



# FACILITY RENTAL FORM

**Please submit the following completed form to ExecEdInfo@umanitoba.ca**

Note, once we have reviewed your request you will be contacted by a representative from the Asper Executive Education Centre to confirm whether your booking can proceed.

Today's Date:  Contact Person:   
Main contact who will be in attendance at event.

Organization Name:

Organization Type:  Asper School of Business  University of Manitoba  Private Company  
 Non-Profit  Government  Other, Please Specify:

Address:

Phone:  Email:

**Event Date(s) & Time(s):** Please include the date(s) requested as well as specific start and end times for each date requested.

DATE REQUEST 1		DATE REQUEST 2		DATE REQUEST 3		DATE REQUEST 4		DATE REQUEST 5	
START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME

**Room(s) Requested:** Please note minimum rate charged is per day, no portion of a rate will be granted for events requiring less than a full day.

Boardroom \$250 per day  Learning Commons \$500 per day  Small Classroom \$250 per day  Large Classroom \$350 per day  All Rooms \$1000 per day

**Additional Service Requests:** Please see the Facility Rental Guide for full descriptions of the services below and what is included for each.

Event Chair Setup \$60 per event  Classroom Setup No added Cost  AV Equipment \$100 per event  Steward \$20/hour  
 Catering Arrangements \$25 per meal  Food Services \$20/hr per staff required  Conference Phone Call No Added Cost

**Type/Description of Event:** Please provide a full description of your event including number of guests. See the Facility Rental Guide for restrictions.

No. of People:

**Catering Needs:** Provide details on catering required or if you will be supplying your own food and beverage. See Facility Rental Guide for restrictions.

Other Requests:

By completing this form and checking this box the organizer of the event named on this rental form agrees to all terms and conditions as described in the Facility Rental Guide on behalf of the organization named above should their event be approved.

For Internal Use Only:  Approved  Declined Amount to be Invoiced:

FOAP #: