

Administrative Use Only:

Event #:
Approval:
Date Received:

EUS Cheeze Bookings Request Form



The Cheeze Factory (2335 Engineering Rd., V6T 1Z4) is currently the official student space for Engineering Undergraduate Students at UBC. As such, priority for bookings will always go to associated Engineering student groups.

In order to request a booking, please fill out this form and send it to the EUS Bookings Officer through e-mail at bookings@ubcengineers.ca or physically in the "VP ComAd" box in the Cheeze. It is advisable to follow up a request with an e-mail to ensure that forms were received.

Organization Information:

Organization: _____ Phone number: _____

Contact Person: _____ Phone number: _____

Contact Person's Email: _____

Today's Date: _____

- Organization Type (choose one):
- EUS In-House Groups
 - UBC Groups
 - External Groups

Event Information:

Event Name & Description: _____

Who will be attending? _____

Event Date & Time: _____

- Will this event be licensed? yes no
- Will you be using our tap system? yes no
- Will you be using our charcoal BBQ Pit? yes no
- Will you be using our sound system? yes no

Check here if you are **only** booking the BBQ Pit.

Calculation of fees:

(circle the items applicable to your event)

	EUS In-House Groups	UBC Groups	External Groups
Damage Deposit for Space	\$400	\$400	\$400
Space Rental Fee	\$0.25	\$200	\$400
BBQ Pit w/ Space Rental	Free	Free	Free
Tap System w/ Space Rental	Free	\$20	\$50
Sound System w/ Space Rental	Free	\$20	\$50
BBQ Pit only	\$20	\$20	\$50
Additional charges for booking between 8am-6pm on School Days , if applicable	\$100 per hour	\$100 per hour	\$100 per hour
Total			

I _____, as _____ of
(full name) (position)

_____ have read the **Cheeze Bookings Information, Terms, and Conditions (June 1, 2007)** document and understand the conditions of this rental.
(organization)

_____ agrees to pay any fines and/or penalties that may be charged to it by the Engineering Undergraduate Society due to damages and/or failure to return the Cheeze in the condition required by the above named document.
(organization)

(signature) (date)

* Conditions vary by Group Type, see "Cheeze Bookings Information, Terms, and Conditions (June 1, 2007)" available at www.ubcengineers.ca