



The Grad House | Halpern Centre for Graduate Students
3800 Finnerty Road | University of Victoria
Victoria, British Columbia, V8P 5C2
gss.uvic.ca | [@uvicgradhouse](https://www.instagram.com/uvicgradhouse)

GRAD HOUSE LICENSED SPACE RENTAL & CATERING POLICY

We're so excited you've chosen the Grad House to host your function! We want to ensure that your function goes smoothly, so we have some general information and catering policies that we ask you review and adhere to. If you have any questions or concerns regarding our catering policy or your rental/catering request, please contact the GSS Operations and Services Manager at gssops@uvic.ca.

If you are looking to book a reservation but do not require a space rental or catering, please reach out to the Grad House Front of House Coordinator at ghevents@uvic.ca.

GENERAL INFORMATION

The Grad House welcomes all function requests. We are happy to host both private and public functions of all types. If you have questions regarding your function and whether we can accommodate, please reach out to the Front of House Coordinator.

A space rental is required in cases where you wish to hold a private function, requiring the Grad House to close to the public; or where you wish to hold your function outside of our normal hours of operation. Grad House hours of operation are subject to change and vary by semester. Please reach out to the Front of House Coordinator with any questions regarding our hours.

Catering is offered as an additional service. Please note that the Grad House does not provide external catering services (we offer in-house catering only). In most cases, the Grad House does not permit external catering in our spaces (see section 9.6 re: outside food).

CLIENTELE

The Grad House is owned and operated by the members of the University of Victoria Graduate Students' Society and so aims to be as accessible as possible to the graduate student community. University of Victoria graduate students and graduate student organizations (societies, labs, etc.) are considered **graduate student clients**. We consider students in professional programs (law, medicine) as graduate student clients. UVic faculty, post-docs, staff, departments, affiliations, and undergraduates are considered **internal clients**. Graduate student and internal clients will receive discounted rates, as listed and where applicable.

Bookings made by clients that are not graduate student clients or internal clients are considered **external clients** and are subject to full rates, as listed.



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OUR SPACES

The Grad House is happy to offer two locations within the Halpern Centre:

1. The Grad House features a mix of restaurant and lounge seating, access to a private patio (seasonal), and can accommodate up to 100 guests.
2. The David Clode room (formerly Side Project Café) is a study space and lounge area attached to the Grad House Pub. The David Clode can be closed off from the main space for private events. The room features a fireplace, access to a private patio (seasonal), and a mix of restaurant and lounge seating to accommodate up to 40 guests.

If combined, our spaces can accommodate large functions of up to 120 people.

1. SPACE RENTALS

- 1.1. Rental requests are considered on a first-come, first-served basis. The Grad House reserves the right to deny any rental request with reasonable cause.
- 1.2. Per client, only one rental request may be made at a given time for both the Grad House and David Clode Room.
 - 1.2.1. Additional rental requests are considered at the sole discretion of the Grad House.
- 1.3. Any outstanding fees and/or invoices must be paid in full for subsequent rental requests to be considered.
- 1.4. The Grad House will consider space rental requests outside standard hours of operation at its discretion.
 - 1.4.1. A labour charge (\$35/server/hour) will apply to space rentals outside standard hours of operation.
- 1.5. All space rentals are subject to the following rates:
 - 1.5.1. The Grad House reserves the right to change space rental fees at its discretion.

	Graduate Student Rates		Internal Rates		External Rates	
	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY
David Clode Room	Free	Free	\$20	\$100	\$30	\$150
	HALF DAY	FULL DAY	HALF DAY	FULL DAY	HALF DAY	FULL DAY
Grad House	\$50	\$100	\$75	\$150	\$100	\$200

Half Day – event entirely before or after 15:00

- 1.6. All space rentals must also meet a minimum food and beverage purchase amount in accordance with section 4 of this policy, unless arranged and agreed upon prior to the function.
- 1.7. In the case where outside catering has been previously discussed and approved by the Grad House, full day rental fees plus the cost of labour (\$35/server/hour) will apply.



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2. EQUIPMENT RENTALS

- 2.1. Graduate student clients may request use of the small GSS projector. The projector is subject to availability and is lent on a first-come-first-served basis. Other Audio-Visual needs must be coordinated through UVic Audio-Visual Services, unless arranged and agreed to by the Grad House prior to the function.
- 2.2. The Grad House does not coordinate audio-visual equipment rentals for internal and external clients. Please contact the University of Victoria's Audio-Visual Services.
 - 2.2.1. The client is responsible for paying external equipment rentals directly.

3. CATERING

- 3.1. Clients may request catering for their space rental or other booking, as listed in the catering menu and subject to availability.
- 3.2. Catering orders must be submitted no later than two (2) weeks before the requested date.
- 3.3. An automatic gratuity of eighteen percent (18%) of the total food and beverage purchase (before taxes) will be applied to all catering invoices. At the client's discretion, extra gratuity may be added. All gratuities go directly to serving and kitchen staff.
- 3.4. The Grad House reserves the right to deny any catering request with reasonable cause.

4. MINIMUM PURCHASE AMOUNT

- 4.1. All rental and catering requests must meet a minimum food and beverage purchase amount, as listed:

The Grad House Pub / Both Spaces

Time Slot	Grad Student Minimum*	Minimum	Additional Fees	Deposit
Partial Day (event entirely before/after 15:00)	\$500	\$1000	\$35/server per hour	Internal: \$200 External: 50% of final invoice
Full Day and partial day events on Friday nights	\$1000	\$2000	\$35/server per hour	

The David Clode Room

Time Slot	Grad Student Minimum	Minimum	Additional Fees	Deposit
Partial Day (event entirely before/after 15:00)	\$200	\$300	n/a	Internal: \$50 External: 50% of final invoice
Full Day	\$400	\$750	n/a	

* Grad Student Minimum not available for The Grad House on Thursday and Friday

- 4.2. All prices are in Canadian dollars and subject to change.
- 4.3. Minimum purchase amounts are not inclusive of taxes.



- 4.4. The number of servers required for a rental and/or catering request is determined at the sole discretion of the Grad House. Clients may request additional servers, subject to availability.
- 4.5. In cases which a minimum order is not met, a fine will be applied and invoiced for the remaining balance, inclusive of gratuity.

5. DEPOSITS & PAYMENT

- 5.1. Deposits are due and demandable as listed, fourteen (14) days before the date of rental or catering request.
 - 5.1.1. Deposits will be deducted from the total final payment unless other prior agreements have been made.
 - 5.1.2. All deposits are non-refundable.
- 5.2. An invoice will be provided within seven (7) business days of the function.
 - 5.2.1. Please make cheques payable to UVic Graduate Students' Society.
 - 5.2.2. All major credit cards are accepted. The Grad House does not accept payment via University of Victoria OneCard or American Express Card.
- 5.3. For graduate student and internal clients, payment is due and demandable no more than thirty (30) days after the event takes place.
- 5.4. For external clients, payment is due and demandable seven (7) days in advance of the booking.
- 5.5. Clients will be charged the applicable current rate for services purchased in addition to all applicable taxes, including liquor taxes, as determined by the Federal government and Provincial government of British Columbia.

6. CANCELLATIONS

- 6.1. Space rental and catering will be billed in full, less the deposit fee, if a cancellation is received within forty-eight (48) hours of the function.
- 6.2. The Grad House reserves the right to cancel any function with reasonable cause, including but not limited to client conduct that violates the Graduate Students' Society statement of values or code of conduct policy; illegal conduct, and/or all conduct that the Grad House determines poses and risk to the health, safety, and/or wellbeing of staff, guests, property, and/or the client themselves.
 - 6.2.1. Cancellations made by the Grad House refer to those functions cancelled more than forty-eight (48) hours in advance of the function. For events within forty-eight (48) hours, or during the function, see section 8.7 re: termination of a function.



7. FORCE MAJEURE

- 7.1. If by reason of force majeure, the Grad House is rendered unable to wholly or in part, carry out its obligations under this policy due to causes reasonably beyond its control, then the Grad House shall give notice of full particulars of force majeure in writing to the client within a reasonable time after occurrence of the event or cause and the obligation of the Grad House shall be suspended during the continuance of the inability claimed.

8. CHARGES

- 8.1. The client will be billed for additional staff hours at a rate of \$35.00/hour per server for any time extension beyond the agreed upon function time. Hours billed will be rounded to the quarter-hour, starting at one quarter-hour.
- 8.2. The client is solely responsible for any damage to the space and will be billed equal to the market cost of required repairs, including labour, equipment, materials, and applicable taxes.
- 8.3. The Grad House encourages catering clients to bring reusable food storage containers to take home leftover food. The Grad House will provide up to 10 takeout containers free of charge. Any takeout containers provided after that amount are subject to a \$2/container charge.
- 8.4. The client is responsible for maintaining reasonable cleanliness of the space. Should an unreasonable mess be left, as determined by the Grad House, the client will be billed for additional staff hours at a rate of \$35.00/hour per server for the time required to return the space to sufficient cleanliness.
- 8.4.1. Should extraordinary cleaning services be required, at the discretion of the Grad House, the client is fully responsible for the cost of those services, including applicable taxes.
- 8.5. The client is responsible for set-up and tear-down, including re-setting any furniture that was moved during the function.
- 8.6. The Grad House is not liable for loss or damage to any personal items.
- 8.7. The client is responsible for their own behaviour and the behaviour of their guests. The Grad House reserves the right to terminate any space rental and/or catering function at its discretion and at any time should client conduct violate the Graduate Students' Society statement of values and/or code of conduct policy, local/provincial/federal laws, or threaten the reasonable health, safety, and/or wellbeing of staff and guests.
- 8.7.1. Functions that are terminated will be billed in full. If the function has already been paid for in full, no refund will be provided.



9. MISCELLANEOUS

- 9.1. Unlawful activity. The client will comply with all laws of Canada and the province of British Columbia, all municipal ordinances and all lawful order of the police and fire departments and will not do anything on the premises in violation of any laws, ordinances, rules, or orders.
- 9.2. Leftovers. In accordance with food safety legislation of British Columbia and Canada, the Grad House reserves the right to discard any leftover food items after a function and where there is a reasonable risk for food borne illness to occur.
- 9.3. Storage. The client must seek prior approval for any storage (food, furniture, decorations, etc.) before or during the function.
- 9.4. Orientation events. Orientation events are treated as standard catering and space rental functions.
- 9.5. Parking. The Grad House does not have a designated parking lot. For rates and locations of on-campus parking, please refer to University of Victoria Parking and Transportation Services.
- 9.6. Outside food and catering. No outside food or catering is permitted during space rentals or catering functions for external clients.
 - 9.6.1. Outside food or catering will be considered for graduate student and internal clients if requested and agreed upon by the Grad House prior to the function, and only in the case that the Grad House is unable to accommodate a dietary, cultural, celebratory, and/or religious-based request.
 - 9.6.2. The Grad House reserves the right to deny any external food or catering request.
 - 9.6.3. Clients with external food or catering may request cutlery, dishware, serving plates/bowls, serving utensils, and glassware from the Grad House for an additional charge of \$2/guest.
- 9.7. Space Changes. Tables, chairs, and other furniture in the Grad House or David Clode Room can be re-arranged, removed, or added if arranged and agreed upon prior to the function.
 - 9.7.1. Removal of furniture is subject to the availability of storage space.
 - 9.7.2. The Grad House does not coordinate furniture rentals.
 - 9.7.3. Decorations are permitted if arranged and agreed upon prior to the function. Decorations must not cause damage to the space. Any damage is subject to charges in accordance with section 9 of this policy.
 - 9.7.4. No adhesives of any kind are permitted to affix any item to any structure within the Graduate Student Centre. This includes, but is not limited to, adhesive tapes, glue, tacks, nails, and screws.