

**Memorial University of Newfoundland  
Conference Services**

**Group Accommodations Application Form**

**This form as well as meal requests must be submitted no later than May 18<sup>th</sup>, 2007.**

Group Name: \_\_\_\_\_

*Please indicate high school or college*

Address: \_\_\_\_\_

Posta/Area Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

*Please print VERY carefully*

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Number in group:**

Male: \_\_\_\_\_

Female: \_\_\_\_\_

**Rates (taxes and bed linens included):**

Note that all rates are listed in Canadian dollars (CDN).

Without towels and hand cloths

\$25.00 single per night

\$19.50 per person per night double occupancy.

With towels and hand cloths

There will be an additional charge of \$3.00 per night (tax included) for anyone who would like towels/hand cloths provided. Please indicate by checking one of the boxes below if you require this service.

**Would like towels and hand cloths.  Yes  No Please check one**

**Important Information**

1. A supervisor/chaperone will count and sign for all keys in the presence of a conference staff member upon arrival and departure. A charge of **\$100.00** will be issued for each set of missing keys.
2. Payment is due prior to or upon arrival. Groups wishing to be invoiced will have to receive permission from Conference Services. Payment by cash, cheque, money order, debit card, VISA or MasterCard only.
3. Cancellations must be received at least one week prior to the arrival date.

4. A rooming list is required no later than one week prior to the arrival date.
5. **Breakfast and other meals are available for purchase (see page 4 for prices and dining hall hours). All food services requests (only ONE point of contact per team) must be directed to:**

**Thelma Careen**  
**Catering Manager, Educating and Dining Services**  
**Memorial University**  
**320 Hatcher House**  
**St. John's, NL A1C 5S7**  
**Phone 709-737-8125**  
**Fax 709-737-2580**  
**Cell 709-690-1210**  
**Email [chartwells@munhousing.ca](mailto:chartwells@munhousing.ca)**

6. Accommodations are in traditional dormitory style residences comprised of double occupancy and single occupancy rooms. Single rooms are limited in supply. Bedding is provided but no towels or face cloths are supplied.
7. Guests under 18 years of age must be supervised at all times.
8. Submit a copy of your itinerary and a cell phone number so that we can locate your group in the event of an emergency.

Contact Brian Mallard at (709) 737-7657 for additional information. Our fax number is (709) 737-6705 or you can e-mail us at [conferences@mun.ca](mailto:conferences@mun.ca) . Visit us on the Web [www.munhousing.ca/conf](http://www.munhousing.ca/conf) .

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Organizer signature

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Date

Mail to:  
Conference Services  
316C Hatcher House  
Memorial University of Newfoundland  
St. John's, NL  
A1B 3P7

OR  
Fax to: (709) 737-6705

OR  
E-mail: [bmallard@mun.ca](mailto:bmallard@mun.ca) OR [conferences@mun.ca](mailto:conferences@mun.ca)

## **GROUP BOOKING GENERAL INFORMATION: 2007**

**ROOMS:** A single room is comprised of one twin bed. A double room is comprised of two twin beds. Rooms have a desk, chair and a closet with drawers. Bedding is provided. There are no towels or face cloths. There is no telephone or TV available.

**PAYMENT:** You are required to make full payment for your accommodations prior to or upon arrival unless you receive permission to be invoiced by Conference Services. No exceptions! We accept cash, cheques, debit card, Visa and MasterCard. Payment in Canadian funds only!

**REGISTRATION:** No matter how you arrive in St. John's you have to come to Hatcher House (refer to **Map of the Campus** below for location) at the University to register for your accommodations. You have access to your room 24 hours a day. **The booth is open 24 hours a day, seven days a week.**

**KEYS:** Keys **MUST** be returned to the registration booth in Hatcher prior to your departure. **NOTE:** A \$100.00 charge per set of keys will be levied for missing keys.

**CHECK-IN / CHECK-OUT:** Check-in time is after 3:00pm. Check-out time is by 11:00am

**SPECIAL NEEDS:** There are a small number of special needs rooms but subject to availability.

**WASHROOMS:** There are two common washrooms on each floor – one female and one male.

**LAUNDROMAT:** There is a coin-operated laundromat in each residence.

**PETS:** NO PETS ALLOWED in residences.

**SECURITY:** The residence buildings are locked twenty-four hours a day.

**PARKING:** Residence guests may park for a fee of \$4.00/day. Permits are available at the conference registration booth in Hatcher House.

**TELEPHONES:** A pay telephone is located in each residence.

**WINDOWS:** Please close windows upon departure.

**INTERNET CONNECTION:** There is no Internet connection in the bedroom. High speed Internet access is available in individual rooms but it must be ordered through the local telephone provider and requires an active telephone connection.

**WIRELESS LAN:** Guests can apply for temporary access to the wireless local area network (LAN). Clients have the option to do their own wireless network setup. Please check the Computing and Communications website for details. [www.mun.ca/cc](http://www.mun.ca/cc) Click

on Network Access and E-mail Services. Click on Wireless Access on Campus. You can also call (709)737-4595. There may be a charge for this service.

**ALCOHOL:** Is permitted for personal consumption in bedrooms only. Individuals must be at least nineteen years of age to purchase and consume alcohol in the province of Newfoundland and Labrador. Beer must be purchased in cans only. **NO beer bottles permitted.**

**SMOKING:** The campus of Memorial University of Newfoundland is smoke free.

**TV ROOMS:** TV rooms in the residences are not available to guests. The equipment in the TV rooms is the property of the individual residences and not the Conference Office.

**MAIL FOR GUESTS:** All mail for guests **MUST** be addressed “C/O the Conference Office”. Mail will be **returned to sender** if it does not have “C/O the Conference Office” in the address. The mailing address for guests is:

John/Jane Doe  
C/O the Conference Office  
Hatcher House  
Memorial University of Newfoundland  
St. John’s, NL  
Canada A1B 3P7

**SUMMER FOOD SERVICES:** Meals are served in Hatcher House Dining Hall (unless otherwise posted).

Breakfast	Lunch	Dinner	
➤ 7:30 am – 9:00 am	12:00 pm – 1:30 pm	4:45 pm – 6:15 pm	
➤ Continental	Buffet style	Buffet style	
➤ \$7.30	\$12.00	\$12.95	(Tax included)

### **Special Arrangements**

- Meal plans are available for extended stays.
- Boxed meals (\$8.62) are available with 24 hours notice. Great for a day of sightseeing!
- Weekend services available upon request for groups of 25+. Booked 48 hours in advance.

### **Other Locations/Services**

- Coffee Shop located in the Science Building – Weekdays 8:00 am – 1:30 pm

For more information please contact Chartwells Food Services in room 317 Hatcher House or call (709) 737-8125. E-mail: [tcareen@munhousing.ca](mailto:tcareen@munhousing.ca) or [rolsen@mun.ca](mailto:rolsen@mun.ca)

**MAP OF THE CAMPUS:** A map of the campus of Memorial University of Newfoundland can be accessed at [www.mun.ca](http://www.mun.ca) Click on Campus Maps. Paton College (residences) is # 30 on the map.

**INFORMATION BROCHURES:** Information containing a map of downtown St. John's, restaurant and bar information, bus routes, etc. will be available at the registration booth in Hatcher House.

**TOURIST INFORMATION:** Tourist information is available at:

[www.gov.nl.ca/tourism](http://www.gov.nl.ca/tourism)

**HOW TO CONTACT US:** Registration booth - May 1 to late August: (709) 737-7933

Fax: (709) 737-6705

E-mail: [conferences@mun.ca](mailto:conferences@mun.ca)

*Mailing address:*

Conference Office

316C Hatcher House

Memorial University of Newfoundland

St. John's, NL

Canada

A1B 3P7

Phone: (709) 737-7657 Fax: (709) 737-6705

### **Meal and Dining Information**

Chartwells offers full cafeteria service in Hatcher House from Monday to Friday for meals. In addition, they operate a number of cafeterias on campus. Chartwells can provide additional information on their services. Please contact Thelma Careen [chartwells@munhousing.ca](mailto:chartwells@munhousing.ca) or (709) 737-8125 for food services information.

### **Memorial University Campus**

Discover everything Memorial has to offer. Take a guided tour of the campus. Grab your gym shoes and bathing suit and enjoy working out in Memorial's latest facility, the Works [www.mun.ca/theworks](http://www.mun.ca/theworks). The Works includes the Field House and the Aquarena. The Field House houses an indoor track and aerobics room. The Aquarena, another fitness facility is located directly across the street from the Field House and is accessible through a skywalk. Take advantage of the Aquarena's pool facilities and weight training room.

A map of the campus is available at [www.mun.ca](http://www.mun.ca) Click on "St. John's Campus" near the top of the page. Memorial University of Newfoundland has a network of interconnecting corridors, tunnels and elevated walkways to enable people to get around campus without having to go outside. The tunnel portion of this walkway system is referred to as the MUNnel system [www.mun.ca/firstlink/MUNnel.html](http://www.mun.ca/firstlink/MUNnel.html)

### **The City of St. John's**

St John's [www.city.st-johns.nf.ca](http://www.city.st-johns.nf.ca) has a population over 100,000 and is the capital of Newfoundland and Labrador. It is the most easterly port and oldest city in North America. But do not let its age fool you, it is the site of many world class facilities including an international centre in marine science and technology. A mosaic of fishing villages, cultural festivals and wildlife tours bring variety to the city the rich history and

culture and affinity for "small town" quality of life make the city a pleasure in which to live, work and play. St. John's boasts sports clubs and recreation facilities as well as the only public fluvarium in North America. Take a break, go whale and iceberg watching, browse the shops on Water Street, visit the Newfoundland Museum [www.nfmuseum.com](http://www.nfmuseum.com), watch the sunrise on Cape Spear...the most easterly point in all of North America. The options are endless! Tourist information available at [www.gov.nl.ca/tourism](http://www.gov.nl.ca/tourism)

***Thank you for choosing Memorial University of Newfoundland as your choice for accommodations. We hope you enjoy your stay.***