



Branch Expense Claim Form

Note: Submit the Branch Expense Claim Form within 30 days of purchases or prior to the end of the fiscal year, whichever is earlier.

Branch Name: CSHP - Alberta Branch

Name: U of A Conference Services

Address: 1-047 Lister Centre
Street Number, Street, P.O. Box

780-492-6057

Telephone

Purchase Date	Description	Amount before GST/HST	GST/HST	Total	Office Use Account #
2017-May-02	AGM dinner and reception deposit	\$825.00	\$41.25	\$ 866.25	7575
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Totals		\$ 825.00	\$ 41.25	\$ 866.25	

Notes: Completed on behalf of Lesley Beique

Signature:

Approved by: Joshua Torrance

Date: _____
YYYY-MM-DD

Date: 2017-May-28
YYYY-MMM-DD

1-047 Lister Centre Edmonton, AB T6G 2H6
Telephone: 780-492-6057 Fax: 780-492-5297
Email: conference.services@ualberta.ca www.conference.ualberta.ca

Event Name: Dinner & Reception

Client Name: Canadian Society of Hospital Pharmacists

Address: University of Alberta Hospital

EdmontonAB

Booking No.: 46571

Contact: Caitlyn Thomson

Phone1: 587-597-2408

Phone2:

Email: caitlyn.thomson@ahs.ca

Coordinator: CH

Cellular:

Fax:

Saturday, October 14, 2017

Location: Wild Rose Room					
Booking Time		Function	Attendees	Rental	
5:00 PM	1:00 AM	Dinner & Reception	70	\$650.00	
		Event Time 6:00 PM to 12:00 AM			

Audiovisual Equipment - Internal (Lister Centre)					
Description		Quantity	Rental	Total Rental	Discount
Corded Handheld Mic		1			
Podium		1			
PULL DOWN screen (mounted in ceiling in room)		1			
Cocktail Table w/Spandex Covering (black or green)		4			
NEC Data Projector for Maple Leaf Room		1	\$175.00	\$175.00	

This is an estimate of your total charges.

A final invoice will be issued post event,

less any deposits received.

Your deposit is required by

June 2, 2017

Please send your deposit to:

Conference Services

1-047 Lister Centre

Edmonton, AB T6G 2H6

Location Sub Total:	\$650.00
Equipment - Internal (Lister Centre):	\$175.00
Setup Sub Total:	\$175.00
Total:	\$825.00
Discount:	\$0.00
Sub Total:	\$825.00
GST:	\$41.25
GSTNON:	\$0.00
ADMIN:	\$0.00
Total Tax In:	\$866.25
Less Payments:	\$0.00
Balance:	\$866.25 Cdn

All catering services in Lister Centre must be supplied by Classic Fare Catering. Outside food and/or beverages are not permitted in the building. Please contact their office directly to make arrangements for any catering you require. They will bill you separately for these services. They can be reached at (780) 492-4411 or <https://ualberta.catertrax.com/>.

Contact: Approval:



UNIVERSITY OF ALBERTA CONFERENCE SERVICES

May 2, 2017

Caitlyn Thomson
Canadian Society of Hospital Pharmacists
University of Alberta Hospital
Edmonton AB
Telephone: 587-597-2408

Dear Caitlyn,

I am pleased to confirm the booking made on your behalf for the ***Dinner & Reception*** event on **October 14, 2017**.

A deposit in the amount of **\$866.25 CDN** is required by **June 2, 2017** to confirm your event. After this deposit payment is received, any additional charges associated with your event will be invoiced post-event. Payment may be made by VISA, MasterCard or cheque (made out to the *University of Alberta - Conference Services*). Payments by University of Alberta departments and faculties may also be made by INTERNAL SALE (INDENT). **Please return a signed copy of this agreement by June 2, 2017.**

Due to the high demand for our facilities we remind you that meeting room reservations will become **guaranteed** only upon receipt of a signed contract. Meeting space not confirmed with a signed contract is subject to release without consultation; cancellation charges may apply. Meeting space has been assigned based on your requirements, however, we reserve the right to assign alternate space. Rental charges will be assessed based on the space assigned. As well, should your requirements change or your numbers increase or decrease, a more suitable facility will be assigned to your event.

If your event is canceled and notice is received in our office via telephone or by written notice by **September 14, 2017** no cancellation fees will be assessed. If cancellation is received after **September 14, 2017** but before **September 29, 2017**, 50% of the total rental charges will be assessed. Cancellations received on or after **September 29, 2017** will result in 100% of the total rental charges being assessed.

LOCATION: The physical location/address for the University of Alberta Conference Centre is **87 Avenue & 116 Street**. The University of Alberta is not responsible for items left unattended in the meeting rooms or the building. Please ensure any personal items or materials are removed at the end of your event.

CATERING: All catering services in Lister Centre **must** be supplied by ***Classic Fare Catering***. Outside food and/or beverages are **not** permitted in the building. Please contact their office directly to make arrangements for any catering you require. *They will bill you separately for these services.* They can be reached at www.classicfarecatering.ca or **780-492-4411**.

AUDIO-VISUAL EQUIPMENT: is booked on a FIRST-COME, FIRST-SERVE basis. Please ensure that your requirements are communicated at least one week prior to your event to ensure availability. If your group is providing the A/V equipment, Conference Services staff may not be able to provide technical support, however we will do our best to assist. A technician may be contracted for your event with sufficient notice (charges will apply).

ENTERTAINMENT TARIFFS: All events with musical entertainment, live or recorded, are subject to both SOCAN and/or Re:Sound charges. These agencies are collective societies and the tariffs collected are remitted directly back to the Society of Composers, Authors and Music Publishers of Canada (SOCAN) and Re:Sound Music Licensing Company (Re:Sound); which are then distributed as royalties to the original artists and composers. Events with recorded music will be charged both SOCAN and Re:Sound fees, while events with live performances will be charged the SOCAN fee only. Both SOCAN and Re:Sound charges are based on room capacity, not on attendance at the event. The fees do not represent any revenue for the University of Alberta.

PARKING: Parking for guests using our meeting facilities is located outside of the Conference Centre in **Lot M**. The rate is \$15.00 per day (Monday to Friday) and \$5.50 per day (evenings, weekends and holidays) with permits being purchased at the dispenser in Zone M (entrance to lot). Additional pay parking is available in Zone R (next to Lister Centre), as well as across the street in Varsity Lot or next door at the Jubilee Auditorium. If you prefer to provide your guests with parking permits we can arrange to purchase them for you and add to the invoice with a minimum of one week's notice. **Rates and availability subject to change without notice.**

INSURANCE: General liability insurance is a mandatory requirement for all off-campus groups holding an event in university space. The University reserves the right to ask for proof that the renter has purchased a general liability insurance policy covering bodily injury, including death, and property loss or damage, in the amount not less than two million dollars per occurrence or such other amount as may be required by the University by notice in writing. Such policy shall name the University, its Governors, employees and agents and all others for whom it may be in law responsible. Groups holding events at the University of Alberta often purchase their insurance through PAL Insurance Brokers (www.palcanada.com).

DECORATING POLICY: Clients are responsible for any damage incurred to the room and/or equipment/supplies resulting from this booking. Charges for damages will be assessed and invoiced. Please ensure that NO tacks, pins, nails or otherwise are used to puncture walls or furniture. Tape (masking or painters ONLY) may be used on walls. No decorations may be affixed to the ceiling. NOTE: confetti is not permitted on the property.

TABLE SKIRTING & LINEN: Skirting (black) will be provided for your catering tables and panel or registration tables (if required) at no charge. We have a limited amount of skirting available for display tables at \$15.00 each (subject to availability). We are also able to order skirting from an outside supplier (charges will apply). Linen is included for tables when you place a catering order, groups not ordering catering are able to rent tablecloths for their event from ***Classic Fare Catering***.

DIRECTIONAL SIGNS: If your group plans on posting directional signs, additional to that provided on our listings, or if the group will be posting any other types of signs, please contact our office and we will provide you with painters masking tape. The use of other types of tape or pins, tacks, nails, etc for posting signs or other posters/notices is not permitted. Groups posting signs will be responsible for any damage to walls, windows &/or doors. Alternatively, groups may request the use of easels for their signs ahead of time.

DELIVERIES: Please be advised that delivery arrangements of any additional equipment/furniture/supplies prior to your event may not be possible. Prior arrangements **MUST** be made with your coordinator for the shipping of equipment &/or supplies. Please contact our office for additional information and to ensure correct mailing addressing/labelling. The University of Alberta is not responsible for items shipped that are not received by our office.

RESPECT: In accordance with the University of Alberta's Statement of Ethical Conduct, all Conference Services staff share a commitment to the high ethical standards, mutual respect and civility that create a respectful campus environment. We act with integrity, respect and accountability in all our dealings with others from within and without the University community, and we expect our clients and guests to do the same. We reserve the right to refuse service to any guests or clients who behave disrespectfully towards our staff or other guests in our facilities. Disrespectful behavior includes rudeness, bullying, abuse, harassment, discrimination, or any other act that creates an intimidating, hostile or offensive environment.

COURTESY: We ask that you understand that our facilities may be booked by other users and as such, noise in common areas that may disturb other clients be kept to a minimum. Prior to your event, during breaks and after your event we ask that your guests refrain from congregating in the foyer area if other groups are using our facilities.

Please review our contract and Event Confirmation sheets (with details) carefully to ensure accuracy and contact our office to make necessary changes. By signing our contract, you agree that arrangements as indicated are as required. A report will be provided outlining the estimated event charges. A final invoice will be issued post-event, which will be due by the due date listed.

Thank you for booking with us, we look forward to working with you to host a successful event. If you have any questions or concerns, please do not hesitate to contact me directly by telephone at **(780) 492-8931**, by fax at **(780) 492-5297** or via e-mail at cathy.hurst@ualberta.ca.

Sincerely,

By signing below you agree to abide by the confirmation and cancellation policies outlined above.

Cathy Hurst
Conference Coordinator

for Canadian Society of Hospital Pharmacists

University of Alberta Conference Services & Alumni House Meeting & Event Centre
1-047 Lister Centre University of Alberta Edmonton Alberta T6G 2H6
Telephone: (780) 492-6057 Fax: (780) 492-5297
E-mail: conference.services@ualberta.ca Website: www.conference.ualberta.ca