

# VENUE BOOKING

Use these three considerations as a helpful resource for your event planning needs.

## 1 Secure your venue well in advance

The exact timelines for booking will depend on the venue, time of year and type of event (most bookings will need to be done months in advance some can even be **over a year** in advance!), but **it should be one of the first steps** for on-campus and off-campus events.

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## 2 Choose the right venue for your event

ON CAMPUS:

- **Be mindful of the academic schedule.** Academic uses are prioritized, but staff are able to submit booking requests after classes have been scheduled for the term.
- **Extra cost.** Some rooms may have fees for booking or security detail requirements. Extra costs could also be equipment rentals or other rentals you need to bring in for the event
- **Booking an [outdoor site](#)?** Remember there may be special considerations (Are there tables and garbage cans on site? What happens if it rains?)

OFF CAMPUS:

- How do the **additional costs** factor into your budget?
  - **Attendance.** Will the off-campus location affect attendance?
  - Is it easy to get there? Do you need to provide transportation? Is there a cost for parking?
  - [Supply Management Services \(SMS\)](#) MUST sign your venue contract, so ensure they are able to sign off on any venue booking contracts well in advance and get deposits done by Finance.
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## 3 Fill out all the paperwork

ON-CAMPUS BOOKING FORMS

- **Most classrooms and computer labs can be booked through the [Office of the Registrar](#).** For rooms that are not centrally managed contact the faculty, department or administrative unit directly.
- **If you want to book [FoMD facilities](#),** please use [this form](#).

## Don't forget!

INSURANCE - Required for off-campus events and all events serving alcohol

- Reach out to the U of A's [Insurance & Risk Assessment \(I&RA\)](#) department prior to hosting a public event to ensure there are no risks, hazards or liabilities you may be overlooking. They can also provide any certificates of insurance that may be needed for your event.

### PLANNING TO SERVE ALCOHOL? YOU NEED A PERMIT FOR THAT



- University of Alberta groups **MUST** apply for permission to hold an event involving alcohol in the name of the U of A **both on campus and off campus**.
- [Alberta Gaming, Liquor & Cannabis \(AGLC\)](#) enforces strict rules in Alberta about [advertising an alcohol event](#).
- Staff can apply online for permission for an alcohol event for their department, faculty or administrative unit. Please fill out the [online application](#) at least 10 business days prior to the scheduled event. There is a small fee.

### CONTRACTS - [Contact SMS](#)

- **A Contract for Services can be issued by the U of A's Supply Management Services (SMS)** to an individual, a small business (unregistered) or a limited or incorporated company ("Contractor") to provide services to the university.
- SMS must be contacted to sign any contracts required by an off-campus venue. Remember to plan with enough time for SMS to review and approve.

### COMMONLY USED CLASSROOMS/SPACES IN FoMD

- **Classroom A** (2F1.01 - Seats 45); **Classroom B** (2K1.03 - Seats 20); **Classroom D** (2F1.04 - Seats 90); and **Classroom F** (2J1.02 - Seats 60) - Contact FoMD receptionist at (780) 492-6621
- [Katz Atrium/ Mezzanine](#)
- **Katz - Allard Family Lecture Theatre** - Visit [RO Central Booking's website](#).
- **CSB 13-113** (Seats 7) or **CSB 13-126** (Seats 35) - Contact [domrecep@ualberta.ca](mailto:domrecep@ualberta.ca)
- **CSB 2-191** (Seats 190) or **CSB 2-193** (Seats 190) - Contact the [MD Program Administrator](#)
- **Bernard Snell Hall** (Seats 400) contact Alberta Health Services
- **Lister Centre** - Several conference rooms (fees apply) - contact [Conference Services](#)
- **Oborowsky Theatre, Li Ka Shing** (Seats 80) - Contact [Colleen Ruptash](#)