



Contact Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Organization Holding Event: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Desired Room(s)/ Location(s): \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Description of your event, activities and set-up requirements (Use additional page if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ This event is public  Private

Do you plan to provide or sell food/beverages? Yes  No

Do you plan to use: The University's Food Services  An outside provider

If outside provider, please specify: \_\_\_\_\_

Are you playing pre-recorded music? (ie: Ipod / USB with music) Yes  No

Will there be a smudge? Yes  No

Do you plan to serve liquor at your event? Yes  No

Do you plan to sell merchandise? Yes  No

If yes, please list the products: \_\_\_\_\_

List any event sponsors : \_\_\_\_\_

Please email this completed form to [events@uwinnipeg.ca](mailto:events@uwinnipeg.ca). A representative from the Conferences & Events department will confirm your request and arrange to discuss your requirements in further detail. Thank you for considering The University of Winnipeg for your event.

## SERVICE PROVIDER EQUIPMENT

The University of Winnipeg's in-house service providers have items that you may require for your event (the most-requested items are listed below). Availability is dependent on timing and campus demand. Please complete this form and include with your event application form. A price quote will be provided for your approval.

<b>PHYSICAL PLANT EQUIPMENT:</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>PRICE PER UNIT</b>
Banquet Table – 6' Long		\$11
Round Table (Seats up to 8 people)		\$11
Cocktail Table		\$11
Chair		\$1.25
Podium (No charge for EG Hall or Convo Hall)		\$35
Coat Rack (One rack included with EG Hall and Convo Hall)		\$20
Easel		\$10
Flipchart with Paper		\$10
Classroom Set Up		\$60
Other (Please list)		
<b>PHYSICAL PLANT SUBTOTAL:</b>		

A Media Services technician is required to set up all of the below equipment and systems. Existing systems have an option of set up only, additional equipment or stand-alone set ups will require a technician to stay for the duration of the event.

<b>MEDIA SERVICES EQUIPMENT:</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>PRICE PER UNIT</b>
Media Technician: Would you like a technician to stay throughout the event? (May be required)	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$55/hour
Eckhardt Grammate Hall / Convo Hall Sound & Projection System Usage (Includes: Laptop, Projector(s), Screen(s), Sound System & Podium Microphone)		\$65/day
Leatherdale Commons Sound and Video Wall Usage (Includes: Sound System, Microphones and Video Wall)		\$65/day
Leatherdale Hall Tony's Sound System Usage (Includes: Sound System and Microphones)		\$32.50/day
Sound System with One Microphone (For use in a medium room for up to 200 people)		\$125/day
Wired Microphone with Stand		\$15/day
Wireless Handheld Microphone with Stand		\$35/day
LCD TV		\$75/day
High Power Data Projector (Used when ambient light is present in the room)		\$125/day
Low Power Data Projector (Used when ambient light can be eliminated in the room)		\$50/day
Tripod Projection Screen		\$25/day
Fast Fold Screen with Dress Kit		\$50/day
Laptop		\$40/day
Press Feed		\$20/day
Wireless Internet Access		\$100
Webcast/TV feed (Quote Required)		
Video/Audio Recordings (Quote Required)		
Other (Please list)		
<b>MEDIA SERVICES SUBTOTAL:</b>		
<b>ESTIMATED TOTAL:</b>		
<b>DEPOSIT AMOUNT (25%):</b>		

This form will be returned to you with confirmation of fees. Please note: if changes are made prior to or during the event, the final invoice will reflect accordingly. GST will be added to your final invoice.

A 25% non-refundable deposit is required to confirm your booking. Please provide a payment to: The University of Winnipeg, Events Department – **515 Portage Avenue Winnipeg, MB R3B 2E9** (Ensure your event name and date are noted on the cheque) or call **204-988-7525** to provide a credit card number for your deposit.

## EVENT BOOKING DETAILS

- We suggest you submit your event application form a minimum of 30 – 60 days in advance. Bookings must be made a minimum of 7 days in advance including all service provider requests. Bookings made less than 7 days in advance are not guaranteed that services requested will be available.
- All event bookings must be accompanied by an event overview (see page one of application).
- All signage, banners and promotional materials may not be mounted or displayed on walls, windows or doors. Please speak to your event coordinator about suitable options for these types of materials.
- The university has a number of campus foodservice providers. Depending on the location of your event, you may be required to use one of these vendors. Catering menus are available. Please discuss these requirements with your event coordinator.
- The University of Winnipeg prides itself on being a leader in sustainability, and an environmentally friendly campus. Your event coordinator will provide you with details on how you can implement these actions into your event.
- The University of Winnipeg reserves the right to reject or remove event bookings when the Events Office deems the activities to be disruptive, offensive, unsafe, harmful or contrary to the University's reputation, policies, students, faculty, or staff.
- All groups must follow the Respectful Working And Learning Environment policy. Signing this form indicates an understanding of and agreement to adhere to this policy. A link to the policy can be found at [uwinnipeg.ca/respect](http://uwinnipeg.ca/respect)

**Please note:** submitting your event application is not a confirmation of the booking. Your event will not be considered confirmed until you receive your emailed confirmation from your event coordinator.

## ACCEPTANCE OF REGULATIONS

I have read, understand and agree to abide by these terms as they are written. I also understand that failing to adhere to these terms could result in the rental space being revoked without reimbursement of rental fees and/or may also result in our organization being denied the opportunity to obtain event space in the future.

Organization Representative (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY:

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Event Location: \_\_\_\_\_

Dates On Campus: \_\_\_\_\_

On Campus Contact: \_\_\_\_\_

Cell: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Cheque:  Credit Card: Visa  MC  Cash

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_