



ST JOHN'S COLLEGE

ESTABLISHED 1866

Room Booking and Catering Policies

1. Catering and Food Policy

It is the policy of St John's College that all food and beverage requirements for events held within the College must be arranged through **The Daily Bread Café Catering**. External food and beverages are strictly prohibited unless specifically authorized by the College. **Should a client provide external food or beverages, a fee of \$300.00 will be charged for the event.** Failure to comply with this policy may result in the immediate termination of the event.

2. Catering Order Deadlines and Payment Terms

Catering orders should be submitted through The Daily Bread Café Catering website at least **10 business days** prior to your event. Final confirmation of the number of guests attending along with any allergies, and final food and beverage quantities, must be provided no later than **4 business days** prior to your event. Payment is due upon completion of the event, unless prior arrangements have been made. (**Important note regarding U of M catering orders:** All catering orders being charged to a FOAP must be entered into EPIC, and the Purchase Order sent to St John's, only **after your event**. You will receive an email at that time which will include detailed instructions for entering the PO. **Please do not process your PO until you've received this.**) For additional information on catering, please visit our website www.dailybreadcafe.ca. For further catering inquiries, please contact **Rodrigo Longarte, Food Services Manager**, at 474-6826 or via email at Rodrigo.Longarte1@umanitoba.ca.

3. Room Booking and Setup Requirements

If catering services are not required, the following fees apply for room bookings:

- Cross Common Room (Room 108): **\$160.00** (includes setup fee)
- Quiet Room (Room 111): **\$80.00** (includes setup fee)

The room booking fee will be waived if the catering order meets or exceeds the corresponding room rental value.

Should you require a specific room setup, please specify your needs when making the booking. Requests for room setups must be made at least **10 business days** prior to the event. For available setup options, please refer to: <https://dailybreadcafe.ca/rooms>. To book a room or finalize setup arrangements, **contact Amy Backhouse, Events Coordinator**, via email at Amy.Backhouse@umanitoba.ca.

Please note that classroom setups cannot be altered during the academic term. Any room layout changes may only be made by staff.

4. Room Cleanliness and Maintenance

To ensure rooms are ready for subsequent users, please keep the space tidy and dispose of all waste in the appropriate bins. Any individual found misusing the rooms may incur a fine. We kindly ask that you report any issues or concerns with the rooms to us promptly.

5. Audiovisual (A/V) Requirements

All A/V needs must be coordinated in advance with University of Manitoba Information Services & Technology. If A/V services are required, please complete the A/V request form available at: <https://umanitoba.ca/information-services-technology/audiovisual/request-form>. Please contact Amy.Backhouse@umanitoba.ca to inquire about booking the college A/V equipment.

Responsibility and Acknowledgement

The recipient of the St John's College Room Booking and Catering Policies shall be recognized as the responsible party for all activities conducted within the booked room and will serve as the designated point of contact. By reviewing this document, you confirm that you have read, understood, and agreed to comply with all terms and policies outlined herein.