

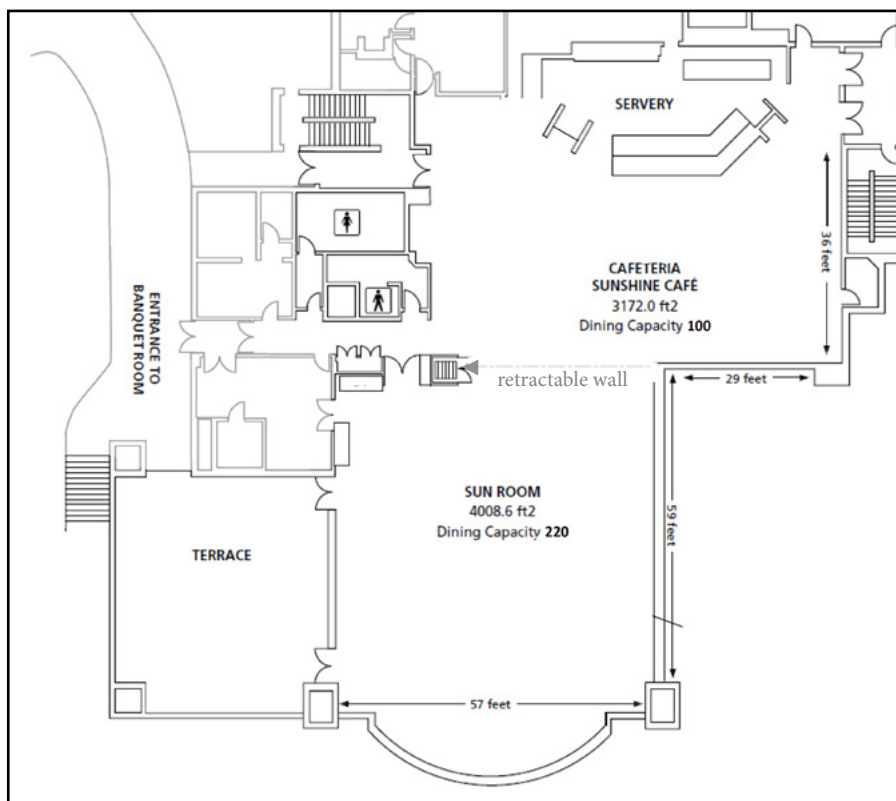
SUNROOM

DINING & GATHERING SPACE



Located in the Administration building, the Sunroom is the ideal space for a breakfast, lunch or dinner banquet, a plated meal or a reception. A stage can be set-up with a podium, projector and screen, making it a multi-purpose space for any gathering. With large windows on three sides, the 4,000 sq. ft. space is bright and spacious. Using a mix of rounds and rectangular tables, the Sunroom can be set up for up to 220 people for banquets. Possibility to open the retractable wall and add the Sunshine Cafeteria to the Sunroom to accommodate groups of up to 300 people. The Sunroom is bookable between May and August. **Rate: \$200/4 hours.**

To check availability or to book the Sunroom, please contact the **Central Booking Office:** cbo.okanagan@ubc.ca.



AVAILABLE FURNITURE IN THE ROOM:

- 20 large rounds (8's)
- 22 rectangular tables (4's)
- 22 rectangular tables (6's)
- 26 small round tables (4's)
- 300 white chairs

Projector screen hanging from the ceiling
Wired-in sound system
Windows have sun screens
Flooring: mix of carpet and linoleum
Air-conditioned

Available at a small cost:

- Projector
- Microphone (lapel and/or hand held)
- Stage Risers (4' x 8' per piece)
- Podium

Scholar's Catering contact info:

catering.ubco@ubc.ca | 250.807.8509

ADM121 SUNROOM

Please contact the Central Booking Office for all your Sunroom needs: cbo.okanagan@ubc.ca.

GENERAL ROOM CONDITIONS

Availability

The Sunroom is only available for events from May to August. Please contact the Central Booking Office for availability.

Room Access

The entrance to the Sunroom (on the weekends and during the week after 3 pm) is at the south side of the building (terrace side). Events in the Sunroom cannot begin before 8:00 am; event set up starts at 7:00 am. Access to the space is based on the start time for your booking. If you arrive and the door has not been unlocked, please contact **Campus Security** at **250.807.9236**.

Phone Access

There is no phone access in the Sunroom. Be sure you have a cell phone with you to make calls.

Cancellations or Time Changes

Please be sure to contact the Central Booking Office if you no longer need the space or if you would like to make changes to the time of your booking.

Event Guidelines

No items may be affixed to walls, ceilings, posts or doors with nails/screws, tape, glue or staples. Any costs due to damage or extraordinary cleaning will be charged to the organizer of the event.

Catering

For catering needs please contact **Scholar's Catering** at **250.807.8509** or email catering.ubco@ubc.ca.

FOR UBC EMPLOYEES ONLY:

Room set-up

For any room set-up, please contact **Facilities** at **250.807.8213** or enter a work order online. A minimum set-up time is 2 hours and minimum tear down time is 2 hours for all Facilities Management requirements.

IT, Media & Classroom Services

For all audio visual needs please contact the **IT Helpdesk** at **250.807.9000** or enter a ticket at ubc.ca/okanagan/helpdesk.

