



## **Policy and General Information University of Victoria Students' Society**

### **General Information**

The UVSS Catering & Conferences, located in the Student Union Building (SUB) at the University of Victoria, offers ideal meeting locations for government, local businesses, student groups and weddings. Our experienced staff provides exceptional customer service and will work closely with you to ensure the success of your event.

### **Catering Bookings**

All catering functions and meeting room rentals are booked through the UVSS Catering & Conferences. Functions held on statutory holidays are subject to a labour surcharge.

### **Deposits**

Deposits are required as follows: One day room rental for a meeting room, \$500.00 for a banquet booking. Deposit is refundable if function cancelled 60 days prior to event. In the case of a booking cancellation within 60 days prior to event, deposit may be refunded if the UVSS is able to rebook the premises. Projected catering costs are requested two weeks prior to the event. Any remaining balance will be invoiced following the event. Functions cancelled within 48 hours may be charged up to 100% of the projected amount.

### **Catering Policies**

Under the B.C. Liquor Board Regulations and the University of Victoria Students' Society's policy, guests are not allowed to bring alcoholic beverages onto the premises.

Health Department Regulations dictate that all food and beverage must be purchased through the UVSS Catering department. No food or beverage of any kind except wedding cakes may be brought into any meeting room or conference space. Any food or beverage not consumed may not be removed from the Student Union Building following a catered event.

STUDENT UNION BUILDING, UNIVERSITY OF VICTORIA, PO BOX 3035, VICTORIA, BC V8W 3P3



PHONE: (250) 721-6243 FAX: (250) 472-5387

[catering&conferences@uvss.ca](mailto:catering&conferences@uvss.ca)





## **Billing**

After the completion of your function, a detailed invoice will be sent to you. Payment options include credit card, cash or cheque. Please make all cheques payable to: University of Victoria Students' Society (UVSS)

Mail to:

**University of Victoria Students' Society (UVSS)**  
**Attention: Catering and Conferences**  
**PO Box 3035 STN CSC**  
**Victoria, BC, V8W 3P3**

## **Service Charge/Gratuity**

A 15% service charge is applied to all food and beverage service.

## **Guaranteed Numbers**

All catering functions are requested to provide a menu and approximate number of attendees two weeks prior to date booked. The total number of guaranteed guests is required to be confirmed three business days prior to the event date. If a higher number of guests attend the function, you will be charged for the higher number. However, if your attendance is less than the guarantee, you will be charged the final guaranteed number.

## **Parking**

Vehicles are required to display a valid parking permit while parked on campus Monday – Saturday, 24 hours a day. Parking permits can be purchased in all parking lots for day and week usage. Parking dispensers accept quarters, \$1 coins, \$2 coins, VISA and Mastercard. The permits are valid only in areas labeled "General Parking" (blue signage), not in reserved areas (red signage). The parking rates are \$1.25 per hour, \$7.50 per day from 12am – 6pm and \$1.25 per hour, \$2.50 maximum from 6pm – midnight Monday-Friday and all day Saturday. Metered areas are \$1.25 per hour Monday – Saturday and are located in front of the Student Union Building. Parking is no charge on Sundays and Statutory Holidays.

## **Meeting Rooms**

As our conference rooms vary in size, we strongly suggest that meeting attendees wear layered clothing as room temperatures can fluctuate throughout the day.

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