

NORTHERN UNIVERSITY STUDENT CENTRE (NUSC)

***Please select what best represents your identity or affiliation at the time of booking:**

<input type="checkbox"/> Student Led Organizations	<input type="checkbox"/> UNBC Department	<input type="checkbox"/> External Organization
<input type="checkbox"/> NUGSS Tenant	<input type="checkbox"/> UNBC Student	<input type="checkbox"/> External Individual

Name:	
Email:	
Department / Club / Organization:	
Phone #:	
Event Date:	
Event Name:	
Event Start & Finish Time:	
Number of People:	
Is there a fee being charged?	
Will your event involve food and beverages?	

By checking the box, I acknowledge the terms and conditions below:

- NUGSS is the exclusive catering provider for the NUSC Building (Building 6).** If you are not a NUGSS-recognized SLO, please contact the NUGSS GM, nugss-gm@unbc.ca, to arrange for catering. All NUGSS-recognized SLOs must follow NUGSS Operational Policy V, Section 6
- All table, meeting room and NUSC event space bookings require a minimum of 24 hours' notice.
- All catering requests require a minimum of 10 business days in advance.
- Events at Thirsty Moose Pub require a minimum of two weeks in advance.

Preferred Event Location	
	6-250 – NUSC Event Space – capacities: Banquet 150 seated, Theatre 165 seated, Reception (standing) max 300
	6-252 – Thirsty Moose Pub – capacity 90 seated – contact nugss-gm@unbc.ca to book
	6-346 – Medium Meeting Room – up to 12 seated
	6-390 – April Price Boardroom – up to 18 seated
	6-397 – Small Meeting Room - up to 10 seated
	A table in Wintergarden – up to 2 seated per table – please see map on next page for table numbers. Only NUGSS-recognized SLOs may book tables through NUGSS. All other requests must go through UNBC Conference and Event Services (conference@unbc.ca).
Please provide details about your event, including food & beverage details (if applicable):	

Note: Setting up tables, chairs, etc., is the responsibility of each SLO or group unless you have requested setup and/or catering. We will provide room setups at an additional charge based on your individual needs.

Email with tentative confirmations will be provided within 24 hours of booking. The final booking confirmation will be provided via return email once NUGSS receives the acknowledgement of terms and responsibilities.