



STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

# LOOKOUT INFORMATION DOCUMENT FOR STUDENT GROUPS

MAY 2023

## LOOKOUT RENTAL INFORMATION

**The Lookout** (SA-200) is the event space on the second floor of the SAMU Building. This room has a capacity of 290 people seated and can function as a multifunctional space for receptions, tradeshow, training seminars, and more. This document provides details on the space itself, how Student Groups can access it, and more.

### Eligibility Requirements

The Lookout has several eligibility requirements:

- A minimum of **fifty** (50) attendees
- Submit Event Approval Form six (6) weeks before event
- The Lookout can be booked up to two months (8 weeks) in advance

Please note that the Lookout also has some associated fees.

### The Booking Process

Timeline	Stage
Any time	<p><b>1.</b> If this is your group's first request to use the Lookout, review the Lookout Information Document to ensure the Lookout is suitable for your event. Your group must meet several eligibility requirements to use the Lookout.</p> <p>***If you have any questions about booking the Lookout, please contact the Student Groups Coordinator.</p>
6-8 weeks before your event date	<p><b>2.</b> Once your group has reviewed the rates and considerations of booking the Lookout, email SG Coordinator to inquire about availability and include a few preferred dates. Please include some details about your event in your email. The SG Coordinator will confirm the availability of the Lookout on your selected date(s).</p> <p>For your group to place a hold on the Lookout, your group must first sign the <b><u>Lookout Rental Contract</u></b> and pay a deposit of <b>\$150</b>. The deposit will be used towards the final amount on the invoice. The deposit can be paid to SAMU Front Desk (via cash, debit, cheque, Mastercard or Visa) or by submitting a purchase request (payable to Students' Association of MacEwan University) on Student Groups Connect.</p>

<b>6-8 weeks before your event date</b>	<p><b>3.</b> After paying the deposit and receiving a confirmation email from SG Coordinator confirming your hold in the Lookout, submit an Event Approval form on Student Groups Connect. The Event Approval Form can be found in the gear icon of your group &gt; Events &gt; Create Event.</p>
<b>After submitting an Event Approval Form</b>	<p><b>4.</b> After submitting an Event Approval Form, book a meeting with SG Coordinator through <a href="#">this</a> link. During this meeting the SG Coordinator will discuss event organization and room layout. If necessary, a second meeting may be booked to do a walkthrough of the Lookout.</p> <p>The SG Coordinator will send a quotation to your group following the meeting.</p>
<b>After submitting an Event Approval Form</b>	<p><b>5.</b> After your event has been approved on Student Groups Connect, Your group will receive an email from the SG Coordinator confirming your date for the Lookout.</p>
<b>4 weeks before your event</b>	<p><b>6.</b> SG Coordinator will create a layout for your event and email it to your group for confirmation. After your group confirms the layout, the SG Coordinator will send the layout to Facilities.</p> <p>If your group wants to use MacEwan's AV services, the SG Coordinator will contact MacEwan to obtain a quotation from them. SG Coordinator will also inform Security Services that your group is hosting an event on campus.</p> <p>*** All correspondence will be sent through email. Your group must check their email regularly. Unanswered emails may result in a cancelled event.</p>
<b>2 weeks before your event</b>	<p><b>7.</b> Your group must confirm the layout and, if applicable, AV and security by 3pm two weeks (ten business days) before your event. If your group does not send in a confirmation, your event will be cancelled, and you will not be issued a refund of the deposit.</p>
<b>1 week (7 days) before your event</b>	<p><b>8.</b> Please email SG Coordinator a copy of your run-of-show/cue sheet <b>seven (7) days</b> before your event. SG Coordinator will be on campus throughout your event and half an hour after it ends. If there are any issues throughout your event, please call SG Coordinator at 780-497-4632.</p>
<b>After your event</b>	<p><b>9.</b> A final copy of your invoice will be sent to your group after your event. Any Damage to the space or lost items will also be billed to your group.</p>

## RATES

GST is **NOT** included in any listed prices below. Student Groups are **NOT** required to pay the Room Rate.

### Student Group Rates

#### Base Rental

Room Rate	\$700.00
Event Deposit	\$150.00
Administration Fee	\$50.00
Cleaning Fee	\$50.00

#### Set-up and Takedown Pricing\*

Full Room, Theater Style Chairs, WITH stage	\$466.12
Full Room, Theater Style Chairs, NO stage	\$352.09
Half Room, Theater Style, WITH stage	\$238.09
Half Room, Theater Style, NO Stage	\$200.05
Full Room, Round Table, WITH stage	\$656.17
Full Room, Round Table, NO stage	\$580.15
Full Room, 5ft Rectangle Table, WITH stage	\$695.80
Full Room, 5ft Rectangle Table, NO stage	\$656.17
Half Room, 5ft Rectangle Table, WITH stage	\$352.09
Half Room, 5ft Rectangle Table, NO stage	\$276.07
Cocktail Stand Up Reception, WITH stage	\$200.05
Cocktail Stand Up Reception, NO stage	\$124.03

#### Additional Costs

Audio Tech + Sound System Set-up**	\$450.00
Security Fee***	\$150.00

\*MacEwan Facilities must do room and stage set-up and takedown to ensure everything is set up safely and properly. No Student Group is allowed to do large item set-ups in the Lookout.

\*\*Price shown is for a 2-hour event during the hours 8:00 - 4:00 pm. Speak with Student Groups Coordinator to get a more accurate quote for your event and to assess your needs. MacEwan AV services control these prices.

\*\*\*Price shown above is for one security for 4 hours of service.

## ADDITIONAL CONSIDERATIONS

### Approval

As The Lookout is a venue of the Students' Association of MacEwan University (SAMU), SAMU retains the right to approve and decline booking at their discretion. First-booking privileges on select dates are reserved for SAMU programming and engagement.

### Room Rate

The room rate is a flat cost associated with booking the space. This is to cover overhead costs associated with the general maintenance and upkeep of the space. As a Student Group with SAMU, Groups are not required to pay the Room Rate.

### Contract

Groups must sign the Rental Contract before paying the deposit. The contract details what is happening at your event, what type of set-up you need, and other policies associated with the space your group needs to be aware of.

### Event Deposit

To place a hold on the Lookout, your group must pay a deposit of \$150 and sign the rental contract **prior** to submitting an Event Form on Student Groups Connect.

The deposit confirms the hold on The Lookout for your requested date. The deposit will be used towards the final event invoice used in the space.

The deposit can be paid via cash, debit, cheque, Mastercard or Visa to SAMU Front Desk or by submitting a purchase request (payable to Students' Association of MacEwan University) on Student Groups Connect.

A refund will only be given if your group has met all the obligations regarding booking the Lookout and SAMU cancels the event for reasons other than non-compliance.

### Event Duration

Student Groups agree to the defined duration of their event and may be allotted a 30-minute grace period/extension of curfew free of charge. Delay or extension of the rental agreement/event duration will be billed to the Student Group at the rate of \$100 per hour for every hour after 30 minutes.

### Cancellation Policies

If a group cancels their booking in the space, their deposit will be forfeited to SAMU.

### **Damage of Property**

If any damage is found after an event in the Lookout, the group will be held liable to pay for the repairs necessary to restore the space to its previous condition. Groups are also liable for lost/stolen items.

### **Space Restrictions**

Any group using the Lookout must adhere to all rules and regulations in the space. This aligns with MacEwan, SAMU, Alberta Gaming, Liquor and Cannabis and Alberta Health Services policies and procedures. In addition, no animals are permitted into the event space for any event.

### **Invoice**

A final invoice for the rental of the Lookout will be sent to your group within 1 week of your event. The final amount on the invoice is due within 10 business days after receiving the invoice.

### **Catering Services**

Groups may have professionally licensed catering companies, including, but not limited to Aramark, brought into The Lookout. If an external catering company is used for an event, please inform the Student Groups Coordinator to ensure all organization of arrival, set-up, and departure can be communicated accordingly. All external catering must load in and out via the SAMU Building. All beverage products served at the event **must** be Coca-Cola products, as MacEwan and SAMU have an exclusivity agreement with the company.

### **Bar Service**

Groups may have a professionally licensed liquor provider to serve liquor during their event in The Lookout. However, The Lookout is not a licensed venue, and the service provider will need to extend their liquor license for the event.

All events that have bar service cannot have minors attend their event. All event marketing and information should clarify this information and ensure IDs are being checked upon entry into the event.

If your group wishes to have alcohol at your event, it is strongly recommended that your group completes the Alcohol and Consent workshop, offered once per semester.

### **Storage**

All rental deliveries and pick-ups must be confirmed with the Student Group's Coordinator no later than ten (10) business days before the Group's event date. SAMU's storage facilities are limited, and any items or rentals must be brought on-site on the day of the event and must be removed after the event has concluded. Any group with items left on site the following day without an agreement from the Student Groups Coordinator will be charged an additional fee at SAMU's discretion.

### **Revisions**

Student Groups are permitted one minor revision to their event plan within **48 hours** of the event. Major revisions are subject to mutual agreement and will be at the sole expense of the student group. Day-of-event changes will be evaluated on a case-by-case basis.

Minor revisions may include additional chairs, tables (less than three), pipe and drape, and 30-minute modification to schedule/rental revision. Major revisions may include additional tables (four or more), stage, and significant change to agreement.

## EVENT CHECKLIST

Congratulations! Your group's event is coming up, and there are probably a million things that your group needs to do before it starts. Here is a non-exhaustive list of things to account for, all of which pertain to the success of your event. If you have any questions, please reach out to the Student Groups Department!

### Leading up to your event...

- ☐ Check your group's email account at least once a day to ensure that you are not missing any essential information pertaining to your event.
- ☐ Did you sign the rental contract?
- ☐ Did you sign and confirm all related documents?
- ☐ Is your room layout confirmed?
- ☐ Do you need to submit an Advertising Request?
- ☐ What is your group doing for food/catering? Food must come in through the SAMU Building.
- ☐ If there is alcohol at your event, did the service company extend their liquor license to the SAMU Building (10850 104 Ave)?
- ☐ Do you need access to the loading dock at the back of the SAMU Building?
- ☐ What kind of speaker and sound setup does your event need?
- ☐ Are you having any presentations?
- ☐ Do you have speakers coming to your event?
- ☐ Do you need any waivers?
- ☐ Have you coordinated what time everything is happening and what time things are coming in?
- ☐ Did you send your run-of-show/cue sheet to the SG Coordinator?
- ☐ Did you email the SG Coordinator to let them know who from your group will pick up the Lookout keys from the SAMU main office (SA-301)? Please note: the member picking up the keys must present picture ID at the front desk to sign them out.

### Day of your event...

- ☐ What time are you arriving to set-up?
- ☐ Did you pick up the keys for the Lookout?
- ☐ Do you have guests coming to your event?
- ☐ Did you get your food and refreshments?
- ☐ Did you open the Lookout doors for your event?



- ☐ Is there any fire or tripping hazard in the space?
- ☐ Did you tape down any applicable wires?

**After your event...**

- ☐ Did you clean up?
- ☐ Did you lock up?
- ☐ Did you return the keys to the Lookout? You can return them to the SAMU main office (SA-301) or the SG Coordinator.
- ☐ Did you fill out a Post-Event Summary form on Student Groups Connect?