



*The Bullring Catering, Rental
& Use of Space Policy
2024*

*The Bullring
107 Trent Lane
University of Guelph
N1G 2W1
519-824-4120 x 58115*

RENTING THE BULLRING

The Bullring has a right and a responsibility to manage the use and access to its interior and exterior space to ensure that the Bullring's business, the safety and security of the Bullring's guests and that the Bullring's reputation are not compromised. This policy outlines appropriate procedures and conditions and/or limitations regarding the use and booking of the Bullring space.

PRIVATE EVENTS

Private events are available to the University Community

May - August; afternoons/weeknights after 3 pm and through the day or evenings Saturday and Sunday.

September – April; after 7pm Friday evenings and all day/night Saturday and Sunday.

Rentals are subject to availability of building and staff, risk level and nature of the event

SHARED SPACE EVENTS

Depending on number of guests and time of day we often can accommodate small to medium size groups during our regular hours of operation. We can reserve tables or an entire section but would remain open to the public and carry on business as usual.

There is minimum spend on food and beverage depending on the size of your group.

Shared space bookings are subject to availability depending on number of people, day of the week and time of day.

RENTAL POLICY

Capacity: 150 people (standing room with tables & chairs and soft seating)

75 people (seated – tables & chairs and soft seating)

We are licensed for up to 70 people on the patio.

RENTAL COSTS/FEES:

Midweek Afternoons/Evenings \$250- \$600*

Weekend Days (9am - 4pm) \$450-\$600 *

Friday, Saturday & Sunday Evenings (until 12pm) \$450 - \$750*

Rental includes bartending staff, kitchen staff and security staff (if required). The rental rate ranges depending hours required, number of people attending and the nature of the event (as this affects the number of staff & security staff we require). Evening event access time is 6pm - Earlier access can often be accommodated depending on time and date (additional fee may be required)

STAFFING

Bullring Staff are required at every event and depending on number of guests and number of hours - security may also be required. The Bullring will deem what staffing level is necessary based on the information that is provided and rental fee will be determined. There will be a manager on duty for your entire event.

RISK ASSESSMENT

Prior to confirming your rental, the Bullring requires a brief synopsis of what you would like to use the space for (the nature of your event), number of people attending, and any other info needed to assess risk. The Bullring will not rent to any group that we deemed a high risk, as they are not conducive with the Bullring vision and mission. Risk level will be assessed by the Bullring General Manager and approved on a case by case basis. All groups can lose their opportunity to book the Bullring based on previous event concerns. Please call the Bullring General Manager if you have any questions or if you are unsure if your group meets or does not meet the criteria.

BOOKING

To rent the Bullring, please contact The Bullring at 824-4120 x58115 or email thering@uoguelph.ca.

PAYMENT

A \$250 deposit is required to hold any booking. This can be paid by cheque, debit or e-transfer. Depending on the nature of your event and the forecasted cost, installment payments and dates will be established prior to your event. Please note that we DO NOT accept credit or direct University of Guelph GL coding.

CANCELLATION

Cancellation within 30 days of event will forfeit \$250.00 deposit.

PARKING

Is FREE anywhere on campus after 5pm weekdays and all day/night on the weekends. During business hours (Mon-Fri 8am-5pm) fees are required. The closest metred lot is P5. For more information or for a parking lot map please visit the University of Guelph website <https://www.parking.uoguelph.ca/>

SET UP & DECORATION

Dance Floor - At your request, the Bullring staff can create a dance floor. We do not have storage for furniture, and therefore all furniture will remain in the building, but will be moved to the perimetre of the room.

Moving Furniture into a different set up - At your request the Bullring staff can move furniture to an agreed upon set up prior to your event.

Renting Tables & Chairs - Based on our capacity and current set up this is not possible within the building.

You may bring any decorations you would like in as long as you take it down at the end of the night. Helium Balloons MUST be weighted. No candles or open flames. You cannot hang anything from our heat sensors or sprinkler system.

Set up is available one hour prior to the event. Should you require more time or would prefer a different time (ie in the afternoon) it will be subject to availability and additional fee.

NO SMOKING

Smoking is prohibited anywhere on the University of Guelph campus. For the purpose of this policy smoking includes carrying of a lighted cigar, cigarette, cigarillo, pipe or any other lighted smoking device and/or electronic cigarettes/vapes.

ACCESSIBILITY

The west entrance (Winegard Walk side) has a hands free accessible door(s). Restrooms are also fully accessible.

STAGE, MUSIC & SOUND SYSTEM

At exclusive events you may use the stage and play your own music. We have a sound system that is available for your use, you may hook up a laptop or phone. We have a microphone that can also be set up for your use.

Musical instruments including the soundboard and cording are NOT included in your rental.

Bands/DJs – In order to use our soundboard and musical instruments you must have a qualified sound person. Our sound tech rate is approximately \$50/hour with 2 hour minimum and subject to availability.

FOOD OPTIONS

There is NO outside food and drink permitted (exception of cake/cupcakes from a commercial bakery) All food must be ordered from the Bullring; we have a catering menu with a wide range of food available. Please see Bullring Catering Menus for more information and pricing.

BEVERAGE & BAR OPTIONS

SAFE SERVICE OF ALCOHOL

The Bullring is solely responsible for the serving of all alcohol on the premises and all related responsibilities including monitoring consumption, guest conduct and ensuring minors are not served. We can only sell alcohol we have purchased. During events that has a high number of minors present and/or student events we will have a wrist band policy in effect. The Bullring has a zero tolerance policy and reserves the right to stop service, to remove intoxicated/disruptive guests and/or underage persons found to be drinking or intoxicated.

The Bullring offers fair trade coffee, tea, juices, soft drinks. We also stock a selection of beer, cider, premixed cocktails & wine.

We do cash bars, host bars and ticketed bars (see below for full description). Please note that the Bullring only accepts cash and debit at the bar (no credit). Please ensure that your guests are aware if you decide to have a cash bar. There is an ATM located inside the Bullring.

HOST BAR

The client is responsible for payment of all drinks consumed by their guests. This is invoiced at the end of the function, based on consumption.

CASH BAR

All guests pay per drink as they come to the bar.

TICKETED BAR

The client is responsible for payment of any drink when their guests produces a ticket (given out by client) Invoiced at the end of the function, based on consumption

PRICES

Prices range from \$7 - \$10.00 for alcoholic beverages, and from \$2.50 -\$5 for non alcoholic beverages. All beverages are subject to 13% HST and 10% Service Charge. Please see the Bullring catering menu has more information on selection and pricing.