

THE LAZY OWL - Guest Capacity = 396

1. Rental rates for For-profit organizations: \$950/Day. Which includes the following-

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

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

2. Rental rates for Non-profit organizations: \$425/Day which includes the following -

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

THE MULTI-PURPOSE ROOM - Guest Capacity = 300

1. Rental rates for For-profit organizations: \$750/Day. Which includes the following-

- Includes furniture (Tables, chairs), does not include set-up or breakdown
- Includes AV equipment (In-built sound system, TVs, Extra speakers, Microphones & Projector) - Does not include staff fee of AV Technician
- Cleaning services are **not** included in the rental
- Staffing costs will be waived if a threshold amount of sales is attained from the event unless charges are applicable.

2. Rental rates for non-profit organizations are \$325 per day. Which includes the following-

- Includes furniture (Tables, chairs), does not include set-up or breakdown
- Includes AV equipment (In-built sound system, TVs, Extra speakers, Microphones & Projector) - Does not include staff fee of AV Technician
- Cleaning services are **not** included in the rental
- Staffing costs will be waived if a threshold amount of sales is attained from the event unless charges are applicable.

“Kindly note that supplementary charges of \$150 or more may be incurred if MPR rooms are left in an unsanitary condition or if there is any damage to equipment after the event's conclusion. 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.” - URSU Management

CATERING & ALCOHOL REQUIREMENTS -

In-house Catering is available through THE LAZY OWL & other university-operated Food services. If the Owl or other university-operated food services cannot fulfill your catering requirements and 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 by 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 = \$11/ table.
5. Dedicated AV technician = \$25/hr.
6. Set up = \$75
7. 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.)