



CLUBS HANDBOOK

2019-2020



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2019/20 EXECUTIVE TEAM



Bardia Jalayer
President



Cat Dunne
Vice-President



Cecilia Liu
Student Programs Officer



Declan Hodgins
Secretary Treasurer



Nico Waltenbury
Communications Officer

Welcome!

Dear USC Ratified Clubs,

USC clubs is home to over 10 000 students in 200 clubs. Clubs are one of the most important services that the USC provides, and clubs are an integral part of the Western student experience. On behalf of the entire Western community, we thank you for helping to build a better campus life.

The USC is the body representing all of Western's undergraduate students. Along with the club's system, the USC also organizes orientation, advocacy initiatives, The Spoke, The Wave, the Peer Support Centre, Western Film, Theatre Western, Income Tax Clinic, Pride Western, and many other campus services and programming, including student health, dental, and bus passes. The USC is always here to help, and all branches of the USC are happy to work with clubs to help make their vision a reality.

As a member of the club's community, USC clubs get a number of benefits, including club's week, clubs training, free booking of classrooms and other facilities, discounts, financial management, insurance, and club emails. The USC also provides grants for events that clubs can access and help with event support. Conversely, USC clubs also have responsibilities to the USC and their membership, such as following club's policies, being respectful and accountable to your membership, and maintaining accessibility for all.

We recognize that the USC and club's policy can often seem complex. It is always our goal to help you navigate the system. We are continually looking to optimize club's policy to best serve the campus community, so don't hesitate to bring concerns or ideas to our attention.

In this handbook, you will find a summary of the key details of the USC clubs system. There is a large amount of club's policy documents, procedures, and systems that go into the club's system, and we have aimed to consolidate them for your convenience. While this book is not an exhaustive list of club's policies, we have included most of the main ones, as well as resources for clubs to access.

We hope you enjoy this club's handbook, and we look forward to working with you throughout the year to give Western the best student experience.

Sincerely,



Declan Hodgins
Secretary Treasurer
University Students' Council



Noa Rappaport
Clubs Associate
University Students' Council



THE CLUBS TEAM



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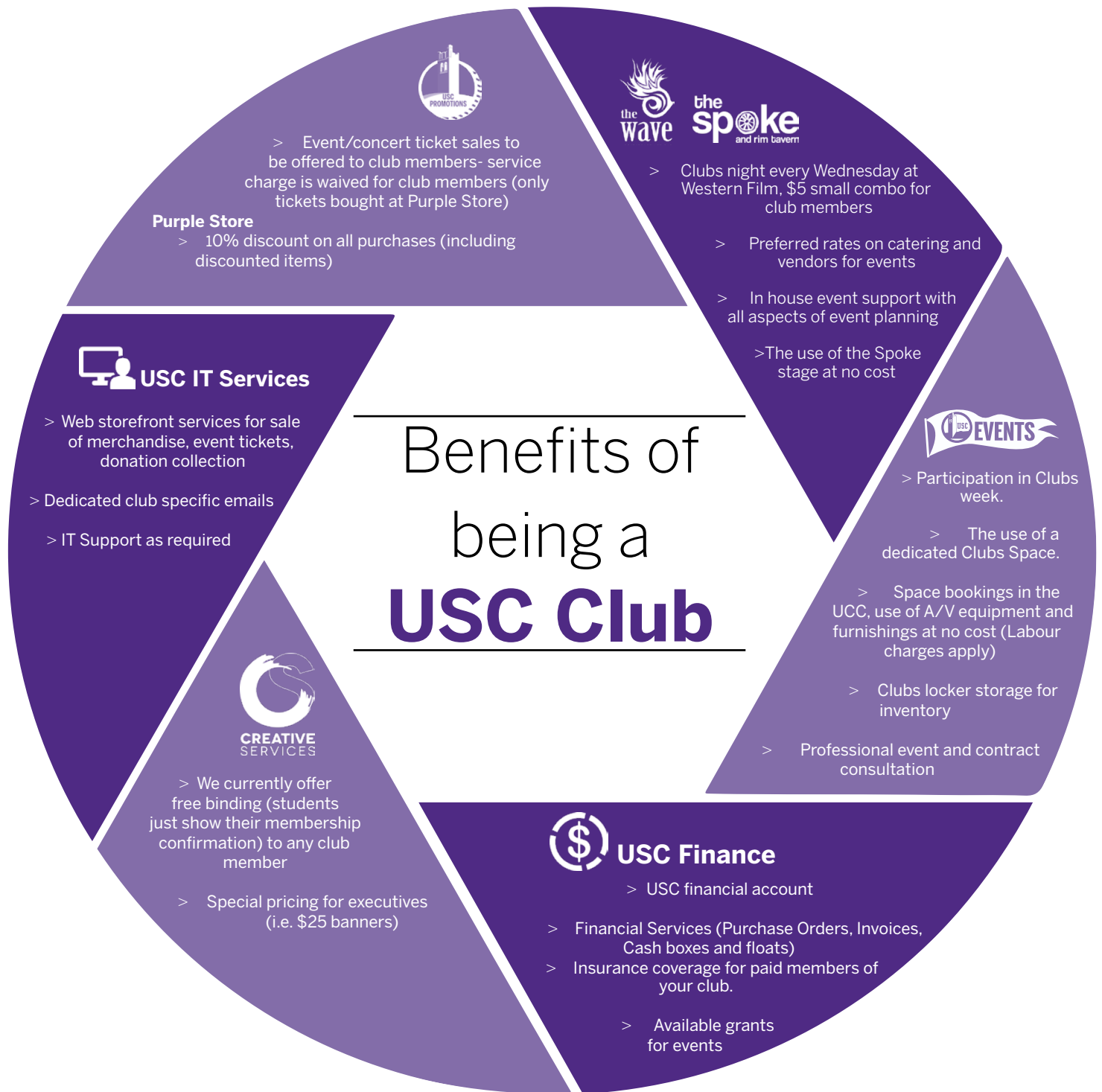


INTRODUCTION

Welcome to the University Students' Council Clubs system! This handbook contains information that is beneficial to both new and returning clubs executives. Here you will find information pertaining to various aspects of the system, including but not limited to Clubs policy, USC Best Practices, USC services, etc.

Each year, there are approximately 200 unique clubs under the umbrella of the USC that organize a variety of diverse events catered toward undergraduate students of the Western community.





USC CLUBS SYSTEM

STUDENT LEADERS

The USC clubs system is overseen by the Secretary Treasurer (ST). The Student Programs Officer is responsible for managing all of the student-run services and programs that contribute to the experience of undergraduate students.

Assisting the ST is the Clubs Associate, Clubs Policy Coordinator and Clubs Support Coordinator. Under the direction of the Secretary Treasurer, the Clubs Associate oversees day-to-day activities of the Clubs system, including clubs governance, clubs training and clubs events. The Clubs Support Coordinator assists the Associate Clubs with administrative duties of all USC clubs, including event management, governance, and finance. Similarly, the Clubs Policy Coordinator oversees the development, review and enforcement of all policies related to the clubs community throughout the year.

SUPPORT STAFF

The USC employs staff members to support the clubs system. The Student Organizations Advisor and Student Events Coordinator offer a wide variety of services to Clubs. We are here to provide any means of assistance, whether it be event planning, or financial logistics. We are located in Room 320 of the University Community Centre (UCC), available 8:30am-4:30pm Monday to Friday. Our door is always open and we are here to help with any issues that you may have. Please don't hesitate to drop by or reach out via email with any questions.

GOVERNING COMMITTEES

CLUBS GOVERNANCE COMMITTEE

The Clubs Governance Committee (CGC) made up of undergraduate students and student leaders aims to govern the USC clubs community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs culture. Additionally, this committee looks to:

1. Create a community that supports leadership development among students and welcome the wide range of interests within the clubs community.
2. Adhere to all Clubs Policy to determine reasonable limits placed on student organizations in order to comply with USC policy as well as university policy.
3. Set strategic, long-term goals for the clubs community for future growth and development of clubs and their student leaders.

CLUBS POLICY REVIEW COMMITTEE

The Clubs Policy Review Committee (CPRC) is a subcommittee of the CGC that serves as the primary body for reviewing, drafting and making recommendations to the Clubs Governance Committee on clubs policy. The committee is responsible for maintaining accurate and updated Clubs Constitutions and all official Clubs Policy documents for the USC.

CLUBS SUPPORT COMMITTEE

The Clubs Support Committee (CSC) is the body of the Clubs Community that supports collaboration among student organizations and seeks to enhance communication between student organizations and the USC. The committee is responsible for organizing community-wide initiatives such as workshops for the benefit of club executives and members. The CSC is influential in supporting the year-long working dynamic within club executive teams and ultimately for the long-term development of the club within the Clubs Community. The CSC is also responsible for carrying out club audits.

USC APPEALS BOARD

The Appeals Board exists to ensure that all decisions by the USC and all USC affiliated governing bodies are made to benefit and support the student population. When a particular decision or action is brought forward for examination, the students on the Appeals Board determine whether or not that decision or action was justified or if it is an infringement on the university's policies and bylaws. Students on the Appeals Board follow the principles of natural justice, advocating for fairness and good conscience to ensure the USC remains a fully democratic and proactive organization.

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ELECTIONS

Club elections must be conducted on a yearly basis, during the month of March to ensure that new executives are elected and transitioned. Outlined here are different aspects of elections as well some information to keep in mind when conducting them. Elections must be conducted for the four (4) core positions of the executive team: President, VP Finance, VP Events and VP Communications. Other positions may also be included in the election at the discretion of the club executives but is not required by club policy.

ELECTION FOCUS POINTS

- Election are mandatory for all USC ratified clubs.
- They must be carried out by all clubs in March of each school year and must be completed by April 1st
- All elections must be carried out on WesternLink to ensure that all members are able to cast their vote
- The USC does not recognize co-presidents. Only one person can be officially listed as the Club President and given signing authority.

For full details regarding Club Elections, please refer to the [Club Election Policy](#)!



CLUB FINANCES

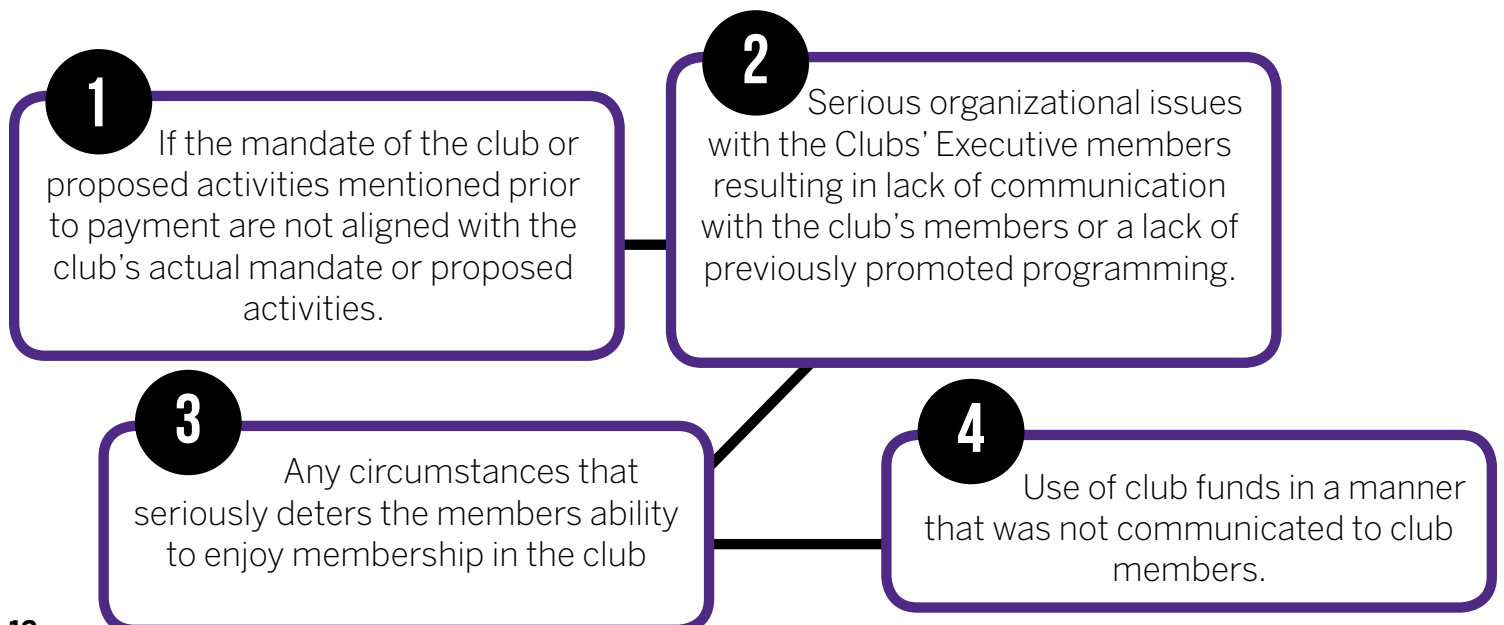
SIGNING AUTHORITY

All USC ratified clubs to have a maximum of three (3) signing authorities to conduct the financial affairs for their clubs. President, VP Finance and VP Events (or equivalents) are Signing Officers for the club. These officers can authorize payments or sign off on reimbursements for approved expenses. Due to these responsibilities, signing authority cannot be transferred to another individual within or outside the club. A new signing authority can be assigned for these reasons via by election:

- 1 The current executive has been removed from their position.
- 2 The executive has submitted their resignation.
- 3 The position was not filled during the executive elections.

MEMBERSHIP FEES

The membership fee for a club must be decided by the executive team at the beginning of the academic year and must be no less than five (5) dollars. It must be paid by any individuals that are interested in joining the club, as well as all Executives. It is the responsibility of the club's executive to notify the SES department of the membership fee prior to clubs' week. Any member of a given club may request to their respective executive for a refund of membership fees by no later than October 31st in the following circumstances:



If the executive and members cannot resolve a refund issue within ten (10) days after the initial refund request the executive or member may request assistance from the Clubs Associate:

- 1.....The Clubs Associate will act as mediator
- 2.....The Clubs Associate will meet with a representative from the club and member to hear each party's perspective
- 3.....The Clubs Associate will decide based on all relevant information and the decision will be final and binding

BUDGETS, INSURANCE AND AUDITING

It will be required of all USC clubs to create an annual budget detailing all revenues (including membership fees and sponsorships) and expenses (including insurance/administrative costs and contingency amounts). The insurance and administrative costs associated with the club will be taken from the clubs account automatically each academic year. There is no option for a club to opt out of USC insurance. The mandatory coverage ensures that all members are insured during any activities related to the club. Regarding the sale of merchandise, tickets or a service, goods and services must not be marked up more than fifty percent (50%) over the original incurred cost.

All annual budgets should be accompanied by a list of events your club plans to hold throughout the year. The annual budget should reflect all costs and revenues associated with these events. It should also reflect a contingency amount of between 8-10% of annual revenues predicted for the year to cover any unplanned expenses. The budget should be submitted by October 15th of the academic year to Western Link.

Additionally, all USC clubs must submit to an audit of their financial account by the Clubs Finance committee, the USC Secretary-Treasurer, or a designate. Clubs are audited both randomly and specifically.

Clubs must be reviewed for 3 reasons:

1. To ensure club executives adhere to the budget so that they do not overspend.
2. To ensure that one club executive is transparent in their spending to the other club executives.
3. To ensure that clubs are in a strong position to continue, financially year after year.



We have an experienced team who are here to offer our support to ensure you have a successful financial experience.



Club Deposits

Memberships, Event revenues, Fundraising



Requests for Payments

Reimbursements, Vendors, any pay outs



Club Financial Detail Listing

Past or Present History



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Contact Us!

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UCC 340



CLUB EVENTS

Events play a huge role in what constitutes a club and what kind of experience can be provided. They are a great way to interest possible new members and to keep current members engaged. The events can range from simple meeting to multiple day conferences. Regardless, the Students Events Support staff are here to help in any way possible!

If you are new to event planning but interested in holding an event, we can definitely help you get started! We can walk you through the necessary steps that need to be taken for the event to come into fruition. The more detail that you can provide, the better we are able to provide support. Our support can range from helping with all aspects of an event to just one specific aspect. It is your event and we just want to help make it happen!

Here are some guidelines regarding different aspects of event planning. As always, please don't hesitate to reach out to us for more specific assistance.

EVENT PROPOSALS

All clubs affiliated with the USC are required to submit an event proposal via Western Link. This allows the Student Event Support (SES) department to assist with planning the event and possibly advocate for the club's contract matters, finances, advertising etc. The more detail that you can provide the better, as we want to ensure that your event occurs without any issues.

The proposals will be reviewed and either the Student Organizations Advisor or Students Events Coordinator will follow up with the event organizer within two (2) to five (5) business days with feedback as to how they can proceed with the approval process for the event. All event proposals require final approval from the SES Department before a club can proceed with their proposed event. If the event has been rejected, the club is prohibited from moving forward with the event.

The name of the individual that is listed on the event proposal will become the main point of contact for any inquiries related to the event. This ensures an organized stream of communication between the SES department and club. It will become the responsibility of the organizer to pass on duties related to event planning such as booking a venue, arranging finances.

TIME FRAMES

Meetings, Display tables,
simple events

3

Business days
Prior

5

Business days
Prior

Events with advertising,
budgets, display materials

Events with security, performers,
contracts, venue rentals, bar
events, ticket sales

10

Business days
Prior

10

Business days
Prior

Events that require waivers
(sporting events, higher risk)

15

Business days
Prior

Trips out of the city

HAVE YOU ALREADY COMPLETED AN EVENT PROPOSAL?

Events **ANYWHERE** &
Merchandise

UCC Space
Western Classrooms
Off-Campus
Anywhere in the world
Any Kind of Merchandise



WesternLink
Complete and Events
Proposal on Western Link

1

My Memberships



The Baking Club (Admin Use
Only)



2



MANAGE ORGANIZATION

3



WesternLink

Action Center



The Baking Club (Admin Use Only)

4



About



Events



5



+ CREATE EVENT

YOU ARE INVITED TO A CLUB OUTING FREE BOWLING + PIZZA

NO STRINGS ATTACHED .. EXCEPT ON THE PINS! SEND US AN EMAIL TO BOOK YOUR EVENT!



BOWLING + BILLIARDS + PONG + ARCADE + ESCAPE ROOMS + LIVE MUSIC AND WICKED FOOD!

Palas
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NORTH LONDON

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socialbowlevents@palasad.com

WE ACCEPT THE
Western ONECard
STARTING MID SEPTEMBER

WE ARE YOUR CLUB HEADQUARTERS

EVENT FINANCES

EVENT BUDGETS

All event proposals submitted must include a budget if you are spending any money. This allows the SES department to keep each account up to date and ensure that all expenses can be handled with funds in your account.

If your event is submitted with expenses but no budget attached, the event proposal will not be approved.

INVOICE/LARGE PAYMENTS

Events with large payments to vendors can be paid using a Purchase Order. This agreement allows the USC to authorize payments for these contracts using the clubs USC finance account on behalf of the organization. This guarantees payment to the vendor and will be completed by the USC once the event has concluded and the service requested has been provided. We advise that event organizers do not make these payments with their own funds as it leaves you at a disadvantage. If you run into any issues in regards to what was provided to you, you do not have any leeway if payment was made beforehand. For example: if a club has placed an order for merchandise, the SES department can provide a Purchase Order to the vendor to guarantee payment. Once the merchandise has been received and you as the club is satisfied with the quality of service/product, payment will be made by the USC. If any issues had occurred, the USC will withhold payment so that your clubs has maneuverability with the vendor to ensure that you get what you requested. You do not have this advantage if your club had made the payment ahead of receiving the order.

In order for the USC to issue a Purchase Order, the club must have two signing authorities sign a Purchase Order Request. The USC will make payment once we have received a final invoice from the vendor. If the amount of the final invoice is higher than what was stated on the Purchase Order, the SES Department will reach out to the club to confirm the change before making payment!

REIMBURSEMENTS

Small expenses involved with events can be paid for by the executives and reimbursed once the event has been completed. Please note that there is no expectation for you to pay for these expenses.

If you plan on making these purchases for your event, please ensure to include them in your budget. This is essential as the reimbursements will not be approved if they are not mentioned in your event budget. It is better to include even an estimate if you aren't sure how much the expense will be.

For the expenses to be reimbursed, you must complete the [Request for Payment For](#) shown below. It must be signed by two signing officers and cannot include a signature from the person that is being reimbursed. All original receipts associated with the expense must be attached to the form. We cannot process the request if no documentation is attached to the request. In most cases, the expenses will be reimbursed in the form of cheque, however if it is less than \$40 it will be available for pickup as petty cash.



REQUEST FOR PAYMENT

Cheque #	Date
----------	------

Attach documentation to **BACK** of form (receipts / invoices / minutes from meetings etc.)

The amount listed here should match the total of all documentation attached.

DATE _____

ISSUE IN THE AMOUNT OF _____

*PAY TO (PRINT CLEARLY)
(FIRST AND LAST OFFICIAL NAME)

Make sure the name listed is the individual's/company's official name. This ensures that there are no issues when depositing the cheque.

CONTACT EMAIL _____

CLUB / DEPT. _____

ACCOUNT # _____

REASON _____

AUTHORIZED BY (2 SIGNATURES REQUIRED - CANNOT INCLUDE PAYEE)*

The two signing authorities authorizing the request, it cannot be the person the cheque is being made out to! Please keep in mind only the President, VP Events and VP Finance can sign off on expenses.

1. _____
NAME (PRINT)

NAME (PRINT)

1. _____
SIGNATURE

2. _____
SIGNATURE

☐ CHEQUE TO BE PICKED UP (RM 340 UCC) -OR-

☐ CHEQUE TO BE MAILED ADDRESS: _____

If you would like the cheque mailed to a person or business address, please state it clearly below.

Make sure to include all relevant details!

STREET/UNIT # _____

CITY _____

PROVINCE _____

POSTAL CODE _____

OFFICE USE

SIGNATURE _____

DATE COMPLETED _____

EVENTS INVOLVING FOOD ARE ASSESSED ON TWO CRITERIA



LOCATION & AUDIENCE

USC SPACE
Club Members Only
Open to Public

Western (UWO) Spaces
Club Members Only
Open to Public

Off Campus
In a Restaurant/Venue
Private Residence

FOOD OPTIONS

USC Catering
The Wave
The Spoke

Great Hall Catering

Off Campus Caterers

Space Usage

USC Facilities

Conference Rooms



All conference rooms come equipped with A/V capabilities and equipment necessary for peripheral connection to display (Television or projector). Rooms can accommodate up to a max of 24 people with the two smaller room accommodating 10.

Food is permitted in Conference Rooms as long as it is noted at the time of booking. Pizza ordered from a local pizza provider (Dominos, Pizza Pizza) is allowed as well as catering provided by USC Catering. No other external food providers are allowed to cater in UCC Conference Rooms. Any mess must be cleaned up by the organization/group using the space or there will be a cleaning fee applied to their booking.

Community Room



The community room offers a unique medium sized venue that lends itself to events ranging from sit down dinners to movie screenings with theatre style seating. It can accommodate theatre seating for 200 or Banquet style seating for 136. Full A/V capabilities (PA and Projection Screen) are available for use when required. Additional services/resources can be added into the room if necessary based on what is needed for the event.

Food is allowed in both UCC 269 and the Community Room as long as it is noted at the time of booking. Pizza ordered from a local pizzeria (Dominos, Pizza Pizza) is allowed as well as catering provided by USC Catering. No other external food providers are allowed to cater in these two spaces. If you are looking for an external caterer to cater your event for religious reasons, please contact the Catering Manager by filling out the Catering Request Form to receive approval.

The Wave



The Wave offers many options and opportunities to make your event just as you always imagined it. With their versatile facility, qualified and professional staff and years of catering experience, they can make your event happen with ease and class. The room is equipped with advanced A/V capabilities, including a large screen and dynamic lighting. Seating can be organized based on what is required for your event with modifications that allow for the most efficient use of space.

Wave catering offers a wide variety of food options that can cater any sized event. They will work with you to accommodate your budget without compromising quality. All food in the venue must be obtained in-house. No outside caterers are permitted in the space to ensure that standards are met.

Atrium Tabling



All food distribution requests must be presented to the USC Events upon requesting the tabling. Only upon approval will you be able to proceed. Plattered food, coffee & tea can be provided by USC Catering. Some examples of food that could be approved for distribution are popcorn, pre-wrapped candy, cookies, coffee, tea, etc. but are at the discretion of the USC Events & Catering Team.

Any mess must be cleaned up by the organization and items that are being rented or borrowed must be returned to the appropriate vendors (USC Catering, etc.)

Mustang Lounge West



Mustang Lounge is the largest space operated and managed by the USC coming in at 5600 sqft with a maximum standing capacity of 885. Alternatively, it can accommodate 600 in theatre seating and 232 in banquet seating (round tables). It can be staged to hold any kind of large scale event with various options for seating and decor. The room is equipped with advanced AV and lighting capabilities which can be customized according to what is required for your event.

There are versatile catering options offered by The Wave and they will work with you to accommodate all your food and beverage needs. They have a large variety of menu options which can be seen later in this handbook. All outside catering options must be approved by USC Food and Beverage before they are permitted in the room to ensure a high standard of Health and Safety.

McKellar Room



The McKellar room is a unique venue with seating for 392 individuals (249 on the floor and 143 in the balcony). The room comes equipped with full AV capabilities (Cinema sized screen and PA) that can be modified to accommodate what is required for your event. Other simple changes such as lighting can be made in accordance with what is required.

Food is permitted in the space and must be obtained from the Wave. The catering services can offer a multitude of options required for your event. Pizza can be served and obtained from a third party supplier such as Domnios or Pizza Pizza.

Booking policies

USC Clubs, can submit requests for all promotional and event space as of the first day of classes in September of each academic year. All applications can be submitted in person by an authorized signing officer at the Reservations Desk (Room 340). USC Events uses EMSWeb as an online space request portal. EMSWeb accounts are only assigned to authorized signing officers and must be requested through EMSWeb at <http://rez-master.usc.uwo.ca>

Conference Rooms or Activity Rooms requiring no resources or labour will be processed immediately by the Reservations Desk (Room 340) Staff. All other applications will be forwarded to USC Events Specialist for processing.

USC Events endeavors to process all applications in a timely manner based on operational norms and hours.

The Mustang Lounge can also be booked via applications submitted either in person or online. Each application will be assessed on a case by case basis to determine all associated costs and services involved.



UWO Facilities

All other spaces on campus are overseen and booked by UWO Reservations. Room can be requested by emailing **bookroom@uwo.ca**

The email must include responses to the following questions:

- Name:
- Email address:
- Phone number:
- What is the date of your booking?
- Start Time:
- End Time:
- Who is this booking for: Department, Student Group or External group?
- What is the group name?
- If this is a USC club booking have you submitted an event proposal to the USC?
- Is everyone attending a current Western student, staff, or faculty member?
- What is the purpose of this booking?
- How many people will be attending?
- Building preference:
- Room preference:
- Do you require multimedia equipment?
- Please include any extra information about your booking here:

Western does not allow food in any of their classrooms. All food must be consumed out of the space and must be left in a clean and usable manner. If groups are interested in paying having food right outside of the classroom, they must pay for tables to be setup, along with a cleanup fee. Otherwise, all food must be consumed in designated areas such as Centre Spot in the University Community Centre or the basement of the Social Sciences Centre.

For smaller events that are open to exclusively to club members, groups are permitted to order pizza from a commercial source (ie. Dominos, Pizza Pizza...) and can also include packages items from grocery stores such as cookies and beverages.

For larger events that are open to the general public, all food must be ordered from either Great Hall Catering, Spoke/Wave catering. If you would like to bring in an outside caterer, permission must be obtained from Western Hospitality Services. This process usually takes 30 days to complete.



USC CATERING SERVICES



A one stop shop for all your catering and event planning needs - we truly CATER to what you NEED. We strive to make your event a reality by working with you from beginning to end. We curate memorable experiences for budgets big and small. Our unique and multi-functional event spaces can handle anything from Open Mics, Formals and Speaker events, to Holiday Parties and Trivia Nights. Work with our Catering and Events Manager to build your dream of event - and then leave the planning to us. For more information about menus, please visit our website at www.the-wave.ca/catering

We provide:

- Customized menus
- Accommodations for all dietary restrictions
- A focus on sustainability
- Audio/Video Access
- Access to other USC services and operations
 - Creative Services
 - USC Promotions
 - Events & Building Services
- Access to top vendors on campus and in the London community

STEP 1: Come talk to us.

STEP 2: We'll take care of the rest.

An Accessible Venue, Central to Campus.

www.the-wave.ca/catering



Lauren Shunock
Catering & Events Manager
wave.catering@uwo.ca
519-661-3007

SAMPLE EVENT MENUS

WICSA Formal

- Paneer Tikka Masala
 - Gulab Jamun
- Butter Chicken with Naan
- Chicken Satay - Chana Masala
 - Pakoras
- Vegetable Spring Rolls
 - Bhel Puri
- Mango Ice Cream

Mix & Mingle

- Deluxe Combo Platters
- Buffalo Chicken Bites, Veggie Spring Rolls, Garlic Cheese Bread, Onion Rings, Southwest Potato Skins
 - Charcuterie Board
- Assorted Cured and Seasoned Meats, Artisan Craft Cheeses
- Accoutrements, Pickled and Marinated Vegetables
 - Flat-breads and Crackers
- Roasted Tomato Bruschetta
- Pulled Potato Pork Pancakes

Dinner Buffet

- Homemade Lasagna Buffet
- Freshly-made Beef Lasagna
- Roasted Vegetable Lasagna
 - Caesar Salad
 - Garlic Bread

Curry Buffet

- Herb Roasted Chicken Breast
 - Fried Falafel
- Chickpea Curry with Cherry Tomatoes and Roasted Cauliflower
 - Naan Bread
 - Basmati Rice
 - Couscous Salad



wave.catering@uwo.ca
519-661-3007



Great Hall Catering

If you are looking to host an event in a non-USC space, Great Hall Catering can handle your requests. Please visit their website [here](#) and find the Great Hall Catering Web Ordering link. One of their dedicated team members can speak to their policies and procedures. They are the only alternative for non-USC spaces.

Off-Campus Caterers

IN USC SPACE

Off-Campus caterers are an option in USC spaces when the food items being requested cannot be produced by USC Catering for religious restrictions. For example, our kitchen is not kosher therefore we cannot provide kosher items. For any other request, it is at the discretion of management and the Executive Chef. Any outside catering must be from within 100KM of the University and come from an insured, inspected and commercial kitchen. All outside catering requests MUST be approved in advance by USC Catering Management (Catering Manager or Senior Manager of Hospitality Services) and all requests are handled on an event by event basis and based on food safety guidelines.

For Off-Campus catering, requests must be submitted in writing via the Catering Request Form or email to USC Catering Manager or Senior Manager of Hospitality Services a minimum of 14 days in advance of the event.

In the event that the Off-Campus caterer is not providing a full service catering experience (staff, warming/cooling equipment, etc) then you will work with USC Catering to provide appropriate staffing and equipment to ensure that food temperatures are met and the food is being handled appropriately.

Non-Perishable, Packaged Products:

Groups are welcome to bring in non-perishable, pre-packaged items such as cookies, packaged chips, candy (not bulk candy), canned pop and water. Pizza from a local restaurant to USC spaces with the exception of The Wave and The Spoke. If you choose to bring in any of these items, clean up is your responsibility. If food items are left behind, your club will be charged with a clean up fee.

IN UWO SPACE

All outside caterers must be approved by UWO Hospitality Services. Please allow a minimum of 30 days for the approval process.

OFF-CAMPUS EVENTS WHERE FOOD IS BEING BROUGHT INTO A PRIVATE RESIDENCE

Most often, this is considered a private event only if you are not selling tickets or ticket sales are restricted to club members only. Usually these events are approved since food inspectors do not inspect private residences but they also remain approved on a situational basis. Clubs wishing to host BBQs off campus must be for club members only.

ATRIUM FOOD & FOOD SALES

Food Sales in UCC Atrium

Food sales are prohibited in the UCC Atrium unless special written approval is given by USC Events & USC Catering.

Fundraising with food

In the UCC:

USC Clubs are not permitted to engage in fundraising activities through the sale of food. This includes all bake sales, 3rd party sponsored programs such as Krispy Kreme or Kernels Popcorn.

Sampling with 3rd parties:

USC clubs are not permitted to engage in food and beverage sampling activities with 3rd party companies. These commercial activities are possible but must go through our commercial sales department. Follow the link [HERE](#) for more info. Commercial sales rates will apply.

In other UWO Spaces:

This form of food sales are permitted on the basis that the space being used has agreed to host food sales. All items being sold **MUST** be purchased in store or made by a commercial vendor. USC Clubs are not permitted to sell homemade food items.

EVENT WITH ALCOHOL

SOBER MONITORS

All events involving alcohol require that the club supply two (2) of its members to as sober monitors (SMs). The USC reserves the right to increase this number where and when it is appropriate. The names, emails and phone number of the SMs must be submitted by the event organizer as part of their event proposal. This information will be passed onto the security staff at the venue.

SMs are absolutely not permitted to consume alcohol leading up to and for the duration of the event. They are responsible for arranging for safe transportation of students home. They do not need to provide the transportation.

DRINK TICKETS

If you are interested in providing drink tickets, it must be provided and distributed by the venue staff. The club is permitted to distribute one (1) complimentary drink per person. They can only be distributed at the door of the event after attendees have passed through and had their identification checked by security staff. Tickets can only be provided to event attendees who are 19 years of age or older. Redemption of tickets must be done at the designated bar and only one (1) ticket per person may be redeemed at a time. The USC reserves the right to review the request to distribute alcohol and may deny the request at its discretion.

BAR EVENTS

Clubs may only hold bar events at venues that are approved by the USC. These venues can be found on the list of preferred vendors as these venues have provided a certificate of liability insurance. If you are interested in holding your event at a venue that is not on the list, the SES department can work on obtaining the necessary insurance documents.

ON-CAMPUS EVENTS

Club members are not permitted to host events with alcohol unless they are taking place in a venue with a liquor license (The Wave, Spoke, Grad Club, and Great Hall). If the event is being hosted in one of the mentioned venues, distribution of liquor must be done by venue staff. It will be the responsibility of the venue to have security present.

ALL OTHER VENUES

If you are interested in holding wet or wet/dry events at any other venue, the SES department will book security staff on your behalf through the USC's approved/preferred vendor. Bottles of wine at tables and bottle service are not permitted as this is a direct violation of Campus Alcohol Policy (refer to Western Alcohol Policy).

EVENT CONTRACTS

DO NOT PERSONALLY SIGN ANY CONTRACTS!

All contracts associated with a USC club must be submitted as part of the event proposal. This can be contracts related to event venues, performers, rentals etc. There may also be events that require contracts to be written up in which case the club must provide all of the necessary information outlining the agreement to the SES department. This should be done at least five (5) business days so that there is ample time to negotiate and process each contract.

The SES department can provide support to ensure that your club is being treated fairly in the contract and that all your clubs interests are protected!

EVENT SECURITY

Depending on the nature of your event, you may be required to have professional security staff present. If required, the SES department will inform you as soon as possible so that steps can be taken to ensure they are present for the event. The number of staff required will be determined by the SES department and we will book them on your behalf.

Security is required to arrive 30 minutes prior to the start of your event and to stay through its entire duration. They will only leave once the venue has been cleared of all attendees. There is a 2 guard minimum as the security company will not send just one guard. They must be paid for a minimum of three (3) hours even if the event doesn't exceed the time period.

Security will always report to whoever holds the liquor license for the venue, not to your organization. They are there to help ensure the safety of your event so it is imperative that you maintain a clear line of communication in regards to any issues that you may see as an organizer.

Here are some general estimates for security guards required (SES department hold the right to increase or decrease these numbers):

Wet/Dry – 2 guards for the first 50 attendees and 1 for every 50 thereafter
Wet – 2 guard for the first 100 attendees and 1 for every hundred thereafter
Dry – Determined by the SES department if required

EVENT SPONSORSHIP

If a company/organization wishes to sponsor your club, please complete the Sponsorship Proposal available on the homepage of Western Link. This proposal does not constitute an agreement and does not imply approval of the sponsorship. Please clearly outline exact details regarding what the organization will provide for your club (Funds, items, gifts etc) and what your club will provide to the sponsor in return. Also, please include the start and end date of the agreement; including if the company is sponsoring an event, providing an annual donation, etc.

All sponsorship packages associated with the club and all sponsorship agreements detailed will need to be reviewed and approved by the SES department before moving forward. The SES department may draft a Provision of Services agreement for both parties to sign if the value of the sponsorship is greater than \$1500. Only when given the final approval by the SES department may you proceed with the sponsorship. We can also provide support to ensure that the funds are directly transferred into your USC account.

Please note that students cannot provide receipts to businesses or companies that sponsor them. The USC is a Not-For-Profit Organization and hence cannot legally provide receipts also, Student Organizations are not registered charities or legal entities and are therefore not legally entitled to issue receipts.



FUNDRAISING EVENTS

Any club seeking to hold an event to raise charitable funds are required to provide a letter (during the proposal process) from the charity or non-profit organization they have chosen to support indicating the following:

- The registered charity CRA number
- Confirmation of the charity's support of the event/method of fundraising
- Contact information for the charity
- Approval of the location and venue of the event

These measures are in place to ensure that clubs do not run into issues once the event has been completed. For example, a charity working to support individuals struggling with alcoholism may not want to be associated with a bar event.

It is important to note that donation boxes, jars etc. are not permitted to be used on campus. Similarly, raffles are not permitted unless you have received written permission from the Lottery and Gaming Commission of Ontario.

All funds collected during a fundraising event must be deposited into the USC account as soon as possible, most preferably the next business day after your event. Clubs must make the donation to the charity through the USC, we will take care of mailing out the cheque on your behalf. Please note that the organization **MUST** be registered with the Canada Revenue Agency (CRA)



USC EVENTS AND BUILDING SERVICES

USC Events prides itself on establishing, maintaining, and encouraging a rich array of activities. Helping students get involved in the life of the university as spectators, participants and leaders is part of the mission of the University Students' Council; to enhance the educational experience of all undergraduates at Western. We encourage organizations to develop events that enhance a sense of community, value diversity and honour tradition. We hope that your experiences with planning and participating in activities are enjoyable and rewarding.

USC Events offers an array of facilities that may be reserved for meetings, socials, speakers, and other events. Representatives of organizations seeking use of USC event facilities should complete an application form. There are over 75 USC Student Coordinators, 200 registered student organizations and many university departments that compete for event space throughout the year. To secure space for your event, you are encouraged to make your reservations and complete arrangements well in advance of your event.



Mark Leonard
Senior Manager



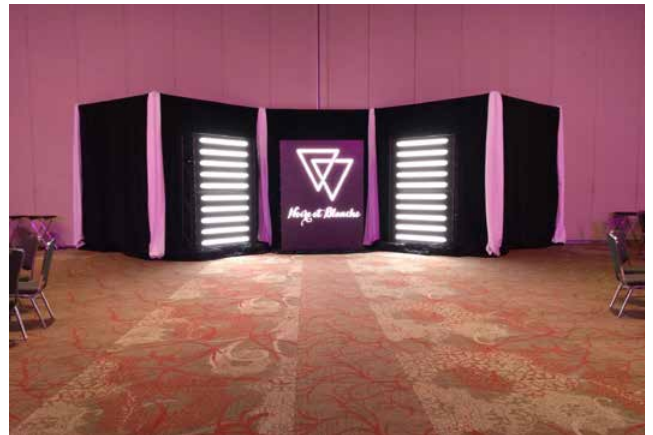
Josh Try
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jtry@uwo.ca
519-661-2111 x84396



Rob Coates
Productions Coordinator
tcoates4@uwo.ca
519-661-2111 x89250



Susan McKone
Reservations Coordinator
smckone@uwo.ca
519-661-2111 x82635



We can provide:

- Contract Consultation
- Production Equipment
- Venue Space
- Decor
- And much more!



SALES ON CAMPUS

BAKE SALES

Bake sales are not permitted on campus due to health and safety reasons.

MERCHANDISE SALES

Merchandise sales cannot include any items that are already sold on campus. These would include books, cards, clothing, food, etc. Your organization can sell homemade items (excluding food). These could include self made cards, paper art items, paintings, club related merch, 'ugly' sweaters, etc.

Before clubs can purchase merchandise for sale, please note that an event proposal must be submitted for approval. This is the same proposal that is submitted for events that are hosted by clubs. You must include all graphics and slogans that you will be using so that we can ensure you are not violating any Western/USC Policy.

The SES Department can also provide support in making payments to the vendor for merchandise. Please come speak to us so we can work on ensuring that you are protected during the purchase process!

RAFFLES

Due to regulations set out by Ontario Lottery and Gaming Act, no form of raffles are permitted at Western. This includes door prizes, 50/50 draws, selling tickets to win a prize. If it involves purchasing a ticket which can then be used to win a price, it is not permitted as it is a form of gambling.



CAMPUS GEAR

PRESENTED BY
THE PURPLE STORE



WHAT CAN WE DO FOR YOU?

Campus Gear is your one-stop shop to create unique and engaging clothing or merchandise for your club! Owned and operated by the University Students' Council, we are more than just your average vendor. We have worked with countless groups on and off Western University campus to help create custom concepts that suit their styles. The options are endless!

Campus Gear is dedicated to satisfying each and every one of our clients through fast and friendly service, competitive pricing and convenient on campus service.



Mike Carriere
Purple Store Coordinator
campusgear@westernusc.ca
519-661-3811



campusgear.ca



USC INFORMATION SYSTEMS

1

Set up of online storefront
for merchandise or
event ticket sales

2

Club @westernusc.ca
emails and GSuite help

3

Web hosting / social
media support



Geoff Pimlatt
Senior Manager, Information Systems

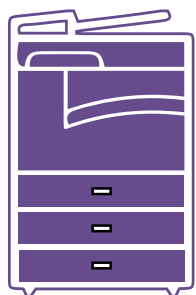


Noah Austin
Systems Support Analyst

Contact Us!

helpdesk@westernusc.ca

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TRANSPORTATION

Outlined below are the guidelines that should be followed when attending events or going on trips outside of campus and the central London area. If you are unsure of any information, please feel free to reach out to the SES department for more information!

In any type of event where travel outside the city of London is concerned, there will be a waiver that needs to be completed by all attendees. The SES department will reach out with the waiver once the event proposal has been submitted with all relevant information.

CAR POOLING

Students can use carpooling to arrange for transportation to their destination. As per the USC's insurance policy, students are permitted to travel a maximum of three (3) hours away from London but remaining within Canada. Any travel beyond the three (3) hour maximum would be required to utilize alternative travel methods such as train, air, chartered vehicle (with assigned driver).

Each driver for every car must provide proof of personal insurance which will cover all passengers in their car. The occupants of the cars and attendee list cannot be changed once the SES department has been informed.

RENTAL VEHICLES

If your club plans on using rental vehicles to carpool, it must be indicated on the event proposal. The car must be obtained from a rental agency that is on the USC Preferred Vendor List. The driver obtaining the car must have personal insurance and must opt into the additional insurance coverage offered by the rental agency. Clubs are permitted to rent vehicles that transport a maximum of 7 passengers. The same policy for list of people in each car and list of attendees mentioned above still applies.

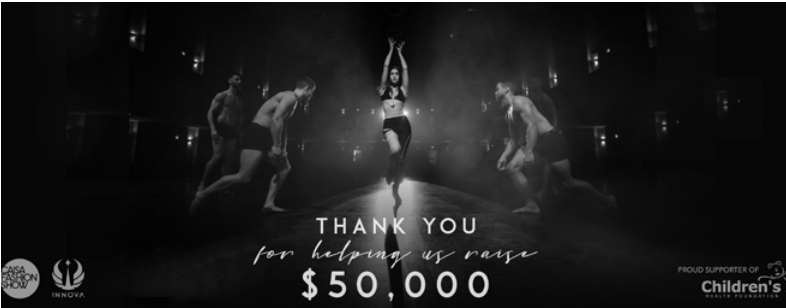
COACH/BUS COMPANIES

Clubs must book a coach/bus chosen from the Approved Vendor list. If there is a coach/bus that is not on the list but the club is interested in using them we will need to get the proper insurance information from them so they can be added to the list. All relevant information in regards to the bus charter must be included in the event proposal.

If a club is providing transportation via bus/coach company for an event, it is the responsibility of the event organizer to ensure that transportation is arranged to and from the event. If using two different companies for each leg of the trip, the capacity of the vehicle must accommodate for all individuals attending.

FASHION SHOWS

When planning a fashion show it is important to come to the SES department early in the process so that we can help you choose a venue and give information on potential large costs such as production. The USC will sign all contracts on behalf of the club. It is important to create a budget early in the process to ensure the potential costs of the event are realistic for the club.



FILM SCREENINGS

In order to show any films on campus, you must either purchase or rent them. Films with rights under the USC's license can be shown in any rooms booked by the USC and Western. These include classrooms and all other USC spaces (Mustang lounge, Community room). Please make sure to list the potential choices for film so that the SES department can ensure that the USC has rights to show it.

In the event that the USC does not have the right to a request film, the organizer of the event must request permission to show the film in a "non-theatrical setting" from the rights holder of the film; the written permission must include:

- Where you are permitted to show the film (i.e. on campus, in a specific room, etc.)
- The maximum number of people you may show the film to in a single showing
- The date(s) you may show the film
- Any additional details that could affect the screening

Fundraising is not permitted during any films under the USC's license; this includes (but is not limited to): selling tickets, taking donations, selling club merchandise at the screening, selling food, etc. Collection of non-perishable food items, clothing, toys, etc. is permitted provided you disclose this information in your event proposal under the "fundraising" section, and it has been given approval.

USC APPROVED VENDORS

BARS AND NIGHTCLUBS

On Campus:

The Wave	http://www.the-wave.ca	519.661.3007
Spoke	https://the-spoke.online/	519.697.4144
The Grad Club	https://gradclub.sogs.ca	519-661-2111 x8638

Off Campus:

Please visit <https://westernusc.ca/your-clubs/> for an up to date list!

BANQUET HALLS / FACILITY RENTALS

Aeolian Hall	www.aeolianhall.ca	519.672.7950
Bellamere Winery and Event Centre	www.bellamere.com	519.473.2273
Best Western Lamp Lighter	www.lamplighterinn.ca	519.681.7151
Centennial Hall	www.centennialhall.london.ca/	519.672.1968
Delta London Armouries	www.deltahotels.com	519.679.6111
Fire Rock Golf Club	www.firerockgolf.com	519.471.3473
Four Points Sheridan	www.fourpoints.com/london	519.681.0600
Hellenic Community Centre	www.londongreekcommunity.org	519.686.8466
Hilton London	www.hilton.com	519.439.1661
Ivey Spencer Leadership Centre	https://www.iveyspencerleadershipcentre.com	519.679.4546
Budweiser Gardens	www.budweisergardens.com	519.667.5700
London Convention Centre	www.londoncc.com/	800.203.1992
Museum London	www.londonmuseum.on.ca	519.661.2500
Station Park All-Suites Hotel	www.stationparkinn.ca	519.642.4444
The Wave	http://www.the-wave.online/	519.661.3007
Windermere Manor	www.windermere Manor.com	519.858.1391

PRODUCTION COMPANIES

(SOUND EQUIPMENT, EFFECTS, SHOW LIGHTING, ETC.)

USC Events	usc.events@uwo.ca	519.661.2111 x89250
The PA Shop	www.pashop.com	519.659.5030
Showpro	showproevents@rogers.com	519.268.8090

PRINTING COMPANIES

Campus Gear	www.usc.uwo.ca/creative_services/clothing.php	519.661.3414
Creative Services Printing	www.usc.uwo.ca/creative_services/print.php	519.661.2111 x83578

TRANSPORTATION

Ayr Coach Lines	www.ayrcoach.com	519.747.1230
Badder Bus	www.badderbus.com	519.433.8352
Cherrey Bus Lines	www.cherreybuslines.com	800.265.8980
Elgie Bus Lines Limited	www.elgiebuslines.com	519.451.4440
First Student Canada	www.firstchapterbus.com	866.652.4352
Great Canadian Coaches	www.greatcanadiancoaches.com	800.461.8687 x282
LTC	www.ltconline.ca	519.451.1347
Langs Bus Lines		519.245.2350
Murphy Bus Lines	www.murphybus.ca	519.660.8200
Stock Transportation	www.stocktransportation.com	519.663.5151

FIRST AID

SERT- Student Emergency Response Team	www.sert.uwo.ca	519.661.4824
St. John Ambulance	www.sjalondon.com	519.432.1352
Voyageur Patient Transportation	www.voyageurtransportation.ca	519.455.4580

