



Auxiliary Room Rentals

When planning your next social function, think of the Jube! We have a variety of auxiliary spaces available to host your event, no matter how big or small.

We are perfect for:

- Corporate Meetings
- Customer Appreciation Functions
- Team-building Retreats
- Trade Shows
- Weddings
- Christmas Parties
- Fundraising Events
- Client Hosting

Our Features:

- Spacious Rooms
- Contemporary Furnishings
- Internet Connection
- Video Conferencing
- Catering (List of Approved Caterers) and bar service

With the Jube's professional service, we will make your event effortless and memorable.



For rental inquiries:

Jubilee Auditoria Society

P: 780.427.2760

E: NAJA.FOH@JubileeAuditorium.com

History of the Jubilee Auditoria of Alberta

Presented as a gift to the people of Alberta, the two buildings were built over the course of the summer of 1955 through the spring of 1957. In announcing the decision to provide these Auditoria, Premier E.C. Manning said, “the need for such centres has long been apparent. The government believes that they will be both appropriate and practical memorials to the fifty years of development and do those pioneers whose foresight and fortitude made that progress possible.” Some notable acts at the Northern Jubilee have been: Jann Arden, Alice Cooper, KD Lang, Jerry Seinfeld, Tragically Hip and the Broadway blockbusters “The Lion King” and “Wicked”.

More than a theatre...

We are a renowned performing arts venue but we also offer a variety of rental space to the public. Planning an event? From Christmas parties to trade shows to weddings, let the Jube be your venue!

Location

The Northern Alberta Jubilee Auditorium is situated adjacent to the University of Alberta. It is easily accessible from downtown Edmonton and minutes away from Whyte Avenue. There is plenty of parking and we are connected to the LRT Public Transit.



Please visit our website for additional information: www.jubileeauditorium.com



RENTAL INFORMATION

The following information provides rental charges plus some guidelines regarding our corporate facilities rental policies. As you can appreciate, we've put these guidelines in place to ensure that your event is successful, and most importantly, memorable. As well, we are always concerned about the safety of all our patrons and the integrity of this historic building.

Room	Rental Rate	Stand Up Reception	Seated Dinner	Classroom Style	Approx. Size
Banquet Room	\$450.00	200	150	100	88' x 45'
Meeting Room	\$300.00	80	56	32	35' x 35'
Kaasa Lobby	\$450.00	200	150	100	116' x 31'
Luxury Suite	\$300.00	24	16	12	
Lobby	Please contact NAJA.FOH@JubileeAuditorium.com for lobby space availability				

All rooms are non-smoking and are wheelchair accessible. Prices are per day +GST.

EVENT CONFIRMATION AND CANCELLATION

- Our staff will work with you to make planning your event effortless. If time permits, we suggest you come for a tour prior to booking your event. This allows our staff to fully understand your needs and put together the appropriate recommendations.
- At the time of booking, we ask that you provide us with an estimated number of attendees and **FULL payment of the room rental fees**. At this time, we will comprise an event contract for you to sign agreeing to the terms provided.
- A final number of confirmed guests is required 72 hours prior to the date of the event.
- In the event you have to cancel your booking, we require seven (7) days' notice. For cancellations received with less than seven (7) days' notice, there may be additional charges.
- Invoicing for your function will take place immediately following your event. Payment terms are net 30 days.

DELIVERIES

- If your event requires packages, boxes, or printed material, etc., you can arrange to have them delivered by contacting the Manager, Front of House Operations.
- We ask that you address the packages, etc. in the following manner:
 Northern Alberta Jubilee Auditorium (name of event)
 11455 - 87 Avenue (date of event)
 Edmonton, AB Canada T6G 2T2 (contact name for event)



CATERING

- We don't employ our own catering staff but partner with a select number of caterers who offer a wide range of culinary selections. We ask that all guests choose from our list of approved caterers to ensure that your event meets the high quality standard synonymous with the Northern Alberta Jubilee Auditorium. Each is reputable, versatile and would be pleased to work directly with you to create a menu that fits your culinary needs and your budget. Billing is done directly with the caterer you choose. Please contact us for the list of approved caterers.
- A standard 18% catering surcharge will be applied to the value of the catering charges.
- For the rare occasion that they are not able to meet your needs, you may choose a different caterer. However, we require approval from our Sr. Manager, Front of House Operations, prior to making any arrangements and a 20% catering surcharge will apply.

RENTAL INFORMATION FOR TABLES, LINENS, ETC

- We have a limited number of tables and chairs available for use at no charge. If necessary, we can arrange for rental of additional pieces and charge those to your account.
- Linens must be supplied by the caterers along with dishes, etc.

SOCAN

- If you use copyrighted music during an event you are required to purchase a SOCAN (The Society of Composers, Authors and Music Publishers of Canada) license. The charge for this will be added to your invoice.

RE-SOUND

- If you use music to accompany a live event you are required to purchase a RE-SOUND (RE-SOUND Music Licensing Company) license. The charge for this will be added on to your invoice.

BAR SERVICE

- There is a wide range of bar services offered by the Jubilee. If interested, please contact us for pricing information.
- An 18% host/gratuity surcharge will be applied to all host beverage service.
- All service of liquor must meet the requirements as outlined by the Alberta Gaming and Liquor Commission. Donated and homemade spirits are not permitted at the Northern Alberta Jubilee Auditorium.
- Additional cost for Bartenders and Supervisors will apply.

A/V RENTALS

- We offer a variety of audio and visual equipment onsite. Please inquire about what your needs are and we will do our best to fulfill them.

GENERAL

- We ask that no decorations be applied to the walls, floors or ceilings unless approved by the Northern Alberta Jubilee Auditorium management prior to the event.
- Due to Edmonton Fire Department codes, **NO CANDLES WITH OPEN FLAMES MAY BE USED.**
- Smoking is strictly prohibited inside the building.
- All rooms are wheelchair accessible.

BANQUET ROOM



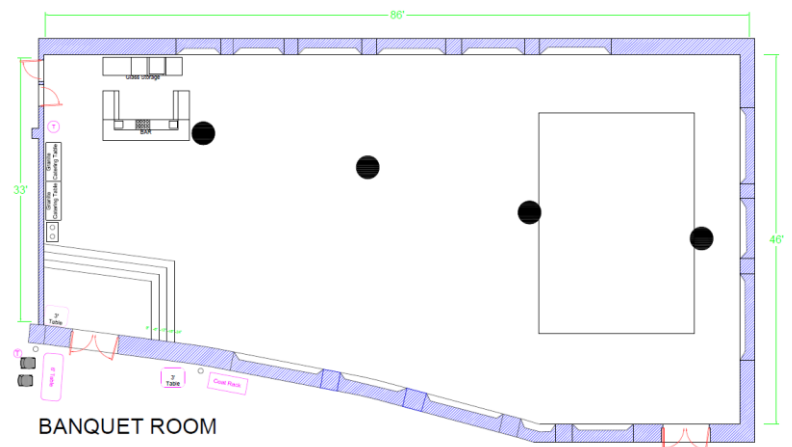
If you are looking for a large space that combines versatility and ambiance, you'll want to book our Banquet Room. This spacious, multi-functional room can be configured to fit any larger group. The Banquet Room can accommodate 150 people for sit-down functions or 200 for stand-up receptions. It is wheelchair accessible, features a projector and screen for presentations and includes a dance floor.

FEATURES

- Spacious
- Carpeted
- Dance floor
- Ambient lighting

CAPACITY

- 150 Theatre-style
- 200 Stand-up Receptions
- 150 Seated rounds
- 100 Classroom-style



*All rooms are non-smoking and are wheelchair accessible.
Catering and A/V rentals are available.*

MEETING ROOM



The Meeting Room is ideal for a variety of smaller events. The intimate feel and quiet location allow for a private function in an elegantly decorated setting. The Meeting Room comfortably seats up to 56 people, is carpeted throughout, features a projector and screen for presentations and is wheelchair accessible.

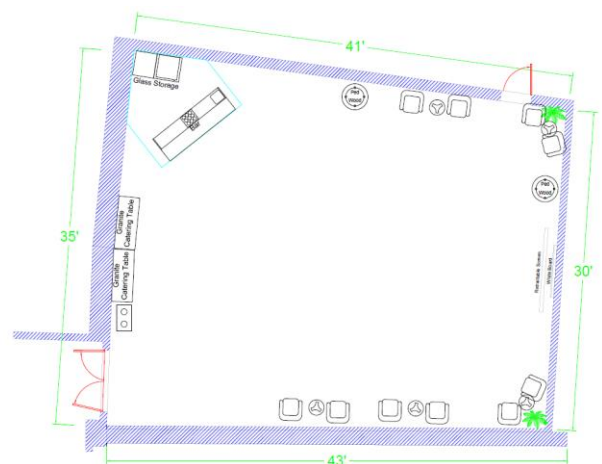
FEATURES

- Private Bar
- Carpeted
- Internet connected
- Elegant furniture

CAPACITY

- 70 Theatre-style
- 80 Stand-up Receptions
- 56 Seated rounds
- 32 Classroom-style

*All rooms are non-smoking and are wheelchair accessible.
Catering and A/V rentals are available.*



KAASA LOBBY



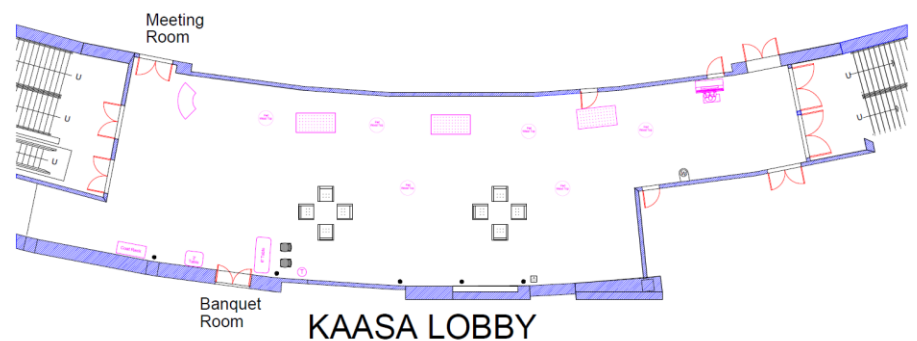
This quiet, elegant retreat is located adjacent to the Banquet Room and Meeting Room. It can accommodate 150 people for a sit-down function or 200 for stand-up receptions. The Kaasa Lobby is wheelchair accessible and features a projector and screen for presentations. Use the Kaasa Lobby on its own or in conjunction with the other two spaces for that one-of-a-kind event.

FEATURES

- Spacious
- Private bars

CAPACITY

- 150 Theatre-style
- 200 Stand-up Receptions
- 150 Seated rounds



*All rooms are non-smoking and are wheelchair accessible.
Catering and A/V rentals are available.*

LUXURY SUITE



The Luxury Suite is situated in a quiet alcove on the first balcony level. This stylish suite is an ideal size for small group events. The tasteful décor and functionality of the room gives the feeling of sitting in your own living room. The Luxury Suite is perfect for small meetings and is available during performances for a private reception.

FEATURES

- Private Bar
- Carpeted
- TV
- Internet connected
- Contemporary furnishings

CAPACITY

- 24 Stand-up Receptions
- 16 Seated Rounds
- 12 Classroom Style

*All rooms are non-smoking and are wheelchair accessible.
Catering and A/V rentals are available.*

