

NORTHERN UNIVERSITY STUDENT CENTRE (NUSC)

Booking Form for Student-Led Organizations, UNBC Students, NBCGSS, UNBC Departments, PGPIRG, OTE Newspaper, Outside Organizations and Individuals

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 24-hours' notice.**

**All catering requests require a minimum of 10 business days in advance.
Events at Thirsty Moose Pub require a minimum of one month in advance.**

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| Name: | |
| Email: | |
| Department / Club: | |
| Phone #: | |
| Event Date: | |
| Event Name: | |
| Event Start Time: | |
| Event Finish Time: | |
| Number of People: | |
| Is there a fee being charged? | |
| Do you acknowledge your SLO is responsible for Food Safe practices for any food being brought in for your booking? | |
| 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 |
| | Table in Wintergarden – up to 2 seated per table – please see map on the NUGSS website for table numbers. Only NUGSS recognized SLOs may book tables through NUGSS. All other requests must go through UNBC Conference and Event Services. |
| Please provide details about your event: | |
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Note: Set up particulars (tables, chairs) are the responsibility of each club / group.
If you are hosting a bake sale please review and follow the Bake Sale Policy.