12 | Seated Capacity: 12 | No AGCO License

North Exterior Windows, HD Screen w/Direct Connect, Boardroom Tables, Leather Chairs, Carpet, LED lighting

Rate: \$21.50/Hour External \$172/Full Day External \$10.75/Hour Affiliate \$86/Full Day Affiliate

Room 429 - Small Level 4 Executive Boardroom Space

Size: 361 sq.ft. | Maximum Capacity: 20 | Seated Capacity: 16 | AGCO License Capacity: 16

Interior Room, HD Screen w/Direct Connect, Boardroom Tables, Leather Chairs (12), Guest Chairs (4), Carpet Floor

Rate: \$21.50/Hour External \$172/Full Day External \$10.75/Hour Affiliate \$86/Full Day Affiliate

Room 430 - Mid-Size Level 4 Multipurpose Space

Size: 568* sq.ft. | Maximum Capacity: 38 | Seated Capacity: 30 | AGCO License Capacity: 30

Interior Room, HD Screen w/Direct Connect, Rectangular Tables (8), Chairs (38), Carpet Floors, LED lighting

Rate: \$22.50/Hour External \$180/Full Day External \$11.25/Hour Affiliate \$90/Full Day Affiliate

Room 441 - Large Level 4 Executive Boardroom Space

Size: 825 sq.ft. | Maximum Capacity: 58 | Seated Capacity: 24 | AGCO License Capacity: 58

North Exterior Windows, HD Wifi/Wired Projector, Boardroom Tables (11), Executive Chairs (24), Guest Chair (16)

Rate: \$31.50/Hour External \$252/Full Day External \$15.75/Hour Affiliate \$126/Day Affiliate

Room 442 - Large Level 4 Multipurpose Space

Size: 1,590 sq.ft. | Maximum Capacity: 109 | Seated Capacity: 100 | AGCO License Capacity: 109

Exterior Windows, HD Screen w/Direct Connect, Integrated Sound, Rectangular Tables (18), Chairs (100), Storage

Rate: \$46.50/Hour External \$372/Full Day External \$23.25/Hour Affiliate \$186/Day Affiliate

Room 533 - Level 5 Meditation & Quiet Reflection Space

Size: 676 sq.ft. | Maximum Capacity: 38 | Seated Capacity: N/A | No AGCO License

Interior Room, Private Quiet Space, Guest Chairs (18), Carpet Floors, Small Item Storage

Rate: \$15.50/Hour External \$124/Full Day External \$7.75/Hour Affiliate \$62/Full Day Affiliate

No Charge for Internal Group Use. Non-Use Fees Charged at Affiliate Rates. Capacity Maximum Displayed. *Approximate Size