



## Robert H. Lee Alumni Centre

The Robert H. Lee Alumni Centre sits in a prime location directly in the heart of the newly revitalized UBC Vancouver campus. Located just minutes from downtown on the scenic western tip of Vancouver, the Robert H. Lee Alumni Centre is an impressive and welcoming space for all campus visitors. Based at one of Canada's leading research universities, it offers an innovative experience in a stimulating setting that represents a unique opportunity for adding value to your event.

The centre's modern conference space includes a flexible celebration hall that can accommodate up to 300 guests in theatre-style seating or in rounds of eight, a stunning executive boardroom, two classrooms, and multi-purpose meeting rooms for workshops or breakout sessions. The centre boasts flexible options to fit all your meeting needs, as well as spaces supported by state-of-the-art technology including audio, video projection, telecommunication services, digital signage, and video/web conferencing. Our dedicated event and front-of-house team is on hand to support the entire planning process, including any last minute business solution requests.

Your guests can take advantage of all the riches UBC's bustling campus has to offer, including lush gardens, world-class attractions such as the Museum of Anthropology, and a superb 18-hole golf course. Additionally, our team can help coordinate professional development add-ons, such as customized learning opportunities or guided campus tours.

With its modern design, light-filled spaces, and strong focus on the client experience, the Robert H. Lee Alumni Centre is intended to create a powerful first impression. Whether you are planning a private event, fundraiser, meeting, corporate retreat, or awards dinner, your guests can enjoy respite from the daily grind in an inspiring and innovative setting.



## Robert H. Lee Alumni Centre

### Rental Spaces

The **Jack Poole Hall** is a 4700 square foot celebration space located on the second level. It contains exposed cedar ceilings and 20-ft glass walls that allow natural light to flood in. For smaller events a room divider may be installed at no additional cost. There is flexible staging, and state-of-the-art audio-visual equipment and services are available. *Maximum capacity: 400 standing/cocktail, 300 seated dinner with rounds of 8, 314 theatre style*

The **Wong-Trainor Welcome Centre** is a 1900 square foot space on the first level, perfect for supporting large-scale events in Jack Poole Hall as pre-event cocktail space or as a reception and display area. The space requires minimal décor, as it features built-in modern-classic lounge furniture, an inviting fireplace, and an interactive media displays showcasing the story of UBC and its alumni. *Maximum capacity: 300 standing or cocktail*

The **Achievement Lounge** is located on the first level, directly across from the concierge desk, and is equipped with comfortable and stylish lounge furniture. It is a great space for a small cocktail reception or meeting, or as a supplementary space for a main event taking place in the Jack Poole Hall. *Maximum capacity: 30 standing or cocktail*

The **Robert H. Lee Family Boardroom** is a 1300 square foot room, offering a modern-classic design in a private setting with a stunning view of central campus. Located on the third level, the boardroom features a large U-shaped table with built in microphones. The adjoining servery can be used to support the food and beverage needs of any meeting. An augmented AV package is available, which includes videoconferencing capabilities and more. *Maximum capacity: 32 seated around the table, with an additional 30 seats available in theatre style seating*



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The **Walter C. Koerner Family Terrace Lounge** is located next to the Robert H. Lee Family Boardroom. It is an open space furnished with modern-classic lounge furniture and outdoor balcony access. It's a great space for a small cocktail reception, a casual meeting, or as a coffee break space for meetings being held in the boardroom.

*Maximum capacity: 36*

The **Bill and Risa Levine & Polygon Homes Classrooms** are located on the second level directly adjacent to Jack Poole Hall. These rooms work perfectly for meetings, workshops, breakout space, and as event support. The Bill and Risa Levine Classroom has direct access to the catering kitchen and can easily transform into a catering prep area. Both rooms also feature built in audiovisual services, with an augmented AV package also available. *Maximum capacity: 20 & 24*

The **WestJet Sky Lounge** is an open-concept lounge space located on the third level, containing modern classic furniture. *Maximum capacity: 16*

The **Sarah Morgan-Silvester & Richard Fraser Meeting Room** is located on the first level next to the Achievement Lounge, and is surrounded by 14-foot glass walls offering views of the central hub of campus. *Maximum capacity: 12*

The **Harry King & Judy Allard Meeting Room** is located on the third level, and includes a large LCD screen for presentations as well as a conference phone. *Maximum capacity: 8*

Three other meeting rooms are available to rent on the lower level and come equipped with an LCD screen. *Maximum capacity: 8 - 12*



## Robert H. Lee Alumni Centre

### Public Rental Rates

The centre is the home for UBC Alumni. UBC Alumni A-Card holders and their children will be entitled to a 20% discount on the rental rates.

#### Jack Poole Hall

Hours	Rates
8:00 am to 12:00 pm	\$ 1500.00
8:00 am to 5:00 pm	\$ 1750.00
1:00 pm to 5:00 pm	\$ 1500.00
6:00 pm to 1:00 am	\$ 2300.00
8:00 am to 1:00 am	\$ 3800.00

\*If you are renting half of Jack Poole Hall please take \$250.00 off the listed rental rate

#### Wong-Trainor Welcome Centre

Hours	Rates
5:00 pm to 9:00 pm	\$ 600.00
5:00 pm to 1:00 am	\$ 1200.00

\*Rental rate will be reduced when booking this space along with Jack Poole Hall

#### Additional Rooms

Room	Rates
Robert H. Lee Family Boardroom	\$ 400.00 per 4 hour booking
Achievement Lounge	\$ 200.00 per 4 hour booking
Polygon Homes Classroom	\$ 300.00 per 4 hour booking
Bill and Risa Levine Classroom	\$ 300.00 per 4 hour booking
Koerner Family Terrace Lounge	\$ 200.00 per 4 hour booking
WestJet Sky Lounge	\$ 100.00 per 4 hour booking
Meeting Rooms	\$ 100.00 per 4 hour booking

**Visit:** [www.alumnicentre.ubc.ca](http://www.alumnicentre.ubc.ca)

**Call:** 604.822.1922

**Email:** [nicole.caron@ubc.ca](mailto:nicole.caron@ubc.ca)



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### Rental Information

- Rental rate includes all tables and chairs, set up, tear down, basic AV, and room cleaning.
- Rental rates include one onsite coordinator, and evening rentals include one onsite security guard.
- Additional staff may be brought in at your request.
- Booking times can be flexible, depending on availability.
- You may purchase additional hours outside of your time block.
- Multiple room bookings are available and negotiable.
- UBC alumni A-Card holders receive a 20 per cent discount on all rental rates (based off public rates only.)
- Registered charities receive a 15 per cent discount on all rental rates (based off public rates only.)
- All drop-delivery food and beverage service must be provided by Koerner's Catering.
- 5 per cent GST will be applied to all events.
- Refundable damage deposits may be applied where applicable.
- Payment for all rentals is accepted by cheque or credit card (Visa, MasterCard.)
- Pre-paid parking may be arranged at the time of booking.

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