

MBAHOUSE

ROBERT H. LEE GRADUATE SCHOOL

EVENT BOOKINGS

The UBC MBA House offers bookable event venues available to internal and external clients for different types of events ranging from catered and non-catered networking functions to speaking engagements and meetings.

Bookable event venues at UBC MBA House include the spacious **Commons Room** and the quiet **Library** space suitable for meetings.

Venue bookings are subject to availability. Please contact INFO@MBAHOUSE.CA to inquire about availability. Please note that pricing and rental procedures vary between internal and external clients.

Please note that at the MBA House we may be unable to assist with any set-up, clean-up, or AV requests. Thank you for your understanding.

More questions? Please contact INFO@MBAHOUSE.CA



WHICH ONE
ARE YOU?

INTERNAL CLIENT

Events that are booked by any department within UBC or by UBC Properties Trust are considered to be internal bookings. Please turn to page 5 for more information.

EXTERNAL CLIENT

Events that are booked by any non-UBC Faculty or unit, any UBC-related companies, organizations, vendors, or suppliers are considered to be external bookings. Please turn to page 4 for more information.

COMMONS ROOM

The Commons Room has been designed with a West Coast theme in mind. This theme is evident through the extensive use of wood elements and slate flooring. The high ceilings and large windows make this an inviting environment to host a networking event or cocktail reception. Presentations can take advantage of lecture style seating and on-site audio visual equipment.

The attached servery makes it easy for catering staff to prepare hors d'oeuvre or prep the next course. Fridge, sink, microwave and ample storage are available in the servery area.

FLOOR SPACE

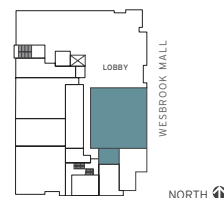
1,600 sq.ft.

CAPACITY

Standing: 150 people

Theatre style, chairs only: 100 people

Classroom style, tables & chairs: 50 people

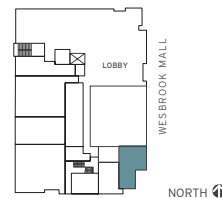
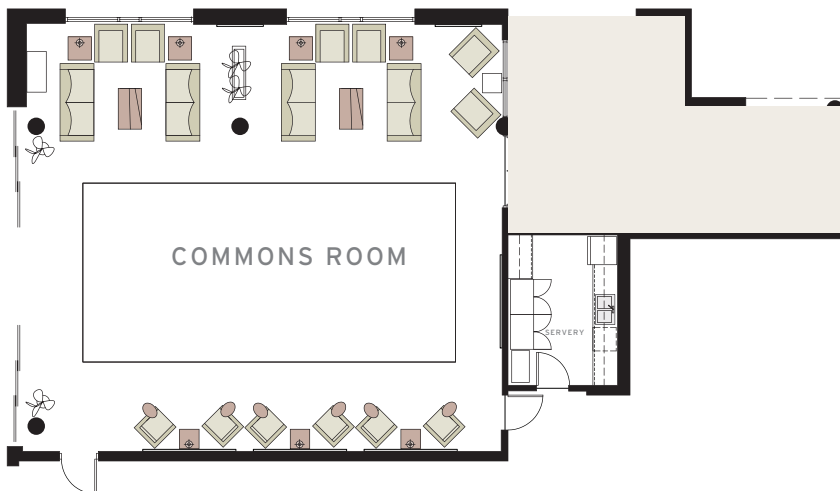


LIBRARY

The Library is a boardroom that is located adjacent to the Commons Room. It is a quiet space perfect for a meeting or working session of up to 10 people.

CAPACITY

10 people



EXTERNAL 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 - 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.
4. Cancellation of a booking must be received 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.

Please note that we may be unable to assist with any set-up, clean-up, or AV requests. This may not be an appropriate venue should this be required. Thank you for your understanding.

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

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.

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RENTAL RATES

	Commons Room		Library Only	
	Internal	External	Internal	External
Security Deposit	\$150	\$150	\$150	\$150
Rental: 4 hrs or less	\$150	\$300	\$35	\$50
Rental: Day Rate	\$300	\$600	\$56	\$80
Cleaning Charge*	\$50 (1-100 guests) \$75 (100+ guests)		\$25	

* reviewed once booking is complete

FURNITURE INVENTORY

	Size	Qty.	Sample Image
Stacking Chairs	--	60	
Tables	Rectangular 30" x 72"	8	
Tables	Round 42"	3	

AV INVENTORY

	Qty.
Projector	1
Microphone	1
Sound System (internet can be hooked in order to stream from the web)	1

* you will need to supply your own computer. Please note that our AV equipment is not MAC compatible.

VENDORS

FURNITURE

If your event requires extra furniture (please see Inventory for a list of what we already have in MBA House), you may need to rent them through one of the following vendors that have previously supplied event furniture and equipment for MBA House:

SALMON'S RENTALS

604.420.3773

SALMONRENTALS.COM

LONSDALE RENTALS

604.986.5651

LONSDALEEVENTS.COM

CATERERS

You are welcome to use any caterer of your choice for your event. Below is a list of Wesbrook Village retailers who can supply food and beverages for MBA House events:

IMPORTANT If you are planning to serve alcoholic beverages at your event, please be aware that a Special Occasion License is required. For more details on how to apply for the license, please visit [BCLDB.COM/SPECIAL-EVENT-LICENSING](https://www.bcldb.com/special-event-licensing)

BLENZ AT MBA HOUSE (LOCATED IN THE LOBBY)

604.568.2660

BLENZ.COM

TOGO SUSHI (LOCATED IN THE LOBBY)

604.222.9288

TOGOSUSHI.CA

JUGO JUICE (LOCATED IN WESBROOK VILLAGE)

604.228.2025

JUGOJUICE.COM