

# Facility Services Guide



MacEwan  
conference & event centre





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**MacEwan**  
conference & event centre

# Facility Services Guide

Dear Event Planner,

Welcome to MacEwan Conference & Event 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 & Event Centre is a success!

Sincerely,

The MacEwan Conference & Event Team

## SHIPPING AND DELIVERY

### MAILING ADDRESS

MacEwan Conference & Event 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 & Event 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 & Event Centre can/will accept them. Unexpected deliveries may be denied. MacEwan Conference & Event 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 & Event 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 & Event 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 & Event Centre is unable to hold materials more than two 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 email them 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 \$20.00 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	Livingston International Brokers	1925 – 18th Avenue NE Suite 320 Calgary, AB T2E 7T8 Phone: 403-250-3753 Website: <a href="http://www.livingstonintl.com">www.livingstonintl.com</a>

## DRIVING DIRECTIONS

### FROM 16th AVENUE (TRANSCANADA HIGHWAY) WEST:

- Turn Right onto Banff Trail NW
- Turn Left onto 23rd Ave NW
- Turn Right onto Crowchild Trail NW
- Take the Charleswood Drive exit
- Turn Left onto 32nd Ave NW
- Turn Left onto Collegiate Blvd NW (Entrance 11)
- Parking Lot 10 is on your right-hand side and Lot 11 is on your left-hand side
- **Follow instructions from Lot 10 or 11 to MacEwan Conference & Event Centre**

### FROM 16th AVENUE (TRANSCANADA HIGHWAY) EAST:

- Turn Left onto Banff Trail NW
- Turn Left onto 23rd Ave NW
- Turn Right onto Crowchild Trail NW
- Take the Charleswood Drive exit
- Turn Left onto 32nd Ave NW
- Turn Left onto Collegiate Blvd NW (Entrance 11)
- Parking Lot 10 is on your right-hand side and Lot 11 is on your left-hand side
- **Follow instructions from Lot 10 or 11 to MacEwan Conference & Event Centre**



## DRIVING DIRECTIONS CONT'D

### FROM CROWCHILD TRAIL (HEADING SOUTH):

- Turn Right onto Shaganappi Trail
- Turn Left onto 32nd Ave
- Turn Right onto Collegiate Blvd NW (Entrance 11)
- Parking Lot 10 is on your right-hand side and Lot 11 is on your left-hand side
- **Follow instructions from Lot 10 or 11 to MacEwan Conference & Event Centre**

### FROM CROWCHILD TRAIL (HEADING NORTH):

- Take the Charleswood Drive exit
- Turn Left onto 32nd Ave NW
- Turn Left onto Collegiate Boulevard NW (Entrance 11)
- Parking Lot 10 is on your right-hand side and Lot 11 is on your left-hand side
- **Follow instructions from Lot 10 or 11 to MacEwan Conference & Event Centre**

### FROM MOTEL VILLAGE TO PARKING LOT 11:

- Turn Right onto Crowchild Trail North/West
- Take 32nd Ave Exit (from right-hand lane)- turn left at top of ramp (at lights)
- Turn Left onto Collegiate Boulevard NW (Entrance 11)
- Parking Lot 10 is on your right-hand side and Lot 11 is on your left-hand side
- **Follow instructions from Lot 10 or 11 to MacEwan Conference & Event Centre**

### WALKING FROM LOT 10 AND 11 TO MACEWAN CONFERENCE & EVENT CENTRE:

- From Lot 10 - Walk through the parking lot and cross at the 4-way stop. Follow side walk towards Olympic Oval
- From Lot 11 - Walk through the parking lot and across street towards Olympic Oval then turn left after crossing
- Once you have passed Olympic Oval, continue down the sidewalk past Roger Jackson Building on your right-hand side
- MacEwan Student Centre (MSC) will be the glass building on your right-hand side
- Enter building, turn left and walk through food court, ending at the East End- MacEwan Conference & Event Centre



## DRIVING DIRECTIONS CONT'D

### FROM MOTEL VILLAGE TO ARTS PARKADE:

- Take Crowchild Trail North/West
- Turn left onto 24th Ave
- Turn Right onto University Gate (2nd right off of 24th Ave)
- Turn Right into Arts Parkade

### WALKING FROM ARTS PARKADE TO MACEWAN CONFERENCE & EVENT CENTRE:

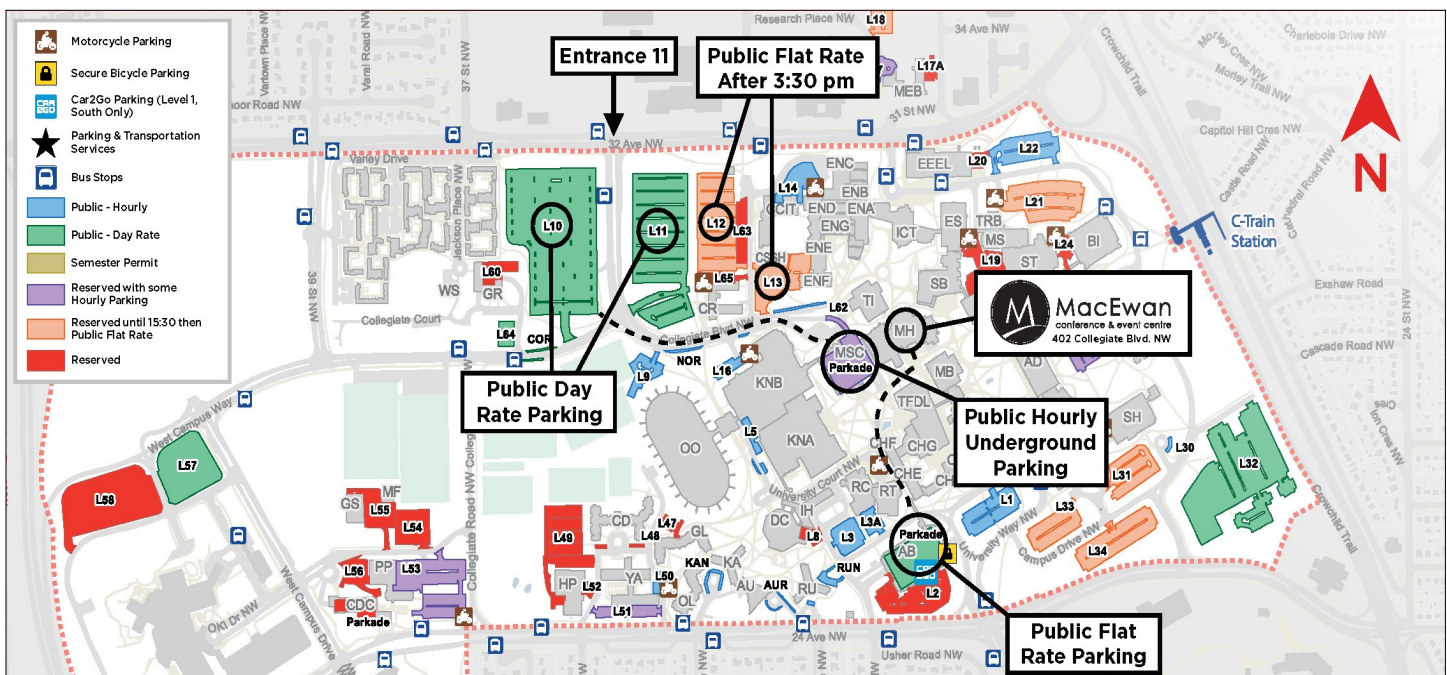
- Walk through link into University Theatre
- Exit through the University Theatre
- Walk down University Court, you will be facing MacEwan Student Centre (glass building)
- Enter building, turn right and walk through food court, ending at the East End- MacEwan Conference & Event Centre

## PARKING MAP - UNIVERSITY OF CALGARY

With over 3,000 parking spaces located within walking distance of MacEwan Conference & Event Centre, there are plenty of spaces available for you and your guests. Parking Lots 10 and 11, along Collegiate Boulevard, are available for visitor parking anytime.

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

Additional information can be found at [www.ucalgary.ca/ancillary/parking](http://www.ucalgary.ca/ancillary/parking)







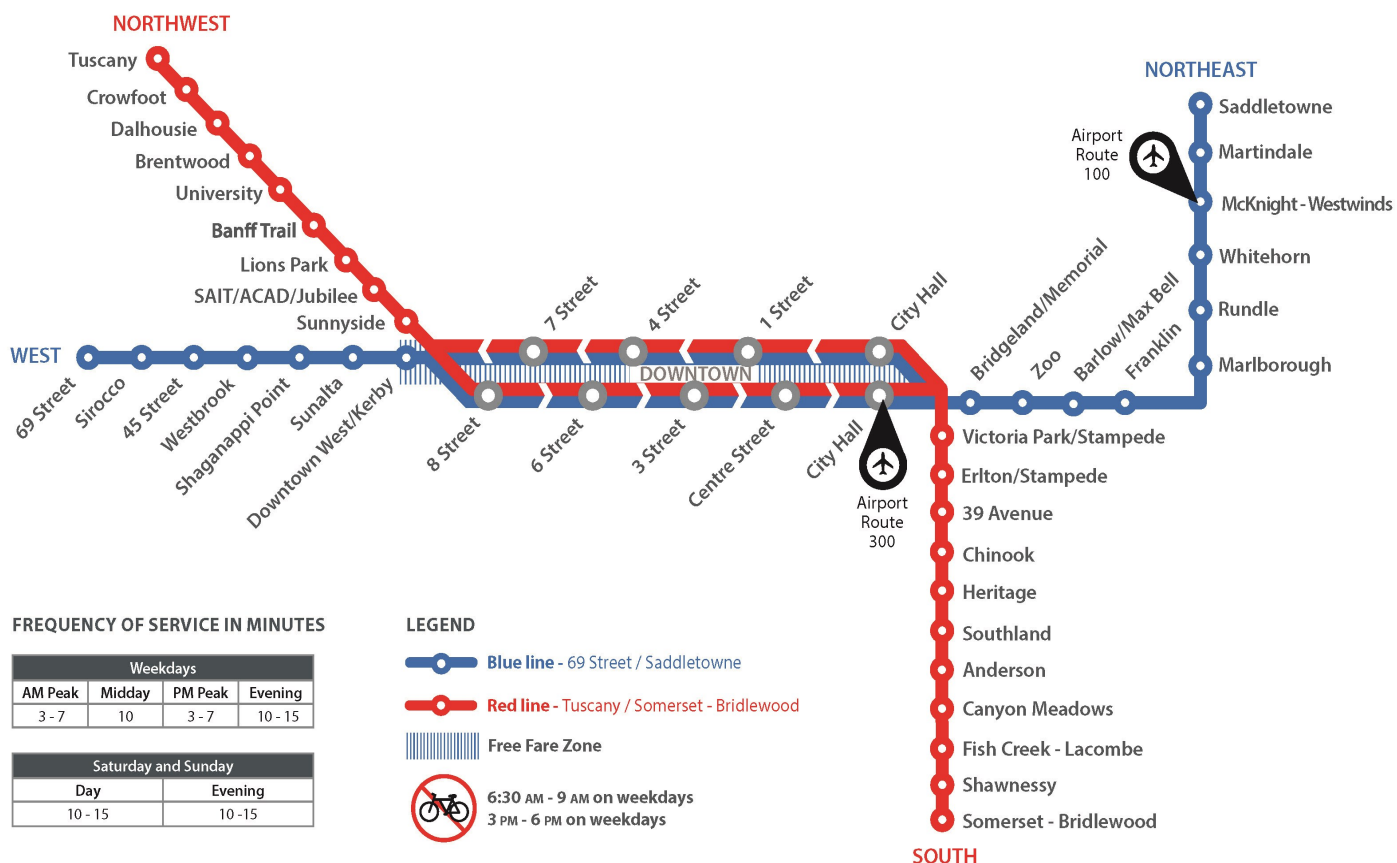
## DRIVING DIRECTIONS CONT'D

### PUBLIC TRANSIT ACCESS

MacEwan Conference & Event Centre is conveniently located close to the University Station Light Rail Transit (LRT) stops on C-Train Line Route 201; Tuscany/Somerset-Bridlewood (north/south).

#### WALKING DIRECTIONS FROM UNIVERSITY LRT (C-TRAIN) STATION:

- Walk across platform over Crowchild Trail
- Follow path past Biology Building
- Follow path under walkway near Social Sciences Building
- Follow path through open area with large metal sculpture
- Enter MacEwan Student Centre
- You will enter building on the 1st floor- The Den doors will be on your left, MacEwan Hall on your right
- Walk up stairs directly in front of you; turn right at top of stairs- you are in MacEwan Conference & Event Centre

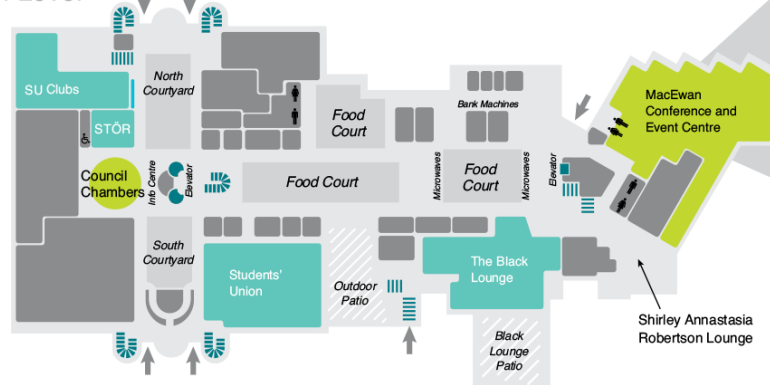


For further Calgary Transit service and fares information, please go to [www.calgarytransit.com](http://www.calgarytransit.com)

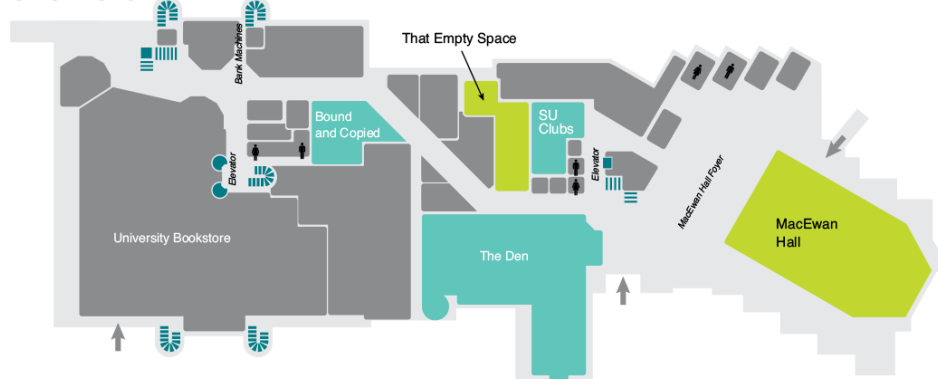


## OUR VENUE

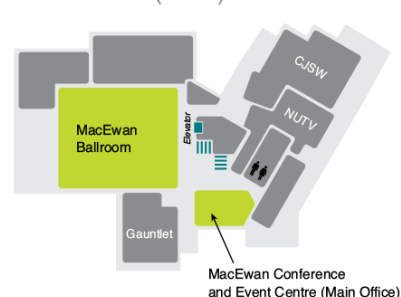
### Main Level



### Lower Level



### Third Floor (East)



## **MACEWAN HALL AB**

Includes 8,775 square feet of exhibit space with 24' ceilings, 6,000 square feet of pre-function event space, six ground level access doors, two large garage doors and access to two loading docks. This space offers the flexibility to meet the needs of events large and small as it can be split into two similar sized rooms for breakout needs. MacEwan Hall AB also has access to two dressing rooms, green room and production office located under the stage area of the space.

## **MACEWAN BALLROOM**

Located on our third floor this is our newest venue space with 6,000 square feet of event space and 18' ceilings. This space can comfortably accommodate 336 people in rounds of 8 per table or 600 people in a theater style/reception setup. A green room located next to the space is also available.

## **MEETING POD**

Located on our main floor the meeting pod encompasses our eight breakout rooms with our ninth located in the SAR Lounge. These rooms vary from 177 - 1511 square feet including our Cassio Room which can be split into 2 sections. Additional meeting rooms are available throughout the MacEwan Student Centre/MacEwan Hall for additional breakout room needs.



## OUR VENUE CONT'D

### FOYER SPACES

Additional to our meeting rooms the MacEwan Student Centre includes two courtyards - North and South, that can be booked for activation events, receptions and exhibit style events. These spaces provide great exposure to the student body population on campus or for main door registration for your attendees.

Inside the MacEwan Hall building we have our Shirley Anastasia Lounge (SAR Lounge) that can be booked for lunch spaces and small receptions for up to 60 people. Space includes bar stool seating around the perimeter with floor to ceiling windows overlooking the University campus.

### INTERACTIVE ROOM FINDER

The Interactive Room Finder Map is designed to allow easy public discovery of rooms at University of Calgary spaces. MacEwan Conference & Event Centre is owned and operated independently from the University and is located on main campus.

To use the program go to [www.ucmapspro.ucalgary.ca/RoomFinder](http://www.ucmapspro.ucalgary.ca/RoomFinder)

Select the building code (MSC for MacEwan Student Centre and MH for MacEwan Hall) and enter the room code to find the location in the building. To the right-hand side are the room codes for venue spaces within the MacEwan Conference & Event Centre.

The tool is an initiative of the University Centralized MAP Services group (UCMAPS).

Meeting Room Name	University Room Number
Ariel	MH 222
Bianca	MH 226
Cassio A/B	MH 228 / MH 230
Desdemona	MH 232
Escalus	MH 234
Falstaff	MH 229
Guildenstern	MH 237
Hamlet	MH 241
MacEwan Ballroom	MH 301
MacEwan Hall A/B	MH 104/102
MacEwan Hall Foyer	MH 101Z / 104Z
That Empty Space	MH 135
Executive Council Chambers	MSC 280
Clubs East Boardroom	MH 130/130A
North Courtyard	MSC 249E
South Courtyard	MSC 249C
Shirley Anastasia Lounge (SAR Lounge)	MH 250



## OUR VENUE SPECIFICATIONS

Meeting Room	University Room Code	Dimensions (Feet)	Square (Feet)	Ceiling (Height)	Natural Light	Classroom	Theatre	Banquet (Rounds of 8)	Reception	Boardroom	U-Shape	Hollow Square	Booths 8 x 10	Booths 10 x 10
MacEwan Hall A & B	MH 104/102	114 x 80	8775	24ft 7"	No	448	980	504	1000	-	-	-	50	40
MacEwan Hall A	MH 104	64 x 80	4810	24ft 7"	No	224	455	240	510	58	60	80	23	23
MacEwan Hall B	MH 102	50 x 80	3965	24ft 7"	No	196	350	224	360	58	52	80	23	17
MacEwan Hall Foyer	MH 101Z	101 x 46	6100	7ft 6"	No	-	-	-	400	-	-	-	18	16
MacEwan Ballroom	MH 301	97 x 84	6000	18ft	No	364	600	336	600	58	80	112	34	30
Cassio A & B	MH 228/230	41 x 40	1511	9ft	Yes	40	100	72	130	32	32	40	-	-
Cassio A	MH 228	20 x 40	881	9ft	Yes	28	55	32	50	24	22	26	-	-
Cassio B	MH 230	20 x 33	630	9ft	No	24	55	32	50	24	15	18	-	-
Escalus	MH 234	28 x 48	947	9ft	Yes	40	88	56	100	34	32	40	-	-
Bianca	MH 226	33 x 30	873	9ft	Yes	24	60	32	60	20	16	20	-	-
Guildenstern	MH 237	28 x 16	484	9ft	No	12	26	16	28	16	9	-	-	-
Hamlet	MH 241	29 x 17	481	9ft	No	12	26	16	28	16	9	-	-	-
Ariel	MH 222	17 x 25	438	9ft	Yes	12	24	16	30	18	-	-	-	-
Desdemona	MH 232	27 x 20	234	8ft 5"	Yes	-	-	-	-	14	-	-	-	-
Falstaff	MH 229	13 x 14	177	8ft	No	-	-	-	-	8	-	-	-	-
Council Chambers	MSC 280	27 x 39	1050	8ft 10"	No	-	80	-	-	20	-	-	-	-
That Empty Space	MH 135	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	MH 250	Irregular	1400	10ft	Yes	-	48	48	60	-	-	-	-	-
Black Lounge	MH 211	Irregular	1800	7ft 7"	Yes	-	-	90*	300*	-	-	-	-	-
Black Lounge Patio	MH 211	42 x 54	2268	N/A	Yes	-	-	80*	80*	-	-	-	-	-
The Den	MH 101	Irregular	5460	6ft 7"	Yes	-	-	150*	550*	-	-	-	-	-
The Den - Red Room	MH 101E	26 x 23	598	7ft 7"	Yes	-	-	40*	40*	-	-	-	-	-
Dressing Room A MacEwan Hall	MH 11	16 x 21	336	8ft 5"	No	-	-	-	-	-	-	-	-	-
Dressing Room B MacEwan Hall	MH 09	16 x 21	336	8ft 5"	No	-	-	-	-	-	-	-	-	-
MacEwan Hall Green Room	MH 07	21 x 26	546	8ft 5"	No	-	-	-	-	-	-	-	-	-
MacEwan Ballroom Green Room	MH 302A	13 x 18	234	8ft 5"	No	-	-	-	-	-	-	-	-	-

\* Capacities are based on maximum setups of each style. Numbers do not take into account additional event needs like AV/Catering.

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



## ACCOUNTING / CREDIT

### DEPOSIT / EVENT FULL PREPAYMENT

Deposits are to be made in Canadian funds by American Express, Visa, Master Card, certified cheque, debit card and Electronic Funds Transfer (EFT) 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 the 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 Payment 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 & Event Centre for processing.

### ELECTRONIC FUNDS TRANSFER

We are pleased to accept Electronic Funds Transfer for use as a deposit and payment. Information needed to processed EFT can be provided from your Event Coordinator.

### 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 & Event 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 the facility. Please see the corkage section of banquet policies for further details. MacEwan Conference & Event 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 each bartender at \$30.00 per hour, per bar, with a four hour minimum, plus applicable taxes and gratuities. Bartender levels are calculated based on a ratio of 1:100 guests.

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. Security is mandatory at all events serving alcohol. The charge is \$30.00 per hour per door staff for a minimum of three hours. The number of door staff is based on the number of attendees and the nature of the individual event.

### CORKAGE

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

For additional information regarding applying for a permit please go to <https://aglc.ca/event-licence/>

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

### 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 100 Guests

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

## BANQUET POLICIES CONT'D

### BANQUET GUARANTEE COUNTS

The final attendance guarantee must be received by MacEwan Conference & Event Centre no later than 4:30pm 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.*

### FOOD AND BEVERAGE (OUTSIDE)

MacEwan Conference & Event 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 & Event Centre.

### GRATUITIES AND TAXES

MacEwan Conference & Event 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 & Event Centre will be prepared to serve 3% more than the guaranteed number of attendees to a maximum of 15 persons as the overset. If the guarantee is raised within five business days the 3% overset will not apply and the guarantee becomes the set.

### SEATING (BANQUETS)

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

### 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 no less than 400mm (15.75 inches) 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 units of no fewer than eight seats, or where there are seven 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 1100mm (43.25 inches) wide

## BANQUET POLICIES CONT'D

### 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 & Event Centre makes every effort to accommodate requests; however the MacEwan Conference & Event Centre does not guarantee that the product has not come into contact with allergens at some point within the food supply chain.

### WATER STATIONS / WATER SERVICE

Complimentary self-service stations are provided in standard meeting room set ups with the ordering of food & beverage, using clear dispensers/water jugs and china or compostable cold beverage cups. One complimentary refresh is provided per day.

For non standard meeting room set ups (offices, registration, exhibits, speaker ready rooms, pre-function areas, etc.) costs for water dispensers/water jugs will apply. Labour charges will be assessed based on specific requirements for delivery, service and pick up of dispensers/glassware.

- Water Dispensers (11 Litre Dispensers) - \$32.50 Each
- Bottles of Water - \$2.75 Each
- Jugs of Water - \$3.75 Each
- Water Service for Events with No Food Service - \$0.50 Per person per service/day
- Water Service on Tables with Glassware (with or without food service) - \$0.50 Per person per service/day
- General labour rates apply. 4 hour minimum

NOTE: Complimentary water stations are not provided on the show floor for trade or consumer shows. If required, charges will be assessed based on specific requirements.

### AIRWALLS

MacEwan Conference & Event 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 airwall either planned or unplanned are subject to a labour charge. MacEwan Conference & Event Centre staff are the only authorized personnel able to move airwalls within the facility.

### SETUP CHANGES

All room setup arrangements are considered final five business days prior to the event. Setup changes made after this point or on the day of are subject to an administrative 'Change Fee' of \$50.00 per hour, plus applicable taxes. Setup changes throughout the day (including pre-arranged) will also be subject to this 'Change Fee'.

### EARLY EVENT ACCESS

Early access for event setup or 3rd party setup may or may not be available. Access is determined one week prior to your scheduled event date. Please coordinate the requested early access times with your Event Coordinator. Early access will only be offered if the facility has not been committed to another client or event.

The maximum amount of time that will be allotted for early access is 24 hours and this is only available the day prior to the event start date. Typically, the early access move in times offered will be during regular business hours. Alternate times must be discussed with your Event Coordinator.

## FIRE, 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.

The MacEwan Student Centre has an Automated External Defibrillator (AED) onsite which is located at the Lost & Found Station. The MacEwan Student Centre also has a Bleed Kit available by the Lost & Found Station that is available to be used by designated First Responders during an uncontrolled bleeding emergency.

### 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.

### SAFEWALK

The Safewalk service is provided through Campus Security. 24-7 Safewalk volunteers walk people safely to their destinations on campus. This service is free and available to students, staff and campus visitors for destinations anywhere on campus including McMahon Stadium, Student Family Housing, the Alberta's Children's Hospital and the University C-Train station. Safewalks are done in male/female pairs.

Requesting Safewalk volunteers is easy:

- Call 403-220-5333 (24 hours a day/seven days a week/365 days a year)
- Use the Help Phones located in various areas in MacEwan Student Centre / MacEwan Hall
- Or, approach a Safewalker and request a walk

For more information visit <https://www.ucalgary.ca/risk/campus-security/your-safety/safewalk>. You can also contact them via email at [safewalk@ucalgary.ca](mailto:safewalk@ucalgary.ca).

### SMOKING

In accordance with City of Calgary Bylaws 57M92 all spaces within MacEwan Conference & Event Centre are non-smoking, this includes smoking, vaping tobacco, cannabis and other substances. Smoking is permitted in outside designated areas only. Cannabis and cannabis products/accessories are prohibited inside the MacEwan Conference & Event Centre.

### FIRE EXTINGUISHERS

Fire extinguishers are located in MacEwan Hall and MacEwan Ballroom. Event spaces in the Meeting Pod 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).

## FIRE, SAFETY AND SECURITY CONT'D

### 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.

### OUTSIDE DÉCOR/EQUIPMENT

The following materials, if used for display or decorative purposes, shall be inherently flameproof or properly treated with a flame retardant (proof of this prevention must be available for the Fire Inspector—See the Calgary Fire Department Indoor Special Event Requirements for further details);

- Flowers and foliage (artificial), paper, cardboard or compressed paperboard, plastic materials, split wood, textiles and any other material used for festive decorations
- Hay or straw bales must be treated, tagged, dated and bound by wire
- Drapes, curtains, inflatable structures, tents and other decorative materials must be constructed of flameproof material or treated with an approved fire retardant solution which must meet the requirements of flame resistance, as described in the Alberta Fire Code

### SECURITY STAFF

Depending on the nature of the event security services be required to ensure the event runs smoothly. Security staff must be provided by MacEwan Conference & Event Centre, your Event Coordinator will provide you with a schedule and estimate of all security charges prior to the event.

Item	Description	Charge
Security	Charges are based on security requirements and time of day. (Overnights are additional.)	\$30.00—\$50.00 Per Hour plus taxes and gratuities. (Four hour minimum call applies - Please speak with your Event Coordinator for quotation)

### SMUDGING

Smudging Ceremonies/Blessings are permitted within the meeting spaces of MacEwan Conference & Event Centre but must be arranged and pre-booked a minimum of 30 days prior to event date.

Smudging requires a Hot Works Permit to be drafted and approved through MacEwan Student Centre Facilities Team and Universities Life Safety Systems Group to pre-arrange this within the venue. The MacEwan Conference & Event Centre will arrange with information provided by the client - type of smudge, venue space, time in which this will take place.

Please note a Fire Extinguisher is required to be provided, arrangements to be made through your Event Coordinator.

### HELIUM

Helium filled balloons are permitted in the building. Helium tank(s) must be stored at the loading dock. Helium and compressed air tanks, while in use or being transported to the space, are to be secured on an appropriate cart and the SDS (Safety Data Sheets) sheet must be with the tank. Cleanup costs associated with removal of balloons or inflatable items left post event will be charged back to the client.

Safety Data Sheets (SDS) may be needed and provided to the Director, Facilities and Building Operations for products brought into the MacEwan Conference & Event Centre.



## EVENT SERVICES

### GENERAL RULES

Some general rules apply to all functions with MacEwan Conference & Event 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. No one is permitted to enter unassigned or restricted areas without written approval of Facility Management or Event Coordinator
4. Children must be attended by an adult at all times and are strictly prohibited from playing in areas not designed for such purposes
5. Due to safety concerns when forklifts and vehicles are in operation, persons under the age of sixteen are prohibited from being in the space during move-in and move-out
6. All outside suppliers must comply with the Building Regulations, and when required, provide proof of adequate insurance and be in good standing with the Alberta Workers' Compensation Board

### SIGNAGE / DECORATIONS / CLIENT MATERIALS

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

1. All signage displayed within MacEwan Conference & Event 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 crimiatory 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 walk ways. All signage must be at eye level, sandwich board styled signs are not permitted. Please see your Event Coordinator for these locations
3. No materials of any kind may be affixed to the ceilings or to any walls, whether painted, wooden, or vinyl. Client may not nail, staple, tape, spray, hang or attached anything to the walls, ceilings, fixtures, windows, pillars, and floors without Event Coordinator prior approval. The Client is responsible for repair charges for all materials affixed to the ceilings or walls
6. Clients will be responsible for cleanup and removal of all decoration materials. If extra cleaning is required over and above the normal cleaning activity, a cleaning fee will be charged to the Client upon completion of the event
7. Stickers, glitter, streamers, and confetti are not permitted in MacEwan Conference & Event Centre
8. Vinyl cling wraps are only permitted within the spaces rented by the client and must be removed at the conclusion of the event
9. In order to preserve the safety of all clients and attendees of events at MacEwan Conference & Event Centre, climbing on chairs, stools, or performing any other activity which involves both feet leaving the floor is prohibited
10. Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems
11. Only MacEwan Conference & Event Centre staff may move planters and any other MacEwan Conference & Event Centre equipment

## EVENT SERVICES CONT'D

### ANIMALS

Animals or pets, with the exception of service animals/emotional support animals, are not permitted in the MacEwan Conference & Event Centre unless it is related to a pre-approved pet therapy program. Such animals that have been approved must be on a leash or in a secured and enclosed pen, and under control at all times. The owner must take full responsibility for his or her animal or pet.

Venue spaces without carpet are the only spaces approved for pet therapy events and additional charges will apply for additional cleaning in these spaces after the event. See your Event Coordinator for additional information regarding these costs.

### INFLATABLE STRUCTURES AND AMUSEMENT GAMES

Inflatable or air-supported structures, including "bouncy houses/castles" may be allowed into the MacEwan Conference & Event Centre with advanced approval if they comply with the following;

- All safety regulations from the manufacturer/owner of the inflatable or air-supported structure must be met and must be operated by trained staff
- Proof of insurance to be provided that includes coverage for bodily injury and property damage related to your use of the structure
- The structure cannot be located within six meters of building entrances/exits nor within less than three meters to other structures (including other inflatable devices) so as to not block emergency egress from the space
- All commercial and non-commercial decorative materials used for draping or decorating must be treated and maintained in a flame retardant condition with the use of flame retardant solution. The flame retardant product used on the decorative material must conform to CAN/ULC-S109 standards
- Tents, canopies, etc. must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109. Displaying of tents, canopy, etc. must conform to the requirements in the Calgary Fire Department Indoor Special Event Requirements document

Amusement games are permitted inside the venue but must be pre-approved through the Director, Facilities and Building Operations for safety. No mechanical structures/devices are permitted within MacEwan Conference & Event Centre.

### DRONES

No drones or any unmanned flying devices are permitted within MacEwan Conference & Event Centre.

### BANK MACHINES

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

### COAT CHECK

Coat check service is available for events. The MacEwan Conference & Event Centre will assume no responsibility for lost or stolen items. Staff can be provided from the venue at the following rates;

Item	Description	Charge
Coat Check Service	One Coat Check Attendant for every 150 guests	\$25.00 Per Hour, per attendant plus applicable taxes and gratuities. (Minimum four hour booking per attendant)

## EVENT SERVICES CONT'D

### AUDIOVISUAL

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

- LCD Projectors
- Fixed Microphones
- Whiteboards
- Portable Screens
- Podiums
- Flip Charts

### AUDIOVISUAL (OUTSIDE PROVIDER)

MacEwan Conference & Event Centre Audio Visual and The University of Calgary are the sole providers of audio visual services, any outside audio visual equipment, or supplier used by the consumer requires approval of MacEwan Conference & Event 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 Per Day, Plus applicable taxes and gratuities
MacEwan Ballroom	\$200.00 Per Day, Plus applicable taxes and gratuities
All Other Meeting Rooms	\$100.00 Per Day, Plus applicable taxes and gratuities

#### PROVISIONS FOR USING AN OUTSIDE AUDIOVISUAL 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 decisions regarding audio visual equipment and placement must be submitted to MacEwan Conference & Event Centre for final approval
4. The outside audio visual company must provide a list of staff working the event with contact cell phone numbers
5. 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
6. All setups and tear-downs are to be completed one hour prior or post event (pending availability or as directed by MacEwan Conference & Event Centre). The outside audio visual staff is responsible for equipment setup and deliveries
7. The outside audio visual company is required to consult with MacEwan Conference & Event 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 fire exits cannot be blocked and 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
10. Rigging Policy and Overhead work policy for MacEwan Conference & Events applies to all overhead work including; rigging, hanging point utilization, and any related services. Appropriate fees will apply for equipment usage and staffing



## EVENT SERVICES CONT'D

### CONTRACTED SERVICES / PREFERRED VENDORS

MacEwan Conference & Event Centre is pleased to book the following services with our preferred vendors;

Item	Name	Contact
Electrical (Power Connect / Disconnect)	JLC Electric Ltd.	215 29th Avenue NE Unit # 7 Calgary, AB T2E 7E3 Phone : 403-240-0173 Fax : 403-240-4915 Website: www.jlcelectric.com
Exhibit Services	Global Convention Services	#28 - 4216 54th Ave SE Calgary, AB T2C 2E3 Phone: 403-273-8064 Email: Calgary@globalconvention.ca Website: www.globalconvention.ca/

### CONTRACTED SERVICES / WCB COVERAGE

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

### 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 2—100 Amp	\$250.00 Per Day, Plus applicable taxes and gratuities
	Stove Plugs	11—50 Amp	\$150.00 Per Day, Plus applicable taxes and
	Standard Outlet	18—110 Volt Outlets	No charge for single use connection
MacEwan Ballroom	Cam Locks	2—200 Amp	\$250.00 Per Day, Plus applicable taxes and
	Stove Plugs	2—50 Amp	\$150.00 Per Day, Plus applicable taxes and gratuities
	Standard Outlet	24—110 Volt Outlets	No charge for single use connection

## EVENT SERVICES CONT'D

### 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	1412 1st Street SW Calgary, AB T2R 0V8 Phone: 403-261-3900 Fax: 403-261-3903 Website: <a href="http://www.palcanada.com">www.palcanada.com</a>

### DISPLAY VEHICLES

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

1. Fuel tanks may not be more than one-quarter (25%) of the tank capacity or 20L which ever is less in each vehicle
2. All fuel tank caps must be locked or properly sealed with approved type tape i.e. masking tape or cloth tape
3. Drip pans must be placed under the vehicle to ensure floor is protected
4. Vehicles for display must be washed and cleaned before being admitted to the building and protective sheets of plastic must be placed underneath to prevent stains. Waxing of vehicle(s), including tires, is not permitted in the MacEwan Hall unless the vehicle or machinery is placed on plastic sheets and the floor is protected. If cleaning or removing of any residue from the floor is required, such charges are the responsibility of the Client
5. Ignition must be disabled or the vehicle must be locked and the hood inoperable from the outside of the vehicle
6. Anyone bringing a vehicle into a building must confirm with the Director, Facilities and Building Operations that the floor structure can hold the weight of the vehicle. If a GVW (gross vehicle weight) is not available, it will be necessary to obtain GVW from the nearest weigh scale
7. Vehicle engines cannot be running in a building while it is occupied. If the vehicle must be driven into a building (rather than push it in while in neutral) it must be driven in at least one hour before the space is occupied, and driven out only after all occupants have left
8. Keys must be left with your Event Coordinator or the Operations Supervisor on duty
9. No propane or pressurized nitrous oxide vehicles are permitted



## EVENT SERVICES CONT'D

### MOTORIZED MINITAURE VEHICLES

Motorized miniature vehicles are not allowed in MacEwan Conference & Event Centre or on University of Calgary grounds. These vehicles include, but are not limited to, the following;

- Electric scooters
- Golf carts
- Hover boards
- Segway's

### FOOD SHOWS

Tradeshows 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 these links below for additional details;

[Special Events Organizer Package](http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-organizer-package.pdf) [www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-organizer-package.pdf](http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-organizer-package.pdf)

[Special Events Food Vendor Package](http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf) [www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf](http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf)

### FOOD SAMPLES

The MacEwan Conference & Event Centre retains the exclusive right to provide and control all food & beverage services in the facility. Food & beverage sampling is generally not permitted. However, certain exceptions may be granted for trade shows or conventions that are directly related to the food & beverage industry.

Food sampling requests must be submitted to the MacEwan Conference & Event Centre at least 14 days prior to the scheduled event. Requests must include a detailed list of the products to be sampled and the quantities of each item. Food service exhibitors may only offer food & beverage samples in the exhibition area. Sampling portions are limited to two ounces of liquid (non-alcoholic) and two ounce of food. Exhibitors may only offer samples for the purpose of promoting their merchandise or services. Accordingly, food & beverage samples are limited to products manufactured, processed or distributed by the respective Exhibitor.

### TICKETED EVENTS

MacEwan Conference & Event Centre is an exclusive partner with Eventbrite, should your group require ticketing services we require that Eventbrite is used 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 Eventbrite.

Item	Description	Contact
Ticked Events	Eventbrite	Mr. Michael Hoskin 2500 University Drive NW, MSC Room 318 Calgary, AB T2N 1N4 Phone: 403-220-2636 Email: michael@macewancentre.com

## EVENT SERVICES CONT'D

### RIGGING OF LIGHTING AND TRUSSING

The MacEwan Conference & Event Centre requires the submission of rigging plans indicating rigging points, weights and distribution of loads be submitted to Event Coordinator for review with approval through Director, Facilities and Building Operations four weeks prior to event date. The Director will review these plans based on the tested ratings of the rigging points. There is a fee for rigging to be installed in the event spaces, the Client is responsible for all rigging charges.

Should your event require rigging of lighting or trussing in either MacEwan Hall or MacEwan Ballroom our Rigging Policy Form must be reviewed and signed. Please see your Event Coordinator for this form or download from our website at [www.macewancentre.com/technical.php](http://www.macewancentre.com/technical.php)

Should you be using an outside firm for your rigging needs, the following charges apply;

Item	Description	Charge
Scissor Lift Rental	Aerial Work Operators must be certified with Scissor Lift Operator and Fall Protection certificates valid within three years, and proof of WCB coverage are required to operate this equipment	\$250.00 Plus taxes and gratuities (Charged is per use based on a daily rate)
Rigging Connection Fee - MacEwan Hall and MacEwan Ballroom	For use and connection to the ceiling	\$250.00 Per Day, plus taxes and gratuities

### 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 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	\$40.00 Per Hour, plus taxes and gratuities. Minimum three hour booking per operator
Scissor Lift Rental		\$250.00 Plus taxes and gratuities (Charged is per use based on a daily rate)



## EVENT SERVICES CONT'D

### SOUND AND LIGHTING (ENHANCED)

MacEwan Hall and MacEwan Ballroom both are equipped with event enhancing lighting systems. Additional lighting options are available, please contact your Event Coordinator for more details.

Item	Description	Room	Charge
LED Wall and Ceiling Arches  (Ballroom equipped with 8 rows of LED Strip Lighting that can be coloured to enhance your event)	<u>Coloured Lighting Arches</u>  Each LED strip contains five independent sections that can be turned on or off to adjust ambient lighting. Ceiling contains three sections and each wall is it's own independent section.  This package includes one colour on the ceiling with the same or a different colour down the walls for a total of two separate colours. Colours can be selected via a Colour Wheel.	MacEwan Ballroom	\$200.00 Plus applicable taxes and gratuities  (Lead Time - five business days prior to start date)
	<u>Pre-Programmed Lighting Sequence</u>  Each LED strip contains five independent sections that can be turned on or off to adjust ambient lighting. Ceiling contains three sections and each wall is it's own independent section.  This package requires you to choose from a selection of pre-programmed colour options. See your Event Coordinator for more details.	MacEwan Ballroom	\$200.00 Plus applicable taxes and gratuities  (Lead Time - five business days prior to start date)
	<u>Custom Lighting Programming</u>  Requires venue contracted lighting technician to program and fully customize lighting colours and sequencing/scene for a specific event.  Cost will vary based on specific lighting program, technician programming and onsite hours. See your Event Coordinator for additional information and options.	MacEwan Ballroom	Starting at \$1,000.00 Plus applicable taxes and gratuities  (Lead Time - Six weeks prior to start date based on complexity of event requirements)
Stage Spot Lights	Standard Focus  8 - Chauvet Slim Par Q12 Par Cans	MacEwan Ballroom	\$100.00 Plus applicable taxes and gratuities
Stage Spot Lights	Standard Focus (Highlighting Podium Stage Left with a wash on the rest of the stage)  8 - Par Can 64 4 - Lekos	MacEwan Hall	\$100.00 Plus applicable taxes and gratuities
Stage Spot Lights	Custom Focus  Includes scissor lift and one hour of complimentary labour. Additional labour and last minutes adjustments may incur additional charges	MacEwan Hall	\$250.00 Plus applicable taxes and gratuities



## EVENT SERVICES CONT'D

### 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 & Event 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 pre-approval for MacEwan Hall and MacEwan Ballroom.

### STAGING AND BARRICADES

MacEwan Conference & Event 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'x8' Maximum Dimensions—24'x 16'	\$85.00 Per section plus taxes and gratuities
Cattle Gate	Height—42" Width—78"	\$12.00 Per section plus taxes and gratuities
Stanchions	Height—39" Width (Tape Length)—118" Base Diameter—14.17"	\$5.00 Each plus taxes and gratuities (Minimum of 2 required)

### SUNDRY MEETING ITEMS

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



## EVENT SERVICES CONT'D

### SOCAN

MacEwan Conference & Event 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	\$22.06	\$44.13
101—300	\$31.72	\$63.49
301—500	\$66.19	\$132.39
Over 500 People	\$93.78	\$187.55

### RE: SOUND

MacEwan Conference & Event Centre is required by law to collect from the client and remit fees on behalf of Re: Sound, a non-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights for the playing of recorded copyrighted music. Please note that GST will be charged on all Re: Sound fees. (Subject to Change without Notice)

Room Capacity	Without Dancing	With Dancing
1—100	\$9.25	\$18.51
101—300	\$13.30	\$26.63
301—500	\$27.76	\$55.52
Over 500 People	\$39.33	\$78.66

### 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 & Event 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





## FACILITY SPECIFICATIONS

### MACEWAN HALL STAGE DIMENSIONS

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

### ELEVATORS

There are both public and freight elevators in the MacEwan Conference & Event 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' 1"	6' 6"	7' 11"	2500 lbs	Width 2' 11" Height 6' 11"
MacEwan Student Centre East	Freight (Restricted Access)	1st Floor 2nd Floor 3rd Floor	4' 7"	4' 3"	6' 11"	2000 lbs	Width 3' 10" Height 6' 11"
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'

### WHEELCHAIR ACCESS

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



## FACILITY SPECIFICATIONS CONT'D

### LOADING DOCK

There are two event loading docks for the MacEwan Conference & Event Centre;

Location	Type	Service To	Width	Height	Length	Rise
MacEwan Hall Loading Dock Door	Ground	MacEwan Hall	9'7"	12'4"	-	-
MacEwan Hall Loading Dock Door	Raised	MacEwan Hall	8'	10'1"	-	4'
MacEwan Hall Loading Dock	Floor Space (Raised)	MacEwan Hall	15'6"	-	26'	-
MacEwan Hall Stage Roll Doors	Stage Access	MacEwan Hall	7'10"	9'9"	-	-
Building Main Loading Dock Door	Ground	Building	3'3"	7'1"	-	-
Building Main Loading Dock—Bay 1*	Raised	Building	15'	12'2"	-	3'1"
Building Main Loading Dock—Bay 2*	Raised	Building	11'	12'10"	-	4'

\* Building Main Loading Dock cannot be made private for events Monday to Friday between 7:00 am to 3:00 pm, due to building deliveries.

### LOADING DOCK (EVENT USE)

For events which have multiple parties or complex load in's, MacEwan Conference & Event 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	\$30.00 Per Hour, per attendant 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 five 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 and display a parking pass that can be received from your Event Coordinator. Vehicles parked in the fire lane and not displaying a parking pass, will be ticketed and towed
5. Our facility does not have a forklift
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

## FACILITY SPECIFICATIONS CONT'D

### ENVIRONMENTAL PROTECTION AND RECYCLING INFORMATION

As part of our ongoing commitment to providing a premiere event experience, MacEwan Conference & Event Centre is pleased to share with our clients our Green Meeting and Event Initiatives.

### FOOD & BEVERAGE

- Active participant in the University of Calgary's fair-trade certification providing Fair Trade Coffees, Selection of Fair Trade Teas
- Local and regional items are used where seasonally possible and practical. A significant amount of our food service including baked items are prepared from scratch ingredients in our kitchen and pastry kitchen. Examples of locally purchased items range from using a local bakery, produce, local Alberta cheese and meats
- Introduction of an Indigenous Menu which supports and engages members of our community and allows for use of traditional local ingredients supporting our sustainability initiatives. Menu was created in cooperation with the Writing Symbols Lodge at University of Calgary and with the assistance/blessing of Blackfoot Elders
- Introduction of bulk drink dispensers/ water stations to provide a cost effective alternative to prepacked beverages and bottled water

### SERVICE WARE

- Disposable compostable service ware for events where china is not possible/practical including; plates, knives, forks, spoons, coffee/cold beverage cup, straws, bamboo stir sticks, clamshell containers (Takeout), muffin liners and boxed luncheon boxes
- Event equipment which covers buffet and cocktail tables with a brushed metal covering and spandex bottom. The brushed metal surface is intended to be utilized linen free, while providing an attractive surface. The purchase of this equipment allows for an estimated environmental savings of 204 washes, 19,747 liter of wash water and transportation costs (carbon savings)

### WASTE

- Waste Diversion Stations in MacEwan Student Centre Food Courts - this allows us to ensure all items brought in the building are being filtered into the proper recycling, waste and compost locations for maximum waste diversion
- Active Recycling Program (Bottles, Mixed Metal and Plastics)
- Active Composting Program (Both Pre-consumer kitchen waste and postconsumer event waste)
- Active Kitchen Oil Recycling Program
- Office paper reduction (Saving about 500-1000 sheets of paper per week) by moving to digital devices
- Loading Dock uses a cardboard bailer which reduces cardboard recycling pickups from Daily to Weekly (for the building)
- Printer cartage recycling
- Electronic recycling through the Electronic Recycling Association

### ON-SITE COMPOSTING TECHNOLOGY

The MacEwan Conference & Event has invested in composting technology which was installed in our facility in 2019. Our food waste, which is diverted into the compost stream, is placed into the unit for conversion into lighter compost over a 24-hour period. This means a reduced transportation of waste (carbon footprint) as the unit advances the composting process by approximately 6 weeks and lightens the waste by approximately 80%.

The unit has an estimated processing capacity of:

- Daily: 500 kg; 1100 pounds
- Monthly: 15,000 kg; 30,000 pounds
- Annually: 200 tons



MacEwan Conference & Event Centre

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