



# AMS Club and Internal Booking Contract



Event # [REDACTED]

**Tuesday November 10, 2015**

Space / Location	Start	End	Function	Attendance
Nest: Room [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Taxes & Service Charges			
	Taxable Amt	Rate	Charges
	[REDACTED]	[REDACTED]	[REDACTED]
Estimated Taxes and Service Charges:			[REDACTED]
Total Estimated Charges:			[REDACTED]

Event Services Summary	Charges
Bookings	[REDACTED]
Audio Visual	[REDACTED]
GST	[REDACTED]
	[REDACTED]

## Terms and Conditions

### AMS Terms and Conditions

The above outlined booking date(s), time(s) and contents of the room are booked. Items above and beyond the above must be pre-booked with the AMS Student Bookings Representative. This includes but is not limited to the following: catering, room set up, furniture (tables and chairs), AV and security.

### On-site day of booking contact details:

AMS Conference Services 778.855.6540  
AMS Security: 604.822.3935

SAC POLICY HANDBOOK, *Revised September 2014*

### AMS CLUBS POLICY

#### A. DEFINITION AND PURPOSE

- AMS Clubs shall be groups of at least 2/3 Active AMS Members who have organized under the terms of the AMS Clubs Policy to pursue a common interest, goal or mandate.
- All AMS Clubs shall be subject to AMS Policies, the AMS Code of Procedure, AMS Bylaws, the AMS Constitution, and the AMS Privacy Policy.

#### E. DECONSTITUTING CLUBS

- SAC may deconstitute a club on the basis of any of the following:
  - violation of SAC Policies, AMS Code or AMS Bylaws;
  - failing to have financial transactions go through their AMS business account for one year;
  - having less than ten (10) Active Members;
  - a history of poor financial management;
  - inactivity;
  - failure to register on an annual basis (as per D.1 and D.2 above);
  - failure to adhere to its mandates and goals;
  - failure to adhere to the rules of conduct set forth by the AMS Discrimination and Harassment Policy; or
  - other reasons as determined by SAC.

#### F. SAC PENALTIES

- Clubs violating AMS policies may:
  - have their bookings privileges suspended;

- b) have fines levied on their account;
- c) have their AMS accounts frozen;
- d) have their phone privileges removed (if applicable);
- e) have their Club Office and/or locker privileges removed (if applicable);
- f) become deconstituted by a minute of SAC;
- g) be banned from all or part of Clubs Days; or
- h) have other penalties applied to them as determined by SAC.

## K. AMS SERVICES AND PRIVILEGES FOR AMS CLUBS

5. AMS Clubs shall have the privilege of booking SUB bookable space at no charge; in the case of a commercial booking, please refer to the AMS Bookings Rep.

## SUB BOOKINGS POLICY

### DEFINITIONS

1. Major Room any bookable room with a capacity greater than 60 people
2. Minor Room concourse space and any bookable room other than those listed above
3. Single Booking one room or concourse booked for a one-time event
4. Block Booking a series of bookings of one room in SUB for a recurring event (e.g. weekly meetings) for up to one term
5. Internal AMS group an AMS club, constituency, or resource group
6. Non-AMS groups any group that is neither an internal AMS group nor an AMS-approved external organization
7. President & treasurer the executives holding those titles in an AMS club or holding equivalent positions if titles differ in AMS constituencies, resource groups, and AMS-approved external clubs
8. Public event where it is expected that less than half of the attendees will be UBC students
9. Commercial booking any bookings for non-AMS groups

## B. SUB BOOKINGS — INTERNAL AMS GROUPS & AMS-APPROVED EXTERNAL ORGANIZATIONS

1. Internal AMS and AMS-approved external organizations shall have free booking privileges within the SUB all year round.
2. No booking requests will be accepted the day of an event.
3. Internal AMS groups and AMS-approved external organizations seeking to book SUB space shall make their booking requests through the AMS Student Bookings Representative (who is responsible for managing all club bookings).
4. All bookings must be made by a designated booking representative of the internal AMS group or AMS-approved external organizations. The internal AMS group president and treasurer are ex officio designated booking representatives. Names, contact phone numbers, email addresses, and (if applicable) designation by president and treasurer must be registered with the AMS Student Bookings Representative in advance. AMS-approved external organizations are limited to one designated booking representative.
5. Bookings requests must disclose whether liquor or food will be served, any items are being sold, any donations will be accepted, and games of chance will occur, less than half the attendance will be UBC students, or any non-AMS groups will be involved.
6. For concourse bookings and bookings in the areas surrounding the SUB each internal AMS group or AMS-approved external organizations may book space for a maximum of thirteen days per term. If the booking is made no more than 2 business days before, it does not apply to the 13-days limitation.
7. Requests for AV equipment and other special equipment shall be made at least two business days in advance through the AMS Student Bookings Representative. Rental charges apply.
8. Requests for booking cancellations, room changes, time changes, house staff labour, equipment, or any other inquiries or complaints may be made to the AMS Bookings Representative.
9. For all bookings during the summer (May–August), internal AMS groups or AMS-approved external organizations may book no more than 4 weeks in advance.

## G. BOOKINGS RULES FOR INTERNAL AMS GROUPS & AMS-APPROVED EXTERNAL ORGANIZATIONS

1. It shall be the responsibility of all internal AMS groups or AMS-approved external organizations holding any function to be aware and inform all members of applicable liquor, security, booking, and other regulations. Ignorance of policy shall not be accepted as an excuse.
2. Bookings shall not be transferable to other groups. Bookings made for a group shall be for the exclusive use of that group

and under no circumstances shall any person or group reserve space in the building falsely on behalf of another group in an attempt to gain free bookings privileges or a higher booking priority.

3. An internal AMS group or AMS-approved external organizations seeking to hold a public event shall pay commercial rates for such an event but may apply to SAC for subsidy or fee waiver if there are special circumstances. Such application must be made at least two weeks in advance.

4. Any functions at which liquor is to be consumed must follow all local and provincial liquor legislation. All internal AMS groups wishing to hold a licensed event must send the individual listed on the Special Occasion License to an Alcohol Training Program session (Appendix 1). AMS-approved external organizations may not host licensed events.

5. Any internal AMS group or AMS-approved external organization must be in compliance with Vancouver Coastal Health requirements if food will be served to individuals who have not signed a liability waiver (excluding whole fruit or non-perishable, commercially pre-packaged products). A copy of any approved permits or permissive communications must be available upon request during the booking.

Any cooking in the New SUB can only take place in the community kitchen.

6. All internal AMS groups or AMS-approved external organizations holding functions in the SUB where live or recorded music is played shall submit the required fees to the AMS Student Bookings Representative, who will forward the fees to SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re Sound.

7. Security in the SUB shall be administered by AMS Security (or a preferred third-party provider of its choosing). For internal AMS groups and non-AMS approved organizations, the cost of security and the conditions requiring it shall be set by the AMS Facilities and Security Manager and approved by SAC.

8. SAC members and the AMS Student Bookings Representative shall be granted full access to all functions of internal AMS groups or AMS-approved external organization to oversee the functions.

9. All bookings in SUB are subject to AMS Fire and Safety Regulations, Vancouver Coastal Health regulations, and other applicable regulations.

10. The internal AMS group or AMS-approved external organization that booked the space is responsible for any cleaning or repairs to the room that are necessary as a result of a function beyond daily wear including damage. Any damage may result in loss of booking privileges until the repairs are complete and clubs will be responsible for the costs. Repairs need to be coordinated through the Security, Facilities and First Aid Manager

## I. CANCELLATIONS

1. SAC may cancel bookings at its discretion but not more than twenty percent of the time booked for a weekly booking and no more than one single booking per group every two months. Notwithstanding this limitation, SAC may cancel any amount of bookings for disciplinary reasons.

2. If an internal AMS group or AMS-approved external organization wishes to cancel its booking, it must do so with two months' notice for a major room and seven days' notice for any minor room or concourse booking. Bookings confirmed less than two months away for a major room and seven days for a minor room are exempt.

3. A group that fails to provide the appropriate notice as above shall receive a warning the first two times this happens. On the third offence, groups shall be fined \$25 or \$50 for violating the minimum notice requirement for minor and major rooms, respectively. Failure to provide sufficient notice during periods when commercial clients have priority, penalties shall be a fine for the first offense and loss of booking privileges on the second offense.

## J. BOOKINGS SUSPENSIONS

1. Booking privileges in the SUB may be suspended by SAC for one or more of the following reasons:

- violation of any regulation outlined in the SAC Bookings Policy
- other violations of regulations or problems as interpreted by SAC
- failure to adhere to the standards of behaviour outlined in the AMS Discrimination and Harassment Policy, and the SAC Code of Conduct

2. When imposing a suspension of booking privileges, SAC shall do so at the first available opportunity. After SAC has imposed a suspension, the group in question may appeal the suspension to SAC within seven days.

3. If a violation occurs at the end of the term and/or the suspension extends past the end of the term, the suspension shall begin or continue the following winter term.

4. Groups with suspended booking privileges may make bookings during their suspension for dates which occur after the end of the suspension period.

## POSTERING POLICY

1. Posters shall only be displayed on designated bulletin boards.
2. No posters shall be allowed on windows, doors, walls, ceilings, floors, or the glass covers of bulletin boards.
3. Staples, adhesives, adhesive tapes, and spray paint are prohibited in the Student Union Building. Tacks may be used, but only on regulation bulletin boards.
4. No poster, notice, or advertisement shall exceed 30 cm by 45 cm (11 in. by 17 in.).
5. No poster, notice, or advertisement shall cover another.
6. Any violation of this policy shall be cause for removal of all offending material, and may also be cause for either temporary or permanent suspension of advertising or booking privileges in the SUB, or other punitive action as may be deemed necessary by SAC. SAC may also order violators to pay the cost of removing offending material.

## **SANDWICH BOARD POLICY**

1. No sandwich boards shall be allowed either within the SUB or within fifteen (15) metres of the SUB. However, SAC may accept written requests through the VP Administration to display sandwich boards. The VP Administration shall forward the request to SAC for approval.
3. Unauthorized sandwich boards shall be removed and held in the SAC Office. Until claimed by the sandwich board owners or for a maximum period of seventy-two (72) hours, after which time they shall be discarded.

## **ALCOHOL TRAINING POLICY**

2. Each AMS club, constituency, resource group, or other similar subsidiary must have the licensee undergo the training program. The representative who attends an Alcohol Training Program session will then be responsible for disseminating the information they have received from the session to the appropriate members.

## **SECURITY**

1. Any group holding a licensed event held in the SUB shall be responsible for security, as per the SAC policy.
4. AMS Security are responsible for the safety of students and the security of the SUB. Any individual who appears greatly intoxicated may be refused entry to the SUB or removed from the SUB, at the discretion of Security. Should an intoxicated individual cause or show intent to cause property damage, or pose a serious threat to AMS students, staff, or any other individual on campus, security may take more serious precautions (which may include contacting campus security, the RCMP, or the Vancouver Police Department).

## **SUB OPERATIONS**

### **A. PROHIBITED ACTIVITY**

5. The selling of merchandise in the SUB by internal AMS groups shall not be permitted other than in the group's office or in space booked by the group. Only merchandise relevant to the group, or for group fundraising may be sold, unless permission is granted by a resolution of SAC.

### **C. DISPLAYS**

1. All displays in SUB public areas shall be approved by SAC.
2. All changes in such displays shall be approved by SAC.

## **ADDITIONAL TERMS AND CONDITIONS**

### **Access to Booked Room(s)**

Access by AMS Security will not be granted more than 15 minutes before the event start time, indicated at the time of booking.

### **Special Occasion License (SOL) Events**

Internal AMS Groups conducting an event with a SOL must conduct a preliminary planning meeting with the AMS Security Manager. The meeting must be initiated by the event planner who obtained the SOL. Confirmation of this meeting must be received via email from the Security Manager to the AMS Student Bookings Representative 14 calendar days before the event. If this is not complied with, the event may be cancelled.

### **F&B Final Event Attendance and Cut-Off Date**

The guaranteed final event attendance, specifically for food and beverage purposes, is required by the AMS by 12:00pm

(noon) seven (7) business days in advance of the event date. After this time, the final event attendance may only be increased, not decreased. The AMS at its sole discretion, may substitute menu items and services, to best accommodate the increased final event attendance after the confirmation due date. If the guaranteed final event attendance is not received by seven (7) business days in advance of the event start date, billing and meal preparation will be based on the estimated event attendance outlined in the signed contract or the number in attendance whichever is greater. Confirmations of guest numbers are to be made in writing to the AMS Student Bookings Representative during business hours Monday to Friday. If the contract is being issued less than seven (7) business days out from the event start date, the final event attendance provided at the time of contracting will be used. After this time, the final event attendance may only be increased, not decreased. The AMS at its sole discretion, may substitute menu items and services, to best accommodate the increased final event attendance after the confirmation due date.

### Attrition Clause

Bookings in the Great Hall are subject to an attendance minimum. The AMS reserves the right to relocate bookings based on a decrease in attendance from the time of booking to 30 days out of the actual event.

### Security Exclusivity

The AMS reserves the right to be the sole provider of security, through AMS Security, within the building. Standard event and additional security may be organized through the AMS Student Bookings Representative. For rates and conditions see Miscellaneous Charges.

### Tableware and Cutlery

Compostable/ recyclable cutlery, flatware and cups are included in catering bookings. The quantity is relative to the order. Chinaware may be rented at an additional cost. Please contact the AMS Student Bookings Representative for a rental quote.

### Equipment Rentals

The AMS must be informed of any external equipment rentals and/or event décor seven (7) business days prior to the event start date. Externally sourced equipment rentals that are not disclosed to the AMS Student Bookings Representative during this timeframe risk the potential to be turned away at the door. All event rentals and décor, organized by the client must be removed immediately upon conclusion of the event and proper recycling or disposals are the responsibility of the client. Items left behind must be claimed within seven (7) business days otherwise they will be donated to a charity. The AMS is not responsible for the loss, breakage or damage to event rentals and décor arranged and delivered by the client. Access to the venue (or a portion thereof) prior to the event start date for the purpose of decorating may be arranged in advance. Please note restrictions may apply.

### Event Decor

The AMS must be consulted prior to setting up any displays or banners inside the facility. If the item(s) are not pre-approved the result will be immediate removal. The use of nails, staples, push pins, tape, glue or any like materials is not permitted on any surface areas including but not limited to walls, windows, doors or ceilings of the venue or any bookable rooms. Damage will result in a charge being levied.

### Helium Balloons

Due to fire and safety the use and display of helium balloons is not permitted in the Agora (Lower Level and Level 1), Agora surrounding public space or East Lounge. If this policy is breached, all associated costs will be levied.

### Power

The AMS supplies 110 V of power. Please contact the AMS Student Bookings Representative seven (7) business days prior to the event start date should you require further power. Additional charges may apply to bookings with power requirements above and beyond standard supply.

### Signage – Event Promotion and Confidentiality

All bookings are subject to automatically be announced on our online event calendar and building information boards/ way finding screens. Please inform the AMS Student Bookings Representative if your event is confidential and/or you do not wish for your event to be posted.



# AMS Club and Internal Booking Contract



Event # [REDACTED]

## Liability

The AMS and its representatives reserve the right to inspect and monitor an event and discontinue services in the case of any violations of the AMS policy or provincial law. The AMS reserves the right to limitation of liability for personal belongings of event attendees.

## Insurance and Indemnities

The AMS insurance covers public liability claims where the AMS or its employees acting in the course of their duties are held to be liable. Conference organizers are advised to obtain insurance cover in respect of any claims for which they might be held responsible, including injury, loss or damage or property brought to the premises by or on behalf of any persons. The organization making the booking shall indemnify the AMS against any damage or injury to AMS property or AMS staff, caused by those attending the conference.

## MISCELLANEOUS CHARGES

### Security

All ages and alcohol consuming events require a formal AMS Security Plan, overseen by the AMS Security Management team. Within the Security Plan, the number of required event guards will be outlined. The following charges apply, per hour minimum of 4 hours:

*Event Guard \$24.00 / Supervisor \$27.50 / Suited Guard (2 piece suite, white shirt and black tie) \$29.00 / Last Minute Coverage (24 hours or less) \$28.00*

### Labour Charges

Club menu catering bookings for over 40 people require labour. Additionally, room sets above and beyond the existing static set up require labour. Please ask the AMS Student Bookings for a quote.

### Statutory Holidays

Events occurring over a Canadian Statutory Holiday are subject additional charges. Please ask the AMS Student Bookings Representative for a quote.

### SOCAN & RE-SOUND

Events incorporating music are required to pay a "Music Royalty Fee to SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re-Sound Music Licensing Company. These fees are relative to the number of attendees and whether or not dancing will occur. The AMS Student Bookings Representative will advise the fees.

\*\*\*\*\* END OF REPORT \*\*\*\*\*