

ROOM AT THE TOP

RATE SHEET & BOOKING PROCEDURES 2019-2020

BOOKING FEES

September – April: Room at the Top is available on Saturday after 10pm and any time Sunday.

May – August: Room at the Top is available some weekday evenings and any time Saturday and Sunday. Please inquire for complete availability.

Room at the Top	
Capacity	140
Base fee (up to 4 hours)	\$295
Extra time per hour	\$70
A/V Equipment fee (access to microphone, amplified sound and/or projector)	\$50*

**Fee waived for registered Student Groups.*

BOOKING PROCEDURES

First Holds

A first hold can be placed on any available date up to 6 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 only, they are not confirmed bookings.

Estimates & Confirmation

An estimate can be created once a hold has been placed. If the estimate and date are accepted, a contract and deposit request will be issued. We require a signed contract and non-transferable and non-refundable security deposit of \$500 in order to fully confirm a booking. All holds must be confirmed with a signed contract and security deposit at least 14 days prior to the event, or the booking becomes subject to cancellation.

No event that has not been fully confirmed with a signed contract and deposit is to be publicly announced.

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 decides to release, 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. Please contact us for more information about the challenge process.

Cancellation Policy

If an event is cancelled at least 30 days in advance and was not involved in a challenge, the security deposit will be returned in full. If an event is cancelled less than 30 days in advance, or was involved in a challenge, the amount of the booking deposit will not be returned and is non-transferrable.

ADDITIONAL DETAILS

Bookings at Room at the Top are open to University of Alberta students, staff, alumni and their guests. Valid ID and ONEcard will be required from every guest upon entrance unless prior arrangements are made.

GST is not included in any listed prices.

DISCOUNTS & STUDENT GROUPS

Registered Student Groups will receive a rebate equal to 10% of your event's overall food and beverage sales that will be credited on the final invoice.

Receive 10% off the rental fee when you order a catering package as part of your booking.

The Students' Union waives certain fees for University of Alberta registered student groups. In order to qualify for these rates, we require a signed form letter confirming that your group is registered with Student Group Services, the Graduate Students' Association or your faculty for the appropriate academic year.

Student Groups who have an external or university financial contact will not be eligible for discounts.

TICKETING

All ticketing is handled by the University of Alberta Students' Union Conferencing and Events Department. Please advise if your event is ticketed or if you will be charging for admission at the venue. Online and printed ticketing is available, please inquire for a Ticketing Rate Sheet for more information

Please note that it can take up to five business days to set up tickets for an event. A signed contract and deposit will be required in order for your tickets to be printed or to go on sale at eventbrite.com.

CATERING

Catering is available through Room at the Top. Please let your coordinator know if you are interested in having your event catered and to view a catering menu. No external food or drink or third party caterers are permitted in Room at the Top with the exception of specialty items such as cakes.

Private events are able to utilize Dewey's kitchen and bar for regular service - guests may purchase their own food and drink or order under a host tab.

CONTACT

Please visit our [booking request form](#) to initiate a booking request, we are unable to place holds or give estimates over the phone.

Horowitz Events Centre

780-492-4764

bookings@su.ualberta.ca

2-800 SUB, University of Alberta

HEC Ticketing

tickets@su.ualberta.ca