

Orientation at the Grad House: Space Rental Guidelines

September 2023

The following space rental guidelines have been developed understanding that private orientation space rentals must not considerably decrease general student body access to Grad House spaces during the month of September. The following guidelines apply to all clients, including internal.

Space	Rental Guidelines	Capacity Notes*
Main Restaurant & Back Patio	<p>Requests will be considered at a \$1000 minimum for internal clients and grad student clients and \$2000 minimum for external clients.</p> <p>Efforts will be made to book events in these spaces on Mondays and Tuesdays and when no conflicting bookings exist.</p> <p>If a rental has been booked for the Davide Clode Room, a simultaneous private event in this space will not be made.</p>	<p><u>Indoors Only</u> ~80 people seated ~100 people standing <u>Indoor & Outdoor</u> ~100 people seated ~120 people standing</p>
David Clode Room & Front Patio	All requests will be considered.	<p><u>Indoors Only</u> ~20 people seated ~40 people standing <u>Indoor & Outdoor</u> ~ 40 people seated ~60 people standing</p>
Main Restaurant, David Clode Room & Front and Back Patios (<i>all available space</i>)	<p>Requests will be considered at a \$1000 minimum for internal clients and grad students clients and \$2000 minimum for external clients.</p> <p>Efforts will be made to book events in these spaces on Mondays and Tuesdays and when no conflicting bookings exist.</p>	<p><u>Indoors Only</u> ~100 people seated ~120 people standing <u>Indoor & Outdoor</u> ~140 people seated ~180 people standing</p>
Back ½ of Main Restaurant & Back Patio	<p>All requests will be considered, prioritizing requests on Mondays and Tuesdays, or for partial bookings (event entirely before or after 3pm).</p> <p>If a booking has been made for the David Clode Room, a simultaneous private event in this space will not be made.</p>	<p><u>Indoors Only</u> ~20 people seated ~30 people standing <u>Indoor & Outdoor</u> ~30 people seated ~40 people standing</p>
Back Patio Only	All requests will be considered, prioritizing requests on Mondays and Tuesdays, or for partial bookings (event entirely before or after 3pm).	~40 people seated or standing

*Capacity notes denote the absolute maximum number of guests each space may hold. Maximum capacity was determined based on Fire Marshal regulation and the service capacity of the restaurant/bar. Dependent on the event request, the Grad House may decline requests for events of 80+ attendees based on service capacity, which is subject to change.

A maximum of 3 events per week will be considered during the month of September 2023.

Please note that this document serves as a guideline and that all final decisions on space rentals will be made at the sole discretion of Grad House operations staff. All space rentals are subject to availability and the contents of the Grad House Licensed Space Rental and Catering Policy.