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Request checklist

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Updated: June, 2015

User Permissions & Access

Browse & Resources Only	Browse, Resources & Reservations
All students	Staff/ Faculty
External Community contact Hospitality Concordia directly	Student Booking Officers

Students:

- Students must be sponsored by a *Recognized Student Group registered with the Dean of Students Office.*
- A request on behalf of the Student Group/Association must be submitted by a Booking Officer as outlined in the *Policy on the Recognition of Student Organizations and Use of University Space (VPS-10).*

Student Booking Officers:

Requests made must be for event dates which fall within your term.

External Community:

Contact Hospitality Concordia by email at hospitality.booking@concordia.ca or by calling 514-848-2424 ext. 5981

Event Categories

Category	Definition
Event	Request is for **one event, for the same activity** which can take place over one or more dates/times/venues. Activity refers to same Event Name, Type, Description, Food, Alcohol, Services required, etc.
Multi-event	Request is for **one event, with different activities** which can take place over one or more dates/times/venues. Activity refers to different Event Name, Type, Description, Food, Alcohol, Services required, etc. Example: A conference with Guest Speakers, Workshops, and a Reception.

All above Requests will fall under ONE RESERVATION number containing the details for each date, location and activity.

Catered / Self-catered events

Definitions

catered event: An event held on University space where a caterer prepares, handles, and manipulates the food and delivers and/or provides wait staff service on-site.

Instructions

You must select a Caterer from the *University's Approved Caterers list*

HOWEVER, if you choose to handle/manipulate the food delivered by the Approved Caterer, you must respect the *Procedures for the Sale and Service of Food*.

self-catered event: An event held on University premises where the event organizer (or its representatives) come into contact with food (preparing, handling, manipulating), either on- or off-site.

self-catered low-Risk Foods

Foods that pathogens have trouble surviving in because they are drier, have a high sugar or salt content, or are more acidic. These foods do not need to be kept hot or cold. Although traditional bake sale foods such as bread, cakes, pies, cookies and candies rarely cause illness, it is important to remember that under the right circumstances any food can cause food borne illness.

Examples: cakes (except cheesecake or dairy-filled cakes), cookies, squares/bars, muffins, cupcakes (except cream dairy-filled), fruit pies not requiring refrigeration, tarts, breads, candies, popcorns, chocolates, fudge, brownies.

served / sold

Even when handling low-risk foods, you must respect the Procedures for the Sale and Service of Food.

A *Food Waiver is obligatory.**
You must read and agree to abide by the Food Waiver Terms and Conditions.

self-catered high-Risk Foods

Foods that can support the growth of pathogens and/or foods that have been associated with causing food borne illness. These foods must be kept and served hot or cold (i.e. dairy, meats).

Examples: cheesecake, pumpkin and meringue pies, frostings or fillings with cream cheese, custards, whipped cream or cheese, meats and dairy.

Served

Sold

A *Food Waiver and a *MAPAQ Permit* is obligatory.**
You must read and agree to abide by the Food Waiver Terms and Conditions and apply to MAPAQ for a Special Event Permit **20 business days prior** to your event.

**** MyEvents has inserted the Food Waiver into the Reservation Form. You do not require completing a Waiver form but must agree to the Waiver Terms and Conditions provided within.***

Alcohol At Events

Criteria	Instructions
staff/Faculty Only • You are a staff/faculty member of Concordia University • The event is being held for Departmental/University related purposes • The event is hosted by the University and guests are by invitation only • There is no cover charge at the event (including conference/ registration fee and/or donations) • Alcohol is complimentary (served not sold)	You do **not** require an Alcohol Reunion Permit. HOWEVER, when handling alcohol, you must respect the *Procedures for the Sale and Service of Alcohol*.
staff/Faculty/students/externals • The event is co-hosted with/by an external organization • The event is open to the public • There is no cover charge at the event (includes conference/ registration fee and/or donations) • Alcohol is complimentary (served not sold)	**An Alcohol Waiver* and an *Alcohol Reunion Permit to Serve* is obligatory.** You must read and agree to abide by the Alcohol Waiver Terms and Conditions and apply to RACJ for an Alcohol Reunion Permit 15 days prior to your event.
staff/Faculty/students/externals • The event is co-hosted with/by an external organization • Alcohol is sold or there is a cash bar at the event • There is a cover charge for the event, even if the alcohol is served free to guests. Cover charge also refers to registration fee (includes conference/registration fee to attend event and/or donations)	**An Alcohol Waiver* and an *Alcohol Reunion Permit to Sell* is obligatory.** You must read and agree to abide by the Alcohol Waiver Terms and Conditions and apply to RACJ for an Alcohol Reunion Permit 15 days prior to your event with the following exceptions: - Outdoor events open to the public: 30 days prior - An event held on January 1, June 24, July 1 and December 25: 30 days prior **Only student groups with a registered NEQ number can make a profit from the alcohol** — otherwise the sale of alcohol can only go towards the expenses of the event.

**** MyEvents has inserted the Alcohol Waiver into the Reservation Form. You do not require completing a Waiver form but must agree to the Waiver Terms and Conditions provided within.***

HOW TO OBTAIN FOOD & ALCOHOL PERMITS

It is **mandatory** that you obtain the Permits required for your event.

Alcohol Permit Applications must be received by the RACJ **15 days** prior to your event date with the following exceptions:

- Outdoor events open to the public: **30 days prior**
- An event held on January 1, June 24, July 1 and December 25: **30 days prior**

Alcohol Reunion Permit to serve

1. Complete an Alcohol Reunion Permit Application
2. The Designated Space Administrator will provide you with a letter which must accompany your application.

You are responsible for meeting the above deadline and assuming the cost of the Alcohol Reunion Permit required at your event ($42.50).

Alcohol Reunion Permit Application

To assist you in completing the application:
Sample Application
RACJ (Régie des alcools, des courses et des jeux) Website

Alcohol Reunion Permit to sell

Only groups with a Registered NEQ number can make a profit from the alcohol.

1. Complete an Alcohol Reunion Permit Application
2. Complete a Questionnaire
3. The Designated Space Adminsitrator will provide you with a letter which must accompany your application.
4. Include a price list for which the Alcohol will be sold at the event.

You are responsible for meeting the above deadline and assuming the cost of the Alcohol Reunion Permit required at your event ($84).

Alcohol Reunion Permit Application
Alcohol Reunion Permit Questionnaire

To assist you in completing the application:
Sample Application
Sample Questionnaire
RACJ (Régie des alcools, des courses et des jeux) website

Food Permit Applications must be received by MAPAQ **20 business days** prior to event

Food special event Permit

1. Complete a MAPAQ Permit application

You are responsible for meeting the above deadline and assuming the cost of the Food Permit required at your event. Price varies, see application.

Food Permit Application form

MAPAQ (Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec) website

Upon receipt of your Permit, you must:

1. Send a copy of the permit to the Designated Space Administrator
2. Make the permit visible and onsite throughout the event
3. Abide by the ***Waiver Terms and Conditions***
4. Abide by the obligations in accordance with the Permits

Failure to respect these instructions may result in the shutdown of the event, at the sole discretion of the University.

CHOOSING THE CORRECT RESERVATION FORM

Reservation Form available only to Staff/ Faculty for Departmental Meetings.

Event may require Food or Alcohol Permits and/or External Speakers or Government Officials.

Classroom/Auditorium requests will go on a waiting list until Academic Scheduling (priority) is completed.

WHERE DOES YOUR EVENT FIT?	RESERVATION FORM	SUBMISSION DEADLINE
Room only (rooms are limited) • ***No*** Services: ***no*** room set-up or Audio-Visual offered • For Staff/Faculty departmental meetings	**Self-Serve** *Form not currently available* Email hospitality.booking@concordia.ca	Minimum **1 Business day** prior to even
Indoor Room(s) and Services required • Audio-Visual, Room Set-Up, Event Coordination • Activities do not require Permits • Does not include External Speakers or Government Officials	***Event*** form	Minimum **10 Business days** prior to event
Indoor/Outdoor and Open Room(s) & Services required • Audio-Visual, Room Set-up, Event Coordination services • Activities may require Permits • External Speakers, Government Officials may be present • Includes Conferences, Exhibits and Fairs	***Event Plus*** form	Minimum **20 Business days** prior to event
Classroom and Auditorium rooms only • Audio-Visual and Event Coordination services • H-110 Movie Screenings	***Classroom/Auditorium*** form	Minimum **10 Business days** prior to event
Classroom and Auditorium rooms only • Audio-Visual and Event Coordination services • H-110 Movie Screenings • External Speakers may be present • Government Officials may be present	***Classroom/Auditorium Plus*** form	Minimum **20 Business days** prior to event
Kiosk in Atrium • Bake Sale, Info Table • Low risk food, no permit required • Only tables (maximum of 2)	***Kiosk Table*** form	Minimum **10 Business days** prior to event
Equipment only without room request • Event-Related Equipment only (i.e. Podiums and cocktail tables) • ***No*** Audio-Visual	***Equipment Rentals*** form	Minimum **10 Business days** prior to event

USER EVENT CRITERIA & RATES

Internal users

Faculty, Staff and Students of the University with a valid University ID card, all academic and administrative units and all recognized student groups who require access to and use of University space to conduct their University-related activities provided the event meets the Internal User Criteria below:

Internal users criteria

- The activity is for University-related purposes;
- The activity is for regular University operations of the department;
- The activity is for regular Recognized Student group Campus Life activities;
- The organizer of the events are Internal Users and the activity is not co-hosted with an external organization, unless for Academic and Research-related conferences, and career recruitment activities organized by a recognized department or student group;

Preferred users

Internal Users who do not fall within the Internal User Criteria above and/or wish to host non-University related activities on campus (personal events), and Alumni, retired university-employees, non-profit organizations, external organizations hosting an event in collaboration with Internal Users.

external users

External Users (persons, groups or organizations) who are not members of the University and who wish to use University Space.

For All users in addition to Rental Rates:

Event-Related charges

The User is responsible for all event-related charges such as, but not limited to, cancellation fees, room and set-up charges, internal and external supplier costs, equipment rentals, AV equipment and Services, etc.

Coordination & Onsite Management Fee

- Onsite coordination fee may apply to certain venues, see *Venue Rates*.
- Coordination and management fee for national and international conferences will be evaluated on an individual basis. A quote will be provided based on a consultation with Hospitality Concordia.
- Onsite coordination fee will apply when a representative of Hospitality Concordia is needed to remain onsite during event outside regular (9-5) business hours: Fee: $50/three hour minimum, plus $15/hour for each additional hour.
- Coordination/management fee will apply to spaces other than those managed by Hospitality Concordia during regular and outside business hours.

Cancellation Fees

A cancellation fee will be applied if event is cancelled less than ten (10) days prior to the event date.
Internals: $ 25/venue
Preferred: $ 50/venue
Externals: As per Space Agreement terms and conditions
A User will also be responsible for assuming any event-related charges incurred by the University up to the time of cancellation.

See Rate Chart for Hospitality Concordia Venues (next page)

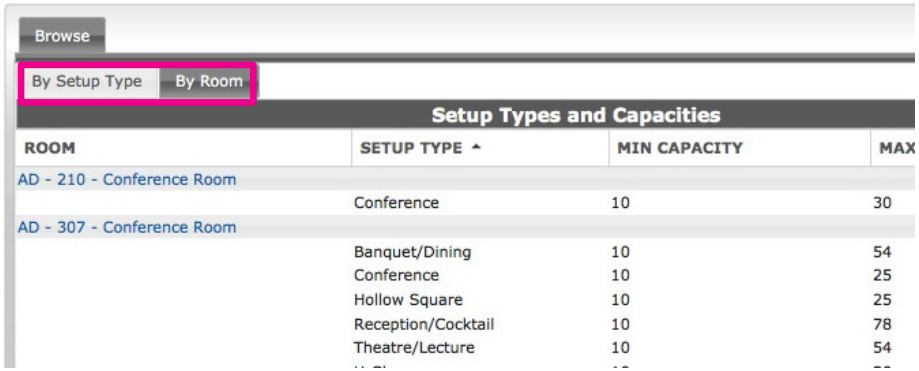
HOSPITALITY CONCORDIA VENUE RATES

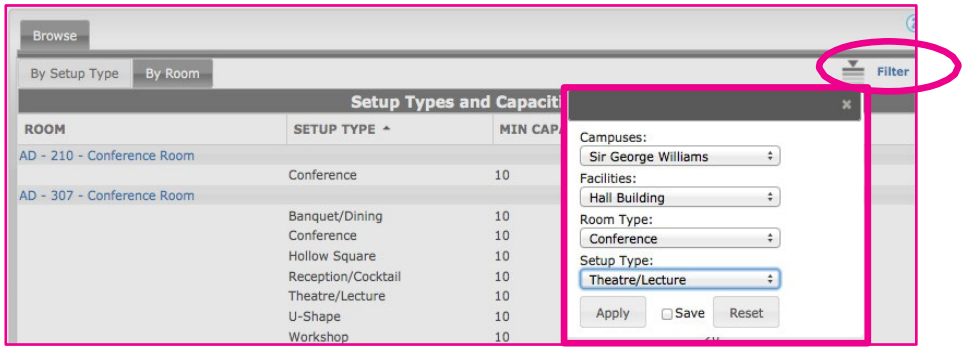
	venue/type	Internal	Preferred	External
Sir George campus (downtown)				
Engineering, Computer Science & Visual Arts Complex	EV-1 Atrium	No Charge	$300.00	$600.00
Engineering, Computer Science & Visual Arts Complex	EV 1.116 / Table only in Atrium	No Charge	$75.00	$150.00
Engineering, Computer Science & Visual Arts Complex	EV FOFA Atrium	No Charge	$150.00	$300.00
Engineering, Computer Science & Visual Arts Complex	EV 11.725 / Lounge	No Charge	$300.00	$600.00
Engineering, Computer Science & Visual Arts Complex	EV S2.200 / Table only	No Charge	$75.00	$150.00
Engineering, Computer Science & Visual Arts Complex	EV S2.200 / Max 6 Tables	No Charge	$150.00	$300.00
Grey Nuns Motherhouse	GN-1210 / Outdoor Garden (half space)	No Charge	$420.00	$600.00
Grey Nuns Motherhouse	GN-1210 / Outdoor Garden (full space)	No Charge	$850.00	$1,200.00
Henry F. Hall Building	H-110 Amphitheatre (678 seating capacity)	No Charge	$500.00	$1,000.00
Henry F. Hall Building	H-760 / Conference Room	No Charge	$125.00	$240.00
Henry F. Hall Building	H-762 / Conference Room	No Charge	$125.00	$240.00
Henry F. Hall Building	H-763 / Conference Room	No Charge	$250.00	$500.00
Henry F. Hall Building	H-765 / Foyer	No Charge	No Charge	No Charge
Henry F. Hall Building	H-767 / Conference Room	No Charge	$250.00	$500.00
Henry F. Hall Building	H-769 / Conference Room	No Charge	$125.00	$240.00
Henry F. Hall Building	H-705 / ZEST Cafeteria	No Charge	$300.00	$600.00
Library Building	LB Atrium	No Charge	$300.00	$600.00
John Molson School of Business	MB 1.109 / Atrium (Section A)	No Charge	$300.00	$600.00
John Molson School of Business	MB 1.155 / Table only	No Charge	$75.00	$150.00
John Molson School of Business	MB 1.245 / Atrium (Section B)	No Charge	$300.00	$600.00
John Molson School of Business	MB 2.130 / Conference Room	No Charge	$250.00	$525.00
John Molson School of Business	MB 3.130 / Lounge	No Charge	$250.00	$525.00
John Molson School of Business	MB 4.101 / Lounge	No Charge	$250.00	$525.00
John Molson School of Business	MB 4.135 / Lounge	No Charge	$250.00	$525.00
John Molson School of Business	MB 5.101 / Lounge	No Charge	$250.00	$525.00
John Molson School of Business	MB 6.101 / Lounge	No Charge	$250.00	$525.00
John Molson School of Business	MB 6.135 / Lounge	No Charge	$250.00	$525.00
Loyola campus				
Loyola Jesuit Hall & Conference Center	RF 110.00 / Conference Room	*	$320.00	$550.00
Loyola Jesuit Hall & Conference Center	RF120.00 / Conference Room	*	$320.00	$550.00
Loyola Jesuit Hall & Conference Center	RF 130.00 / Conference Room	*	$320.00	$550.00
Loyola Jesuit Hall & Conference Center	RF 335.00 / Conference Room	*	$275.00	$400.00
Administration Building	AD-210 / Conference Room	No Charge	$250.00	$500.00
Administration Building	AD-307 / Conference Room	No Charge	$250.00	$500.00
Administration Building	AD-308 / Conference Room	No Charge	$250.00	$500.00
Vanier Library	VL Atrium / Table only	No charge	$75.00	$150.00
SGW & Loyola campus	Classrooms|Amphitheatres (< 250 seating)	No Charge	$150.00	$175.00
	Amphitheatres (> 250 seating)	No Charge	$300.00	$350.00

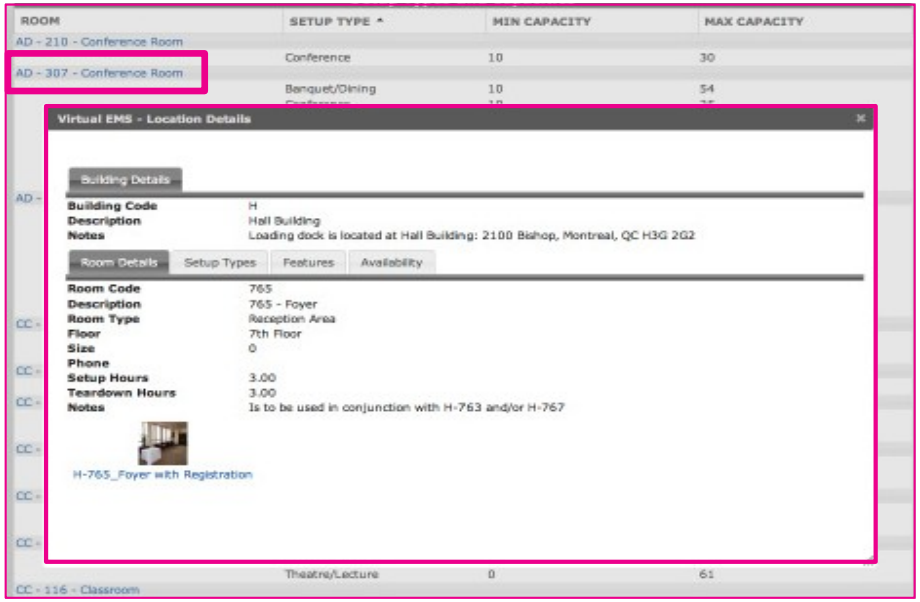
* *On-site coordination fee applies ($80 - $200) based on event*

Browse Venues in MyEvents to see venue images and descriptions

BROWSE VENUES







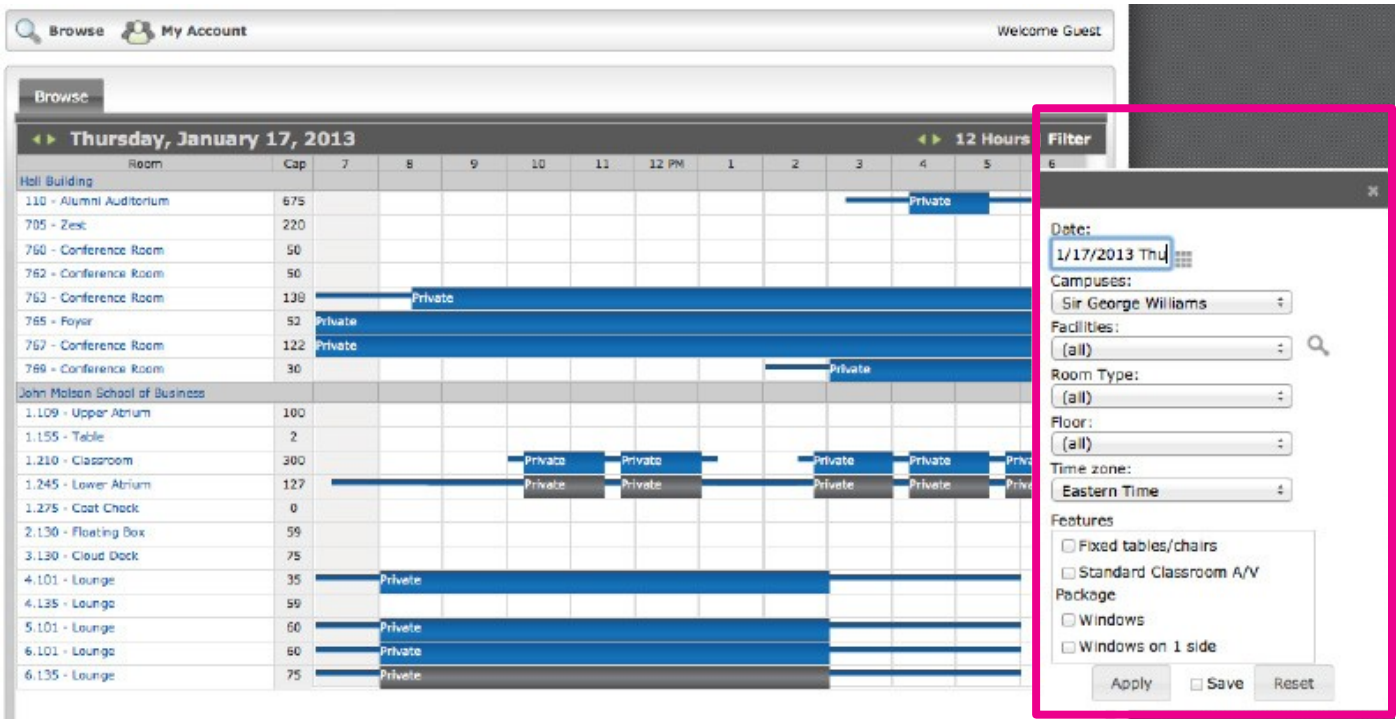
Browse displays details for all venues in MyEvents, by Set-up type or by room.

Clicking **Filter** narrows your search to date, times, and venue features (where applicable).

Venue Details:
Click on a venue to open a dialog box which includes:

- an image of the venue
- set-up times (if applicable)
- additional notes and features

BROWSE AVAILABILITIES

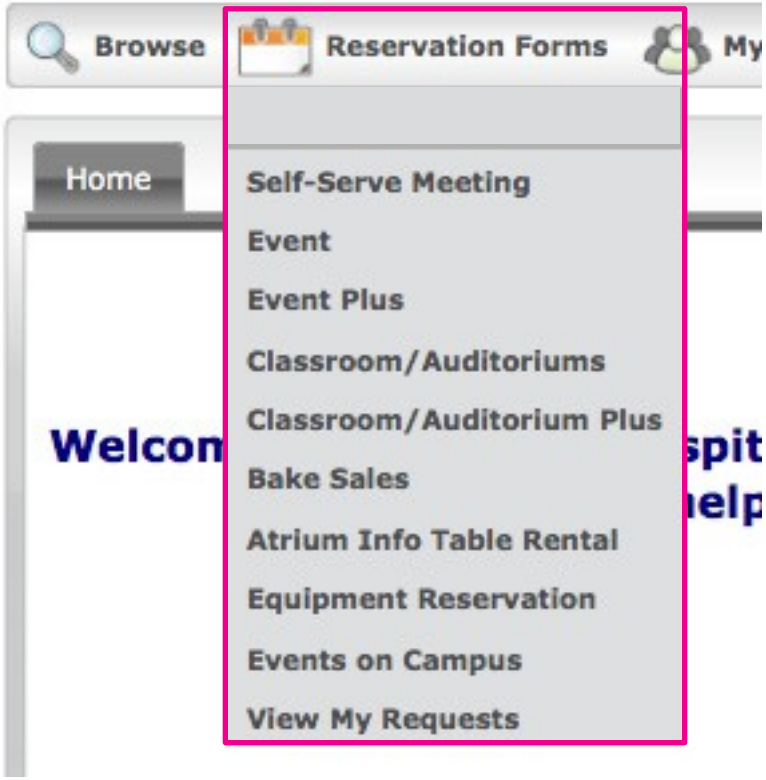


Browse Availabilities displays a list of all venues showing the dates and times of both the booked times and those which remain available.

Blue or black bars mean the venue is **booked**.

Tip: You can click on **Filter** *to narrow your search to date, times, buildings and venue features (where applicable).*

SELECTING YOUR RESERVATION FORM



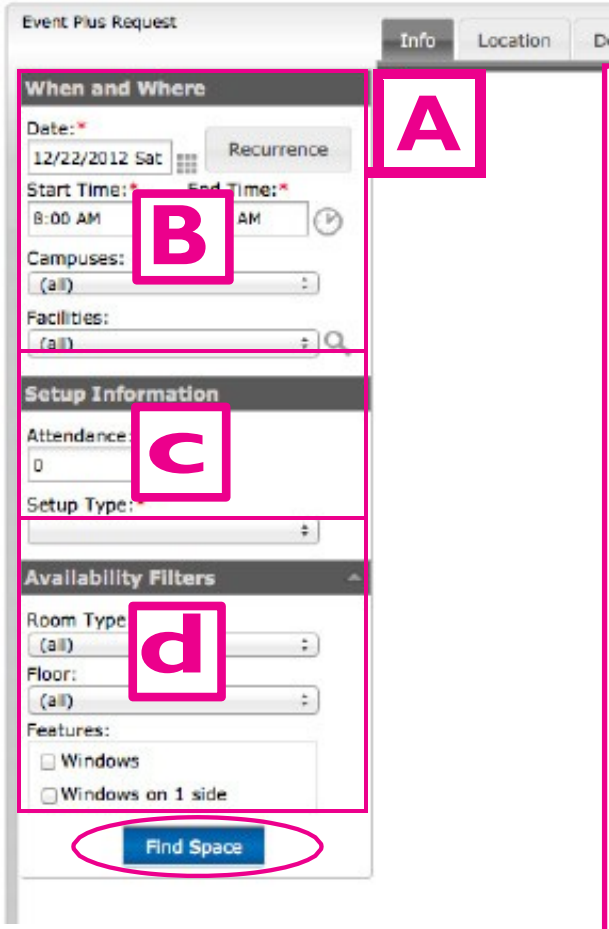
Make sure you have reviewed the Reservation Forms diagram (page 7) to ensure you choose your form accurately.

The Reservation Forms in MyEvents vary based on many factors. It is important that you select the proper form to begin with otherwise you will have to start over.

Go to the Reservation Forms Tab.
The Reservation Forms displayed will vary based on your User profile.

Select the form and you can begin the request process.

STARTING THE REQUEST PROCESS



A. info tab provides information pertaining to the Reservation Form.

B. When and Where
Indicate desired date, time, start-time & end-time.
Note: Daily building hours are from 8 a.m. to 11 p.m.
Calendar days which appear in a red square indicate the University will be closed (no events may take place on campus on those days.)
*If you are prompted: "**request violates building hours**" you may have requested hours outside building hours or chosen a date when the University is closed.*

Select campus and the building if you wish to narrow your search.
*If you are prompted: "**first available booking date violation**" you did **not** respect the submission deadlines and need to select an alternate date.*

*Whenever you see a red asterisk [*] this field is **mandatory**.*

c. set-up information
Indicate maximum number of expected attendance and the room set-up type required.

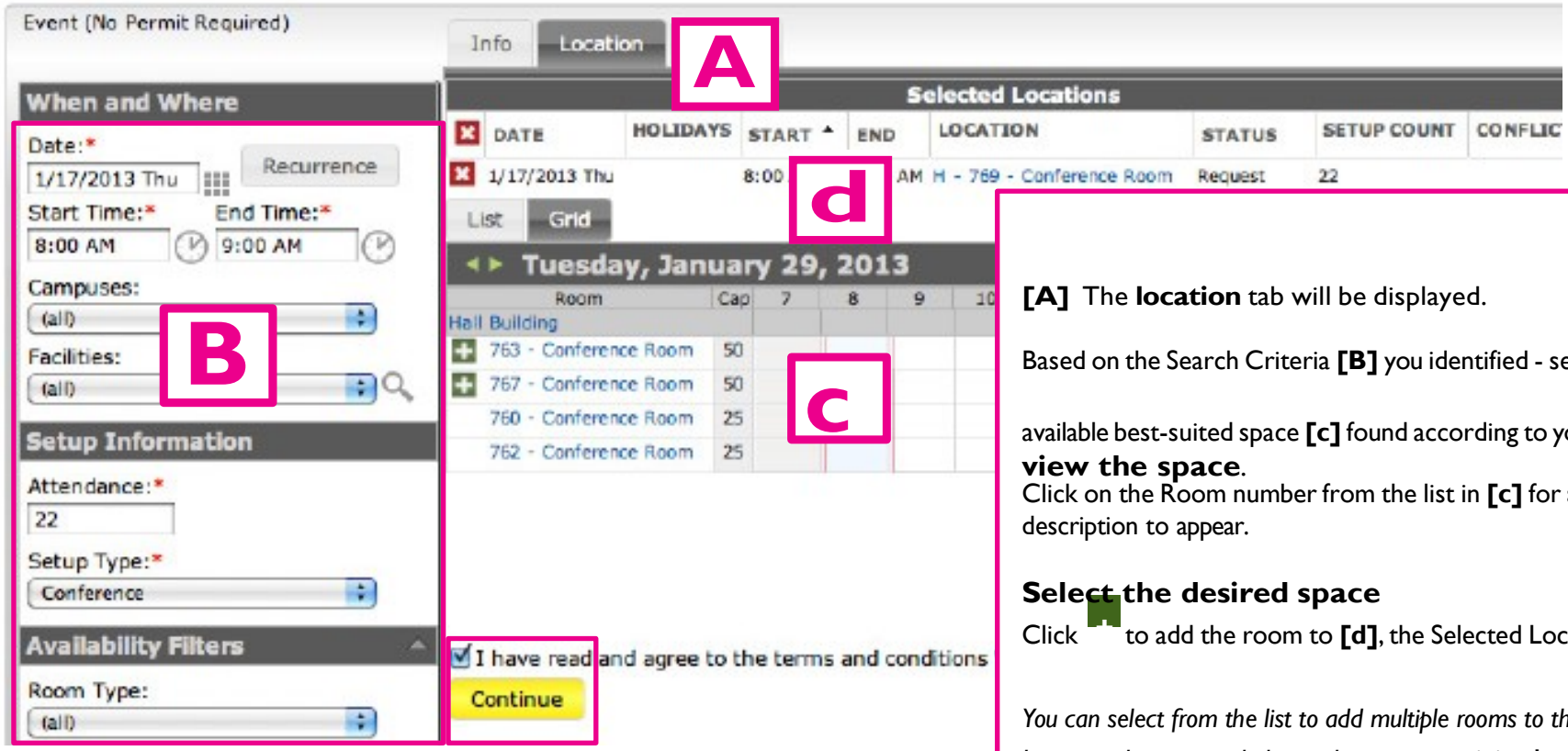
d. Availability Filters (optional where available) narrows down your search by selecting specific features.

Click **Find space** once you are done, and the system will provide you with available options which meets your criteria.

Important:
Use the **Recurrence** button **only** if:

- Event **activities/details** are **same** for one or more **dates -** which occur in a **set pattern.**

SELECTING YOUR SPACE



[A] The **location** tab will be displayed.

Based on the Search Criteria **[B]** you identified - see the list of available best-suited space **[c]** found according to your criteria.

view the space.
Click on the Room number from the list in **[c]** for an image and description to appear.

Select the desired space

Click + to add the room to **[d]**, the Selected Locations box.

*You can select from the list to add multiple rooms to the Selected Locations box - provided it is the **same activity.****

You can identify new information in **[B]** *Search Criteria to add to list - provided it is the **same activity.****

Remove a space

Click X to remove one of the Selected locations from the list.

Important: You must read and agree to abide by the Booking Terms and Conditions for your event to be processed.

Click continue, at which point the Reservation Form will appear.

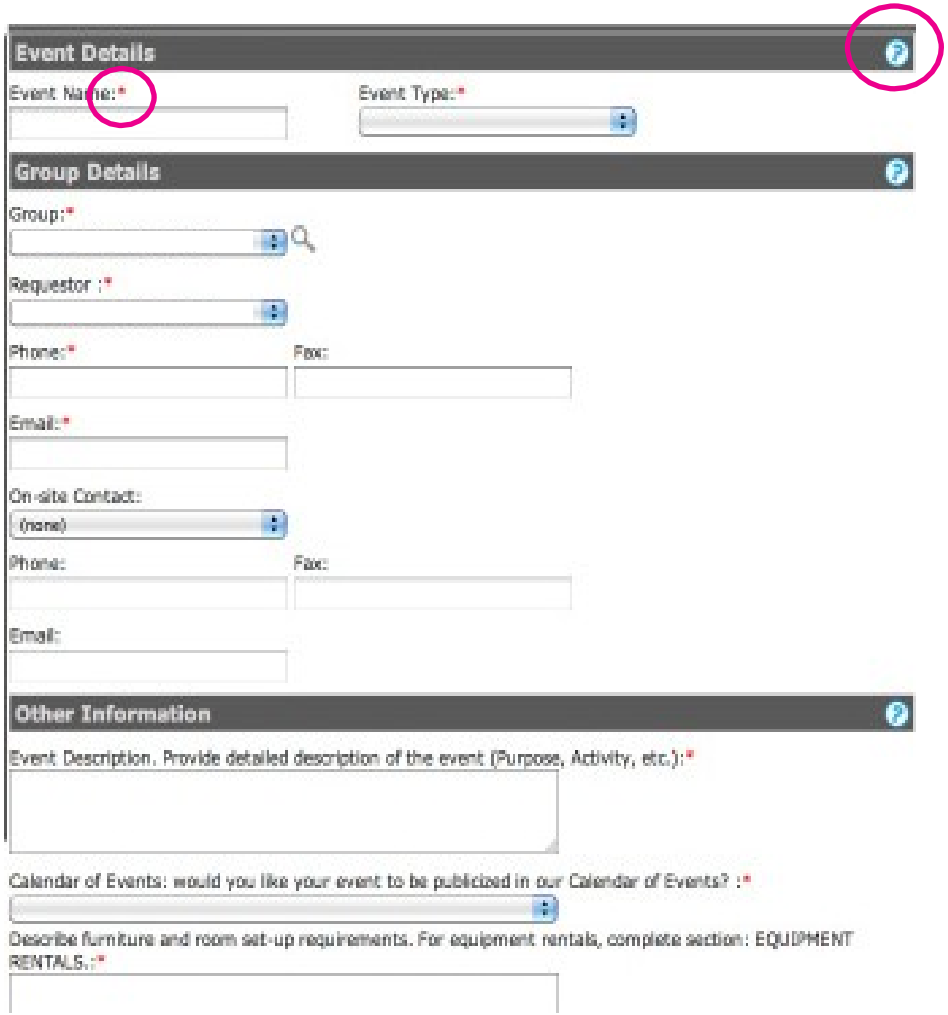
Multi-event *

A Multi-event is when one Event consists of **different activities** (i.e. Event name, Type, Description, Food, Alcohol, Services required, etc) which can take place over one or more dates and venues. **if the activities differ, do not include additional dates or rooms at this time.**

choose only your **one main activity** to select the space.
you will have the opportunity to add spaces/dates later in the **edit your request** step so that you can add and specify details (information/services required) pertaining to each of the additional activities.

Note All will be recorded under one Reservation number for tracking.

COMPLETING THE RESERVATION FORM



Questions within the Reservations Forms may vary based on the activities specific to that form.

The icon which appears at the top right of each section within the form provides additional information.

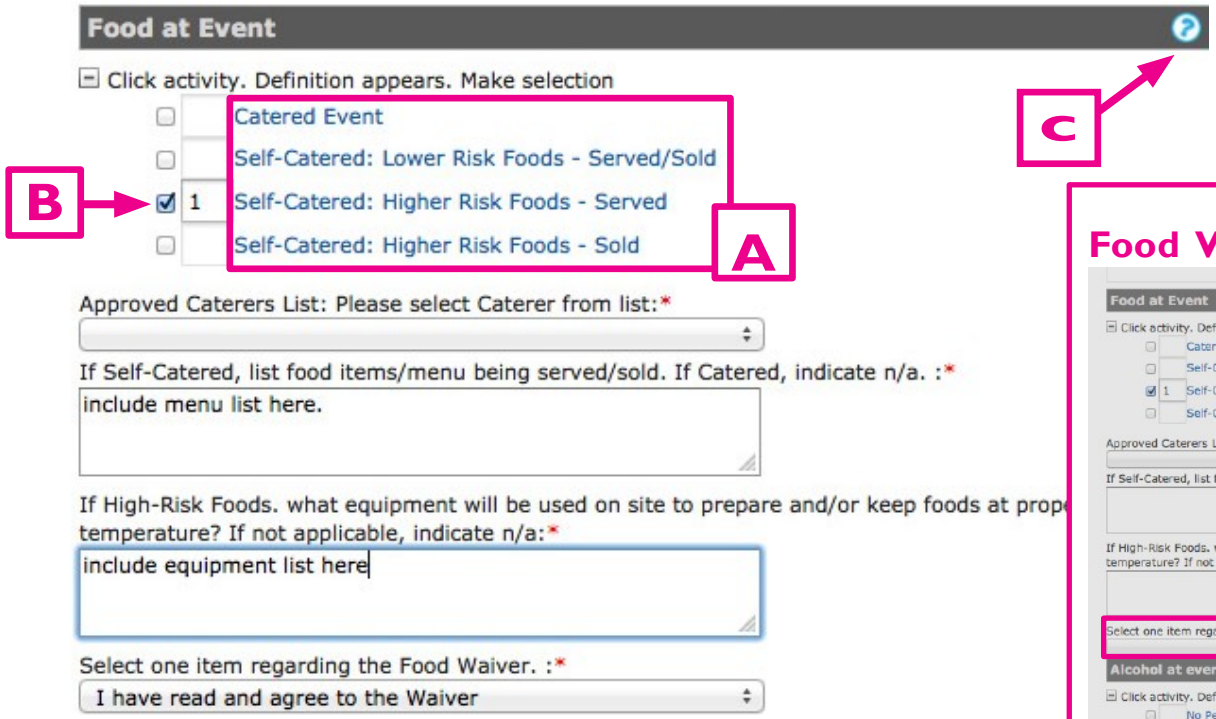
You must provide complete and accurate information otherwise your request will not be processed.

Whenever you see a red asterisk [*] this field is ***mandatory****.*
If an item does not apply to your event, simply indicate **n/a** *(for non applicable).*

Student Booking Officers: You can indicate the name of the student on whose behalf you are requesting, provided they will be the onsite contact and responsible for the event which you are authorizing.

Important: See the icon in Group details for assistance to ensure your user profile data is populated correctly.

COMPLETING THE RESERVATION FORM (Food At Events section)



Food at events is either catered or self-catered.
Make sure to see the Catered/Self-Catered Events (Page 4) Diagram and properly complete this section.

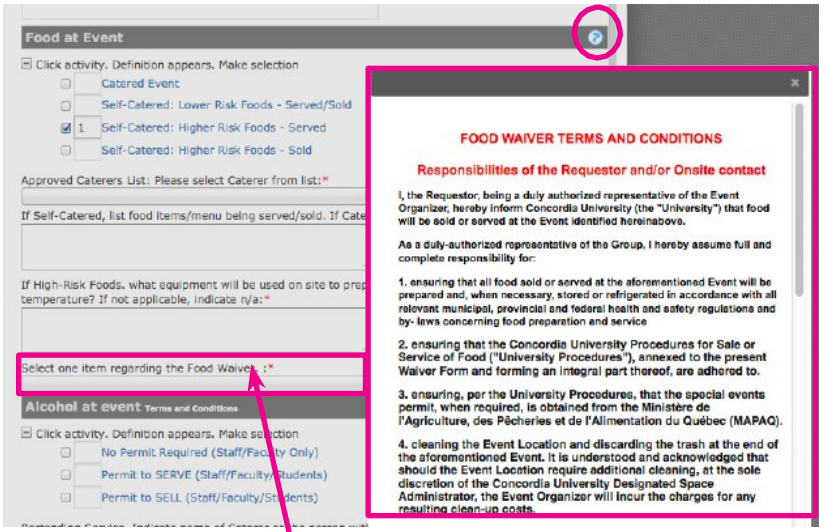
[A] Click on each of the Food activities for definitions to ensure you choose the one that best describes your activity.
Be sure to read and abide by the instructions for which you are responsible.

[B] Click on the small box to select your choice. The number one will automatically appear in the box to the right when it has been selected.
The questions in this Section are **required** *fields. If they do not apply to your activity, indicate:* **n/a** ***(do not leave blank).***

if your activity requires a Food Waiver:

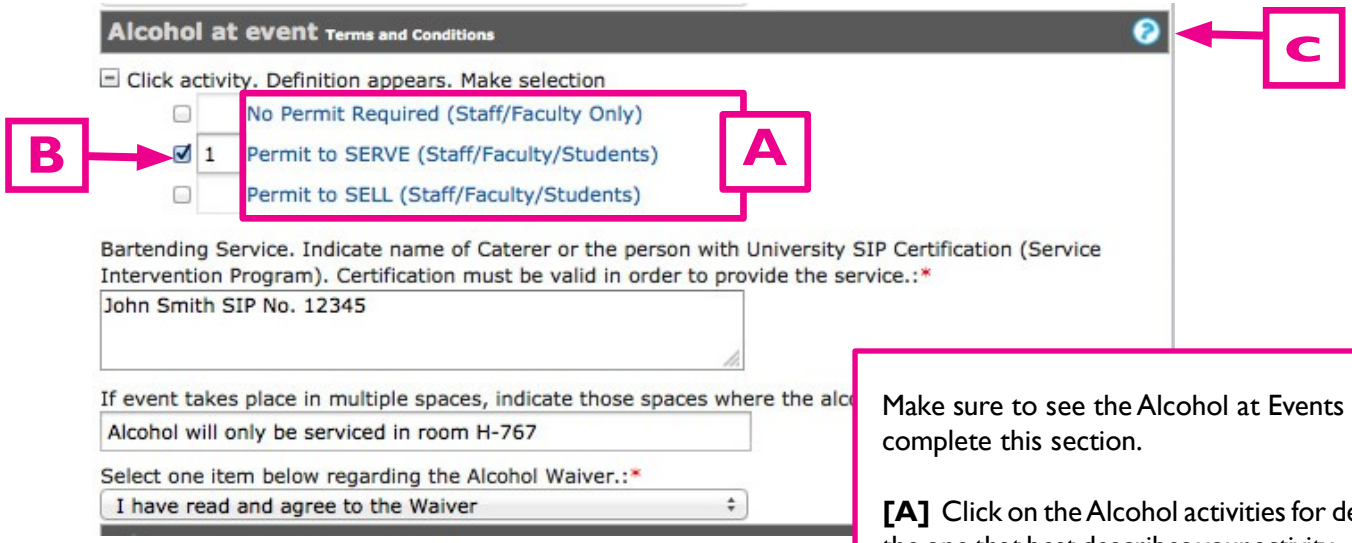
[c] Click on the icon to read the Food Waiver Terms and Conditions. It is mandatory that you read and agree to abide by the Food Waiver.

Food Waiver



If your event requires a Waiver you must select and agree to the Terms & Conditions, otherwise your request will not be processed.

COMPLETING THE RESERVATION FORM (Alcohol At Events section)



Make sure to see the Alcohol at Events Diagram (page 5) and properly complete this section.

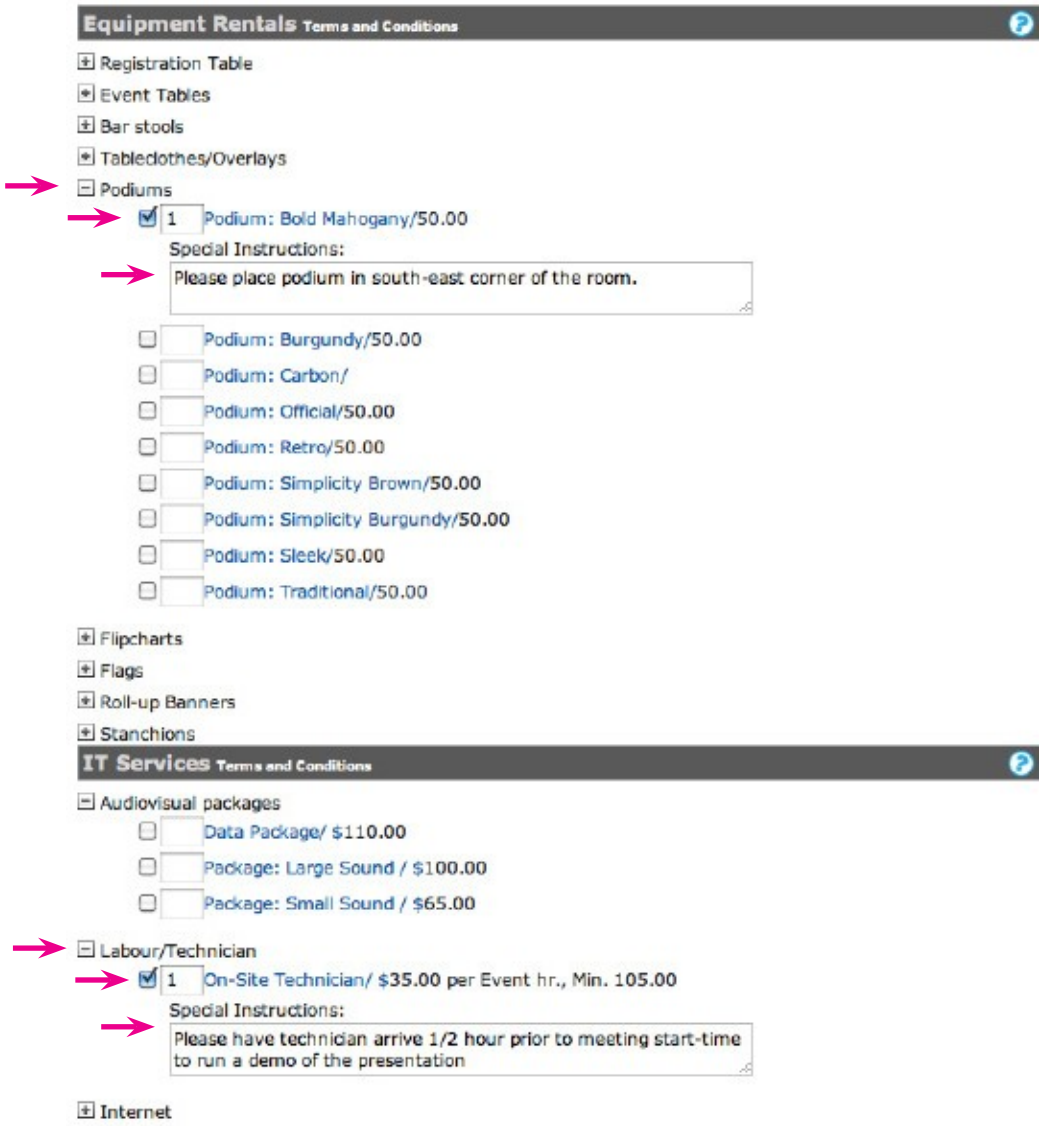
[A] Click on the Alcohol activities for definitions to ensure you choose the one that best describes your activity.
Be sure to read and abide by the instructions for which you are responsible.

[B] Click on the small box to select your choice.
The number one will automatically appear in the box to the right when it has been selected.
The questions below are **required** *fields. If they do not apply to your particular activity, indicate:* **n/a *(do not leave blank).***

if your activity requires an Alcohol Waiver:

[c] Click on the icon to see and read the Alcohol Waiver Terms and Conditions. It is mandatory that you read and agree to the Alcohol Waiver and respond to the questions.

COMPLETING THE RESERVATION FORM (equipment And Audio-visual)



Event-equipment Rentals and Audio-visual services

viewing items available within each category:

- Click [+] to expand any list
- Click on the item name for more details

Ordering items within each category:

- Check the box to make your choice.

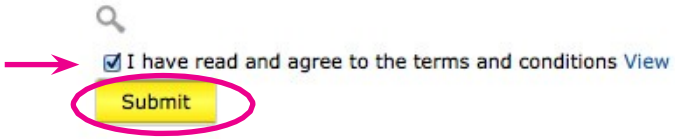
The number one will automatically appear in the box to the right, to represent ONE item. To modify, simply indicate the desired quantity in the box.

Optional: You can include special instructions pertaining to that item in the box which appears below it.

Follow the same steps to order both Equipment and/or Audio-Visual Services.

See the (?) icon for additional information and conditions pertaining to equipment rentals and services.

SUBMITTING YOUR REQUEST



Automated Request Summary (not a confirmation)

View Reservation Summary

Back To Reservation Summary

Email Options

Detail | Summary | Mobile Friendly

Hospitality Concordia
Concordia University
GM 400, 1455 de Maisonneuve Ouest
Montreal QC H3G 1M8
Canada
Phone: (514) 848-2424 ext. 5981 / Fax:(514) 848-2805

Request Summary

Group	Reservation 1867
FINANCE & BUSINESS OPER.	Event Name: Tutorial Phone: 514-848-2424 Email Address: booking@concordia.ca Event Type: Workshop/Training Status: Booking Coordinator Review

BOOKINGS / DETAILS	QUANTITY	PRICE	AMOUNT
Friday, December 21, 2012 8:00 AM - 9:00 AM Tutorial (Booking Coordinator Review) AD 307 Reserved: 5:00 AM - 12:00 PM Banquet/Dining for 22			

Be sure to have thoroughly completed the form with all required fields and agreed to the Booking Terms and Conditions. MyEvents will prompt you for any missing information — it will not submit your request until the form is complete.

Click **submit** once you have completed your Reservation form.

MyEvents will automatically email you a Request Summary — **this is not a confirmation**.

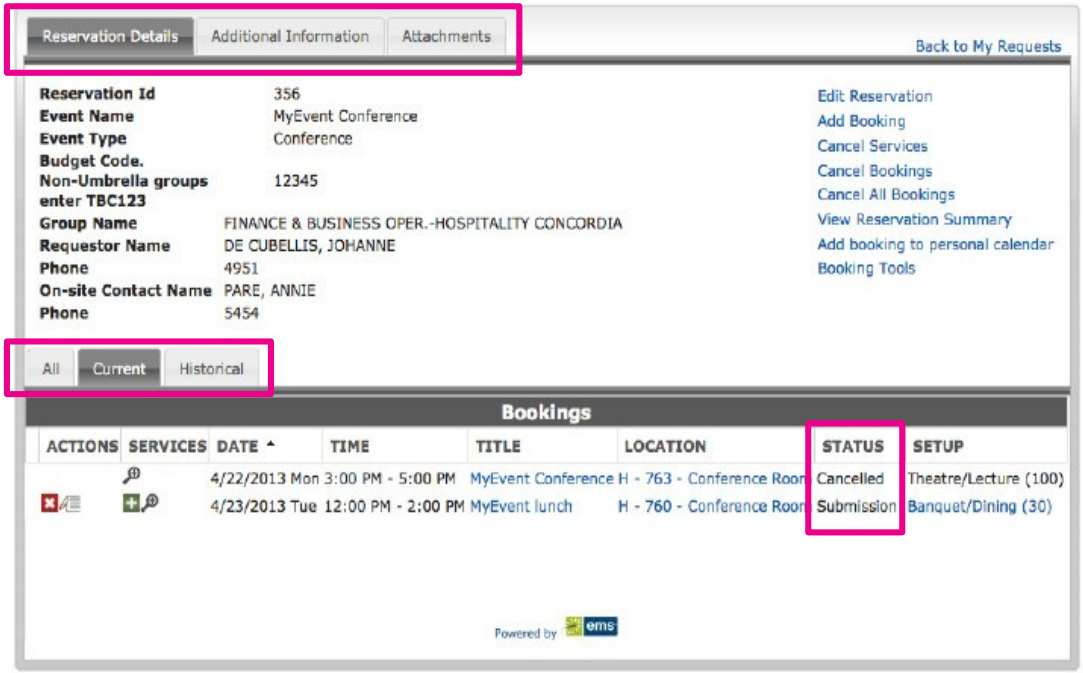
note: All submissions remain requests — and are not confirmations until you have received a space confirmation

Review your request to ensure the information is accurate. You can view, and track the request status in ***View My Requests*** (see next page).

if you have a Multi-event Request:

- Click to submit here anyway
- MyEvents will assign a Reservation Number
- Reservation will be recorded in **view My Requests**
- Follow instructions in **edit my Request** to include additional rooms, dates and information pertaining to additional activities.

VIEWING YOUR REQUEST



Important: Any changes to the event *information must be sent to* ***hospitality.booking@concordia.ca*** *unless you have received a space confirmation, then send changes directly to your Event Coordinator.*

View My Requests from the Reservation Form Tab

Track the **status** of your requests during the planning process.

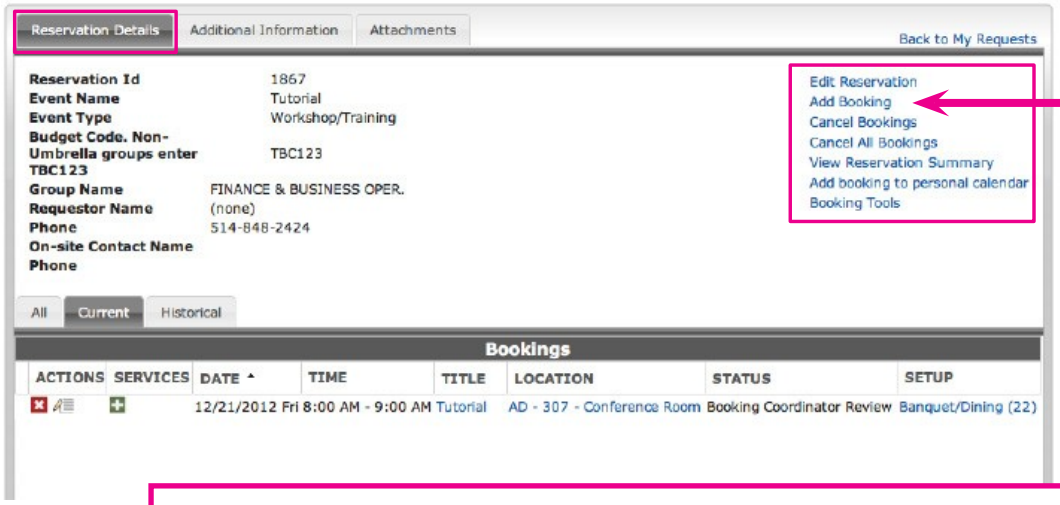
View **All, current and historical** requests from the Tabs.

The Reservation Details Tab displays your edit options. See **edit your Request** (next page).

Additional information Tab allows you to review the information you provided in the "Other Information" section of the Reservation Form.

Attachments Tab allows you to attach documents (i.e. information, images, instructions) to your request.

EDIT YOUR REQUEST



Multi-events:

Click on **Add Booking**

This is where you can select the additional dates and spaces, and continue to follow the Edit options available to you to specify relevant information/ services required pertaining to each of the additional activities. (see Services options on next page)

Reminder: Any changes to the event once you have submitted your request must be sent to hospitality.booking@concordia.ca unless you have received a space confirmation. If your space is confirmed, please send the changes to your Event Coordinator.

Edit your Reservation: Make changes to Event Name, Requestor and Billing Info.

Add Bookings: You can add dates, times and spaces.

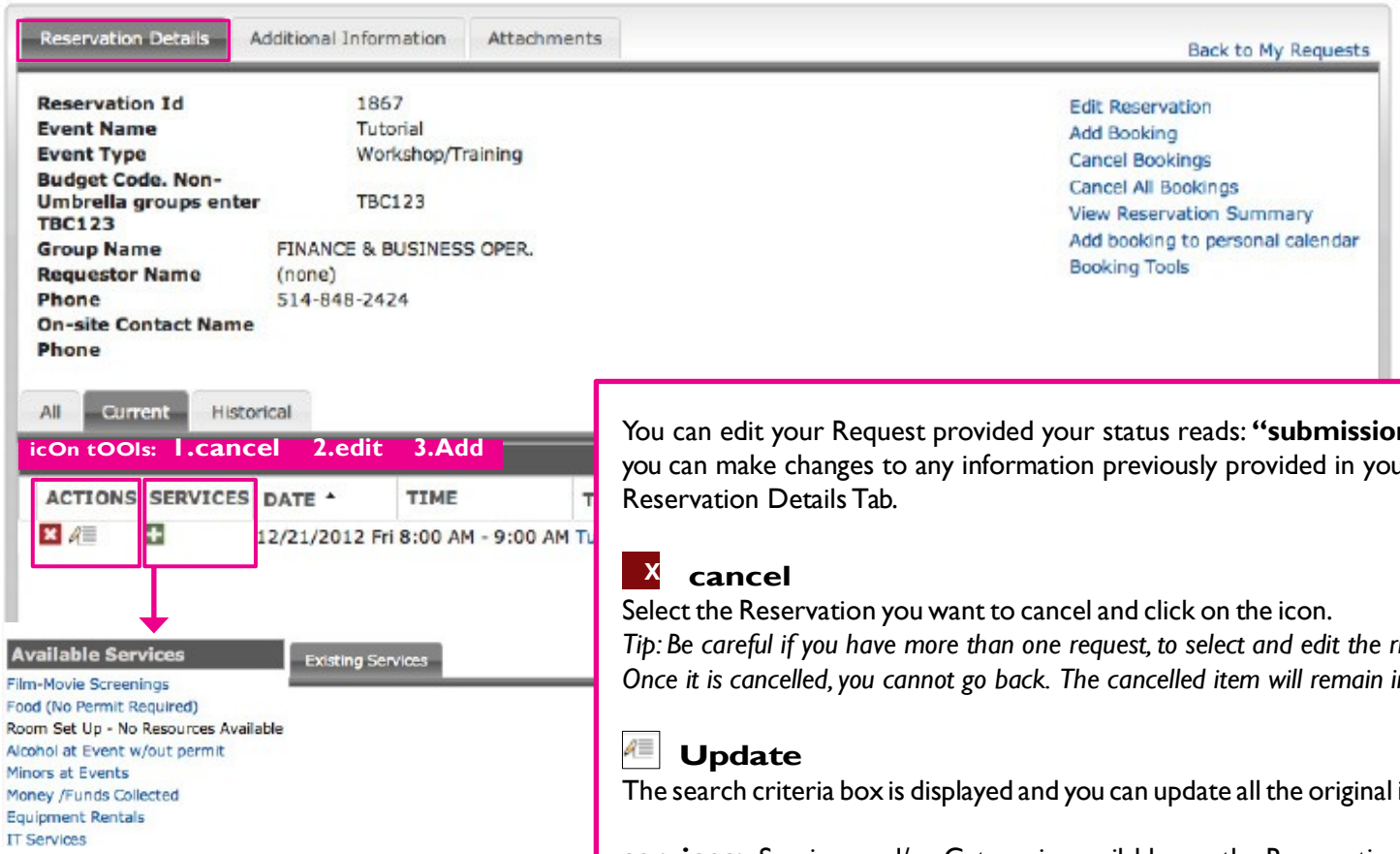
View Reservation summary: Allows you to view your Reservation Summary with all event details and email options.

Add Booking to Personal calendar: You can allow MyEvents to add the booking to your personal calendar.

Booking tools: Quick change to reschedule the date or time of your event.

(See next page for more edit options)

EDIT YOUR REQUEST



You can edit your Request provided your status reads: **"submission"**
you can make changes to any information previously provided in your Reservation Form in the Reservation Details Tab.

cancel
Select the Reservation you want to cancel and click on the icon.
Tip: Be careful if you have more than one request, to select and edit the right one each time.
Once it is cancelled, you cannot go back. The cancelled item will remain in your list for your records.

Update
The search criteria box is displayed and you can update all the original information entered.

services: Services and/or Categories available per the Reservation Form.

Available services: You can select to add these Services/Categories to your request.

existing services: You can select to edit, add, cancel Services or items within that Category.

CONFIRMATION PROCESS

Hospitality Concordia
Concordia University
GM 400, 1455 de Maisonneuve Ouest
Montreal QC H3G 1M8
Canada
Phone: (514) 848-2424 ext. 5981 / Fax:(514) 848-2805

Confirmation

Group		Reservation:	366
DE CUBELLIS, JOHANNE FINANCE & BUSINESS OPER.-HOSPITALITY CONCORDIA S-GM 905 17		Event Name: Status: Phone: Email Address: Event Type:	MyEvent Conference Submission 4951 jdc@alcor.concordia.ca Conference

Bookings / Details	Quantity	Price	Amount

Greetings,

Please find attached a preliminary quote which outlines the event details/request which have been discussed to date.

Please review the quote to ensure that everything is per your approval and immediately advise of any discrepancies or changes required.

If all information is accurate, kindly approve by replying to this email in order for us to proceed and finalize the plans for

Once the space is confirmed:
You will receive an email with instructions pertaining to your request, and if applicable, contact information for the Event Coordinator assigned to your event.

Review to ensure everything is correct.

Advise the Event Coordinator at your earliest convenience of any changes or new information pertaining to your event to ensure there is enough delay to make changes or deliver additional services.

If an Event Coordinator has not been assigned to the event, communicate any changes to:
hospitality.booking@concordia.ca

COMPLETION

Congratulations on successfully placing your Reservation!

Important: It is mandatory that you adhere to the booking terms and conditions as well as the waivers and permits applicable to your event activity.

For general information: *MyEvents@support.concordia.ca*
To provide feedback on using MyEvents: *Hospitality@concordia.ca*

For more information please visit our webpage at http://www.concordia.ca/hospitality.html

On behalf of Hospitality Concordia, we wish you a successful and memorable event for you and your guests.