



GSS
UBC VANCOUVER

GSS LOFT RENTAL POLICIES

Updated as of January 23, 2023

Please review the AMS Booking Policies, including their Food and Alcohol Policies:
<https://www.ams.ubc.ca/wp-content/uploads/2020/04/AMS-Booking-Policy-2020.pdf>

Bookings Payment and Fees

1. **The GSS Loft is only bookable for graduate student events** (i.e. 50% or more graduate students in attendance). Any wedding, birthday, or other party bookings not organized with an affiliate organization (AO) are considered **commercial bookings** and cannot be booked in the Loft.
2. Make cheques payable to “The Graduate Student Society of UBC – Vancouver”.
3. Bookings cannot be confirmed until a copy of the signed contract has been received prior to the event. A signed contract is an agreement to these policies. This includes all AMS policies.
4. Any booking request made within 5 business days of an event will be subject to an extra \$40 administration fee.
 - a. NOTE: This does not apply to any events that are booked at no cost.
5. Bookings that require no supervision, catering, additional furniture, and are within Nest hours are booked at no cost.
6. All paid bookings are subject to a 50% deposit which can be paid by cheque or e-transfer to the GSS. This must be received prior to the event start date.
 - a. Any damage to equipment or the room will be subject to a minimum \$100 fee, added onto the invoice after the event. It is the responsibility of the client to note damage before the function before the function begins, if no such communication is received and confirmed prior to the event any damage in the room is assumed to be the clients’ responsibility.
 - b. Last minute cancellations (less than one week in advance for events with catering, less than 48 hours for all other events) will result in forfeiting the booking deposit.
 - c. Rooms must be returned in the exact manner found. The client is liable for cleaning charges at \$40 per hour (2 hour minimum) for any cleaning required. This is including the removal of excess garbage (any garbage that



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- does not fit in the provided bins) from rooms unless otherwise discussed.
Garbage is the responsibility of the client and there are no exceptions.
7. The Graduate Student Society is solely responsible for invoicing costs associated with events booked in the GSS Loft.
 - a. All AMS fees will be processed through the GSS, including **catering, building operations, cleaning, and rentals.**
 8. Functions scheduled outside of regular AMS Nest hours (see <https://www.ams.ubc.ca/your-building/>) are subject to fees to extend building hours. These fees are determined by AMS Building Ops.
 9. All functions over one hundred guests must have a GSS supervisor on hand throughout the entirety of the function.
 10. All functions serving alcohol must have a GSS supervisor on hand throughout the entirety of the function, until the last guest leaves the room regardless of attendance.
 11. Supervision and labour fees are 1.5 times the regular rate on holidays. Supervision must be paid for a minimum of 2 hours (British Columbia minimum shift requirement) regardless of the length of the event requiring supervision.
 12. By completing an estimate/contract, you understand and agree to all terms and house rules. Also you are aware this (where necessary) is subject to change at the Booking Manager's discretion.
 13. Any room booked with people that stay past the hours of the contract will be liable to pay prorated charges until the room is empty. These extra hours outside of the estimated costs will be prorated at the commercial rate – calculated at an hourly breakdown of the room on an 8 hour rental – labour charges also to increase accordingly.

Use of Space

1. All set up in the GSS Loft is the responsibility of the client unless otherwise discussed with the Bookings Manager.
2. **Outside caterers are not permitted at the Nest.**
 - a. All catering must be done through the Nest Conference and Catering Services.
 - b. Food and drinks brought in by the client are permitted (e.g. food platters purchased at Save-On-Foods, coffee containers from Tim Hortons).



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- c. Any excess food/garbage/packaging left behind will result in labour charges and fines.
3. Any additional furniture requirements must be discussed at least **seven business days prior** to the booking and will be subject to fees according to the Nest Equipment and Labour Rates.
4. No booking of any room allows the client to set up anything outside the GSS Loft, any of this must be discussed with the GSS Bookings Manager and relevant AMS Staff.
5. All decorations must be approved by the Bookings Coordinator. There are no exceptions.
6. Storage of valuables at the bookable rooms is at your risk, all graduate students have key card access to the Loft and custodial and trades have keys to access the locked rooms.

Alcohol Service

AMS Policies: https://www.ams.ubc.ca/wp-content/uploads/2020/04/AMS_Alcohol_Policy_2020.pdf

1. A Special Occasion Licence is required for all events serving alcoholic beverages. Clients are responsible for obtaining this licence and sending this at least one week prior to the event. **Clients must apply at least four weeks in advance and provide an application number.** If this is not complete and or De-Licensing is not completed before the event it will not continue/no alcohol will be allowed –no refunds – no exceptions.
2. All guests must have 2 pieces of ID (one piece must be a government-issued photo ID) to enter any functions serving alcohol. All guests entering any room must have government identification with them (BCID-BCDL-PR Card – passport – landing documents – FPL – etc.).
3. All events with alcohol service in the Nest require a Security Plan and hired Security with one guard per 50 attendees. The Security Plan must be submitted **four weeks** in advance and Security must be confirmed **two weeks** in advance.

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