

Campus Tent Initiative Information

Western Conference Services

Phone: 519.661.3545 • Email: conference.services@uwo.ca

In support of the health and wellness of our campus community, the Campus Tent Initiative has been designed to encourage outdoor gathering spaces over indoor gathering spaces whenever possible. While the tents can be booked privately, they are intended for general campus use daily from 10am – 2pm. Some exceptions may apply and O-week programming and Homecoming activities will take precedence in some locations.

Please note, residence tent locations are managed through each residence front desk.

Location	Sizes	Occupancy*
Talbot Bowl	50' x 100'	200
Concrete Beach	40' x 66'	105
Music Building	60' x 40'	96
IGAB Roundabout	30' x 30'	35
Thames Hall Patio	40' x 45'	50
Collip Patio	30' x 30'	35

**Numbers will be adjusted as per Government and Middlesex-London Health Unit guidelines.*

RESERVATIONS MAY REQUIRE:

Cleaning and Set-up Charges

In the event that you require a modified setup, additional fees will be applied. A rate of \$52.00 an hour.

Additional Rental Charges

In the event that you require additional tables, chairs, linens, etc. additional charges will be applied.

Audio Visual Equipment

If you require audio visual equipment additional fees will apply, power requirements and availability is limited in some locations.

Food and Beverages

A Conference Services representative will be happy to provide you with a full list of Great Hall Catering items and pricing. (Outside catering is not permitted on campus).

Liquor Licensing

If you require bar services, please note that we require a minimum of 14 days' notice prior to your event to process a Liquor License.

A Conference Services representative will be in touch within 48 hours to discuss your event requirements and talk more about the details of your event request.

Campus Tent Initiative Information

Western Conference Services

Phone: 519.661.3545 • Email: conference.services@uwo.ca

CONTACT INFORMATION

(This is a request for reservation and not a confirmation. Conference Services will be in touch within 48 hours).

First Name: _____ Last Name: _____

Phone Number: _____ Ext: _____ Department: _____

Campus Address: _____

Email Address: _____

Billing Information: UWO Speed Code: _____ Account Number: _____

EVENT INFORMATION

(Note: A Conference Services representative will be in touch within 24 hours)

Name of Event _____

Purpose of Event: _____

Event Date: _____

Event Start Time: _____

Event End Time: _____

Number of People in Attending: _____

Preferred Tent Location: _____

Services required if known:

A/V Required (e.g screen, microphone, lcd projector, podium)

Bar Service Request

(minimum of 14 days' notice is required)

Food and Beverages

Other

Setup required:

Tables

Chairs

Stand-up Reception

Sit down session

Unknown

ADDITIONAL INFORMATION / NOTES

**This is a request for reservation and not a confirmation. Conference Services will be in touch within 48 hours.*

Email the completed form to conference.services@uwo.ca