A)  Deposits and Terms of Payment

Initial Deposit
Receipt of booking confirmation confirms your event. No deposit is required. If the event is less than 7 days away, 100% of the charges may be required.

Damage Deposit
In the event of actual damages, the assessed damages shall be added to the final invoice post event.

Final Payment
Final payment is due 14 calendar days post event, unless prior invoicing arrangements have been made.

Type of Payment
Payment may be made by Journal Voucher (JV), certified bank draft, electronic transfer of funds, cheque, Visa/MasterCard (up to $5,000) or cash. AMS will not invoice third party billing.

Tax and Service Charge
All prices outlined in the contract are subject to applicable GST/PST/PLT taxes and services charges.

Cancellation Policy
Events cancelled are subject to penalties as outlined in the Clubs Booking Policy.

The AMS requires that all of its clients submit notice of the cancellation of an event in writing to avoid cancellation fees as noted above. If for any reason beyond control, but not limited to labour disputes, accidents, acts of war, weather, acts of God, fire, flood or other emergency conditions, either party is unable to perform its obligation under this contract, such nonperformance is excused and either party may terminate the event contract without liability of any nature nor be liable for consequential damages of any nature for any reason whatsoever.

Date Changes
A request to change the date of your function is based upon availability. Cancellation policies and fees as outlined above may still apply.

Attrition Clause
The AMS reserves the right to relocate events based on a decrease in attendance from the time of contracting.

B)  Catering

Final Event Attendance and Cut-Off Date
The guaranteed final numbers, menu choices and dietary restrictions are required by 12:00pm (noon) 14 business days prior to the event. The AMS at its sole discretion may substitute menu items and services, to best accommodate any changes made after 14 days.

If the guaranteed final event attendance is not received by 14 business days in advance of the event start date, billing and meal preparation will be based on the estimated event attendance outlined in the most current banquet event order. Confirmations of guest numbers are to be made in writing to the AMS Conferences + Catering team department during normal business hours Monday to Friday. If the contract is being issued less than 14 business days out from the event start date, the final event attendance provided at the time of contracting will be used.
Exclusivity
AMS reserves the right to food and beverage exclusivity within the building through Nest Catering. Outside food and beverage are not permitted to be brought in or out of the AMS, with the exception of traditional caterers or shelf-stable pre-packaged products. These items must be pre-authorized by the AMS Conferences + Catering team. Once any outside food is brought in, the AMS cannot be held liable for any food borne illness that may occur.

Menu Selection
Menu and liquor prices are subject to change and cannot be guaranteed prior to 3 months before event date.

Dietary Restrictions
AMS will do its utmost to accommodate guests with specific allergies and dietary restrictions. However please be advised for all allergies and food restrictions our kitchen may contain seeds, nuts and other products and therefore we cannot guarantee there is no cross contamination.

Special dietary needs are to be submitted to the AMS Conferences + Catering team department 14 days prior to the event.

The AMS does not guarantee that there will be no cross-contaminated food served in our buffet or shared food items. This includes but is not limited to dietary restrictions and food allergies. Health regulations prohibit the removal of food remaining after a function by guests, with the exception of specialty cakes, cookies, non-dairy squares and fruit and will only be packed up for the host if organized with the AMS team prior to the event. The AMS is not responsible for food, or food related illness once food leaves the premises. Due to provincial food service regulations all buffets and food displays can be displayed for a maximum of two hours.

C) Miscellaneous Items

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 policies or BC provincial law. The AMS reserves the right to limitation of liability for personal belongings of event attendees.

Equipment Rentals
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. 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 and costs may apply.

Event Decor
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 on your final invoice. To avoid damage fees, please have all décor pre-approved by the AMS team.

Event set up, tear down and décor must take place within the hours outlined by your event coordinator in your rental Contract. Set up or striking that occurs outside those hours will incur additional labour charges.

Helium Balloons
Due to fire and safety the use and display of helium balloons is not permitted anywhere in the AMS building. If this policy is breached, items will be removed immediately and the client will incur a fine, as well as being held responsible for any damage or extra associated costs.
Power
The AMS supplies 110 V power. Please contact the AMS Conferences + Catering team department seven (7) business days prior to the event start date should you require further power. Additional charges may apply to events with power requirements above and beyond standard supply.

Signage
The AMS will supply directional signage in the North and South main entrances of the facility to assist attendees in locating event rooms. The AMS reserves the right to remove signage that is unauthorized, not prepared in a professional manner or deemed unsightly and untidy. Signage placements and locations are at the discretion of the AMS according to business levels and appearance.

Signage Event Promotion and Confidentiality
All events are subject to automatically be announced on our online event calendar and building information boards/way finding screens. Please inform the AMS Conferences + Catering team if your event is confidential and/or you do not wish for your event to be posted.

Minors
Minors are not permitted in the Pit Pub or any other areas where liquor licenses exclude admittance of minors, unless the space is de-licensed. The AMS must be told of de-licensing needs no later than 30 days prior to the event date. This cost of de-licensing will be included in the final invoice.

Parking
Various parking options are available around the AMS and on the UBC campus. The closest parkade to the AMS Nest is the North Parkade on 6155 Student Union Boulevard, Vancouver BC. For additional options, maps and information please visit the UBC Parking website. Event group rates and blocks may be negotiated through UBC Parking. Valet parking services are available. Please ask the AMS Conferences + Catering team for further details.

D) Additional Charges

Audio Visual
Please note A/V only includes the set-up of the A/V equipment to ensure the equipment is functioning. Our tech will not operate the client’s laptops or other personal belongings. Please let us know if an IT tech is needed for running the full event and additional labour charges will apply depending on the hours of service required. We recommend scheduling a dry run with your event coordinator.

Linens
Standard black and white linens are available through the AMS for an additional charge. Specialty linen, chair decor and specific preferred items can be sourced by your event coordinator and added to your invoice.

Special Event Permit (SEP)
The facility is partially licensed. SEP’s are prohibited in the facility unless otherwise outlined and pre-arranged by The Nest Catering and Conferences team. Additional charges may apply.

Corkage Fees
The AMS reserves the right to be the exclusive liquor provider on premise. External beverages brought into the building for a catered event will be served by AMS Conferences + Catering team staff and must be pre-approved. Due to health regulations, home brewed products are prohibited. Corkage fees to apply to the following: Wine (per bottle or portion of): $25; beer (per bottle or can): $4; Non-alcoholic (per bottle or can): $1 - $3, and are subject to change.
Shipping/Receiving and Storage
Advanced shipments must be arranged through the AMS Conferences + Catering team prior to your event start date. Receiving fees and storage fees apply. The AMS reserves the right to refuse advanced shipments if not pre-authorized.

Bar
A $500 minimum spend applies to each bar at an event, host or cash. This minimum includes bartender service. If the minimum is not met, the hourly bartender labour rate will be applied to your final invoice. The minimum duration is four hours or duration of bar staff presence + 1hr, whichever is higher.

Security
The AMS is not responsible for articles left unattended in the facility. Special event security may be arranged through an outside security company. Events with attendees of a certain number will be required to provide security.

Event Key Card Access
Event room keys (FOBs) are available to restrict public access. Please make arrangements with the AMS Catering & Conferences team fourteen (14) business days prior to your event start date. FOBs must be returned to AMS Building Operations on the last day of the event. If not, additional charges for replacement of keys may apply.

Sampling
Sampling is defined as a complimentary distribution of an edible product, a partial portion from the whole. Sampling is not permitted in the facility unless pre-authorized by the AMS. Approval must be outlined in the contract. Any unforeseen sampling on-site during the event will be removed immediately. Levies may be applied to the final invoice.

Premium Sampling
Premium sampling is defined as sponsorship and/or promotional sampling, which is further defined as the complimentary distribution of an ingestible product, an entire portion from the whole. Sponsorship and/or promotional sampling is not permitted in the facility unless pre-authorized by the AMS. Approval must be outlined in the contract. Corkage fees may apply. Any unforeseen sampling on-site during the event will be removed immediately. Fines will be applied to the final invoice. Food permits are required when serving food products and must be submitted to the AMS 14 days prior to event date.

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 and they are set for by SOCAN. Please ensure that you let the AMS Conferences + Catering team know about any music or dancing that will occur during your event and they will advise the fees.

Event Labour
Events that require labour will be added and reflected on your final invoice.

Statutory Holiday Surcharges
For events occurring over a Canadian statutory holiday, labour surcharges will apply.