

# UNIVERSITY CENTRE MULTIPURPOSE BALLROOM

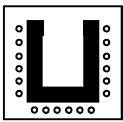
UNC200 - 3272 UNIVERSITY WAY KELOWNA V1V 1V7



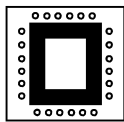
Situated on the second floor of the University Centre at UBC's Okanagan Campus, the Multipurpose Ballroom is the perfect space for any banquet, conference, reception or small tradeshow. The beautiful hardwood floor, wooden wall paneling, 20 ft high ceiling and the large windows, provide a light and spacious background for any gathering. The small patio offers extra outdoor space in the summer time. **Rate: \$200/4-hrs**

To check availability or to book the Ballroom please contact the **Central Booking Office:** [cbo.okanagan@ubc.ca](mailto:cbo.okanagan@ubc.ca).

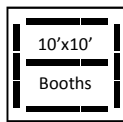
## Set-up Configurations



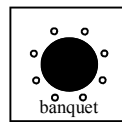
U-SHAPE  
24-34



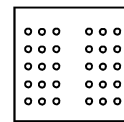
HOLLOW SQUARE  
32-42



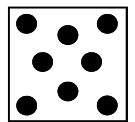
TRADESHOW  
18



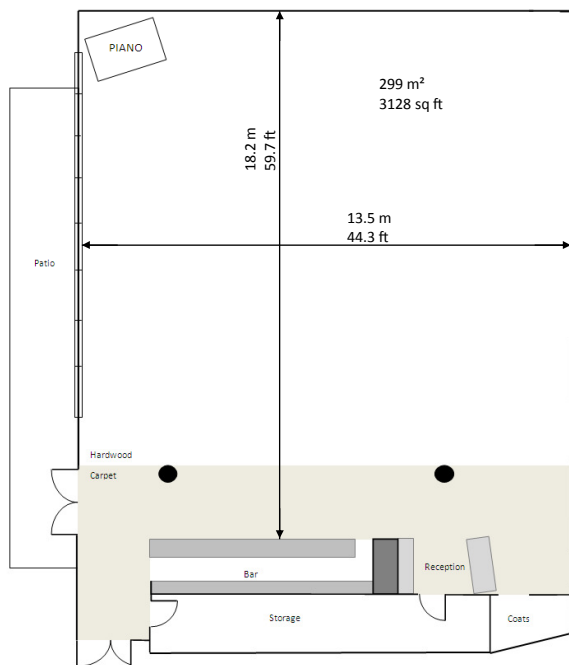
ROUNDS/8  
136



THEATRE  
180-200



COCKTAIL  
200



### Audio Visual

The Multipurpose Ballroom has a built-in screen, overhead projector, microphone and surround sound system with easy plug and play connection for a lap top and/or iPod.

### Grand Piano

A Yamaha Baby Grand piano is located in the room and can be used for any performance.

### Reception Desk and Coat Check

A reception area and coat check are available. The reception area has a desk and storage cupboards. The coat room is equipped with hangers.

### Catering

Catering in the Ballroom is provided by Classic Fare Catering. Their award-winning chef can design any menu with your budget in mind.



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

Central Booking Office  
TF: 888.318.8666 / T: 250.807.9845  
[cbo.okanagan@ubc.ca](mailto:cbo.okanagan@ubc.ca)  
[ubc.ca/okanagan/roombookings/welcome](http://ubc.ca/okanagan/roombookings/welcome)

# UNC200 - TERMS & CONDITIONS

Room Inventory	
17 - 60" Banquet Tables (round)	Ceiling-mounted Projector
200 Banquet Chairs	Projector Screen
3 Table Carts	Built-in Sound System
1 Engraved Podium	Baby Grand Piano
1 6' X 8' Stage	Wireless microphone

If you are **not** a UBC employee, please contact the Central Booking Office for all your ballroom needs: [cbo.okanagan@ubc.ca](mailto:cbo.okanagan@ubc.ca).

## GENERAL ROOM CONDITIONS

### Room Access

Events in the ballroom cannot begin before 8:00 am / Event set up starts at 7:00 am. Ballroom **Foyer** space is bookable M-F from 5pm and during institutional hours on Saturday and Sunday; with the provision that the event does not extend into the International Student space in 226Z.

### Phone Access

There is no phone access in the Multipurpose Ballroom. Be sure you have a cell phone with you to make calls.

### Cancellations or Time Changes

Please be sure to contact the Central Booking Office if you no longer need the space or if you would like to make changes to the time of your booking.

### Event Guidelines

No items may be affixed to walls, ceilings, posts or doors with nails/screws, tape, glue or staples. Any costs due to damage or extraordinary cleaning will be charged to the department and/or organizer of event. Ballroom Foyer bookings must not extend into the International Student space in 226Z.

**NOTE:** Cocktail tables must be rented from an outside source (ie Avalon Event Rentals).

### FOR UBC EMPLOYEES ONLY:

- Additional chairs and tables are stored in the storage room located at the rear of the ballroom.
- Room inventory cannot be moved from building to building.
- If you move tables and chairs out of the room, please return them back to the ballroom as you received them

### Room set-up

For any room or foyer set-up, please contact **Facilities** at **250.807.8213** or Enter a Work Order. A minimum set-up time is 2 hours and minimum tear down time is 2 hours for all Facilities Management requirements. Ensure that washroom cleanup has been scheduled on work order.

### Catering

For catering needs please contact **Classic Fare Catering** at **250.807.9131** or email [catering.ubco@ubc.ca](mailto:catering.ubco@ubc.ca). Or visit the website at: [aramark.ca](http://aramark.ca). Events with alcohol require a Special Occasion License.

### Room Access

Access to the space is based on the start time for your booking. If you arrive and the door has not been unlocked, please contact **Campus Security** at **250.807.9236**.

### IT, Media & Classroom Services

For all audio visual needs please contact the **IT Helpdesk** at **250.807.9000** or enter a ticket at [ubc.ca/okanagan/helpdesk](http://ubc.ca/okanagan/helpdesk).

### Piano

We are privileged to have a Yamaha C5 6' 7" Conservatory Collection Grand Piano in the ballroom. If you wish to use the piano, please contact **Student Services & Financial Support** at UNC206 or phone **250.807.9100**.

