



## Invitee Booking Authorization Form

### Contact Information

Name of Organizer: \_\_\_\_\_

Phone#: \_\_\_\_\_

UBC Department: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Group and Event Name: \_\_\_\_\_

This form is to confirm that the named UBC department has extended an invitation to the named group with a direct relationship to the University, to host the 'Event' at UBC Okanagan campus.

We request that meeting space be charged at the University Invitee rate of 50% off room rental rates and understand that additional fee's (if required) will be billed to our account below.

Department JV transfers are not charged tax for room rentals. Please note, if your department is billing a client for this room booking, you must charge and collect the tax on services charged.

Date of Event								Space Confirmed	Start Time	End Time	Rate (if applicable)
M	M	D	D	Y	Y	Y	Y		Insert time	Insert time	\$ Insert Price
M	M	D	D	Y	Y	Y	Y		Insert time	Insert time	\$ Insert Price

Space Charges: \$ Space Total  
 Additional Charges: \$ Additional Charges Total  
**Total Estimated Costs:** \$ Total

By providing JV account verification & authorization, the department agrees to the rental charges outlined and/or any subsequent requests received in writing. All JV transactions will be processed at the conclusion of the meeting / event.

Additional charges may include: facilities set up and teardown, equipment rentals and extraordinary cleaning. The Central Booking Office webpage offers further information on rentals, space, catering, policies, and much more.

### JV Account Verification & Authorization:

Speed Chart	Account	Fund	Dept ID (org)	Program	Project/Grant (PG)

**The department's authorization signature confirms and agrees to all the terms outlined, and has signing authority for the indicated Project/Grant.**

Dean/Dept. Head - Print Name:	Authorization Signature:	Date: M M D D Y Y Y
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This form will be attached to a JV and submitted to Finance by the Central Booking Office at the conclusion of your Room Booking.

For Office Use Only: JV# – \_\_\_\_\_