

Outdoor Site Request

Instructions: Send the completed form by mail or attach to an email to osb@ualberta.ca; a confirmation approving the space will be returned to you by e-mail. **This form gives approval for the site only, this does not approve the event.** Student Group events require approval of their event through Bear's Den, Student Group Services.

Group Name: _____ Contact Person: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Event Date(s)/times:

From: _____

To: _____

Start Time: _____

End time: _____

Event Location and Description: _____

Restrictions:

Large group events: a site layout map, including waste, recycling and organic bin locations, and detailed event outline are required within 10 days of your verbal or written request. Failure to provide the layout will forfeit your booking.

Noise Levels: with ongoing classes in buildings surrounding quad and other areas, pre-approval from the Office of the Dean of Students is required if your event will include a live band, a sound system for music or to broadcast speeches, etc. The site request will not be approved until approval is received from the Dean of Students.

Vehicle Parking: vehicle parking is **NOT ALLOWED** on grassed areas, including main, business and engineering quads.

Cancellation: Weekday events: a minimum of one business day before the event is required for cancellation.
 Weekend events: a minimum of two business days before the event is required for cancellation.
 Note: if cancellation is not received within the above timeframes and chargeable items are delivered, your group will be invoiced for all items listed on the request form.

Extra Requirements: should your group require any of the following items an invoice will be mailed out to the address noted above AFTER the event.

<input type="checkbox"/> Fencing – 6' fence and posts installed and removed (please supply a diagram) \$400	<input type="checkbox"/> Site reconditioning (for large events) \$200
<input type="checkbox"/> Picnic Tables (delivery and pick-up included) \$30 Groups to arrange tables once delivered. Indicate the number of tables needed; cost is per table.	<input type="checkbox"/> Alcohol – events serving alcohol must be fenced and a liquor permit is required. For more information see the Alcohol Regulation .
<input type="checkbox"/> Barbeque – you must provide your own equipment. A fire extinguisher is required for all BBQ's; If you require a BBQ contact catering@horowitzevents.ca or call 780-492-4764	<input type="checkbox"/> Tent Placement – Contact Construction Supervisor (780-919-8360) for information on arranging a meeting time to mark the location of underground utilities/sprinklers before tents are set up. A minimum of 48 hours notice is required. Minimum ½ hour charge <i>Note: the university does not provide the tents.</i> \$17
<input type="checkbox"/> Food Service – your event must be registered with Alberta Health Services. Call 780-735-1800 or email daniel.dompereh@albertahealthservices.ca	<input type="checkbox"/> Electrical – a work requisition is required. For information or an estimate contact the Maintenance Desk at 780-492-4833.

Waste, Recycling and Organics Bins: all recycling and organics bins will be emptied by Buildings and Grounds staff and all waste bins will be the responsibility of the event staff. Please refer to [Tips for Reducing Waste at your Event](#) to determine the number of bins you require and indicate below. **Additional charges will be assessed by Buildings and Grounds Services if they perform any additional clean up work.**

____ Recyclables (\$15)	____ Landfill Bin (\$19)	Volunteers may be available to monitor bins and educate participants about campus recycling and composting at High-traffic events. To learn more contact: sustainability@ualberta.ca
____ Organics Bin (\$17)	____ Mixed Paper Bin (\$15)	

* Consider having your event Green Spaces Certified. Visit [GreenEvents](#) for more information.

Faculties/Departments: to process your request please include Speedcode _____ and Acct Number _____.

Student Groups: use only if you have a UofA account code.