



GSS
UBC VANCOUVER

GSS RENTAL POLICIES

Updated as of September 18, 2023

General Bookings Rules:

1. There are three classifications of bookings.
 - a. Commercial bookings
 - b. AO bookings, and
 - c. Graduate student bookings
 - i. graduate student bookings are defined as events with 50% or more graduate students in attendance that are not affiliated with an AO.
 - ii. any wedding, birthday, or other party bookings not organized with an AO are considered commercial bookings
2. AO bookings and graduate student bookings qualify for free use of rooms and GSS equipment (if available), but the client must pay variable costs.
3. Cheques can be made payable to "The Graduate Student Society of UBC - Vancouver".
4. Bookings cannot be confirmed until a copy of the signed contract and a non-refundable booking deposit (half of the estimated costs) have been received prior to the event.
5. Bookings require a deposit to be set at the discretion of the FEOO and the General Manager. The deposit is considered a partial payment unless otherwise discussed with the Events Manager. Clients will be invoiced following the event with the deposit removed from the total.
6. Any booking cancelled less than 5 business days prior to the event causes the forfeiture of the deposit.
7. Any booking request made within five (5) business days of an event will be subject to an extra \$40 administration fee.
8. Bookings scheduled by clients outside regular business hours (Monday to Friday, 9:00 AM to 5:00 PM) are subject to building opening and closing charges. Labour fees are 1.5 times the regular rate on holidays. For an event to start at 8:59am, the opening charge is two (2) hours (British Columbia minimum shift requirement), and for an event ending at 5:01pm the closing charge is also 2 hours.



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9. All clients must pay supervision (minimum two (2) hour shift) for functions outside office hours (see above) from the time the room is booked until the room is vacated or event scheduled to end, whichever is later.
10. All functions over one hundred guests must have a GSS staff member on hand throughout the entirety of the function.
11. All clients are responsible for payment of a damage/clean-up deposit, which is set at one hundred dollars (\$100) per room per day. This must be received prior to the event start date and is included in the booking deposit. Deposits will be applied to the total cost of the event if no damage is found. It is the responsibility of the client to note damage 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.
12. Rooms must be returned in the exact manner found. The client is liable for cleaning charges at forty dollars (\$40) per hour (two (2) hour minimum) for any cleaning required. This includes the removal of garbage from rooms unless otherwise discussed. Garbage is the responsibility of the client and there are no exceptions. Dirty linens are no extra charge – the cleaning fee for linen is included in the cost. (h) No minors are permitted entry to licensed facilities (Ballroom and Thea's Lounge) at any time. If minors are attending an event held in these rooms, a liquor primary licence temporary suspension request is required.
13. All decorations must be approved by the Events Manager. There are no exceptions.
14. Labour for room set-up and take-down must be paid a minimum of four (4) hours per room, the ballroom is five (5) hours per event. All set-up and take-down procedures must be performed by GSS bookings staff. Clients may bring helpers but this will not affect the hours billed. No access is permitted to any storage room for any client. Set up of a room is to be done directly before the event unless otherwise discussed with the Events Manager. The Events Manager may, in some cases, grant permission to the client to set up the day before the event; in this case, the client is liable to pay extra costs (negotiable) for having access to the room earlier than booked.
15. Rooms are charged for time used. Unless negotiated otherwise, a room is charged from the moment the guests enters the room until the room is cleared out. If the function occupies the room Monday but does not start until Tuesday, the room is rented from Monday as the space is in use. This must be negotiated prior to the event starting.



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16. Nothing is to be posted on walls or windows without approval of the Events Manager. Cleaning/damage charges may apply, including any area of the building – where needed easels or boards may be made available. Each sign found on a wall or door will be subject to .25 units of labour to remove it (one unit at \$40/per hour).
17. By completing an estimate/contract, the client signifies that they understand and agree to all terms and house rules. All terms and house rules are subject to change at the Events Manager's discretion.
18. Any room booked with people that stay past the hours of the contract will result in liability of the client to pay prorated charges until the room is empty. Extra hours outside of the estimated costs will be prorated at the commercial rate, calculated at an hourly breakdown of the room on an eight (8) hour rental; labour charges also to increase accordingly.
19. No booking of any room allows the client to set up anything in halls or stairwells, including reception/welcome/registration desks or booths; any of this must be discussed with the Events Manager and negotiated.

Special Event Permits/Liquor Service

1. A Special Event Permit is required for all events serving alcoholic beverages/ Clients are responsible for applying for this license at least four (4) weeks prior to the event and submitting the approved license to the Events Manager at least five (5) business days prior to the event. If this is not complete and/or De-Licensing is not completed before the event, no alcohol will be allowed with no refunds.
2. Any breach of these licensing rules will cause the immediate cancellation of a function. The client must pay the full charge for a function so cancelled.
3. A GSS-assigned supervisor must be present for the entirety of functions serving alcohol, until the last guest leaves the room regardless of attendance.
4. All guests must have two (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.).
5. Bookings with alcohol service and an estimated attendance of fifty (50) people or more are required to hire security, with one guard per 50 people. This security plan must be confirmed with the Events Manager at least two (2) weeks prior to the event date.

GSS Loft Additional Bookings Policies



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For any Loft bookings please also 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>

1. All rules above apply to the Loft unless otherwise stated.
2. The GSS Loft is only bookable for Society, AO, and graduate student bookings.
3. All Loft bookings are subject to AMS Booking Policies, including their Food and Alcohol policies
4. Bookings that require no supervision, catering, additional furniture, and are within Nest hours are booked at no cost and do not require a signature for confirmation.
5. 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.
 - b. Functions scheduled outside of regular AMS Nest hours are subject to fees to extend building hours. These fees are determined by AMS Building Operations.
6. Last minute cancellations of catering or events with catering (less than two weeks in advance) will be subject to forfeiting the booking deposit.
7. Outside caterers are not permitted at the Nest. All catering must be done through the Nest Conference and Catering Services.
8. Food and drinks brought in by the client (e.g. sandwich platters purchased at Costco, coffee containers from Tim Hortons) are permitted.
9. Any additional furniture requirements must be discussed at least seven (7) business days prior to the booking and will be subject to fees according to the Nest Equipment and Labour Rates. Additional furniture is not guaranteed.
 - a. Clients must provide a contact to be available when furniture is dropped off and picked up. Drop-off and pickup does not have to be the same contact.
 - b. Clients are expected to clean up the furniture as they received it and are not permitted to drag furniture across the floor. AMS staff will move stacks of chairs with their own equipment.
10. 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 locked rooms.



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11. Special Event Permits must be applied for at least four weeks in advance and the application number must be provided to the bookings team at the same time. SEP must be approved at least two weeks in advance.
12. 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.