

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

RENTAL TYPES & RATES

There are two types of rentals available: Event bookings and Rehearsal bookings. Any booking with guests or an audience is considered an Event, while there is no audience present at a Rehearsal.

	Rental Rate
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.

Please keep in mind that the booked time includes load-in, set-up, sound check, performance and load-out time. If the event runs longer than the booked time period, the extra hours will be invoiced.

THE VENUE

Dinwoodie Lounge is well suited for many different kinds of events, from dance rehearsals and lectures to large-scale concerts. We offer equipment rentals, cleaning and room setup fees to suit each individual booking. Please contact us for more detailed information on the different sound system, cleaning and room setup fees.

Equipment Rental	Rate per booking	Cleaning & Room Setup	Rate per booking
Stage	\$100.00	Small cleaning fee	\$50.00
Projector & screen	\$75.00	Large cleaning fee	\$100.00
Sound system*	Starting at \$150.00	Catering cleaning fee	\$150.00
		Small room setup fee	\$50.00
		Large room setup fee	\$100.00

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

STAFFING COSTS

Technical Staff

All technical staff are scheduled on a minimum 4 hour call, with most bookings requiring at least one technician. Overtime rates are charged after 8 scheduled hours, or for any unscheduled hours. To avoid penalties, please ensure that meal breaks are provided after 4 hours on shift, as well as one 15-minute coffee break per shift.

	Regular Time per hour (up to 8 hours)	Overtime per hour (over 8 hours or unscheduled)
Technicians	\$33.00	\$66.00

The technical staff of Dinwoodie Lounge are members of CUPE Local 1368. Please note that technical staff bill out at overtime rates on statutory holidays.

Venue Staff

A Room Manager will be scheduled for your event (with the exception of rehearsals). They work as the designate of the Senior Manager of Programming and Venues, and are there as your liaison to the facility and to help ensure the success of your event.

We will schedule bar staff and Special Event Staff for all licensed events. As per the Alberta Gaming and Liquor Commission, 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 will also need to bring in Campus Protective Services officers as per University policy. The number of staff required will be determined based on the details of each specific booking.

	Regular Time per hour
Room Manager	\$27.00
Bartender	\$18.00
Special Event Staff	\$16.00
Campus Protective Services	\$75.00

ADDITIONAL CONSIDERATIONS

GST is not included in any listed prices. Since every event is unique, please contact the Operations Manager - Venues to request an estimate. As well, please contact us for more information on booking procedures and policies.

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

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 if there will be dancing at the event. Please contact our offices for more details on this fee.

Merchandise Sales

Dinwoodie Lounge has a 15% commission rate on all merchandise sales, and it is the client's responsibility to inform all parties involved of this commission. Please note that this commission does not include a merchandise seller. If one is needed, please contact our offices to request staff at least 30 days prior to the event. Merchandise sellers are available at \$18.00 per hour.

Catering

Clients are responsible for providing the Operations Manager - Venues with the caterers' contact information at least ten business days prior to their booking. Please note that all catering materials must be removed from the venue by the end of the booked period unless otherwise arranged with the Operations Manager - Venues.

All caterers must abide by the Coca-Cola single source agreement, which states that only Coca-Cola products may be served as cold non-alcoholic beverages.

Bar Service

We offer cash bar service for events with at least 125 expected guests and at least ninety minutes of service time. Two bar staff will be added to the estimate at \$18.00 per hour. If bar sales at the event exceed \$750.00, 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, coolers and house wines. If you are interested in having us provide a bar for your event, please let us know at least 30 days prior to your booking.

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.

CONTACT

Operations Manager - Venues :: Kristen Ostrowski
phone 780.492.4764 **email** kristen.ostrowski@su.ualberta.ca

Technical Director :: Dennis Franz
phone 780.492.4779 **email** dennis.franz@su.ualberta.ca



UASU VENUES BOOKING PROCEDURES

For more information on booking the Horowitz Theatre, Dinwoodie Lounge or SUBstage please contact the Operations Manager – Venues at venues@su.ualberta.ca or 780.492.4764.

FIRST HOLDS

A first hold can be placed on any available date up to twelve 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 30 days prior to the event date, or the booking becomes subject to cancellation.

Once the office has been notified of the decision to proceed with the confirmation, we will need to receive a signed contract and a non-refundable, non-transferable deposit of 50% of the base rent in order for the booking to be fully confirmed. The balance of the estimate is due 30 days prior to the booked date.

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 on the date decides to cancel, 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 for the date. We will contact the client with the first hold 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.

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 other group in order to fully confirm the date.

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, the deposit will not be refunded. If an event is cancelled less than 30 days before it is set to occur and the full payment has been received, none of the payments will be refunded.

STUDENT GROUP & UNIVERSITY RATES

The Students' Union offers specific rental rates to University of Alberta Student Groups as well as University organizations. Please contact us for more details.

In order to qualify for the Student Group rental rates, we require a signed letter confirming your group's status. Student groups must complete a form stating that their group is registered with Student Group Services, the Graduate Students' Association or their faculty for the appropriate calendar year. The form will be provided along with the contract and estimate for the booking, and must be signed by members of the group's executive as well as by Student Group Services (if registered with the Students' Union).

University faculties, departments and offices must complete a similar form stating that their office is aware of the event and appropriately covered for insurance purposes. This form will be provided along with the contract and estimate, and must be signed by a dean, department head or manager.

INSURANCE

As per the contract, all renters must provide a certificate of commercial liability insurance for a minimum amount of \$1,000,000.00 at least ten 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.