



## INTERNATIONAL HOUSE ROOM RENTAL RATES

### ROOM RENTAL FEE

Room rates apply to external groups only. UBC affiliated groups and faculties/departments will not be charged for room use, but other fees will apply.

Room	Hours Available	Rates
<b>UPPER LOUNGE</b> 100 person capacity (Sound system available)	Weekdays: <b>7:00PM – 12:00AM</b>	\$80/hour (max 4 hours) or \$400 all day
	Weekends & Holidays: <b>8:30AM – 12:00AM</b>	
<b>LOWER LOUNGE</b> 110 person capacity (No sound system)	Weekdays: <b>8:30AM – 12:00AM</b>	\$80/hour (max 4 hours) or \$400 all day
	Weekends & Holidays: <b>8:30AM – 12:00AM</b>	

### MICROPHONE RENTAL FEE

\*Microphones are only available in Upper Lounge, and only during outside regular office hours.

Equipment	Hours	Rates
Microphone	Flat Rate	\$20.00 deposit

### CAMPUS SECURITY FEE

This fee applies to any bookings outside our regular office hours (Mondays-Fridays, 8:30am-4:30pm). The cost for Campus Security Patrol is subject to change at any time.

Campus Security Patrol	Rates
Unlocking & locking building	\$25.00*

\*\$50.00 without advanced notice

### FEE SCHEDULE & PAYMENT METHODS

An invoice will be issued along with the contract for any of the applicable charges above. **Invoice(s) must be paid at least 5 business days prior** to the event date.

We accept payments in **CHEQUE, CASH, or Journal Vouchers** (for UBC departments). Please bring the payment along with the signed copy of the booking contract to:

Main Office (room 300)  
International House  
1783 West Mall  
Vancouver, BC V6T 1Z2

Receipts are available on a request basis only. Thank you.