

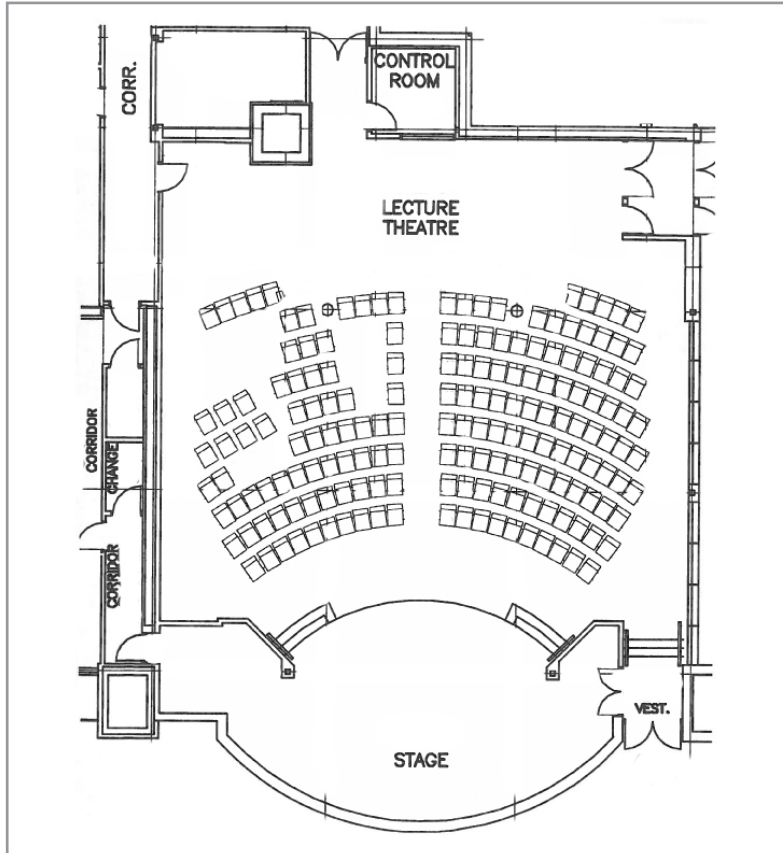
ADM 026

UNIVERSITY THEATRE



The University Theatre is ideal for plenary sessions of up to 200 and is located in the Administration building. This beautifully appointed theatre features plush seats with flip top desks for the comfort and practical needs of guests. The touch top podium with DVD, VCR, LCD Projection, 20" screen and sound system, enables control of all the audio visuals. **Rate: \$200/4 hours.**

To check availability or to book the University Theatre, please contact the **Central Booking Office:** cbo.okanagan@ubc.ca.



AUDIO VISUAL EQUIPMENT AVAILABLE IN THE ROOM

For all events:

- Windows PC
- 2 Projectors and 2 Screens
- Lectern microphone | Wireless Lav microphone
- Wireless Hand-Held microphone
- DVD Player
- Input for Laptop to be displayed on Projector
- Stage lighting



THE UNIVERSITY
OF BRITISH COLUMBIA

UBCO Central Booking Office
CBO.OKANAGAN@UBC.CA
cbo.ok.ubc.ca/welcome

ADM 026 UNIVERSITY THEATRE

ROOM INVENTORY

- 200 floor-mounted theatre chairs
- 40' X 27' X 33' Stage
- 1 Podium
- DVD Player
- Professional Stage Lighting
- 2 Ceiling-mounted Projectors
- 2 Projector Screens
- Built-in Sound System
- 2 Wireless Microphones
- Windows PC + Input for Laptop

Please contact the Central Booking Office for all your University Theatre needs: cbo.okanagan@ubc.ca.

Phone Access

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

Cancellations or Time Changes

Please contact the Central Booking Office if you no longer require 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, curtains or doors with nails/screws, tape, glue or staples. Curtains on stage only to be used with the pulley system. Any costs due to damage or extraordinary cleaning will be charged to the organizer of the event.

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**.

Catering

No food or beverages are permitted in the University Theatre.

FOR UBC EMPLOYEES ONLY:

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.

Facilities Management

For all event set-up and tear down requirements, please contact the Facilities Office at: **250-807-9272** or enter a ticket at ubc.ca/okanagan/helpdesk.



Available letter space on the marquee:

- 1st line: 15 large spaces
- 2nd, 3rd and 4th line: 30 smaller spaces

