



Thomson House Event Booking Policies and Procedures

Updated: March, 2022

****Special Note****

Do not use scotch tape or any type of clear tape, or glitter, anywhere in the House. If you need to affix something to a wall, door, window or table, ask us before attaching it!

General

- 1) The legal drinking age in Quebec is 18. While minors are allowed at certain events (weddings, etc.) only those of legal drinking age will be served alcohol or allowed in the Main Bar during regular hours. Proper identification must be provided upon request.
- 2) Any form of drinking games is strictly prohibited.
- 3) Gambling in any form (e.g. poker) is prohibited on PGSS property. A charity event in which fake money is used is allowed.
- 4) Alcohol consumption is to remain in the House; no alcohol is permitted to leave the premises under any circumstances.
- 5) Only alcohol purchased from the bar may be consumed on the premises. Under no circumstances will individuals or groups be permitted to bring in their own alcohol onto the premises. Any alcohol found being brought in by an individual or group will be confiscated and the person or group may be asked to leave the premises.
- 6) No group is permitted to bring beverages of any sort to an event booked at Thomson House. **This includes non-alcoholic beverages such as juice, soft drinks, coffee and tea, and bottled water.** Groups or individuals found to be bringing in drinks to an event, alcoholic or not, may have their event shut down.
- 7) Illegal drugs are prohibited by federal and provincial laws. Zero tolerance will be exercised if drugs are found on the premises. People in possession of illegal substances will be asked to leave the premises.
- 8) As of May 31, 2006, smoking is no longer permitted in public places. Smoking on the premises 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 building entrance.
- 9) The PGSS and Thomson House are subject to the regulations found in the McGill Student Rights and Responsibilities” Handbook (found here <http://www.mcgill.ca/files/secretariat/Handbook-on-Student-Rights-and-Responsibilities-2010.pdf>);
- 10) All groups booking space at Thomson House must abide by general rules of good and proper conduct as per the Thomson House rules in Appendix I
- 11) All invoiced or tabbed food and beverage services are subject to a 15% gratuity charge on the pre-tax amount of the service.

Booking Your Event

- 1) Booking requests may be made online (<http://www.thomsonhouse.ca/contact/>), or by e-mail to hm.pgss@mail.mcgill.ca. Once a booking has been approved, a contract between the event organizers and a Thomson House representative will be required, at the discretion of the TH rep;
- 2) Internal groups (PGSS members, recognized PGSS clubs and GSAs) will be given booking priority, followed by McGill faculty/department groups, and then groups/individuals external to the PGSS and McGill will be considered;
- 3) Members' Events will be charged for spaces (Ballroom, Restaurant, Weekend Bookings, bookings outside of normal hours, or Boardroom bookings over two (2) hours in length) at a reduced rate.
 - i) A Member's Event is defined as an event booked by a recognized Member Group (i.e. GSA, Law Undergrad or Med Undergrad group) or collection of members, for Members, with Members representing the vast majority of attendees.
 - a. Events booked by a Member Group but which are open to the Faculty, Staff or non-Member students of McGill or to non-McGill guests/groups, and/or have attendance of approximately 50% or more of non-Members will be treated as McGill or External Events.
 - b. Events booked by McGill Groups, which are open to anyone at McGill (eg. SSMU clubs), will be treated as a McGill Event in all circumstances.
 - c. Personal/Private events, such as birthdays, anniversaries, weddings and such, are all treated as External Events in every case, though a discount on the room-booking fee may be applicable.
 - ii) Please note that rates are non-transferable, i.e. the Member rate is only available to member groups, not to departments or external groups, even when members may be the focus of the event. The same goes for McGill group events being paid for by external groups.
 - iii) **Invoicing:** In all cases the invoice for the event will be sent to the person/group organizing the event. The organizing person/group is responsible for ensuring the bill is paid in a timely manner. We cannot coordinate payment with a third party, nor can we split the invoice into multiple parts to be sent to various groups. Collection of funds for payment is solely the responsibility of the organizing group/person.
- 4) At the discretion of the Thomson House Administration, it may be necessary for groups to arrange for security for their event.
- 5) Thomson House will retain all food and beverage sales.
- 6) Thomson House offers full in-House catering services
 - a) External catering (food only) is not permitted except in cases of specific dietary requirements.
 - b) For served meals, please note that after an initial 15 minute buffer built into the start time for service, there will be a \$50 surcharge for each additional 15 minutes service is delayed to cover the increase in overall costs.

- 7) All advertising and event promotion is the responsibility of the event organizer(s). All promotional material (posters, flyers, on-line ads, etc.) must be approved by the House Manager prior to distribution. Failure to obtain approval may result in the cancellation of the event. It is the responsibility of the event organizers to respect the regulations governing the distribution of advertising material on the McGill University Campus, as well as any applicable laws of the City of Montreal.
- 8) Groups must inform the House 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.
- 9) Any group charging admission to an event is solely responsible for the collection of these funds either prior to the event or at the entrance to the reserved space. If you are collecting funds at the entrance to the space, be sure you have an appropriate amount of change to give out.
- 10) Groups may request that coat check be used for an event at the time of booking, however, the coat check option is only available for weekend (Saturday or Sunday) bookings. There is a \$75 fee for setting up a coat check, with your volunteers running it. If Thomson House staff are needed to run the coat check the \$75 set up fee will be waived and 100% of coat check revenues will be retained by Thomson House. If we set up a coat check to be staffed by the House and the set-up fee is waived, the coat check will be **mandatory for all guests**.
- 11) a) **IT Services**
Please note that Thomson House does not employ or have on hand any IT professionals. While we are able to set-up all of the equipment/supplies we offer, i.e. data projectors, PA system, microphones, DJ equipment, flat screen TVs, etc., and are generally able to trouble-shoot the most common issues you may encounter, we are by no means IT professionals. If your event is heavily dependent on the use of any tech you may want to consider finding a volunteer from within your group that has experience with these things, or hiring a third party technician to have on hand.
- b) **Internet Access**
We are part of the McGill wireless network, so Students, Faculty and Staff can log in using the McGill accounts, and those visiting from other educational institutes can log in using EduRoam. Other guests can log in by selecting 'guest.mcgill.ca' under your device's network options. They will need to agree to the terms of service and either self-register for guest credentials, or log in using a social media account.
- 12) Thomson House Hours are as follows for Mid-August to Mid-May:
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|------------------|-----------------------------|
| Monday-Wednesday | 9h30 to 23h00 |
| Thursday-Friday | 9h30 to 00h00 (up to 03h00) |
| Saturday-Sunday | reservation only |
- Summer hours are as follows for Mid-May to Mid-August:
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|-------------------|------------------------------|
| Monday-Wednesday | 11h30 to 22h00 |
| Thursday & Friday | 11h30 to 23h00 (up to 03h00) |
| Saturday-Sunday | reservation only |
- 13) For ballroom or weekend bookings it is possible to stay open until 3am, but this must be arranged when the booking is made, and additional fees may apply.
- 14) Last call is 30 minutes before the House closes, and 10 to 15 minutes before the Bar closes.

- 15) The music must be turned down 15 minutes before the bar closes/event is scheduled to end.
- 16) Audio/visual equipment (data projectors, overhead projectors, etc.) and limited sound equipment is available for use by groups booking the restaurant or ballroom, and must be reserved prior to the event. It is the responsibility of the group to ensure that any additional equipment needed be arranged and obtained prior to the event. Any group using the Thomson House sound or a/v 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 it's original location and correctly plugged back in. Failure to do so may result in additional fees being billed to the group. A separate system is required for dancing/dance parties, the cost of which will depend on the system needed/booked.
- 17) It is the responsibility of the group booking Thomson House space to connect to, and operate, any audio visual material (data projector, overhead, etc.) used during the course of their event.
- 18) Thomson House staff will take care of the set up and take down of all furniture and equipment we provide. It is generally expected that a single arrangement of the room be required for any given event. If a changeover of the room is required during an event this will result in an increase of the booking fee, even if said changeover is not taken into account in the initial quote for the rental of the space.
- 19) The use of smoke machines, paint, permanent markers, powders, liquids, candles, glitter, scotch tape, etc. is strictly forbidden unless otherwise authorized by a Thomson House Manager. Organizers will be charged for any damages related to the use of such products.
- 20) Scotch tape is never to be used to affix posters or anything else to walls, tables, doors, or any equipment or fixture in the House under any circumstances. Organizers will be charged for damages related to the use of scotch tape or any other material deemed damaging.
- 21) PGSS is not responsible for any lost or stolen goods, or damages.

22) **Cancellation Policy**

For No-Charge Boardroom/Main Floor Lounge Reservations during regular business hours

No penalty will be incurred provided written notice of cancellation is received a minimum of 3 business days prior to the event.

Cancellations received with less than 3 business days' notice, or 'no-shows', will be subject to the full charge of the event.

If no rental fee or other charge would normally be incurred, a 'no-show' may be subject to a \$50 cancellation/administration fee.

For Charged Boardroom/Restaurant/Lounge/Ballroom/Weekend Bookings

No penalty will be incurred provided written notice of cancellation is received a minimum of 1 month prior to the event.

Cancellations received between 2 and 4 weeks of the scheduled event will be subject to a charge of half of the room booking cost.

Cancellations received within 2 weeks of the scheduled event will be subject to the full charge of the event.

If no rental fee or other charge would normally be incurred, a 'no-show' will be subject to a minimum of \$100 cancellation/administration fee.

*Wedding bookings are subject to separate cancellation regulations.

For Evening and Weekend Bookings, Closing hours are as follows:

Monday – Wednesday	12:00 am
Thursday-Saturday	2:00 am
Sunday	12:00 am

Option to stay open past regular closing time, no later than 3:00 am, is possible, but must be arranged at the time of booking the event. Additional charges may apply.

23) The above policies and regulations are subject to change without notice.

****All prices are subject to change without notice and applicable taxes****

Appendix I Chapter 11: Rules Regarding the Use of Thomson House

Section 1: House Rules

1. The Management shall be responsible for the following, and may create policies covering them, unless otherwise directed by the Board: the serving of alcohol, bar rules, proper behaviour, facilities and equipment, room booking, opening hours, and parking.
2. Such management policies shall be posted in a manner that is accessible to members, as deemed necessary by the Board.
3. Management is defined as per the Employee Policy Manual.

Section 2: Members and Guests

1. All persons present shall be employees, members in good standing, guests of members duly signed in by members, or persons attending an authorized special function, for which a contract has been completed.
2. Except for Officers of the Society, or employees, or persons authorized by them, no persons shall be permitted in Thomson House outside of normal business hours.
3. All persons shall be liable to demonstrate to any employee that they belong to one of the categories under the corporate operations manual.
4. Persons entering the premises may be required to establish their membership by showing an appropriate card.
5. There shall be no gambling permitted in the Thomson House at any time.
6. No persons at Thomson House shall engage in any behaviour that is loud, vulgar, destructive, or illegal or may be objectionable on any other grounds.
7. No one shall have exclusive use of any of the 'public' areas of Thomson House, except where a specific contract has been made.
8. Anyone found contravening any law (Municipal, Federal or Provincial) or rule associated with the operation of Thomson House shall be subject to immediate eviction from the premises, and in the case of a member, subject to suspension or revocation of all privileges.
9. Cases of misconduct shall be reported to the Board, which shall decide what action to take, and to which appeals may be made, but this shall not prejudice the right of employees to take immediate action as they see fit.
10. A regular member may entertain his/her spouse or equivalent and no more than two (2) invited guests without prior arrangement with management employees.
11. A guest, who is eligible for associate membership, shall not be admitted to Thomson House more than six (6) times a year at the discretion of the PGSS Board.
12. Members shall sign in their invited guests in the guest register in the main lobby. For convenience, members may choose to pre-sign their expected guests in the guest register.
13. Members shall be responsible for the conduct of their guests on the premises of Thomson House.

Section 3: Smoking

1. Smoking shall be prohibited in Thomson House.

Section 4: Bar

1. All persons in the bar shall be of legal age.
2. There shall be no alcoholic beverages brought upon or removed from the premises.
3. Intoxicated or unruly persons shall not be served.