



Hall Rental Policy For Internal & External Bookings

September 21, 2007

Internal Bookings

A) *Students/Clubs*

– Students/Clubs are able to book The Wall at any time during the fiscal year as long as The Wall is not in use already by either CSRC or NUSU, and the booking is not in conflict with a planned event produced by The Wall Management on behalf of CSRC and/or NUSU. The Wall is not available to be booked during Christmas Holidays as there is no staff available. The event will be approved or rejected by using this criterion. There is no direct cost to the Students/Clubs for the use of The Wall. As a result of applying “no cost” to the Students/Club using The Wall, stringent rules must be applied as follows:

1) The Wall will print exactly 600 numbered tickets with all information regarding the pub. It is the club’s responsibility to pre-sell said tickets at a minimum of \$3.00 per ticket. Two thirds of any money collected goes to the Students/Club who booked the event with one third going to The Wall. Tickets for the event, once approved by The Wall, must be on sale one month ahead of the event. There will be two scheduled ticket update meetings. The

first will be two weeks in advance of the event and the second will be one week in advance of the event. If not enough tickets are sold (less than 200), The Wall reserves the right to cancel the pub at the one week in advance date. It will be the club's responsibility to refund sold tickets.

2) The Wall agrees to provide the Club with a door prize \$250.00 in approximate value, a Disc Jockey for the evening at no cost to the Students/Club and coat check service from which the proceeds go to the Students/Club. The Wall will also help promote the event within the Student Centre and on its web page.

3) The Clubs are forbidden to promote any other bar in conjunction with the pub event. Any/all external sponsors have to be approved by The Wall due to the fact that The Wall has pre-existing exclusivity advertising deals that must be adhered to at all times.

4) The Wall suggests that clubs design a pub that is unique in nature as compared to other events already scheduled in order for the event to be successful.

The Wall reserves the right to determine the number of pubs booked per month and does not guarantee all clubs or classes will be given a pub. Therefore, it would be best to book unique events and book early.

B) Non - Students/Clubs

- Non - Students/Clubs consist of organizations, staff, faculty, administrations, employees etc., of both Nipissing University and Canadore College. These groups/individual are able to book The Wall at any time during the fiscal year as long as: The Wall is not in use already by either CSRC or NUSU, the event is not in conflict with a planned event produced by The Wall Management on behalf of CSRC and/or NUSU, that staff are available for the event, that the individual booking is, indeed, from the internal community of the Education Centre, events booked by the above members of the Education Centre Community on behalf of external organizations are considered external events, and that the group/individual realizes that the event can only be guaranteed one week before the

day of the event during the Academic portion of the year, excluding Christmas. The Wall is not available to be booked during Christmas Holidays as there is no staff available. The event will then be approved or rejected by using this criterion. There is a direct cost for the use of The Wall. The direct cost is a \$250.00 non-refundable hall rental charge, plus applicable taxes, at the time of booking. The group/individual using The Wall must follow the necessary steps for booking the event:

- 1) The group/individual must fill out in person, a function/event list at the time of booking with the Entertainment & Assistant Operations Manager (ext. 4366). Details of the event will be recorded on the function/event list. The number attending and specifics of the event are very important so accurate information is essential. One week prior to the event the group/individual must meet with the Entertainment & Assistant Operations Manager to go over the event for finalizing total attendance and any additional changes.

2) The Wall agrees to provide the Disc Jockey for the evening at a \$150 cost to the individual/group if required. The Disc Jockey will be The Wall's contracted Disc Jockey. The Wall will provide a coat check service, if required, at \$1.00 per coat with the proceeds going to The Wall. For live events, any production requirements will be the expense of the group/individual booking, but must use The Wall's sources.

3) The group/individual will use the on site caterer or The Wall Grillhouse for all food requirements. The Wall Grillhouse will be used only for bar events as required under the Liquor License Act, and all other banquet/buffet/menu requirements will be handled by the on site caterer. No third parties are allowed. No Special Occasion Permit (SOP) can be applied for under internal functions.

4) Any decorations required or needed for the event will be supplied by the group/individual and will be set-up/taken-down at times negotiated during the booking of the event.

The Wall reserves the right to accept/reject all group/individual bookings at the time of booking, based on the reason for the event, so as not to be associated with an event that would be detrimental to the well being of the Student Centre.

External Bookings

External bookings are for organizations/individuals that are from outside the community of the Education Centre, including those booked by conference services at the Education Centre. These organizations/individuals are able to book The Wall at any time during the fiscal year as long as: The Wall is not in use already by either CSRC or NUSU, the event is not in conflict with a planned event produced by The Wall Management on behalf of CSRC and/or NUSU, that staff are available for the event, and that the organization/individual realizes that the event can only be guaranteed one week before the day of the event during the Academic portion of the year, excluding Christmas. The Wall is

not available to be booked during Christmas. The event will then be approved or rejected by using this criterion. There is a direct cost for the use of The Wall. The direct cost is a \$500.00 to a \$1000.00 non-refundable hall rental charge, plus applicable taxes, at the time of booking. The assessment of the cost between \$500.00 and \$1000.00 is based on the following criteria: \$500.00 if food and alcoholic beverage is provided by The Wall during the event for groups over 250 people in number, \$750.00 if only food is provided by The Wall for the event for groups over 250 people in number, and \$1000 for no food or alcoholic beverages at the event, and for any group under 250 people in number. The group/individual using The Wall must follow the necessary steps for booking the event:

- 1) The group/individual must fill out, in person, a function/event list, at the time of booking with the Entertainment & Assistant Operations Manager (ext. 4366). Details of the event will be recorded on the function/event list. The number attending and specifics of the event are very important so accurate information is essential. One week prior to the event the group/individual must meet with the

Entertainment & Assistant Operations
Manager to go over the event for finalizing
total attendance and any additional changes.

2) The Wall agrees to provide the Disc Jockey for the evening at a \$150 cost to the individual/group if required. Groups paying the \$1000.00 rate will have the Disc Jockey included in the rental cost. The Disc Jockey will be The Wall's contracted Disc Jockey. The Wall will provide a coat check service, if required, at \$1.00 per coat with the proceeds going to The Wall. For live events, any production requirements will be at the expense of the group/individual booking, but must use The Wall's sources.

3) The group/individual will use the on site caterer or The Wall Grillhouse for all food requirements. The Wall Grillhouse will be used only for bar events as required under the Liquor License Act, and all other banquet/buffet/menu requirements will be handled by the on site caterer. No third parties are allowed.

4) Any decorations required or needed for the event will be supplied by the group/individual

and will be set-up/taken-down at times negotiated during the booking of the event.

5) Any group/individual wishing to provide “homemade” wine for their event will apply for a Special Occasions Permit (SOP) in advance of the event and produce this document to the Wall one week in advance of the event. The SOP will not exceed one & half (1 1/2) hours in length. It must be for use during dinner only. The Wall will apply a corkage fee to the group/individual for the use of a SOP. The corkage fee is \$2.00 per person based on total guests attending. This will be paid out one week in advance of the date of the event along with the SOP.

The Wall reserves the right to accept/reject all group/individual bookings at the time of booking, based on the reason for the event, so as not to be associated with an event that would be detrimental to the well being of the Student Centre.

This document, once signed, will be attached to the function/event list and will legally bind

the undersigned to all aforementioned policies specific to the type of event booked.

Please Print in Block Letters

Type of Event _____

Name: _____

Address: _____

Tel # Home _____ Tel #
Work _____

Dated this ____ day of _____ in the
year _____.

Signed: _____

Manager: _____

Signed: _____