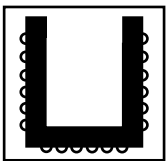


MULTIPURPOSE BALLROOM

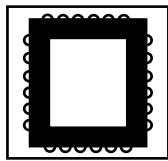


Situated on the second floor of the University Centre at UBC's Okanagan Campus, the Multipurpose Ballroom is the perfect space for any banquet, conference, reception or small tradeshow. The beautiful hardwood floor, wooden wall paneling, 20 ft high ceiling and the large windows, provide a light and spacious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

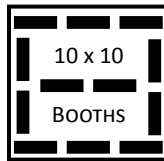
To check availability or to book the Ballroom please contact the Central Booking Office: cbo.okanagan@ubc.ca.



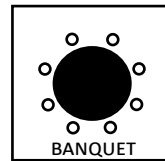
U-Shape
24-35



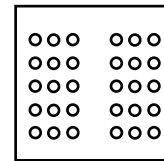
Hollow-Square
32-42



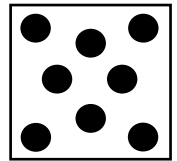
Tradeshow
18



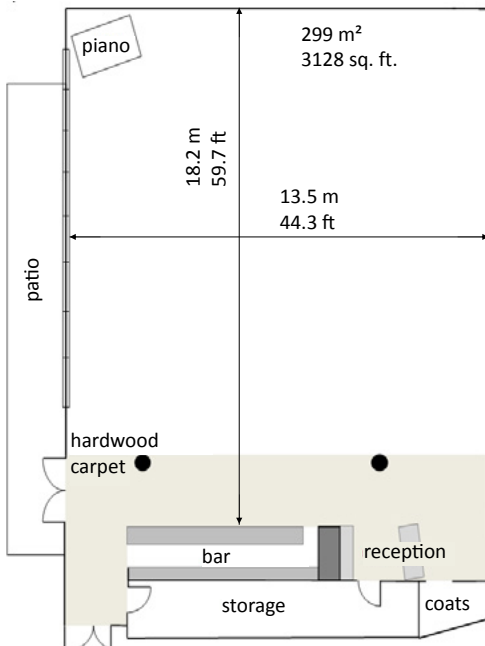
BANQUET
Rounds/8
136



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.

UNC200 BALLROOM

ROOM INVENTORY

- 17 - 60" Banquet Tables (round)
- 200 Banquet Chairs
- 3 Table Carts
- 1 Engraved Podium
- 1 12' X 8' Stage
- Ceiling-mounted Projector
- Projector Screen
- Built-in Sound System
- Baby Grand Piano
- Wireless microphone

Please contact the Central Booking Office for all your Ballroom needs: 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.

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 organizer of the event.

Catering

For catering needs please contact **Scholar's Catering** at **250.807.8509** or email catering.ubco@ubc.ca. If you decide to bring your own caterer and you want to host an event with alcohol you are required to get a Special Events License. Please go to our web site for more information: <http://cbo.ok.ubc.ca/resources/alcohol.html>.

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 set-up, please contact **Facilities** at **250.807.8213** or enter a work order online. A minimum set-up time is 2 hours and minimum tear down time is 2 hours for all Facilities Management requirements.

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.

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**.

