

# Facility Rental

**Downtown Campus:**  
10215 – 108 Street  
Edmonton AB T5J 1L6

## NorQuest College

welcomes and encourages external organizations to consider NorQuest as a location for special events. NorQuest offers competitive rates and discounts, making us an affordable location for a variety of functions.

### NorQuest offers a variety of facilities such as:

(located at 10215-108 Street)

- Classroom Space
- Computer Labs
- Meeting/Seminar Rooms
- Auditorium
- Cafeteria

### Rental Inquiries or bookings:

Campus Operations  
(780) 644-6215  
e-mail  
facilities@norquest.ca

### Office hours of operation:

Monday-Friday:  
8:15 a.m. to 4:30 p.m.

### Regular Building Hours of Operation (Access):

Monday - Friday:  
7:00 a.m. to 10:00 p.m.

#### Saturday:

8:00 a.m. to 5:00 p.m.

#### Sundays & Holidays:

10:00 a.m. to 1:30 p.m.



### Auditorium

- theatre seating – capacity 175  
\$40/hr or \$200/day

### Cafeteria

- 3600 sq. ft. – capacity 220  
\$72/hr or \$360/day

### Classrooms

- Small Classroom – capacity 20  
\$12/hr or \$60/day
- Medium Classroom – capacity 28  
\$15/hr or \$75/day
- Large Classroom – capacity 35  
\$18/hr or \$90/day

### Computer Labs

All labs are networked. NorQuest College will work with you to determine your specific requirements for computer lab software, memory, etc. prior to booking dates to protect our lab integrity.

- Small Lab – capacity 12 + instructor  
\$53/hr or \$265/day
- Medium Lab – capacity 20 + instructor  
\$78/hr or \$390/day
- Large Lab – capacity 30 + instructor  
\$104/hr or \$520/day

### Meeting/ Board/ Seminar Rooms

- Small Meeting/Board Rooms
  - capacity 10 to 15  
\$10/hr or \$50/day
- Medium Meeting/Seminar Rooms
  - capacity 15 to 30  
\$18/hr or \$90/day
- Large Meeting/Seminar Rooms
  - capacity 30+  
\$36/hr or \$180/day

#### Discounts:

(Discounts may apply only to room rental prices. Please inquire at time of booking.)

### Additional Equipment, Services, or Other Charges

- TV/VCR  
\$13/hr or \$65/day
- LCD Projectors  
\$40/hr or \$200/day

Charges will apply where equipment is not a standard room element. Please inquire about standard room elements at the time of booking.

### Other services and charges may include

- Extensive room setup
- IT technical support for computer lab bookings



- Additional time run-over not agreed to in the Contract
- Additional Security charges for events falling outside our regular building access hours. See Regular Building Hours of Operation on back page.
- Catering – on-site catering is available from our in house food service provider. You may use external caterers but additional rental charges may be applied for cleanup. Contact the catering manager at 644-6206 for menus and pricing.
- Insurance Coverage – in some instances, proof of insurance is required from booking organizations depending on the type of booking, nature of group. You are required to inform us of any hazardous products, activity or exposure associated with your intended use at the time of booking. If proof of insurance is required, the College will request prior to your booking date.

NorQuest will be happy to consult with you to ensure complete understanding and agreement to all of the details and costs in the contract.

### Cancellation Policy

Cancellations less than five (5) working days may be subject to a cancellation fee. If cancellation is received less than 48 hours prior to booking, 100% of the contract must be paid.

The College reserves the right to alter room rates and to cancel room bookings on short notice.