



GERTS BAR EVENT BOOKING POLICIES & PROCEDURES

Updated: November 21, 2013

GENERAL

- 1) The capacity of Gerts Bar is 250 people and may not be exceeded;
- 2) Legal drinking age in the province of Quebec is 18. Only those of legal drinking age will be granted admission to Gerts Bar and proper photo identification must be provided upon request. Under no circumstance will underage participants be allowed into Gerts Bar, regardless of their participation in events;
- 3) Any form of drinking games is strictly prohibited;
- 4) Gambling in any form (e.g. poker) is prohibited on SSMU property;
- 5) Alcohol consumption is to remain in the bar; no alcohol will be permitted to leave the bar under any circumstances;
- 6) Only alcohol purchased at the bar may be consumed in the bar. Under no circumstances will individuals be permitted to bring their own alcohol into Gerts Bar;
- 7) Depending upon the nature of the event, SSMU security agents may be required at an additional cost to groups. The determination of the number of agents required for events is at the discretion of the head of SSMU Security. For more details on additional security requirements, please contact the Gerts Bar Manager;
- 8) Illegal drugs are prohibited by federal and provincial laws. Zero tolerance will be exercised if drugs are found on the premises. Illegal substances will be confiscated and the people in possession of illegal substances will be asked to leave the premises;
- 9) As of May 31, 2006, smoking is no longer permitted in public places. Smoking in Gerts Bar or in the Shatner University Centre is strictly prohibited and anyone violating the law will be asked to leave the premises. Those smoking outdoors are required by law to maintain a distance of at least 30 feet (9 meters) from any University entrance;
- 10) The Shatner University Centre and Gerts Bar are subject to the regulations found in the McGill "Student Rights and Responsibilities" Handbook (available at <http://www.mcgill.ca/secretariat/handbooks/student/>);

BOOKING YOUR EVENT

- 1) All booking requests must be made on-line at least two weeks prior to the date of the event. Once a booking request is received and approved by the Gerts Bar Operations Manager, an event agreement between the SSMU and the event organizer(s) must be signed in order for the booking to be confirmed;
- 2) Gerts Bar retains all bar sales;
- 3) All advertising and event promotions are the responsibility of the event organizer(s). All promotional materials (posters, flyers, on-line ads, etc) must be approved by the Gerts Bar Manager prior to distribution. Facebook and other social media campaigns must be submitted to, and approved by, the Gerts Bar Manager before distribution. Failure to obtain approval may result in the cancellation of the event. It is the responsibility of the event organizers to respect any regulations governing the distribution of advertising material on the McGill University campus and in McGill University buildings, as well as any applicable laws of the City of Montreal. Information can be found at <http://www.ssmu.mcgill.ca/en/rtePosterInformation.ch2> ;
- 4) Groups must inform the Gerts Bar Manager of any sponsorship for an event by an external company or organization. Failure to do so may result in the cancellation of the event;
- 5) Any group/event charging admission to the entire bar must provide volunteers to collect money at the door. Groups must specify if there will be an admission fee for the event when completing the booking request;
 - a. For events charging admission to the entire bar during normal hours of operation (Mondays-Fridays), groups may charge up to \$3.00 admission, and will retain 50% of revenues. 100% of presale revenues will be retained by the group, provided that group shows presale numbers to the Gerts Manager at least 24 hours before the event for capacity reasons. Failure to do so will render any presale tickets void.
 - b. For special events charging admission outside of the normal hours of operation (Saturdays and Sundays), groups may charge any amount they see fit, and will retain 100% of revenues.
- 6) Any group charging admission between October 1 and April 1 must provide volunteers to staff coat check, following the guidelines listed below. Failure to provide adequate staff or to follow the rules listed below will result in Gerts Bar retaining 100% of admission revenues. If Gerts Bar is required to staff coat check, 100% of admission revenues will be retained by Gerts Bar;
 - a. Groups accept liability for any and all lost or stolen items from the coat check, and agree that should any items be lost or stolen, group will reimburse the owner the full monetary value of the article.

- b. All volunteers working coat check must refrain from consuming alcohol before or during their volunteer hours, and must not bring alcohol into the coat check.
 - c. Event organizers agree to attend a coat check training session and must provide SSMU with a list of their expected volunteers at least 24 hours prior to the start of the event.
 - d. Coat check volunteers and group organizers agree to always take direction from the Gerts Bar Managers, SSMU Security Personnel and the SSMU Events Administrator.
- 7) Gerts Bar's regular hours are as follows:
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|------------------|---------------------------------------|
| Monday-Tuesday | 11:00am to 11:00pm |
| Wednesday-Friday | 11:00am to 2:00am |
| Saturday-Sunday | Closed but available for reservation. |

Events booked outside the normal operating hours may be subject to additional charges, including, but not limited to security, porters' overtime, and cleaning fees. Please refer to <http://ssmu.mcgill.ca/about-us/building/hours-of-operation/> for up-to-date official Shatner building hours;

- 8) Last call is 30 minutes before the bar closes;
- 9) Limited sound equipment is available for use by groups booking Gerts Bar and must be arranged with the Gerts Bar Manager prior to the event. It is the responsibility of the event organizer(s) to ensure that any additional equipment needed be arranged and obtained prior to the event. Any group using the Gerts Bar sound equipment is responsible for any damages caused to it, and must ensure that any equipment used or moved during the course of the event be returned to its original location and correctly plugged back in. Failure to do so may result in additional fees being billed to the group;
- 10) It is the responsibility of the group booking Gerts Bar to set up, operate, and put away any audio/visual equipment used during the course of their event. Failure by group to provide their own sound technician for live music events will result in the cancellation of their event;
- 11) The use of smoke machines, paint, permanent markers, powders, liquids, candles, etc. is strictly forbidden. Organizers will be charged for damages related to the use of such products;
- 12) Some events may require supplemental insurance coverage. In that case, proof of insurance must be submitted to the SSMU General Manager for approval. Sporting events are forbidden in Gerts Bar;
- 13) A group booking an event at Gerts Bar is solely responsible for the event. Your signature attests that you and your group agree to be liable for and to pay for the cost of damages and/or loss of equipment and/or property;

- 14) SSMU is not responsible for any lost or stolen goods or damages;
- 15) Any other additional charges after the event will be invoiced at a later date after verification of final charges received by SSMU such as: porters' overtime, security, cleaning charges, damages, etc;
- 16) The above policies and regulations are subject to change without notice, and final decisions and policies are at the discretion of the Gerts Bar Manager;

The following rates (taxes not included) are in effect as of February 26, 2014:

Bar rental	Internal Groups
Regular Booking (Monday-Friday):	
Table reservation	No charge.
Section booking	\$100, waived if sales exceed \$1,000
Entire bar booking (only available Wednesday-Friday)	\$200, waived if sales exceed \$2,000
Special Booking (Saturday and Sunday):	
Entire bar booking (Regardless of number of people)	\$350, waived if sales exceed \$1,500
CANCELLATION FEES	Forfeit of booking fee if less than 5 business days' notice.

Other Charges	Internal groups
Head agent	\$25.00 per hour
Regular agent	\$22.00 per hour
Porter fees (after building closing time)	\$50.00 per hour
Cleaning costs (Saturday and Sunday)	\$350.00

*All decisions regarding type of event, booking fees, and other charges are at the discretion of the Gerts Bar Manager and may be changed on a case-by-case basis.

*Additional funding to cover additional costs is available to internal groups through the Gerts Life Fund. Application available here: <http://ssmu.mcgill.ca/about-us/funding/gerts-slf/>

For additional information, please refer to the By-Laws of Book III of the William Shatner University Centre and the Society's clubs, services, media, programs and events.