

INTERNAL CLIENT PROCEDURES

1. Please make a booking request at INFO@MBAHOUSE.CA. Once the booking request has been received, we will verify the availability of the Commons Room and/or the Library.
2. If the facility is available on the requested date and time, we will confirm the availability and send you the Meeting Room Contract once it is approved.
3. To confirm your booking, please ensure your Meeting Room Contract and security deposit (\$150 CDN - by cheque made payable to Village Gate Homes Ltd.) are submitted to INFO@MBAHOUSE.CA within 1 business day of your booking or your reserved time and date will be released. JVs are not accepted, so a Qreq needs to be processed even though it is for an internal UBC booking.
4. Cancellation must be given 3 business days prior to the event in order to cancel the booking without penalty. For cancellations under 3 business days, there will be a charge equivalent to the room rate.
5. Upon completion of the event, Village Gates Homes will inform you if any costs will be deducted from the security deposit for any damages or cleaning required.
6. Village Gates Home will return the security deposit less any damage fees within 15 days of the event.

PAYMENT CONTACT

MBA House c/o Village Gate Home Ltd.
201 - 5923 Berton Avenue
Vancouver BC V6S 0B3

E: INFO@MBAHOUSE.CA
T: 778.945.5100