



HOSPITALITY SERVICES

**CONFERENCE CONTRACT
2014
INTERNAL**

THIS is an AGREEMENT BETWEEN THE UNIVERSITY OF GUELPH
And

Ontario Ecology, Ethology and Evolution Colloquium Made on **March 13, 2014**

1. This agreement will commence on **May 8, 2014** and end on **May 10, 2014**
2. Numbers to attend the conference: 130
3. Numbers in residence: tbd
4. Numbers for meals: 130
5. Service Type: Basic

The below are the initial appointments of liaison personnel:

1. **Representing the University of Guelph, Conference/Hospitality Services**

Name: Margaret Whiting
Title: Conference Manager
Address: Community Services, Hospitality Services
4th Floor, University Centre
University of Guelph
City, Province, Postal Code: Guelph, ON N1G 2W1
Telephone Number: 519-824-4120 ext. 56043
Fax Number: 519-837-8630
E-mail address: mwhiting@uoguelph.ca
Conference Facilitator: Sharri Norton

2. **Representing the Client**

Conference Name: Ontario Ecology, Ethology and Evolution Colloquium
Client Liaison Personnel:
Name: c/o Tony Kess
Address:
City, Province, Postal Code:
Telephone Number:
Fax Number:
Email Address:

I. SERVICES

SCHEDULE "A"

Following, is a description of the service package you have chosen:

Basic Package:

- Meet with you to identify your needs
- Recommend facilities and services that would best suit your needs
- Reserve and confirm all campus meeting and recreational facilities
- Block book on your behalf all on-campus accommodation and local hotel rooms to ensure group discounts are received
- Co-ordinate special catering, refreshment, and meal services
- Co-ordinate audio visual, telecommunications and parking services
- Process internal financial transactions for your event and prepare final statements
- Provide a 24 hour residence desk for information and services
- Provide 24 hour on-call facilitation support while your group is on campus, including immediate attention to last minute requests

Accommodation Registration Package:

- Prepare an accommodation registration link that conference organizers can distribute to all delegates
- Accept accommodation registrations and assign residence and hotel rooms
- Process on campus accommodation registration payments (Visa & Mastercard)
- Prepare and send confirmation letters
- Prepare and distribute receipts and process cancellation refunds for on campus accommodation
- Confirm room assignments with delegates and prepare a delegate accommodation listing for both on campus delegates and for those staying in local hotels
- If payments are not received prior to the end of the conference, Hospitality Services will invoice the conference organizer for all services provided and it will be their responsibility to collect any outstanding amounts owing

\$6.00 per delegate

Registration Requirements and Details- BASIC SERVICE

Date	Time	Location	Special requirements
May 8 th	TBD	Science Complex	Setup and AV requirements to be discussed with Client

I. ON CAMPUS

Accommodation on the University Campus is provided in University of Guelph residence halls. Rates quoted are based upon the information provided at the time of the booking. Subsequent changes may affect these rates. Rates are quoted per person, per night and are subject to applicable taxes.

If we receive your accommodation registration and completed housing list for the University of Guelph 15 working days, **(April 17, 2014)** in advance of your event, delegates will be given the posted rate below. Completed housing list includes full delegate's information including first and last names, accommodation type, and arrival and departure dates. All names and registrations received after the 15 day deadline will be subject to a 3% increase to the posted rates. If Housing templates are not received by the 15 business day deadline, there will be an administration charge of \$250.00 on the final invoice.

Classification of Rooms:

Single Rooms: Traditional style residence room with one twin bed, shared washroom in hallway, clients receive daily maid service and are quoted on a per person per night rate.

Double Rooms: Traditional style double residence room with two twin beds, shared washroom in hallway, clients receive daily maid service and are quoted on a per person per night rate.

Student Rooms: Traditional style double residence room with two twin beds, shared washroom in hallway, student rooms do not receive daily maid service and are quoted on a per person per night rate.

Townhouse Rooms: Townhouse style residence is the only residence with air conditioning and include up to 4 single rooms with one twin bed per bedroom, small kitchenette (dishes, cutlery, pots, etc. not included) & living area, clients receive daily maid service and are quoted on a per person per night rate.

Accommodation:	Number of Rooms:	Rate:
Single Room		\$71.00
Double Room		\$63.85
Student Room		\$48.20
Townhouse Room		\$105.00 (3&4 occupants)
		\$118.00 (1&2 occupants)

Residence Assignment & Registration Desk	East Residence	Numbers of Guests	TBD
Check-In Date	May 8 th	Check-In Time	4:00pm
Check-Out Date	May 10 th	Check-Out Time	12:00pm
NOTES:			

Please note: Delegates will be issued a voucher confirming that their keys have been returned upon check-out. A \$75.00 charge will apply to all delegates who do not return their keys.

Remote registration is available in another residence building for an hourly labour charge.

II. HOTELS

Reservations for Hotel Accommodation:

We understand that all housing requirements will be co-ordinated through the University of Guelph and that all requests for hotel accommodations will only be accepted by Conference Services.

The following is a list of hotel rooms that Conference Services have booked on your behalf: Please note that all hotel block bookings that have not been secured will be released one month prior to event date.

Hotel	Number of Rooms Blocked	Dates Blocked	Rate per night	Release Date	Booking Code
Days Inn	Waiting for confirmation				
Delta Hotel	Open Block	May 8 – 10	Delta/Premier/Deluxe - \$140.00 Terrace Room - \$150.00 Parking \$6.00 per vehicle	N/A	UGOEC3

III. FOOD SERVICES

SCHEDULE "C"

Food Service is provided at the University of Guelph in one of our Dining areas. Rates quoted are based upon the information provided at the time of the booking. Subsequent changes may alter the meal arrangements and location. All rates are quoted per person, per day and are subject to applicable taxes.

The guaranteed number of people attending is required five (5) working days prior to your event. You will be invoiced for the actual or the guaranteed, whichever is greater.

Meal Schedule

Date	Breakfast	Break	Lunch	Break	Dinner
May 8th	N/A	N/A	N/A	N/A	Reception @ Sc Complex
May 9th	Breakfast	Mid-Morning Break	Dining Hall Lunch	Mid-Afternoon Break	Poster Session @ Sc Complex
May 10th	Breakfast	Mid-Morning Break	Coffee Service Lunch @ Thornbrough	Mid-Afternoon Break	

Dining Hall Meals

Deadline: April 17, 2014

- Groups of over 100:** Meal service is based on three meals daily in a University of Guelph dining facility.

Dining Hall Rates:

	Rate:
Breakfast	\$8.90
Lunch	\$13.30
Dinner	\$16.45
Cont. Breakfast	\$7.95

Traditional Conference Meal times are from 0730-0830hrs, 1200-1300hrs, and 1700-1800hrs. Please advise your conference representative if your conference itinerary requires a different schedule.

Date	Breakfast	Lunch (12:00 - 1:30 pm)	Dinner
May 9th		Lunch for 130 @ Centre Six Estimate is \$1,729.00	

If you are placing your order less than fifteen (15) working days in advance, please note an additional charge of 25% will apply to your total invoice due to the increase in products and labour costs.

Coffee Services

Deadline: April 17, 2014

- Coffee Services:** Please see the Coffee Service Menus on our website (event.uoguelph.ca) for selection and rates or consult with us if you require suggestions or assistance. Guaranteed numbers are required 3 working days prior to the coffee service. Delivery charges apply to all coffee services.

Date	Time	Location, requirements, and set up	Function #
May 9 th	8:00 am	Thornbrough Concourse – (7) gallons of Coffee, (2) gallons of Tea, Asst Muffins (130), Fresh Fruit Platters – 3 large, disposeablewares Estimate: incl. Delivery \$586.85	
	10:15 am	Thornbrough Concourse – Break on the Go – Mini Scones (7) gallons of Coffee, (2) gallons of Tea, disposeablewares Estimate: incl. Delivery \$420.45	
	3:15 pm	Thornbrough Concourse – Cookie Craze – Gourmet Cookies, (7) gallons of Coffee, (2) gallons of Tea, disposeablewares Estimate: incl. Delivery \$420.45	
May 10 th	8:00 am	Thornbrough Concourse – (7) gallons of Coffee, (2) gallons of Tea, Yogurt – 80, Fruit Danish (130) disposeablewares Estimate: incl. Delivery \$665.30	
	10:15 am	Thornbrough Concourse – Break on the Go – Mini Muffins, (7) gallons of Coffee, (2) gallons of Tea, disposeablewares Estimate: incl. Delivery \$438.75	
	12:00 pm	Thornbrough Concourse – Deluxe Sandwiches, Asst Cold Beverages, Asst Sweet Platters, Fresh Whole Fruit Estimate: incl. Delivery \$1686.75	
	3:15 pm	Thornbrough Concourse – Cookie Craze – Gourmet Cookies, Assorted Cold Beverages to include Chocolate Milk, disposeablewares Estimate: incl. Delivery \$438.75	

Number of Tables Recommended for Coffee Services: _____

If you are placing your order less than fifteen (5) working days in advance, please note an additional charge of 25% will apply to your total invoice due to the increase in products and labour costs.

Catering Services	Deadline: April 17, 2014
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3. **Special Catering:** Please see the Catering Menus on our website event.uoguelph.ca for items and rates. If you have questions, please do not hesitate to contact the conference office. Guaranteed numbers are required 5 working days prior to the catered event. Outdoor catered events may require table and chair rentals. Delivery charges & service charges apply to all catered events.

Date	Time	Location, requirements, and set up	Function #
May 8 th	TBD	Science Complex – Registration and Reception followed by Lecture- Estimated \$10.00 per person for hors d'oeuvres and (1) complimentary ticket per guest Estimate: \$2000.00	
May 10 th	4:00 – 5:30 pm	Thornbrough Concourse – Poster Session – estimated \$8.00 per person for hors d'oeuvres and (1) complimentary ticket per guest Estimate: \$1750.00	

If you are placing your order less than fifteen (15) working days in advance, please note an additional charge of 25% will apply to your total invoice due to the increase in products and labour costs.

NOTE: Client to meet with Conference Services to confirm menus

IV. FACILITIES**SCHEDULE "D"****Requirements:**

The following facilities have been reserved for your conference. Room set-ups start at \$50.00 per room.

Date:	Building/Room:	Capacity:	Times:	Daily Rate:
May 8, 9	Science Complex Atrium		5:00 pm	\$400.00 per evening
May 9 - 10	Thornbrough 1200	305	8:00am- 5:00pm	\$200.00
May 9 - 10	Richards 2520	200	8:00am- 5:00pm	\$200.00
	Thornbrough Concourse - o/s of 1200			No Charge

Please release any rooms you will not be using by your 15-working day deadline to avoid any unnecessary charges.

***Please note:** Facility rentals do not include Technical Support Services (TSS). A Technical Support Services (TSS) surcharge to cover equipment maintenance and replacement will be charged in addition to room rental fees.

****Please note:** In regards to Meeting Room bookings, the University of Guelph will honour specific rooms and/or space requests when possible. The University reserves the right to move any event to another room on campus pending conflict bookings. The Scheduling unit will solely determine room availability and allocation. An alternate location(s) will be assigned and agreed by all parties in the event of reallocation.

Room Set-ups

Room set-ups start at \$50.00 per room.

Date	Time	Location	Room Set-up

V. MISCELLANEOUS

SCHEDULE "E"

Deadline: April 17, 2014

a. Audio Visual Equipment

Audio-visual equipment in classrooms and meeting space is charged separately from room rentals. A delivery charge (per hour) will apply with a one-hour minimum to each room. Equipment that is damaged or not returned will be charged to the conference. Carts and other equipment may be charged accordingly, as needed. Please note that designated rooms with touch panels have a mandatory fee when any equipment is being used. If a Technician is required, please refer to the Audio-visual rates sheet for labour costs. Please build in time for setting up equipment if you require a technician.

Please Note: All internal clients are responsible for the ordering, delivery and monitoring of all Audio Visual equipment. If you request Conference Services assistance with this process there will be cost recovery charges associated with it. To place your Audio Visual equipment order please contact TSS (ext 52778) or email them at cts@uoguelph.ca at least 5-10 working days prior to your event. Although equipment may be present in the room it must still be ordered to ensure that it is in proper working order for your use.

b. Telecommunications

Date	Location	Equipment	Time	Daily rate
May 8	Science Complex	TBD	5:00 pm	tbc
May 9 - 10	Thornbrough 1200	In room	8:00 am - 5:00 pm	\$185.00
May 9 - 10	Richards 2520	In room	8:00 am - 5:00 pm	\$185.00

c. Signage

External signs must be professionally prepared to meet University of Guelph standards. Graphic images and logo's can be scanned and added to your signs for a nominal charge.

Rates start at \$50.00 plus applicable taxes.

Talk to your Conference Services Representative for more information

Sign	Location	Rate
		\$25.00/hour posting fee

Please note: Conference Services is not responsible for stolen or damaged signs. Internal signage can be posted on any surfaces other than glass and painted surfaces. Internal signage is the responsibility of the client in terms of posting and removing. Talk to your conference representative if you require A-frame sandwich boards.

d. Parking

Commuting delegates must purchase a parking pass should they wish to park on campus Monday to Friday from 8:00 to 17:00. An ORANGE conference parking pass entitles conference delegates to park in lots P13, P14, P15, & P19. Please note that the parking passes must be displayed on the vehicle's dashboard.

In the summer months (May - August), daily passes cost \$7.96 plus applicable taxes, weekly passes cost \$31.86 plus applicable taxes, & monthly passes cost \$48.67 plus applicable taxes.

For delegates who stay overnight in our residences, parking is included in the accommodation rates. Delegates staying in residence will receive a GREEN parking pass and may park in P19 (North residences), P17 (East residences and Townhouses) or P13 (South residences).

There are two options for parking pass distribution:

Option 1: Have a volunteer sell/distribute passes at the lot to all delegates on the day of event. Conference Services to provide client with stamped parking passes and access to the attendant booth, however the Client is required to provide their own float. The Client/Conference will be charged for any passes that are not returned to Conference Services by the end of event day.

Option 2: Conference Services can provide staff in the lot for you at a rate of \$25.00 per hour and sell/distribute passes – we would provide float in this case.

Type of Pass Required	Dates Required	Number Required
Daily	May 9 th	TBD
<u>Parking Booth Date/Hours:</u>		

e. Miscellaneous Notes

Date	Time	Location	Special Instructions
May 8 -10			Poster Boards – Conferences to order poster boards for 30 Posters – costs to be added to the final invoice

f. Rental Items Information

Tables and Chairs

If you require tables and chairs, there will be a charge of \$6.00 per day for each table and \$1.50 per day for each chair. Client will be responsible for replacement costs if any items are lost/stolen/damaged.

Room set-ups start at \$50.00 per room.

Use of Linens & Skirting

White linen cloths are \$6.50 each, Coloured linen cloths are \$7.95 each.

Skirting cost is \$22.50 per table.

Flipcharts & A-Frames

If you require flip charts or A-frames, the following rental fees apply: \$25.00 per flipchart (includes one pad of flipchart paper), \$15.00 per A-Frame (provided Flipchart & A-Frames are in stock). Additional flipchart paper can be provided at \$5.00 per pad. If we are required to rent from an external company costs may be higher. Client will be responsible for replacement costs if any items are lost/stolen/damaged.

All of the above items are subject to availability. If there is an item that is not available we will price the items out from an external rental company. The Client is responsible for any lost or damaged items and replacement costs will be included on the final invoice.

Guaranteed Reservations:

By virtue of your payment of all room and tax charged, all reservations shall be guaranteed for late arrival. One night's room and tax will be charged for all "No Shows". This pertains to on campus accommodation as well as hotel accommodation. Should a guaranteed reservation not show on the reserved arrival date, it will be eliminated from our reservations system for the duration of the stay, and not held for the following day's arrival. Should it be necessary to cancel a reservation, deposits will be refunded if notice of cancellation is received by the University of Guelph 5 working days prior to the start of the conference dates. Cancellations must be emailed or faxed directly to your conference representative.

Taxes:

The rates are based on Canadian Dollars and are subject to all applicable taxes. Currently, Harmonized Sales Tax apply to all services, including labour at rate of 13%. All administration fees are exempt from tax.

Force Majeure:

If the Contract becomes impossible to perform by either party due to acts of God, war, government regulations, disaster, strikes, civil disorder, a pandemic, curtailment of transportation facilities (which prohibit 25% or more of the meeting delegates from attending your conference), or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting, this Contract may be terminated for any one or more of such reasons by written notice from one party to the other provided that the reason for said termination is in effect in Guelph or the immediate surrounding area prior to the arrival of the first members of this group.

In addition to the foregoing, should there be any acts of terrorism in Canada within 30 days prior to the arrival of the first members of the group which affect transportation facilities and which prohibit 25% or more of your representatives from attending the Conference, this Contract may be terminated by written notice from one party to the other.

On Campus Accommodation Procedures:**Reservations:**

We understand that all housing requirements will be co-ordinated through the University of Guelph and that all requests for accommodations will only be accepted by Conference Services. We will provide you with a copy of our housing form for your use. This will ensure that all information listed on the form pertaining to the University of Guelph and your organization is correct and complete. If Housing templates are not received by the 15 business day deadline, there will be a charge of \$250.00 on the final invoice.

Keys:

Keys must be returned upon check out or a \$75.00 per key fee will be charged.

Departure:

Check out time is noon. If this poses a problem for your group, please speak with your Conference Representative.

Noise:

You are expected to abide by the rules regarding acceptable noise levels. In general, the following quiet hours are observed:

Sunday to Thursday	11:00pm-8:00am
Friday & Saturday	1:00am-8:00am

Other Pertinent Information:

Smoking is not permitted in any of the buildings on the University of Guelph Campus or within 9 metres of any building entrance or exit.

Groups will be charged for any damages to property or equipment and also extraordinary cleaning costs.

The University of Guelph must provide all food and beverage services.

Groups and individuals will refrain from engaging in any illegal activity while on the University of Guelph Property.

Groups and individuals will maintain their rooms and common areas in a clean, tidy and sanitary condition

VII. ESTIMATE**SCHEDULE "G"**

The following is an estimate based on the rates for the requirements provided in this agreement as of **March 11, 2014**. If further clarification is required, please call. This contract does not reflect any miscellaneous expenses. *Please note all rates have been quoted without applicable taxes.*

SCHEDULE	ITEM	ESTIMATED COST
SCHEDULE A	Service Package, Registration & On-site Coordination Fee	n/a
SCHEDULE B	Accommodation	n/a
SCHEDULE C	Dining Hall Meals	\$1,729.00
	Coffee Services	\$4,657.30
	Special Catering	\$4,402.21
SCHEDULE D	Facilities	\$1,300.00
SCHEDULE E	<u>Miscellaneous:</u>	
	Telecommunications/ AV	\$940.00
	Signage	
	Parking (not incl in quote)	
	Miscellaneous Notes - Poster Boards - to be added to invoice	\$250.00
	Registration Tables	\$51.80
TOTAL ESTIMATED CHARGES:		\$13,330.31

The client shall pay the University of Guelph a deposit based on the above estimate on or before **April 11, 2014** the sum of **\$1,120.00**. This is a non-refundable deposit. The balance of the Purchase Price is due upon receipt of the invoice. This payment schedule is based on the above estimated cost structure. If the client does not meet the payment schedule, the University reserves the right to cancel all services and facilities.

Coding: 310 -010800 - 598649 - 000000 - 66113 - FOR \$500.00

Client to provide any departmental coding for sponsorship

Rest of costs to be invoiced to Client

Note: Coding must be submitted before contract can be finalized and facilities confirmed.

Provisions of Services:

The University of Guelph, Conference Services agrees to provide the Services to the Client. The Client agrees to purchase the Services from the University of Guelph and to pay for the Services in the manner described herein.

The University of Guelph
Authorized

The Client
Authorized

Per: _____

Per: _____

Per: _____

Per: _____

Date: _____

Date: _____

IMPORTANT DEADLINES

Document	Deadline Date	Date Received
Signed Contract	April 11, 2014	
10% Deposit/Internal Coding	April 11, 2014	
Delegate Template	April 11, 2014	
Conference Itinerary Submission	April 17, 2014	
Meal Numbers & Dietary Needs	April 17, 2014	

ADDITIONAL RATES FOR SERVICES**APPENDIX A**

Note: All labour rates have a 3 hour minimum charge

Service	Fee Structure
Locking and unlocking of meeting room doors.	An hourly rate of \$25.00 per hour with a 3 hour minimum charge that includes the locking and unlocking of rooms once per day. Any other locking and unlocking that is required or requested will be charged out a rate of \$25.00 an hour with a 3 hour minimum. Please Note: Client is responsible for all items in the rooms for all applicable dates booked.
Posting External and internal signage	\$25.00 hourly
Parking Passes	Parking passes are required if delegates wish to park on campus Monday to Friday from 8:00 to 17:00. Official conference delegate parking is in P14 & 15. In the summer months (May – August), daily passes cost \$9.00 inc. taxes, weekly passes cost \$36.00 inc. taxes, & monthly passes cost \$54.00 inc. taxes. During the school season (September – April), daily passes cost \$10.50 inc. taxes.
Bell hops to assist with luggage for the check in of delegates	\$25.00 hourly
Tours of rooms prior to a conference for quality control purposes	\$25.00 hourly
Registration Desk Assistance	\$25.00 hourly per staff required (This is included in Full Service Package)
Stuffing of registration materials	\$25.00 hourly per staff required (This is included in Full Service Package)
Meeting Room Set-up's	Room Set -up charges will range from \$50.00 - \$500.00 depending on the room and size
The use of linens or skirting	All linen table cloths are rented at a rate of \$6.50 per white linen and \$7.95 per coloured linen. Skirting is rented at a rate of \$22.50 per table (Provided linens/skirting are in stock. If we are required to rent from an outside company costs may be higher). Client will be responsible for replacement costs if any items are lost/stolen/damaged
Table or chair Rentals	All tables and chairs will be rented at a rate of \$6.00 per table/day and \$1.50 per chair/day with a minimum \$25.00/10 table order. Client will be responsible for replacement costs if any items are lost/stolen/damaged
Distribution of material in residence rooms	\$25.00 hourly
Flipchart/ A-Frame Rentals	If you require flip charts, the following rental fees apply: \$25.00 per flipchart (includes one pad of flipchart paper), \$15.00 per A-Frame (Provided Flipcharts/A-Frames are in stock). Additional flipchart paper can be provided at \$5.00 per pad. If we are required to rent from an outside company costs may be higher). Client will be responsible for replacement costs if any items are lost/stolen/damaged.

Please Note:

- All above labour rates have a 3 hour minimum charge
- All internal clients are responsible for the ordering, delivery and monitoring of all Audio Visual equipment. If they request Conference Services assistance with this process there will be cost recovery charges associated with it.

If there are other services that you require that are not listed above, please feel free to ask your Conference Representative for information.