

## **U-Club Booking Information (Updated: August 5<sup>th</sup>, 2018)**

The facilities of the University Club are available for rental to groups and organizations under the sponsorship of a member. **Please email or call the [House Manager](#) (902-385-4112) to ensure the U-Club is available for your event, prior to completing the Booking form.**

As part of the base rental, you have access to television, computer, and stereo-system. There are a limited number of tables available. Feel free to move chairs and tables, but please return to their original placement.

As part of the kitchen rental, you have access to plateware, glassware, silverware, serving dishes, pots and pans, stove, dishwasher, tea-towels, and garbage/ recycling bags. There is some ability to use fridge space.

Users are expected to leave the facilities in the same condition as they were found. Explicitly, pots, pans, serving dishes should be washed and dried, dishwasher must be loaded, sink cleared. **Garbage and recyclables must be sorted as required, bagged and placed outside the back door in bins.** Kitchen floor should be swept and/or mopped, if necessary.

We are bound by NS **Liquor Licensing Regulations**, and fall under Acadia's license. We also want to maintain good relations with our neighbours. Please follow the U-Club House Rules as posted near the bar with regard to music, noise, capacity, and bar hours.

**Note:** The sponsoring member is expected to be in attendance at events, and a primary role for sponsors at daytime events where there is no House Manager or Bartender in attendance, is to mind the comings and goings at the "honour system" bar (that is, there should only be U-Club members accessing the bar, with payment via the Echit system). If the sponsor is not prepared to fulfill this role, we ask that you add the House Manager/Bartender to your booking. Alternatively, for daytime rentals, we will accept a designate identified by the sponsor in the form of a responsible staff member who will: open and lock Club; oversee bar area (bar is not open); ensure clean-up. Note that the sponsor is still ultimately responsible for the events.

Facilities are expected to be left as they are found. If facilities are not left in the condition in which they were found, an hourly cleaning charge of \$15/hour will be applied to the invoice. The U-Club reserves the right to assign these charges after the event.

## **Daytime Rental**

Basic daytime rental rate for a *morning or early afternoon reception or meeting* is **\$50**. There is no access to the kitchen, bbque, or games room (No kitchen access means no use of dishes, cutlery, stove, dishwasher, fridge). There is no access to the bar, except to members. Catering/food may be brought in. Event should be completed by 5 PM. If there are 25 people or fewer, there is no requirement for the House Manager/Bartender to be in attendance (the sponsor (or a staff designate for daytime events) must be in attendance). If there are over 25 people, there is a requirement to have the House Manager/Bartender for minimum of 2 hours.

Need kitchen access (includes bbque)? Add \$30. This also gives non-exclusive access to the games room.

If you require the House Manager/Bartender, add minimum of \$30 (2 hours), plus \$15/every additional hour.

## **Late Afternoon/Evening Rental (after 4 PM)**

Basic late afternoon or evening rental rate for a reception, meal or other event is \$125. This provides access to the kitchen, bbque (if wanted) and bar (if wanted), and limited (non-exclusive) use of games room. Catering/food may be brought in. A House Manager/Bartender for minimum of 3 hours is required for this, and is included in this pricing. A reminder, the sponsor is still expected to be in attendance. If the event is over 3 hours, add an additional \$15/hour for House Manager/Bartender.

## **Games Room Rental**

If sponsoring member wants to book exclusive use of the games room as part of an event, add \$25.