



conference centre

UNIVERSITY OF WATERLOO

accommodations & guest services

March 7, 2014

Steve Lightstone
steve.lightstone@rogers.com

RE: Class of Math 1984 Reunion – June 27 to 29, 2014

Dear Steve,

Thank you for your interest in our accommodation and services here at the Conference Centre in the University of Waterloo.

The Conference Centre, situated in the Ron Eydt Village, offers an academic setting with comprehensive educational facilities and resources, plus a well-earned reputation for providing top-notch customer service. Our scenic location offers a refreshing escape from congested urban centres, as well as a variety of cultural and recreational opportunities

ACCOMMODATION

Between May and August, the University of Waterloo can comfortably accommodate groups of five to 2,000.

The Conference Centre accommodations include single and double rooms. Each floor consists of 24 rooms with 2 large washrooms per floor (1 male and 1 female) along with a common lounge for after-hours networking. Guests are welcome to use the weight room, TV lounge and games area all located in the Ron Eydt Village.



Here is what we currently have reserved for your group:

	Fri., June 27	Sat., June 28	Sun., June 29
# of Single/ Double Rooms	25 Rooms (for up to 50pp)	25 Rooms (for up to 50pp)	Check-Out

- *Additional rooms are available, should the number of guests increase*
- *Room rates will be honoured for guests arriving early or departing later*

Rates

Our 2014 rates are \$36.50/night per person for a Double Room, and \$52.00/night for a Single Room, plus applicable HST. We are pleased to offer you a special UW rate of \$33.00/night per person for a Double Room, and \$47.00/night for a Single Room, plus applicable HST. This rate includes linens & towels upon check in, daily cleaning of the common areas and weekly linen/towel exchange.



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Ron Eydt Village, 200 University Avenue West, Waterloo, Ontario N2J 4C1
Tel: (519) 884-5400 Fax: 1-888-890-8184 accombook@uwaterloo.ca
www.uwaterloo.ca/conference-centre

Reservations & Payment Options

Reservations can be made by registering online at <https://fortuna.uwaterloo.ca/conferences> or calling our Reservation Department directly at 1-800-565-5410. Individual guests must provide a Visa, MasterCard or AMEX to guarantee their reservation and quote the conference name to ensure the quoted conference rate. A deposit is taken at the time of booking and is applied to the balance of the guest's account. The deposit is fully refundable if the reservation is cancelled 48 hours prior to arrival.

Notes for Reserving a Double Room

- *Please note that all guests wishing to reserve a double room must arrange their own roommate. The Conference Centre does not provide roommate assignment services. If you wish to reserve a room for yourself and another individual, you will be required to make a \$70.00 deposit and indicate the name of your roommate on the reservation form.*

The room release schedule would be as follows:

- 30 Days prior to arrival 25% of the remaining room block will be released.
- 14 Days prior to arrival an additional 25% of the remaining room block will be released.
- 7 Days prior to arrival the remaining rooms will be released.

After that time the UW Conference Centre will do their best to accommodate any last minute requests for accommodation

Check In & Check Out

Our Front Desk is open 7 days a week from 7:00am to 12:00am with on call support outside of these hours. Guests check-in is 4:00pm and check-out is prior to 2:00pm. For the convenience of all guests "Quiet Hours" are designated from 11:00pm to 7:00am. Please respect your neighbors.

Parking

Free parking is available to guests staying overnight at the Conference Centre in Lots "S" & "V". Day guests are also welcome to park in these lots for a nominal fee of \$5.00/day.

Additional Amenities at the Conference Centre

- *FREE* Wireless internet service in guest rooms
- Spacious dining room & large screen television for those events you can't afford to miss
- Pool Tables in the lobby (*no charge*)
- Basketball Courts & Fitness Centre (*no charge*) – located at Centre and equipment available to signed out at Front Desk
- Laundry Facilities - washers and dryers are located in the REV Central Complex and WatCards are available to purchase at our front desk.

MEETING ROOM REQUIREMENTS

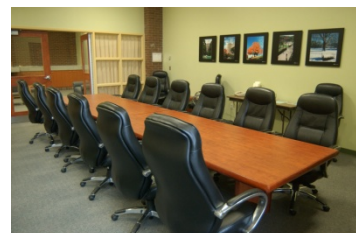
If you require any additional meeting rooms please note that we have a variety of meeting space available here in Ron Eydtt Village.



REV Great Hall – up to 300pp



Floor Lounge 102 – up to 80pp



REV Boardroom – 14pp

FOOD SERVICE

Depending on the location of your meals and the food service requirements either UW Food Service or UW Catering can accommodate your needs. In addition to our air-conditioned cafeterias we recommend that your group enjoy an outdoor barbecue in our courtyards just outside the cafeterias. Simple hot dog/hamburger menus can replace any cafeteria lunch or dinner.

Please find a sample 2014 menu below for your reference.

Time	Menu	Location
Between 8:00am & 10:00am	Hot Breakfast @ \$8.40/person + applicable taxes <i>Menu Option B: Assorted cold juices, Assorted cold cereals, Assorted small muffins, Scrambled eggs, Breakfast meat vary daily, Hash browns, pancakes, waffles or French toast varies daily, Toast with assorted jams and peanut butter, coffee, tea and milk. Vegetarian options available upon request.</i>	Mudies – Village 1
Between 12:00pm and 1:30pm	Hot Lunch @ \$10.60/person + applicable taxes <i>Menu Option B: Soup of the day, rolls & butter, tossed salad, potato salad, 2 entrée choices per period: pasta, hot/cold sandwich or daily special, starch, hot vegetable, choice of pie/cake, milk, coffee, tea, fountain juice or soft drink. Vegetarian options available upon request.</i>	Mudies – Village 1
5:30pm and 7:00pm	Hot Dinner @ \$12.30/person + applicable taxes <i>Menu Option B: Soup of the day, Rolls and butter, Tossed salad with dressing, potato, pasta and vegetable salad, Entrée 2 choices per meal period, Starch, Hot vegetable, Dessert - 1 option and Fresh fruit, milk, coffee, tea, fountain juice and soft drinks. Vegetarian options available upon request.</i>	Mudies – Village 1

NOTES:

- A **guaranteed** guest count is required ten (10) working days prior to service date. Normally we will provide and be prepared for five percent (5%) (up to twenty-five (25) guests) over the guaranteed number.
- Billing will be based on the guaranteed guest count or actual number served, whichever is greater.

There are also over 17 different food service outlets around campus. For a complete listing please refer to their website at <http://www.foodservices.uwaterloo.ca/locations/>.

TOTAL ESTIMATED COST

Details	Total
Accommodation	Individuals to Book on Own
Food Services	Client to Advise

To secure the above noted arrangements on a definite basis, please advise us so that a formal contract can be issued to you. If you have any questions or would like to arrange a tour, please feel free to call myself at 519-888-4567, ext. 35833.

Yours in Hospitality,

Susanne Keppler,
Conference Services Manager