

THE LAZY OWL - Guest Capacity = 396.

Rental rates for For-profit organizations: \$750/Day.

- Includes furniture (Tables, chairs), does not include set-up or breakdown.
- Includes Av equipment (In-built sound system, TV's, Extra speakers, Microphones & Projector) - Does not includes staff fee of AV Technician.
- Cleaning services included with the rental.
- Staffing costs will be waived if a threshold \$ sales are attained from the event, if not partial charges applicable.

****Rates do not differ depending on the timing of the event****

THE MULTI-PURPOSE ROOM - Guest Capacity = 300.

Rental rates for For-profit organizations: \$650/Day.

- Includes furniture (Tables, chairs) ,does not include set-up or breakdown.
- Includes Av equipment and Set-up (In-built sound system, TV's, Extra speakers, Microphones & Projector) Does not includes staff fee of a dedicated AV Technician.
- Cleaning services included with the rental.
- Staffing costs will be waived if a threshold \$ sales are attained from the event, if not partial charges applicable.
- Does not include post event clean up.

****Rates do not differ depending on the timing of the event****

CATERING & ALCOHOL REQUIREMENTS

In-house Catering available through THE LAZY OWL & other University operated Food services.

If the Owl or other university operated food services cannot fulfil your catering requirements and an outside catering must be opted for, The applicable Catering Fees are **\$4/Guest** (Includes Post Event Clean-up).

Alcohol provision through the OWL. (*NOTE: University policy permits only Owl Bartenders to serve for any event*) If opting out and bringing in personal Alcohol, SOP (Special occasion Sales Permit) to be applied for.

Applicable Corkage = **\$4/Guest.**

Please find the list of additional services provided The Lazy Owl listed below

1. Bartender = \$22/hr per Employee allocated. (Recommended 1 per 50 Guests, Subject to variation according to the Event)
2. Security = \$22/hr per Employee allocated. (Recommended 1 per 100 Guests)
3. Decoration Set-up/ Take down = \$22/hr per Employee allocated. (Does not include Decor or Procurement)
4. Linens for tables = \$8/ table.
5. Dedicated AV technician = \$25/hr.
6. Set up = \$75, Breakdown = \$75

(We would be pleased to explore venue fee discussions should The Owl achieve a specified threshold in sales or if there is an opt-in for in-house catering for more than 100 guests.)

“Kindly note that supplementary charges of \$150 or more may be incurred in the event that MPR rooms are left in an unsanitary condition or if there is any damage to equipment after the conclusion of the event. The group responsible for the reservation holds sole accountability for ensuring the room is returned in the same condition as it was provided and that any borrowed equipment is appropriately cared for.”