

# Room booking at the Blusson Spinal Cord Centre

818 West 10th Avenue (at Willow St.)

604-675-8800 for information

## Spaces available:

The Lecture Hall and Atrium are both fully wheelchair accessible.

Four accessible single-user unisex washrooms are available on the ground floor.

Servery area with fridge, coffee urn and dishwasher is available for catering, with access to/from the Lecture Hall and the Atrium.

## Lecture Hall:

Available any time. Room can be divided in half if desired.

## Theatre style

[max 80 in full room, or 35 in half-room; shown with 60 seats and wide centre / side aisles]

## Classroom style

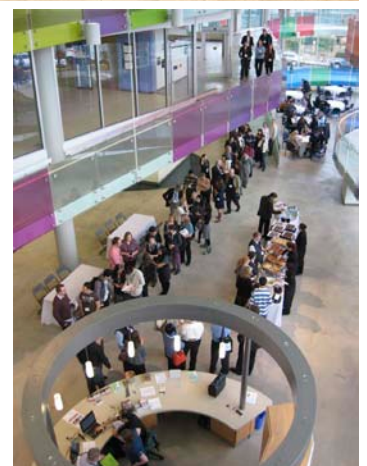
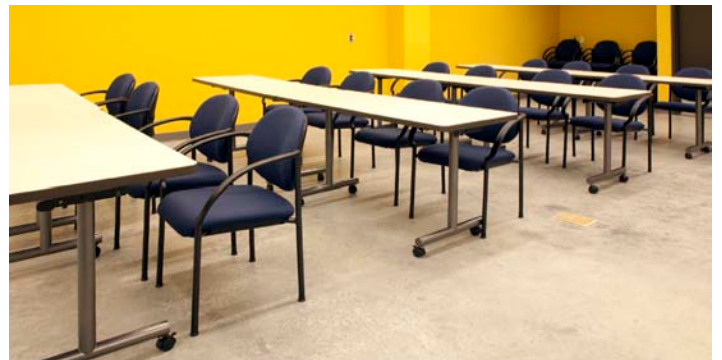
[max 30; shown with 2 seats per table, 8 tables in half-room. Max 5 seats per 2 tables, 12 tables available]

## Boardroom style

[max 22; smaller table configurations can be arranged; space is also available for 2 tables suitable for documents or recording secretary]

## Atrium

Available after 16:00 weekdays.  
Reception / exhibition / performance:  
300 max, depending on space set-up. Access to ramp is included in booking.



## BLUSSON SPINAL CORD CENTRE SPACE BOOKING FOR ICORD / UBC / VCH USERS

### Administration + set-up fee:

User	Lecture Hall (half)	Lecture Hall (whole)	Atrium	A/V Support
UBC/VCH	\$50	\$60	\$75	\$30
External non-profit	\$150	\$180	\$225	\$90
External for profit	\$300	\$360	\$450	\$180

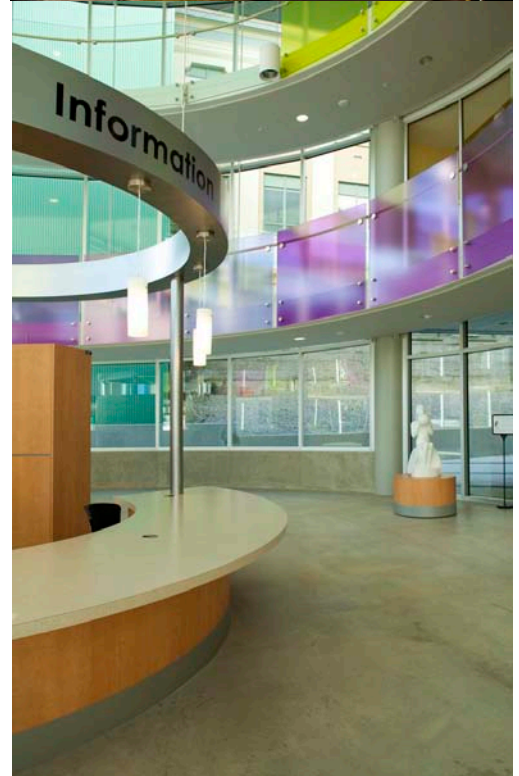
***Fee is payable by cheque or UBC Journal Voucher, and is due upon confirmation of the booking. Payments for events cancelled 24 hours or more in advance will be refunded, less a \$25 administration charge.***

### Furniture / equipment / services available:

- Twelve 60x150cm (2'x5') height-adjustable nesting tables on casters
- One height-adjustable freestanding podium
- Six 75x180cm (2.5'x6') lightweight plastic folding tables suitable for catering, registration, etc.
- One navy blue table cloth suitable for a registration or literature table; not for use with food/beverages.
- 40 blue upholstered visitor chairs with arms
- 100 black PVC stacking chairs with dollies
- Two large wall-mounted LCD screens that can be connected to a laptop for presentations [bring your own laptop]
- Freestanding flipchart [bring your own paper]
- Two rolling coat racks with 50 wooden hangers each
- 42-cup electric coffee urn [bring your own coffee + cups]
- One lightweight easel suitable for lightweight, mounted signage up to 60x90cm (24" x 36") [bring your own sign]
- Heavy-duty dolly
- One freestanding directional sign which will hold a letter-sized sign [bring your own 8.5x11, landscape oriented sign]
- Data ports are available in the lecture hall (connecting to UBC Secure)
- Loading / unloading can be done through shipping/receiving at the south end of the building. Event materials may be dropped off up to one day ahead, but ICORD cannot accept responsibility for material left unattended.
- Reception desk staff are on duty Monday to Friday 08:00 to 16:00. Reception desk staff for before 08:00 and 16:00 to 17:00 weekdays can be arranged: \$20 / hour, minimum 1 hour shift.
- Security for events running later than 17:00 or any time on weekends (\$30/hour per officer, minimum 1 officer / 4 hour shift)

***Note that this space is fully wheelchair accessible. Four single-user washrooms are available on the ground floor.***

***See last page for vendors who have provided reliable service at the Blusson Spinal Cord Centre. Some offer incentives for bookings at the BSCC.***



## Blusson Spinal Cord Centre Booking Request

Name: \_\_\_\_\_

Department / Faculty / Institution: \_\_\_\_\_

Office tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Space requested:  Lecture Hall—both sides  Lecture Hall—one side  Atrium  Servery

Event title: \_\_\_\_\_

This is a  meeting  lecture  reception  exhibition  other: \_\_\_\_\_

Event date: \_\_\_\_\_ Expected attendance: \_\_\_\_\_ max

Event start time: \_\_\_\_\_ event end time: \_\_\_\_\_

set-up time needed\*: \_\_\_\_\_ hr(s) clean-up time needed\*: \_\_\_\_\_ hr(s)

*\*allow a minimum of half an hour for set up and clean up*

### Booking conditions

#### The person booking the space must:

- allow sufficient time for the event and adhere to the time that is booked
- confirm desired space configuration at least 24 hours prior to booking time
- ensure that there is no damage to furniture, equipment or walls in the space
- ensure that nothing is hung from the atrium railings, no holes are made in the drywall and nothing is taped to the walls or ramp glass.
- clean up and remove any food or disposables ordered for the meeting [Nothing is to be left in the fridge. Recyclables should be put in the appropriate bins. Coffee urn must be emptied and washed (instructions provided). Rented linens, dishes and glassware must be packed up and ready for pick up. Rented tables and chairs must be folded, stacked and ready for pick up. Please note that these duties fall outside the scope of the Blusson Spinal Cord Centre's custodial workers].
- pay any cleaning or repair charges for stained or damaged furniture, walls or equipment
- advise the ICORD Administrative office as soon as possible if the event is cancelled

I agree to the Booking conditions:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to the Blusson Spinal Cord Centre information desk or fax to 604.675.8820 or e-mail to [bookings@icord.org](mailto:bookings@icord.org).

A booking confirmation will be sent to you by e-mail.

## BLUSSON SPINAL CORD CENTRE SPACE BOOKING FOR ICORD / UBC / VCH USERS

### Equipment requested:

- Height-adjustable nesting tables on casters.  
# requested: \_\_\_\_\_ (max 12)
- Height-adjustable freestanding podium
- Lightweight plastic folding tables.  
# requested: \_\_\_\_\_ (max 6)
- Navy blue table cover (not for use with food/beverages)
- Blue upholstered visitor chairs with arms.  
# requested: \_\_\_\_\_ (max 40)
- Black PVC stacking chairs.  
# requested: \_\_\_\_\_ (max 100)
- Freestanding flipchart [bring your own paper]
- Rolling coat racks with 50 wooden hangers each.  
# requested: \_\_\_\_\_ (max 2)
- Lightweight easel for signage [bring your own sign]
- Heavy-duty dolly
- Freestanding directional sign [bring your own 8.5x11 sign--  
landscape orientation]
- Coffee Urn / Percolator [bring your own coffee + cups—see  
**chart** for additional information]

Will you need to load/unload materials for your event?

- Yes  No

Approximate arrival time: \_\_\_\_\_

Approximate pickup time: \_\_\_\_\_

Will you need additional reception staff?

- Yes  No

Will you need security for this event?

- Yes  No

If yes, you will be contacted by for details.

### Coffee making chart *(full instructions for using the coffee maker provided in the servery)*

Water level	Amount of ground coffee
12 cups	¾ cup
18 cups	1 cup
24 cups	1½ cups
30 cups	1¾ cups
36 cups	2¼ cups
42 cups	2½ cups

### Vendors

The following vendors have provided good, reliable service at the Blusson Spinal Cord Centre and some offer incentives for bookings at the BSCC:

#### **The Lazy Gourmet. 10% off all catering orders**

Contact: Shannon Boudreau, Sales and Events  
1605 West 5th Avenue, Vancouver  
t: 604.734.2507 / f: 604.734.5877 /  
e: shannon@lazygourmet.ca

#### **ProShow. 10% off all Audio Visual rentals.**

Contact: Tim Lang  
3095 Hebb Avenue, Vancouver  
www.proshow.com  
t: 604.293.1771 / f: 604.293.1403 /  
e: timlang@proshow.com

#### **Pacific Display Boards**

Contact: Ian  
4561 Prime Pl, North Vancouver  
t: 604.985.5199 / e: displayboards@shaw.ca

#### **Darren Twiss Videography + editing**

t: 778.991.8905 / e: twiss@mac.com

#### **Plaza 500 Hotel. Five blocks from the BSCC.**

500 West 12th Avenue, Vancouver  
t: 604.873.1811 / f: 604.873.1980

#### **Libations Wine + Beer. Free delivery to BSCC.**

928 King Edward Ave W, Vancouver  
t: 604.739.9463  
\* events with alcohol require liquor license

#### **Bella Pizza, West End-Downtown location.**

Open for lunch weekdays; delivers to BSCC.  
Accepts pre-orders a few days ahead.  
t: 604.688.8888 / f: 604.684.1196