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## CONFERENCES AND CONVENTIONS

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**Effective Date:** September 1, 2005

**Responsibility:** VP Student Services

**Amends Policy dated:**

**Policy Number:**

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**Scope: Community**

### *Conference and Convention Policy*

Canadian University College just might be the perfect location for you to host a small to medium sized conference in beautiful Central Alberta. Personnel in the Student Services office would be happy to coordinate all of your conference requirements. Please call us first to confirm the availability of all of our facilities to accommodate your on-campus needs at (403) 782-3381, Ext. 4033.

### *Quick Facts*

- Conveniently located approximately half way between Calgary and Edmonton, just off Highway 2; access via 3 exits in the Lacombe area
- Two comfortable conference rooms to accommodate 200 to 290 people
- Small boardroom and various sizes of classrooms for break-out sessions
- Limited business and audio/visual services
- Dormitory accommodations during summer months only
- On-site vegetarian catering
- Weight room, gym and swimming pool facilities
- Free parking
- Canadian University College is a non-smoking facility

### *Various Meeting Rooms Information*

#### **Administration Building Chapel**

The chapel accommodates approximately 258 people and is equipped with a PA system, a screen, an overhead projector, a piano and several tables.

#### **Lakeview Hall Worship Room**

The worship room in Lakeview Hall accommodates approximately 290 people and is equipped with a PA system, a whiteboard, an overhead projector and a piano.

#### **Boardroom in Cafeteria**

Groups of 10 – 30 are comfortably accommodated for both meetings and social events.

#### **Oakroom in Cafeteria**

This private boardroom for ten is ideal for conducting interviews or small group brain-storming sessions.

#### **Multiple Classrooms**

We have just the right size of classroom for your every break-out need.

### *Food Services Information*

Hilltop Catering is a division of the Canadian University College & Parkview Adventist Academy Food Services Department.

We have qualified and dedicated staff to assist you in making your special event a success. Whether your event is a meeting or a social function, we are here to assist you in planning the details. Relax and let us do the work for you.

May we suggest that you take a look at our website for all catering menu ideas as well as information on the type of event that you are planning.

It is best that you contact the Food Services Director to plan and “customize” your food service needs.

### ***General Policies and Requirements***

#### **Meeting Room/Function Space Policy**

In order to guarantee meeting space availability, a firm number of guests attending is required at least two (2) weeks prior to the function date. If no guarantee is given in writing, then the last estimate will be used. You will be charged for the guaranteed number or the exact count, whichever is higher. Canadian University College reserves the right to adjust the conference room and classroom assignments based on actual numbers.

#### **Guarantee Policy**

A minimum guarantee of attendance must be received two business days prior to the event; this is the minimum number for which you will be charged. Canadian University College will provide seating and food for 5% above the designated guaranteed count not to exceed ten (10) in number. An increase in the guaranteed attendance will be accepted up to a maximum of twenty-four (24) hours prior to the event, subject to product availability.

#### **Cancellation Policy**

By signing the contract, you agree to pay a cancellation fee or reduction fee to cover the cost of preparing for your event. Any non-refundable deposit which must be paid under the contract is not affected by the Cancellation Policy.

#### **Rooming/Accommodation Reservation List**

We require a rooming list for dormitory accommodation two (2) weeks prior to the scheduled arrival date. Any off-campus arrangements are the responsibility of the conference planning committee. A list of the Lacombe and area accommodations is attached for your convenience.

#### **Food, Beverage and Banquet Service**

Create a custom menu for your meals, refreshments and dinner events. All food and beverages must be supplied by Canadian University College. No food or beverage is permitted to be brought into the conference or cafeteria areas by any of the guests at our facility and no left over food prepared and served by Food Services at Canadian University College will be permitted to leave the premises.

#### **Audiovisual and Equipment Needs**

Minimal audio visual services are available: flipcharts, overhead projectors and screens at reasonable daily rates. PA systems must be requested in advance and a service fee will be incurred. Internet access is also readily accessible. On-site photocopying and faxing facilities are housed in close proximity for use at minimal rates and daily courier service is reliable.

#### **Facility Service**

Canadian University College will provide personnel to unlock buildings, to assist as needed and to make conference organizers comfortable with the facilities; a schedule of events with special requests is required, two weeks in advance, to help us serve you efficiently. Clients are responsible for their own arrangements for shipping and receiving of materials and props in and out of the campus.

**Facility Liability**

Canadian University College reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost. No posters or signs may be located on the campus or in the buildings without prior written permission from the Student Services office at Canadian University College.

Scotch tape, nails, pushpins or any other potentially damaging fasteners **MAY NOT** be used to hang sign or other materials on any walls of the facilities at Canadian University College. Easels are available on a limited basis for information purposes.

Labour charges will apply to functions if more than standard cleanup is required at the close of the function.

Banners may be hung with approval and coordination from CUC staff. Please provide banners forty-eight (48) hours in advance for proper hanging.

**Guest Liability**

Canadian University College cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during or following an event. CUC reserves the right to require security for selected groups.

**Billing and Deposits**

A non-refundable deposit of 25% of the anticipated billing may be required at the time of definite booking, based on the nature of the function. All cancellations must be received in writing.

Charges are expected to be settled prior to the function. A credit card number will need to be available for use should any incidental charges be incurred during the event.