



Contract and Policy Requirements Form Catering and Booking in St John's College

- If you require a specific set up in the room you have booked you must make this clear when making the booking and contact *Amy Craddock* to arrange. We require one week prior to event for set-up request. Classroom set ups cannot be changed during term-time.
The layout of a room must not be altered, other than by set-up staff.
Set-up options for St John's College Rental Space: <http://www.dailybreadcafe.ca/wp-content/uploads/2015/05/roomsetups.pdf>
- Please ensure that rooms are kept tidy so they are ready for the next person(s) to use and ensure rubbish is placed in the correct bins. Any individual found misusing rooms will be charged.
Please help us look after the space and report any problems with the rooms.
- Specific audio visual or IT requirements must be arranged in advance with
A-V Booking 474-8163 / <http://www.umanitoba.ca/computing/ist/teaching/avbookingform.html>
- No eating or drinking is permitted in any classroom or lecture theatre
- It is the Policy of St John's College that any food or refreshment requirements for on campus events are to be arranged through St John's College. At no time will food be permitted except when arranged through the College. It is to be understood that in the event that a client brings in external food or beverages, the client will be invoiced for the event at \$300.00. **Failure to abide by this may result in the immediate termination of the occurring event.** We ask that you advise The Daily Bread of your menu selection 10 days prior to your function date, when possible. Guarantees regarding the number of guests attending your function and/or amounts of food and beverage required must be called in no later than 12 noon, four full working days prior to the event. Payment is due upon completion of the event, unless prior arrangements have been made.

For more catering information please contact our food services Manager, Ian Park: 474-6826 ian.park@umanitoba.ca or our website <http://www.dailybreadcafe.ca/>

The receiver of the Contract and Policy Requirements Form will be held as the responsible party for all activities within the room, and is the designated Contact Person. In reading this Contract and Policy Requirements Form you acknowledge that you understand and accept all policies.