The Grad House | Halpern Centre for Graduate Students
3800 Finnerty Road | University of Victoria
Victoria, British Columbia, V8P 5C2
gss.uvic.ca | @uvicgradhouse

GRAD HOUSE LICENSED SPACE RENTAL & CATERING POLICY

We're so excited that you have chosen the Grad House to host your event! We want to ensure that your event goes smoothly, so we have some general information and policies that we ask you to review and adhere to. **By confirming your booking, you are agreeing to the terms of this policy.** If you have any questions or concerns regarding our policy or your event, please contact the Grad House Front of House Coordinator at ghevents@uvic.ca. Please note that this email is automatically forwarded to GSS staff email accounts.

GENERAL INFORMATION

The Grad House welcomes all event requests and is happy to host private and public functions of all types. A space rental is required if you wish to hold a private event or want to hold your event outside of the Grad House's normal operating hours. The Grad House is closed on weekends, statutory holidays, and whenever the University of Victoria is closed.

OUR SPACES

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

- **The Main Restaurant** features a mix of restaurant and lounge seating, patio access (seasonal), and can accommodate up to 120 guests.
- **The David Clode Room** is attached to the Grad House and features a mix of restaurant and lounge seating, a fireplace (seasonal), patio access (seasonal), and can accommodate up to 40 guests.

Combined, our spaces can accommodate large functions of up to 200+ guests.

ACCESSIBILITY

There is a ramp at the main entrance to the Halpern Centre for Graduate Students. External and internal doors are standard size and have clearance for most wheelchairs and mobility aids. Some doorways have low-lying door sills that may necessitate assistance. The Grad House has a variety of seating, both with and without armrests at standard dining and bar heights. There are two gender-neutral bathrooms in the Halpern Centre, both of which have accessible stalls with support bars, wheelchair-accessible sinks and mirrors, and braille signage. Both washrooms have an infant changing station.

The Grad House does not have a designated parking lot. For rates and locations of on-campus parking, please refer to the University of Victoria Parking and Commuter Services.

CLIENTELE

The Grad House differentiates clientele as follows:

- **Graduate Clients** are students at the University of Victoria who belong to the Faculty of Graduate Studies and who pay student fees to the University of Victoria Graduate Students' Society. Student organizations (societies, labs, etc.) that are run by and for graduate students are also considered Graduate Clients.
- **Internal Clients** are other members of the UVic community: undergraduate students, professional program students, student organizations, post-docs, staff, faculty, and University of Victoria Departments, Schools, Offices and affiliates.
- All other clients are considered **External Clients**.

1. SPACE RENTALS

1.1. Space rental requests are considered on a first-come, first-served basis.

1.2. Space rentals are subject to the following rates:

	The Grad House: Space Rental Rates					
	Graduate Clients		Internal Clients		External Clients	
	HALF-DAY*	FULL DAY	HALF-DAY	FULL DAY	HALF-DAY	FULL DAY
David Clode Room	$0.00	$0.00	$20.00	$100.00	$30.00	$150.00
Main Restaurant	$50.00	$100.00	$75.00	$150.00	$100.00	$200.00

*The half-day booking rate applies to events that occur entirely before or after 3:00 pm.

1.3. Space rentals must also meet a food and beverage minimum purchase amount (*see section 2 of this policy*).

1.4. Space rentals outside the Grad House's normal operating hours are subject to an additional labour charge of $35.00/hour/server.

1.5. Space rentals that extend beyond the booked period will be billed in 15-minute increments at two times the original rate.

1.6. The Grad House reserves the right to deny any space rental request with reasonable cause.

2. FOOD & BEVERAGE CATERING

2.1. All rental and catering requests must meet a minimum food and beverage purchase amount, not inclusive of taxes and gratuity, as listed:

	The Grad House: Minimum Food & Beverage Purchase Amount			
	Graduate Clients**		Internal & External Clients	
	HALF-DAY*	FULL DAY	HALF DAY*	FULL DAY
David Clode Room	$200.00	$400.00	$300.00	$750.00
Main Restaurant	$500.00	$1000.00	$1,000.00	$2,000.00

*The half day booking rate applies to events that occur entirely before or after 3:00 pm.

**Graduate Client rates do not apply to bookings that include Thursdays or Fridays after 3:00 pm.

2.2. If the minimum purchase amount is not met, the remaining balance will be applied to the client's invoice.

2.3. An automatic gratuity of 18% of the total food and beverage purchase amount before taxes will be applied to all catering invoices.
2.4. Catering orders must be submitted no later than 2 business weeks before the requested event date.
2.5. The Grad House does not permit external catering, except in cases where it has been discussed and agreed upon in advance of the event and where the Grad House cannot accommodate a dietary, cultural, celebratory or religious-based request.
    2.5.1. External catering must come from a food service business with a valid Health Operating Permit.
    2.5.2. Clients with external catering may order cutlery, dishware, utensils, and glassware from the Grad House at a rate of $2.00/guest.
2.6. The Grad House will provide up to 10 free takeout containers for catered events. Additional takeout containers will be charged at a rate of $2.00/container.
2.7. The Grad House reserves the right to deny any catering request with reasonable cause.

3. DEPOSITS & PAYMENT

3.1. A non-refundable deposit of 50% of the final invoice is due and demandable 10 business days before the event date for External Clients. Deposits will be deducted from the total final payment.
3.2. An invoice will be provided via email within 10 business days of the event date.
    3.2.1. The Grad House does not accept payments via the UVic FAST system, UVic OneCard, or American Express Credit Card.
    3.2.2. Cheque payments should be made to "GSS Food & Beverage Operations."
3.3. Payment is due and demandable within 30 calendar days of the event.
3.4. Clients will be charged in Canadian dollars for all services purchased and all applicable taxes, including liquor taxes, as set by the Federal and Provincial governments.

4. CANCELLATION & TERMINATION

4.1. Space rentals and catering will be billed in full if a cancellation is received within 48 hours of the event.
4.2. The Grad House reserves the right to terminate any booking at its discretion, at any time, including during the event, should the client or their guest's conduct violate the Graduate Students' Society statement of values, the Grad House Code of Conduct, local/provincial/federal laws, or threaten the health, safety, and/or wellbeing of staff, guests, property, or the client(s) themselves.
    4.2.1. Functions that are terminated will be billed in full.

5. DAMAGES & REPAIRS

5.1. No adhesives of any kind are permitted to affix any item to any structure within the Grad House. This includes, but is not limited to, adhesive tapes, glue, tacks, nails, and screws.
5.2. The client is responsible for any property damages and maintaining reasonable cleanliness. Should repairs or extraordinary cleaning services be required, the client will be billed equal to the market cost of required repairs, including labour, equipment, materials, and applicable taxes.

5.2.1. Clients will receive an itemized invoice for any repairs or cleaning services within 10 business days of the services rendered, due and demandable within 30 calendar days of receipt.

5.3. The Grad House is not liable for loss or damage to any personal items.

6. MISCELLANEOUS

6.1. The client will comply with all laws of Canada and the province of British Columbia, all municipal ordinances and all lawful orders of the police and fire departments and will not do anything on the premises in violation of any laws, ordinances, rules, or orders.

6.2. The client must seek prior approval for any storage (food, furniture, decorations, etc.) before or during the event.

6.3. Orientation events are treated as standard catering and space rental events.

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 the occurrence of the event or cause, and the obligation of the Grad House shall be suspended during the continuance of the inability claimed.