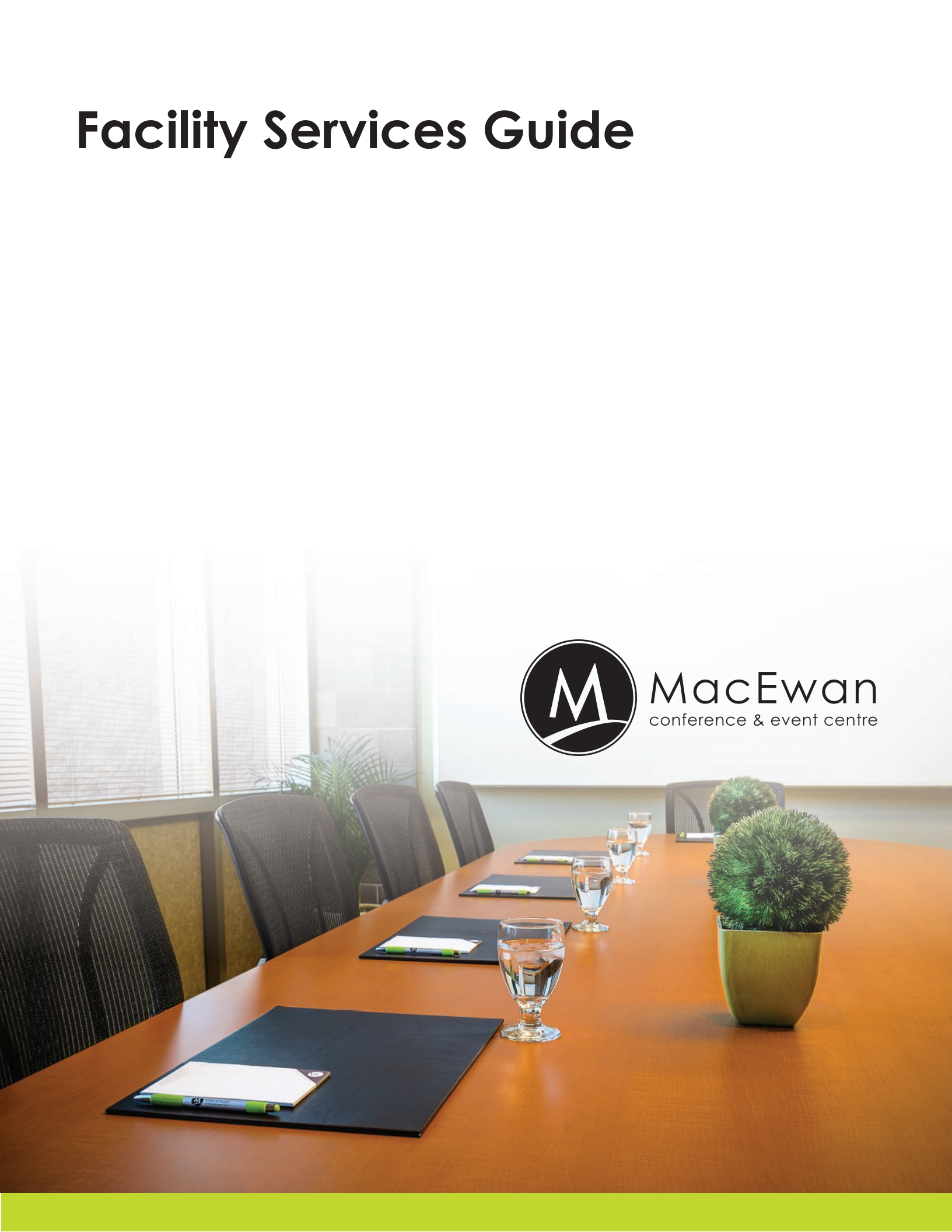


Facility Services Guide



MacEwan
conference & event centre





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MacEwan
conference & event centre

Dear Event Planner,

Welcome to MacEwan Conference and Events Centre located at the University of Calgary!

We are proud to offer over 40,000 square feet of meeting and event space specializing in a diversity of events from conferences to weddings. You'll experience professional service by our highly trained, professional employees who are eager to make your event a resounding success.

While you will have many talented members of our events team dedicated to assisting you throughout your event, we have prepared this guide for your review. It includes information you may find helpful during the planning process of your event.

If you would like additional information, please don't hesitate to contact your Event Coordinator who will be happy to assist you.

We look forward to working with you and your group. Together, we will ensure that your event at MacEwan Conference and Events Centre is a success!

Sincerely,

The MacEwan Conference and Events Team



SHIPPING AND DELIVERY

MAILING ADDRESS

MacEwan Conference and Events Centre
c/o The Students' Union, University of Calgary
318 MacEwan Student Centre, 2500 University Drive NW
Calgary, AB T2N 1N4

SHIPMENTS / DELIVERIES

If your event involves shipping of materials, we want to help assure they are properly shipped to and from your event. MacEwan Conference and Events Centre is not liable for any lost or stolen items, nor the safe delivery or pickup of any shipments. The Client is welcome to choose a shipper of their choice. Deliveries may be accepted within two business days of the event. Inform your Event Coordinator in advance to ensure that MacEwan Conference and Events Centre can/will accept them. Unexpected deliveries may be denied. MacEwan Conference and Events Centre will not accept any items shipped COD. The client must arrange for an appropriate customs/brokerage, if shipping from outside of Canada. The Client should retain the shippers tracking numbers for potential reference requirements. MacEwan Conference and Events Centre reserves the right to charge for handling bulk deliveries.

Please ensure your deliveries are shipped with the following requirements adhered to:

On the top left corner indicate the following on each item:

- Name and Date of Your Event
- Room Name for the Packages to be Delivered To
- Individual Package “#” of “Total Number” of Packages being sent
- Inside one envelope marked “Packing Slip” taped on all sides, please indicate:
 - Your On-Site designate and phone number
 - Your name and phone number if different

Address your deliveries to:

Attention: “Your Event Coordinator’s Name”
MacEwan Conference and Events Centre
c/o The Students' Union, University of Calgary
318 MacEwan Student Centre, 2500 University Drive NW Calgary, AB T2N 1N4
Please put a note stating: “Do Not Leave at Central Shipping” directly on the package

To ship materials out; ensure all pieces are clearly labeled with the shipping address and contact information and that they are neatly stacked together. MacEwan Conference and Events Centre is unable to hold materials more than 2 business days after the event. Please let your Event Coordinator know the courier service you are using, the number of pieces, the date and time pickup will occur, and a completed way bill.



CUSTOMS BROKERAGE

If your event involves shipping of materials across international borders you may require a customs broker to handle the clearance with Canada Customs and Revenue Agency. Any shipments sent which have a value of \$20 or greater may also be subject to Goods and Services Tax. (Major Courier Services may not take care of it automatically).

Item	Name	Contact
Customs Brokerage/Event Logistics	Mendelssohn Customs Broker	2116 – 27 th Avenue NE Unit 248 Calgary, Alberta. T2E 7A6 Phone: 403-291-5332 Fax: 403-291-5305 Website: www.mend.com

ACCOUNTING/CREDIT

DEPOSIT / EVENT FULL PREPAYMENT

Deposits are to be made in Canadian funds by American Express, Visa, Master Card, certified cheque, or debit card and are non-refundable. In order to confirm this booking a twenty five (25%) percent deposit is due with the signed contract based on the minimum revenue commitment listed under the Bookings/Details section of this contract. The remaining deposit to full prepayment will be taken based on the schedule below. Events are to be fully prepaid. The following deposit schedule applies;

Date	Deposit
Due with Signed Contract to Confirm the Booking	25% of Estimated Function Value
90 days prior to the arrival date of the event	50% of Estimated Function Value
60 days prior to the arrival date of the event	75% of Estimated Function Value
15 days prior to the arrival date of the event	100% Full Prepayment for the Function

CREDIT CARDS

We are pleased to accept the following credit cards for use as deposit and payment: American Express, Mastercard, and Visa.

In order to use a credit card as payment an authorization form must be completed and returned to MacEwan Conference and Events Centre for processing.

OVERPAYMENT

Overpayments will be repaid by cheque within 30 days, payable to the name in which the payments were received. Repayments will be sent to the agreement address.



BANQUET POLICIES

ALCOHOLIC BEVERAGES

Alcoholic beverages will not be served to attendees below the age of 18 years old. MacEwan Conference and Events Centre reserves the right to ask any guest for valid identification to confirm they are of age to consume alcohol. Alcoholic beverages may not be brought into the premises without written consent from MacEwan Conference and Events Centre. Please see the corkage section of banquet policies for further details. MacEwan Conference and Events Centre requires that food be served with alcohol.

All bar services require a \$400.00 minimum revenue guarantee per bar, plus applicable taxes and gratuities. Should final revenues fall short of the required minimum, the client will be charged a labour charge for the bar at \$25 per hour, per bartender, with a four-hour minimum per bartender, plus applicable taxes and gratuities.

If a client wishes to provide drink tickets to attendees, the requested amount will be provided to the organizer prior to the event. The tickets will be charged to the function master account based on the consumed beverage type. The bar will operate as a cash bar for all other transactions. Unused tickets should be returned to the Event Coordinator, Operations Manager or Supervisor on Duty at the event. Security is mandatory at all events serving alcohol. The charge is \$25.00 per hour per security personnel for a minimum of three hours. The number of security personnel is based on the number of attendees and the nature of the individual event.

BANQUET SERVICE RATIOS

The following banquet service staffing ratios will apply for all food and beverage functions:

Item	Service Ratio
Plated Breakfast*	1 Staff per 20 Guests
Buffet Breakfast*	1 Staff per 40 Guests
Plated Lunch*	1 Staff per 20 Guests
Buffet Lunch*	1 Staff per 40 Guests
Plated Dinner*	1 Staff per 20 Guests
Buffet Dinner*	1 Staff per 40 Guests
Host/Cash Bar*	1 Staff per 80 Guests

**Final Staffing Ratios will be determined by MacEwan Conference and Events Centre based on the complexity of the event. Requests for additional staffing can be coordinated prior to the event. (Labour charge will apply)*

BANQUET GUARANTEE COUNTS

The final attendance guarantee must be received by MacEwan Conference and Events Centre no later than 11:00 am five working days prior to the commencement of the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Should the guarantee not be submitted the contracted number will be taken as the guarantee. Please provide the guarantee on the following days;



Day of Function	Guarantee Due on the Preceding
Saturday, Sunday, or Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

Holidays are not considered working days and should be taken into consideration when submitting guarantees.

CORKAGE

For special events, MacEwan Conference and Events Centre does allow bottled wine to be brought in from outside. Wine must be bought from an AGLC licensed vender and a receipt must be provided to us prior to the start of the event. We do not permit corkage bars.

Item	Description	Charge
Corkage	Opening and Service to Table	\$6.00 Per Person, plus applicable taxes and gratuities. Based on final guaranteed number.

FOOD AND BEVERAGE (OUTSIDE)

MacEwan Conference and Events Centre does not permit any outside food and beverage service to be brought on property at any time. All food and beverage products must be purchased from MacEwan Conference and Events Centre.

GRATUITIES AND TAXES

MacEwan Conference and Events Centre charges 17% gratuities on all Food, Beverage, Meeting Room Rental, Labour and Services. Goods and Services Taxes (G.S.T.) is currently charged at 5%. Service Charges and Taxes are subject to change without notice.

OVERSET

The MacEwan Conference and Event Centre will be prepared to serve 3% more than the guaranteed number of attendees to a maximum of 15 persons as the oversight. If the guarantee is raised within five business days the 3% oversight will not apply and the guarantee becomes the set. Increases in attendance beyond the 3% oversight within five business days prior to the event will be subject to a surcharge of 15% on top of the menu prices.

SEATING (BANQUETS)

The MacEwan Conference and Event Centre provides five foot round tables for meal service. Meal Service is based on eight people per table.

SPECIAL DIETARY REQUIREMENTS

The MacEwan Conference & Event Centre is pleased to accommodate dietary requirements and allergy meal requests where possible. The requirements must be provided five business days prior to the event with the final guarantees. Please note the kitchen is not a nut free or allergen free environment. The MacEwan Conference and Events Centre makes every effort to accommodate requests; however the MacEwan Conference and Events Centre does not guarantee that the product has not come into contact with allergens at some point within the food supply chain.



SAFETY AND SECURITY

FIRST AID

Campus Security is the designated First Responder and all Security personnel are trained in First Aid. To reach Campus Security call 403-220-5333.

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency, an alarm will sound throughout the building. Stay seated. Listen to the announcement which will accompany this alarm for directions. If the announcement advises you to evacuate the building, follow the designated Fire Wardens' instructions and calmly progress to the nearest exit.

EMERGENCY REPORTING PROCEDURE

Campus Security is the designated First Responder for all University of Calgary facilities. All emergency calls should be directed to 403-220-5333. If 9-1-1 is called, Campus Security must be informed immediately. Campus Security will coordinate with EMS, Fire and/or Police Services in order to ensure help arrives at the right location as quickly as possible. The MacEwan Student Centre has an Automated External Defibrillator (AED) onsite.

FIRE EXTINGUISHERS

Fire extinguishers are located in MacEwan Hall and MacEwan Ballroom. Breakout Rooms on the second floor have wall mounted fire extinguishers located in the corridor by the Ariel and Escalus Rooms (Located in the corridor by the emergency fire exits).

OPEN FLAME

Open flame devices (such as a candle) must be secured in a non-combustible holder and must be protected against coming into contact with any combustible material. The top of the flame must be no less than 2.5 inches from the lip of the container.

SECURITY STAFF

Should you require security services the following rental rates apply (per guard) plus applicable taxes and gratuities, based on a minimum of a four hour call.

Item	Description	Charge
Security	Charges are based on security requirements and time of day (Overnights are additional)	\$25.00 - \$40.00 Per Hour plus taxes and gratuities (Four Hour Minimum Call Applies – Please speak with your Event Coordinator for quotation)



EVENT SERVICES

AIRWALLS

MacEwan Conference and Events Centre offers two meeting rooms with flexible configuration via Airwalls (Cassio Room, and MacEwan Hall). Any proposed changes to the configuration of the meeting rooms air wall either planned or unplanned are subject to a labour charge. MacEwan Conference and Events staff are the only authorized personal able to move airwalls within the facility.

AMUSEMENT RIDES AND DEVICES

No mechanical or inflatable amusement rides and devices are permitted within MacEwan Conference and Events Centre.

AUDIOVISUAL

We carry all the technology you'll need for a seamless presentation or meeting.

- LCD Projectors
- TV and DVD Players
- Portable Screens
- Wireless Microphones
- Fixed Microphones
- Podiums
- Flip Charts
- Whiteboards

AUDIOVISUAL (OUTSIDE PROVIDER)

MacEwan Conference and Events Centre Audio Visual and The University of Calgary are the sole providers of audio visual services to the MacEwan Conference and Events Centre. Any outside audio visual equipment, or supplier used by the consumer requires approval of MacEwan Conference and Events Centre. Should you choose to utilize an outside service the following landmark fees apply per room, daily plus applicable taxes and gratuities;

Event Space	Charge
MacEwan Hall	\$250.00 Plus applicable taxes and gratuities
MacEwan Ballroom	\$200.00 Plus applicable taxes and gratuities
All Other Meeting Rooms	\$100.00 Plus applicable taxes and gratuities

Provisions for Using an Outside Audio Visual Firm

1. All Screens and Carts must be properly skirted with Black Skirting
2. All cables must be safely taped with gaffers tape. All equipment must be placed in compliance with Occupational Health and Safety requirements and Fire Regulations
3. All final decisions regarding audio visual equipment and placement must be submitted to MacEwan Conference and Events Centre for final approval.



4. All necessary actions to protect the MacEwan Conference and Events Centre must be taken by the outside audio visual company. Any damages will be charged appropriately to the client.
5. All outside audio visual staff are required to be uniformed and wear name badges while on premises
6. All setups and teardowns are to be completed one hour prior or post event (pending availability or as directed by MacEwan Conference and Events Centre).
7. The outside audio visual company is required to consult with MacEwan Conference and Events Centre on load-in and load-out times, and will be required to have appropriate staffing on site to complete the tasks in the provided time.
8. The outside audio visual company is required to ensure that any storage needs for gear is addressed and arranged prior to the event. Due to fire regulations back hallways are not permitted to be used for storage.
9. The outside audio visual company may be required to provide business license, insurance certificate, and proof of current WCB coverage four weeks prior to the event.

Safety and Security

1. The outside audio visual company must provide a list of staff working the event with contact cell phone numbers
2. The outside audio visual staff is responsible for equipment setup and deliveries
3. Rigging Policy and Overhead work policy for MacEwan Conference and Events applies to all overhead work including; rigging, hanging point utilization, and any related services. Appropriate fees will apply for equipment usage and staffing.

BALLOONS

Helium filled balloons and other inflatable items must be approved by MacEwan Conference and Events Centre prior to setting up. Cleanup costs associated with removal of balloons or inflatable items left post event will be charged back to the client.

BANK MACHINES

There are Automated Teller Machines (ATMs) located conveniently throughout the MacEwan Student Centre. ATMs include Bank of Montreal, TD, CIBC, Scotiabank, RBC and ATB.

COAT CHECK

Coat check service is available for events. The MacEwan Conference and Events Centre will assume no responsibility for lost or stolen items.

Item	Description	Charge
Coat Check Service	One Coat Check Attendant for Every 150 Guests	\$22.00 per hour, per attendant. Plus applicable taxes and gratuities. Minimum four hour booking per attendant.



CONTRACTED SERVICES/PREFERRED VENDORS

MacEwan Conference and Events Centre is pleased to book the following services with our preferred vendors

Item	Name	Contact
Lighting	Production Lighting	4630 – 11th Street NE Calgary, Alberta. T2E 2W7 Phone: 403-250-1185 Fax: 403-250-1190 Website: www.productionlighting.ca
Sound	Backstage Support Services	323 10th Avenue SW Suite 210 Calgary, Alberta. T2R 0A5 Phone: 403-451-2739 Fax: 403-802-3759 Website: www.backstagesupport.com
Rigging	Backstage Support Services	323 10th Avenue SW Suite 210 Calgary, Alberta. T2R 0A5 Phone: 403-451-2739 Fax: 403-802-3759 Website: www.backstagesupport.com
Electrical (Power Connect/Disconnect)	JLC Electric Ltd	215 29th Avenue NE Unit # 7 Calgary, Alberta. T2E 7E3 Phone : 403-240-0173 Fax : 403-240-4915 Website: www.jlcelectric.com
Exhibit Services	Gaz Exhibits	239 Westchester Way Chestermere, Alberta. T1X 1E2 Phone: 403-273-8064 Fax: 403-273-8065 Website: www.gazexhibits.com
Chair Covers	Chair Affair	Phone: 403-869-8176 Website: www.chairaffair.ca



CONTRACTED SERVICES/WCB COVERAGE

All contracted vendors performing work within MacEwan Conference and Events Centre are required to provide proof of up to date WCB coverage prior to the event. Vendors who cannot provide current WCB coverage are not permitted to work in MacEwan Conference and Events Centre.

DISPLAY VEHICLES

Any vehicles to be displayed in MacEwan Hall are subject to the following terms;

1. Fuel tanks may not be more than ¼ full
2. Fuel caps must be locked or taped shut
3. Drip pans must be placed under the vehicle
4. Ignition must be disabled or the vehicle must be locked and the hood inoperable from the outside of the vehicle
5. Keys must be left with your event coordinator
6. No propane or pressurized nitrous oxide vehicles are permitted

ELECTRICAL SERVICES

Our facility requires that all electrical cabling be tapped down and/or have cable mats to prevent trip hazards in the interest of health and safety. Events with an electrical element must provide a cable map for approval. There are three types of power outlets available in both the MacEwan Hall and the MacEwan Ballroom. The use of these outlets incurs a charges as follows:

Meeting Room	Connection Type	Description	Charge
MacEwan Hall	Cam Locks	2 – 200 Amp	\$250.00 Plus applicable taxes and gratuities
		2 – 100 Amp	
	Stove Plugs	11 – 50 Amp	\$150.00 Plus applicable taxes and gratuities
	Standard Outlet	18 - 110 Volt outlets	No Charge for Single Use Connection
MacEwan Ballroom	Cam Locks	2 – 200 Amp	\$250.00 Plus applicable taxes and gratuities
	Standard Outlet	9 - 110 Volt outlets	No Charge for Single Use Connection

FACILITY SURFACES AND CEILINGS

No tacks, tape or any other adhesive may be used to affix anything to any finished surface in any of the event spaces in MacEwan Conference and Events Centre. Prior approval is required if a client wishes to hang any items from the ceiling. If and when approval is given, a certified lift operator must complete this task and labor and rental charges will be incurred.



FOOD SAMPLES

Food and beverage samples for tradeshow must not be greater than 2oz and must be manufactured, processed, or distributed by the exhibiting firm and must be related to the participation in the event. All foods and ingredients must be obtained from approved sources (commercially pre-packaged or prepared in a licensed facility).

FOOD SHOWS

Tradeshow with food and beverage exhibitors must be in compliance with all Alberta Health Services regulations in order to operate. For timeline planning, the approval process with Alberta Health Services requires that an application be submitted no less than 30 days prior to the event to notify Alberta Health Services of the event. Please see the link below for additional details.

http://www.calgaryhealthregion.ca/publichealth/envhealth/program_areas/special_events/special_events_home.htm

GENERAL RULES

Some general rules apply to all functions with MacEwan Conference and Events Centre;

1. All non-building equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of the contracted duration of your event. Items left behind will be treated as abandoned equipment and disposed of as the facility sees fit. If the quantity is excessive, charges may apply.
2. No advertising, exhibitor space sales, reservations, or ticketed sales shall begin until a signed contract and deposit are received and acknowledged by the facility.
3. MacEwan Conference and Events Centre is a Non-Smoking Facility in accordance with City of Calgary Bylaws 57M92
4. No one is permitted to enter unassigned or restricted areas without written approval of Facility Management or Event Coordinator.
5. Animals are not allowed in the facility unless they are service animals.
6. Children must be attended by an adult at all times and are strictly prohibited from playing in areas not designed for such purposes.
7. In order to preserve the safety of all clients and attendees of events at MacEwan Conference and Events Centre, climbing on chairs, stools, or performing any other activity which involves both feet leaving the floor is prohibited.

INTERNET ACCESS

Both wired and wireless internet connections are available for events. An access code to the wireless internet connection is available upon request. Please advise your Event Coordinator in advance if your event will require internet access.



INSURANCE (EVENT)

The client and the venue are required to insure their obligations in relation to the event being held. Should you require event insurance it can be sourced through;

Item	Description	Contact
Event Insurance	PAL Insurance Brokers Canada	1400 1st Street SW Suite 400 Calgary, Alberta. T2R 0V8 Phone: 403-261-3900 Fax: 403-261-3903 Website: www.palcanada.com

LOADING DOCK

For events which have multiple parties or complex load in's, MacEwan Conference and Events Centre mandates a Loading Dock Marshall to supervise the load in and load out process. This attendant is placed to ensure that the loading dock administration is smooth but does not assist in physical maneuvering of equipment.

Item	Description	Charge
Loading Dock Marshall	Loading Dock Supervision	\$25.00 per hour, per attendant. Plus applicable taxes and gratuities. Minimum four hour booking per attendant.
Flatbed Cart Rental	For use during Load In/Out and/or general use during the event. Total venue inventory is 4 flatbed carts. (Pre-booking is recommended as inventory is based on availability)	\$35.00 per day, plus applicable taxes and gratuities. Minimum four hour booking per attendant.

LOADING DOCK (RULES)

The following rules apply to the usage of the loading dock;

1. Drivers are not permitted to leave their vehicle motor running.
2. Keys are not to be left in the vehicle.
3. The use of the loading dock and timing must be established with the event coordinator no less than 5 business days prior to the event.
4. There is no long-term parking available on the loading dock or immediate area surrounding. All vehicles must be parked in a designated parking space. Vehicles parked in the fire lane will be ticketed and towed.
5. Our facility does not have a forklift. Flatbed carts are available for rental for use in transporting goods.
6. Waste (including boxes, pallets, skids, and packaging materials) left on the loading dock as a result of an event is subject to cleanup fees at the discretion of the venue.



NORTH & SOUTH COURTYARD – SOUND POLICY

The North and South Courtyard are indoor public space areas adjacent to the food court. When booked for events these public spaces are subject to a sound policy of no louder than 75 decibels on a constant basis and 85 decibels at peak levels. A sound meter can be rented from MacEwan Conference and Events Centre facilities department to ensure compliance. Information regarding sound must be provided to your event coordinator during the planning stages.

Item	Description	Charge
Sound Meter	For monitoring the decibel levels of sound	\$15.00 per day, plus applicable taxes and gratuities.

NON-FIXED SEATING

Where non-fixed seats are provided for a function with the occupant load exceeding 200 people the following regulations apply;

1. All seats must be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally between plumb lines from the backs of the seats in one row and the edges of the furthest forward projection of the seats in the next row behind the unoccupied position.
2. When the occupant load exceeds 200 persons, the seats in a row shall be fastened together in unites of no fewer than 8 seats, or where there are 7 seats or fewer in a row, all the seats in a row shall be fastened together.
3. Aisles must be located so there are no more than seven seats between every seat and the aisle (15 across maximum)
4. Aisles are to be no less than 1100 mm wide.

RIGGING OF LIGHTING AND TRUSSING

Should your event require rigging of lighting or trussing in either MacEwan Hall or MacEwan Ballroom our Rigging Policy must be reviewed and signed off no less than 4 weeks prior to the event date. Should you be using an outside firm for your rigging needs, the following charges apply;

Item	Description	Charge
Scissor Lift Rental	Aerial Work Operators with certified Fall Protection, and proof of WCB Coverage are required to operate this equipment	\$250.00 plus taxes and gratuities (Charge is per use based on a daily)
Rigging Connection Fee – MacEwan Ballroom	For use and connection to the ceiling	\$150.00 plus taxes and gratuities
Rigging Connection Fee – MacEwan Hall	For use and connection to the ceiling	\$250.00 plus taxes and gratuities



SIGNAGE/DECORATIONS/CLIENT MATERIALS

The following regulations apply for types of signage, decorations, and client materials

1. All signage displayed within MacEwan Conference and Events Centre requires consent from our Event Coordination Team prior to display. Any signage deemed “inappropriate” will not be permitted. Inappropriate means any display that is discriminatory in nature, unlawful, fraudulent, harmful, abusive, threatening, defamatory, vulgar, obscene, hateful, offensive, a violation of human rights, an invasion of privacy or otherwise objectionable in nature.
2. There are designated locations where approved signage is permissible, but cannot be placed on stairs, or blocking walkways. All signage must be at eye level, sandwich board styled signs are not permitted.
3. Client may not nail, staple, tape, spray, hang or attached anything to the walls, ceilings, fixtures, windows, pillars, and floors
4. Stickers, glitter, streamers, and confetti are not permitted in MacEwan Conference and Events Centre.
5. Vinyl cling wraps are only permitted within the spaces rented by the client and must be removed at the conclusion of the event.
6. Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
7. All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution.
8. Only MacEwan Conference and Events Centre staff may move planters and any other MacEwan Conference and Events Centre equipment.
9. Clients will be responsible for cleanup and removal of all decoration materials

SCISSOR LIFT

For hanging of décor, banners, and any other items in the MacEwan Hall or MacEwan Ballroom a scissor lift operator is required. Scissor lift operators must provide their scissor lift operator license, fall protection certification, and photo ID and must also complete a Students’ Union Lift Use Checklist and Fall Protection Plan before they may operate a scissor lift within the MacEwan Conference & Event Centre.

Item	Description	Charge
Scissor Lift Operator	Aerial Work Operators with certified Fall Protection	\$35.00 per hour plus taxes and gratuities based on a minimum three hour call.
Scissor Lift Rental		\$250.00 plus taxes and gratuities



SOCAN

MacEwan Conference and Events Centre is required by law to collect from the client and remit fees on behalf of the Society of Composers, Authors, and Music Publishers of Canada for the playing of live and recorded copyrighted music. Please note that GST will be charged on all SOCAN fees. (Subject to Change without Notice)

Room Capacity	Without Dancing	With Dancing
1 - 100	\$20.56	\$41.13
101 – 300	\$29.56	\$59.17
301 – 500	\$61.69	\$123.38
Over 500 people	\$87.40	\$174.79

SOUND AND LIGHTING (ENHANCED)

MacEwan Hall and MacEwan Ballroom both are equipped with event enhancing lighting systems.

Item	Description	Room	Charge
Ceiling Mounted LED Atmospheric Lighting	LED accent lighting meant to enhance the room. Anolis ArcPower 144	MacEwan Ballroom	\$100.00 plus taxes and gratuities
Intelligent Lighting	4 – Coemar Movers Wash 4 – Coemar Movers Spot	MacEwan Hall	\$350.00 plus taxes and gratuities for basic programming. Advanced Programming or Gobos are subject to quotation.
Stage Spot Lights	Standard Focus (Podium Stage Left) 8 – Par Can 64 4 – Lekos	MacEwan Hall	\$100.00 plus taxes and gratuities
Stage Spot Lights	Custom Focus	MacEwan Hall	\$250.00 plus taxes and gratuities (Includes labor, but excludes last minute adjustments.)
Stage Spot Lights	Custom Colour	MacEwan Hall	\$100.00 plus taxes and gratuities. (Charge is added on top of either Custom or Standard focus charge.)

SOUND AND LIGHTING (CONCERTS)

If you require custom sound and or lighting for a live band or other activity or entertainment the MacEwan Student Centre concert department is able to provide full sound and lighting packages. Pricing and equipment lists available upon request.

SPECIAL EFFECTS

MacEwan Conference and Events Centre does not permit fireworks or any form of pyrotechnics within any of our indoor or outdoor spaces. Lasers, hazers, and fog machines are not permissible within our small meeting spaces, and subject to approval for MacEwan Hall and MacEwan Ballroom.



STAGING AND BARRICADES

MacEwan Conference and Events Centre can build custom stages of varying heights and sizes and provide barricade fencing for traffic flow and crowd control. Please contact your event coordinator for details.

Item	Description	Charge
Rolling Riser	Height Range – 16" or 24" Dimensions – Each Section 6' x 8' Maximum Dimensions – 24' x 16'	\$50.00 per section plus taxes and gratuities (Excludes labor; at an additional \$25.00 per section plus taxes and gratuities.).
Concert Style Stage	Height Range – 4 Feet Dimensions – Each Section 6' x 8'	\$100.00 per section plus taxes and gratuities (Excludes labor; at an additional \$25.00 per section plus taxes and gratuities.).
Cattle Gate	Height – 42" Width – 78"	\$5.00 per section plus taxes and gratuities

SUNDRY MEETING ITEMS

Item	Charge
Easel	\$15.00 Per Day plus taxes and gratuities
Flipchart and Markers	\$25.00 Per Day plus taxes and gratuities
Extension Cord	\$10.00 Per Day plus taxes and gratuities
Power Bar	\$15.00 Per Day plus taxes and gratuities

TICKETED EVENTS

MacEwan Conference and Events Centre is an exclusive partner with Prime Box Office Ltd, an onsite ticketing service located in the MacEwan Student Centre. Should your group require ticketing services we require that Prime Box Office is contracted to administer this service. This includes custom ticket printing, event ticket sales and ticket checking service, electronic tickets and any additional form of ticketing. For public events which sell tickets, it is mandatory that the tickets sales are through Prime Box Office.

Item	Description	Contact
Ticketed Events	Prime Box Office Ltd	Mr. Greg Stephenson 2500 University Drive NW Room 220 Calgary, Alberta. T2N 1N4 Phone: 403-265-3338 Fax: 403-265-3348 Website: www.primeboxoffice.com



CAPACITY CHART

Meeting Room	University Room Code	Dimensions (Feet)	Square (Feet)	Ceiling (Height)	Natural Light	Classroom	Theater	Banquet (Rounds of 8)	Reception	Boardroom	U-Shaped	Hollow Square	Booths 8 x 10	Booths 10 x 10
MacEwan Hall A & B	MSC 102	114 x 80	8775	24ft 7"	No	448	980	504	1000	-	-	-	50	40
MacEwan Hall B	MSC 102	50 x 80	3965	24ft 7"	No	196	350	224	360	58	52	80	23	17
MacEwan Hall Foyer	MSC 101Z	101 x 46	6100	7ft 6"	No	-	-	-	400	-	-	-	18	16
MacEwan Ballroom	MSC 301A	97 x 84	6000	16ft	Yes	332	600	368	600	58	80	112	34	30
Cassio A & B	MSC 228	41 x 40	1511	9ft	Yes	40	100	72	130	32	32	40	-	-
Cassio A	MSC 228	20 x 40	881	9ft	Yes	28	55	32	50	24	22	26	-	-
Cassio B	MSC 230	20 x 33	630	9ft	No	24	55	32	50	24	15	18	-	-
Escalus	MSC 234	28 x 48	947	9ft	Yes	40	88	56	100	34	32	40	-	-
Bianca	MSC 226	33 x 30	873	9ft	Yes	24	60	32	60	20	16	20	-	-
Guildenstern	MSC 237	28 x 16	484	9ft	No	12	26	16	28	16	9	-	-	-
Hamlet	MSC 241	29 x 17	481	9ft	No	12	26	16	28	16	9	-	-	-
Ariel	MSC 222	17 x 25	438	9ft	Yes	12	24	16	30	18	-	-	-	-
Desdemona	MSC 232	27 x 20	234	8ft 5"	Yes	-	-	-	-	14	-	-	-	-
Falstaff	MSC 229	13 x 14	177	8ft	No	-	-	-	-	8	-	-	-	-
Council Chambers	MSC 280	27 x 39	1050	8ft 10"	No	-	80	-	-	20	-	-	-	-
That Empty Space	MSC 115	66 x 24	1584	7ft 2"	No	30	90	64	100	20	15	18	-	-
North Courtyard	MSC 249E	114 x 52	5928	N/A	Yes	-	234	-	-	-	-	-	20	16
South Courtyard	MSC 249C	36 x 19	684	N/A	Yes	-	50	-	-	-	-	-	-	-
SAR Lounge	MSC 218	Irregular	1400	10ft	Yes	-	48	48	60	-	-	-	-	-
Black Lounge	MSC 211	Irregular	1800	7ft 7"	Yes	-	-	90*	300*	-	-	-	-	-
Black Lounge Patio	MSC 211	42 x 54	2268	N/A	Yes	-	-	80*	80*	-	-	-	-	-
The Den	MSC 101	Irregular	5460	6ft 7"	Yes	-	-	150*	550*	-	-	-	-	-
The Den - Red Room	MSC 101E	26 x 23	598	7ft 7"	Yes	-	-	40*	40*	-	-	-	-	-
Dressing Room A MacEwan Hall	MSC 11	16 x 21	336	8ft 5"	No	-	-	-	-	-	-	-	-	-
Dressing Room B MacEwan Hall	MSC 09	16 x 21	336	8ft 5"	No	-	-	-	-	-	-	-	-	-
MacEwan Hall Green Room	MSC 07	21 x 26	546	8ft 5"	No	-	-	-	-	-	-	-	-	-
MacEwan Ballroom Green Room	MSC 302A	13 x 18	234	8ft 5"	No	-	-	-	-	-	-	-	-	-

* Den, Black Lounge, and Black Lounge Facilities have an existing, fixed setup. Meal Service is not provided in Rounds but fixed restaurant seating.

MACEWAN HALL STAGE DIMENSIONS

Location	Type	Width	Depth	Length	Rise
MacEwan Hall Stage	Permanent and Raised	40ft	38ft	-	4ft



FACILITY SPECIFICATIONS

ELEVATORS

There are both public and freight elevators in the MacEwan Conference and Events Centre.

Location	Type	Service To	Depth	Width	Height	Weight Capacity	Door Opening
MacEwan Hall	Freight	Basement 1st Floor Servery Stage	9' 3"	5' 4"	8' 5"	5000 lbs	Width 4' Height 7'
MacEwan Student Centre East	Main Passenger	1st Floor 2nd Floor 3rd Floor	4' 3"	6' 8"	8'	2000 lbs	Width 3' Height 7'
MacEwan Student Centre East	Freight	1st Floor 2nd Floor 3rd Floor	4' 7"	4' 5"	7'	2000 lbs	Width 3' 11" Height 7'
MacEwan Student Centre Food Court	Freight (Restricted Access)	1st Floor 2nd Floor	8'	5' 4"	10' 1"	4000 lbs	Width 4' Height 8' 5"
MacEwan Student Centre West	Twin Glass Passenger	Underground Parking 1st Floor 2nd Floor 3rd Floor 4th Floor	4' 5"	6' 8"	7'	3000 lbs	Width 3' 6" Height 7'

LOADING DOCK

There are two event loading docks for the MacEwan Conference and Events Centre.

Location	Type	Service To	Width	Height	Length	Rise
MacEwan Hall Loading Dock Door	Raised	MacEwan Hall	8ft	10ft 1"	-	4ft
MacEwan Hall Loading Dock Door	Ground	MacEwan Hall	9ft 7"	12ft 4"	-	-
MacEwan Hall Loading Dock	Floor Space	MacEwan Hall	15.6ft	-	26ft	-
MacEwan Hall Stage Roll Doors	Stage Access	MacEwan Hall	7ft 10"	9ft 9"	-	-
Building Main Loading Dock – Bay 1*	Raised	Building	15ft	12ft 2"	-	3ft 1'
Building Main Loading Dock – Bay 2*	Raised	Building	11ft	12ft 10"	-	4ft
Building Main Loading Dock Door*	Ground	Building	3ft 3"	7ft 1"	-	-

* Building Main Loading Dock cannot be made private for events Monday to Friday between 7am to 3pm, due to building deliveries.



MEETING ROOM TELEPHONE LINES

Meeting Rooms can be equipped with direct dial local telephone access. (Please request a telephone from your event coordinator.)

Meeting Room Name	University Room Number	Telephone Number
Ariel	MSC 222	403-210-6057
Bianca	MSC 226	403-210-6059
Cassio	MSC 228	403-210-6060
Desdemona	MSC 232	403-210-6063
Escalus	MSC 234	403-210-6064
Falstaff	MSC 229	Phone number not assigned
Guildestern	MSC 237	403-210-6072
Hamlet	MSC 241	Phone number not assigned
MacEwan Ballroom	MSC 301	403-210-6074
MacEwan Hall Foyer		403-210-6078
MacEwan Hall	MSC 102	403-210-6151
MacEwan Hall B	MSC 102	403-210-6147
That Empty Space	MSC 115	Not Active
Executive Council Chambers	MSC 280	Phone number not assigned

Each primary jack has a dedicated phone number with local and toll free dialing access only. Directory assistance is also blocked from these phone lines.

PARKING

With over 3,000 parking spaces located within walking distance of MacEwan Student Centre, there is plenty of space available for you and your guests. Surface lots 10 and 11, along Collegiate Boulevard, are available for visitor parking anytime. Please see the University of Calgary website for more information on parking and rates.

<http://www.ucalgary.ca/parking/visitorparking>

The University of Calgary also features covered and underground parking. The underground parking facility located under MacEwan Conference and Events Centre contains 140 parking stalls. For additional covered parking The Arts Parkade located a five minute walk from MacEwan Conference and Events Centre has 1260 parking stalls.

WHEELCHAIR ACCESS

MacEwan Conference and Events Centre is a fully wheelchair-accessible facility. Elevators are located at either end of the Food Court in the MacEwan Student Centre.