



Life Sciences Institute
2350 Health Sciences Mall
Vancouver, B.C., Canada V6T 1Z3
Tel 604-827-3977

ROOM BOOKING REQUEST

Please fill in the room booking form so that your booking can be processed. In order to effectively process your request, please provide details of the **event/meeting** including expected seating requirements:

CONTACT INFORMATION

TODAY'S DATE: _____

Name: _____

Email: _____

Address: _____

Department: _____

Telephone: _____ Cell #: _____

Name of Event: _____

Event Details: _____

Date of event: _____

Start time: _____

End time: _____

Room requested: 1330 1410 1416 1510
 LSC3 West Atrium East Atrium

Event type: Public Private UBC Only Other

Expected number of people: _____

Poster Boards: _____ Seating: _____ Catering & what company: _____

Table/chairs renting company: _____ AV / Teleconferencing: _____

Special Furniture: _____

Will food be served? Yes No

Will Liquor be served? Yes No

Have you booked or are planning to book any other rooms within the Life Sciences Center mentioned below?

LSC 1 LSC 2 MPL PBL Rooms Anatomy Lab

If you are using any of the above rooms please contact **Joanne Chen** at [604-827-3932](tel:604-827-3932) or joanne.chen@ubc.ca

Your booking is **NOT** confirmed until you receive the confirmation of space letter or an email indicating your space has been booked.

If there are any changes to the booking it **must** be sent in writing by e-mail.

Terms & Conditions

- Booking request involving the usage of the atrium must be received at least 1(one) month prior to the event.
- For additional Power requirements, hook-ups will be charged at \$63.00 per hour for installation and removal. All hook-ups to be completed by Plant Operations personnel.
- Cancellations must be received in writing. Cancellation fee is 10% of total invoice. Penalty of 100% may be levied in case of less than 2 months notice of cancellation for the atriums.

Send the room booking and check list only via email to

lsi.reception@ubc.ca