

DINWOODIE LOUNGE

EXTERNAL RATE SHEET & BOOKING PROCEDURES

Dinwoodie Lounge is a versatile multipurpose venue that is easily adapted for concerts, receptions, tradeshows, rehearsal space and more. Offering a full bar, it is also available to be booked for licensed events.

EXTERNAL RATES

Base Rental

Event booking	\$400.00
Rehearsal booking	\$200.00

**If booking both the Horowitz Theatre and Dinwoodie Lounge, the client will receive \$50.00 off the Rehearsal rate.*

Staffing (per hour)	Regular Time	Overtime
Technicians	\$39.00	\$78.00
Room Manager	\$29.00	\$58.00
Bartender	\$21.00	\$42.00
Special Event Staff	\$21.00	\$42.00
Campus Protective Services	\$75.00	

We offer equipment rentals and room setups to suit each individual booking. Please contact us for more detailed information on these fees.

Additional Costs

Stage setup, use & restore (per booking)	\$100.00
Sound system setup, use & restore (per booking)	\$150.00 and up *
Projector & screen use (per booking)	\$75.00
Room setup – small event (per day)	\$50.00
Room setup – large event (per day)	\$100.00
Cleaning fee – small event (per day)	\$50.00
Cleaning fee – large event (per day)	\$100.00
Cleaning fee – catered event (per day)	\$150.00
Ticketing setup fee (per performance)	\$50.00
Merch sales commission rate	15%
Missed staff breaks (per staff member)	\$10.00

**Sound system rental includes the use of in-house sound equipment and one technician on a four hour call.*

STAFFING

The number of staff required for a booking will be determined by venue management. Staff call times must be arranged at least 30 days in advance of the booked date. All shift times and schedules must be reconfirmed at least one week in advance.

Venue Staff

With the exception of Rehearsal bookings, a Room Manager will be scheduled for your booking and act as the designate of the Acting Manager of Programming & Venues. They are on hand as your liaison to the facility and to organize all Special Event Staff.

Bar staff and Special Event Staff will be scheduled for all licensed events. As per Alberta Gaming and Liquor Commission regulations, we are required to have one event security staff member present for every 50 patrons, as well one for each entrance and exit. If the expected attendance of the event is over 300, we are also required to bring in Campus Protective Services as per University policy. The number of staff required will be determined based on the details of each specific booking. These staff are scheduled on a minimum 3 hour call.

Technical Staff

Technical staff are scheduled on a minimum 4 hour call, with most bookings requiring at least one technician. All technical staff are members of CUPE Local 1368.

Staff Breaks

One 30 minute or 1 hour meal break must be provided after no more than 4 working hours, as well as one 15 minute coffee break per shift. If breaks are missed, overtime will be charged for the period of the break and a Missed Staff Break Fee will apply.

Please keep in mind that your scheduled hours include load in, setup, sound check, performance and load out. If the event runs longer than originally scheduled, extra staffing hours will be invoiced.

ADDITIONAL CONSIDERATIONS

GST is not included in any listed prices. As every event is unique, this information is provided for reference only. Please contact the Senior Operations Manager – Venues to request a complete estimate.

As Dinwoodie Lounge is a venue of the University of Alberta's Students' Union, the UASU retains first booking privileges on select dates for student programming and engagement.

Ticketing

All ticketing is provided by the UASU. Clients that would like to have tickets available online will have their show set up on [Ticketfly](#). Events that do not require tickets but would like to arrange for free online registration will be handled on a case-by-case basis. For details, please see the Ticketing Rate Sheet and contact us for more details.

SOCAN Fees

A Society for Composers, Authors and Music Publishers of Canada (SOCAN) fee applies to all events where music is publicly performed. The rate is based on the capacity of the venue as well as whether there will be dancing at the event. Please contact us for more details on this fee.

Merchandise Sales

Dinwoodie Lounge has a 15% commission rate on all merchandise sales. This rate is applied to gross sales, including GST. It is the renter's responsibility to inform all parties involved of this commission. Venue staff can be scheduled to assist with merch sales – please contact us with your request at least 30 days in advance of the booking.

Catering

Our House Caterer is [L'Express](#). Any external caterers must be approved in advance by venue management, and the renter will be charged an External Catering Fee calculated from the caterer's final invoice. All caterers must abide by the Coca Cola single source agreement, which states only Coca Cola products may be served as cold non-alcoholic beverages.

Renters are responsible for providing the Senior Operations Manager –Venues with the caterer's contact information at least 10 business days prior to the booking.

Please note that an additional custodial fee is charged for catered events. All catering materials must be removed from Dinwoodie by the end of the booked period unless other arrangements are approved in advance. Storage fees will apply if arrangements are not made with management in advance.

Bar Service

We can provide cash bar service for events with at least 125 expected guests and at least 90 minutes of service time. Once requested, two bar staff will be added to the estimate. If bar sales at the event exceed \$750, we will waive the cost of the bar staff on the final invoice. Depending on your needs, we are able to provide a variety of premium and domestic beers, highballs, coolers and house wines. All requests for bar service must be submitted 30 days prior to the booked date.

As per University of Alberta alcohol policy and regulations, the venue is responsible for all costs and revenues associated with offering alcohol at licensed functions. The client is responsible for all costs associated with the operation of the room, which includes the Room Manager and all required Special Event Staff.

Storage

All rental deliveries and pick-ups must be confirmed 10 days prior to the booked date or storage fees will apply. Our storage facilities are limited and may vary based on other clients' requirements. Clients with significant storage requirements are subject to additional charges.

Insurance

As per the License Agreement, all renters must provide a certificate of commercial liability insurance for a minimum amount of \$2,000,000 at least 10 business days prior to their booking, or the event becomes subject to cancellation. "The Students' Union, University of Alberta" must be listed as additionally insured.

BOOKING PROCEDURES

For more information on booking the Horowitz Theatre, Dinwoodie Lounge or SUBstage, please contact the Senior Operations Manager – Venues.

First Holds

A first hold can be placed on any available date up to 13 months in advance, and the date will be held for a short period of time without a deposit. Please note that first holds are considered tentative bookings. Once a decision has been made about the date, please contact our offices to let us know if you would like to confirm or release the hold. All holds must be confirmed 60 days prior to the event date, or the booking becomes subject to cancellation.

We require a signed contract and non-refundable, non-transferable deposit of 50% of the base rent in order to fully confirm a booking. The balance of the estimate is due 30 days prior to the date of the booking.

Second Holds

A second hold can be placed on any date that already has a first hold in place. If the group with the first hold decides to release, the group with the second hold will be contacted and offered the date.

Challenges

If a group with a second hold would like to try to confirm a date immediately, they can contact our offices and ask to issue a challenge. We will contact the client with the first hold on the requested date and ask them to confirm their booking with a signed contract and deposit or to release the date to the other group. First holds are given two business days to respond to a challenge, and we require a signed contract and deposit from the confirming client within one week.

If the first hold decides to release the date being challenged, a signed contract and non-refundable, non-transferable deposit payment will be due from the challenging group within one week in order to fully confirm the booking. All bookings remain subject to challenge until a signed contract and deposit payment are received.

Cancellation Policy

Please note that all rental deposits are non-refundable and non-transferable. If an event is cancelled after the deposit has been received, it will not be refunded. If an event is cancelled less than 30 days before it is set to occur and full payment has been received, none of the payments will be refunded.

CONTACT

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