

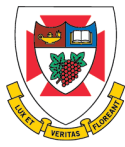
EXTERNAL EVENTS

INFORMATION PACKAGE 2024-2025



THE UNIVERSITY OF
WINNIPEG

Recreation Services



WELCOME TO RECREATION SERVICES!

Located in the heart of downtown Winnipeg, the University of Winnipeg's premiere recreational facilities are perfect venues for large sporting events, festivals, indoor markets, large conferences and much more! The Duckworth Centre and the Axworthy Health and RecPlex have drawn local, provincial, national and international events throughout the years.

The [Duckworth Centre](#) features a 22,367 square foot three-court gymnasium with two retractable bleachers. It has a venue capacity of 2,380 full gym and 1,722 bleacher seating. Fit for sporting events and large gatherings such as convocations, fairs and symposiums, it also has meeting rooms, classrooms and a corporate suite overlooking the gymnasium.

The [Axworthy Health and RecPlex](#) is a 189,000 square foot facility that features three-cross field artificial turf fields. It has a venue capacity of 1,820 and the field can be fully covered with a tarp making the space very versatile. In addition, the RecPlex has a small community gym, a multi-purpose room, a lounge area overseeing the entire field and an underground parkade. The buildings are connected by an indoor walkway.

This package includes information regarding our facilities and rates, equipment rentals, event application and insurance requirements as well as campus policies and services.

Ready to make a request? Please email the Program and Events Coordinator at a.lem@uwinnipeg.ca with your event details.



FACILITIES & SPACES

DUCKWORTH CENTRE

DAVID F. ANDERSON GYMNASIUM

Fit for sporting events and large gatherings such as convocations, fairs and symposiums. It can be separated into 3 cross courts or 1 center court with two retractable bleachers. An indoor running/walking track also overlooks the gymnasium. Capacity - 2380 Full Gym, 1722 Bleacher Seating.



LEA MARC CORPORATE SUITE

The corporate suite overlooks the gymnasium and is a perfect addition for gymnasium bookings or as an administrative/record-keeping space for staff. The suite offers multiple seating options such as bar height tables and theatre style seating for viewing the gymnasium.



MEETING ROOMS & CLASSROOMS

The Duckworth Centre has 3 large classrooms (1D10, 2D11, 2D12) as well as a meeting boardroom (2D06). These rooms can be used for seminars, meetings, coaches rooms, etc. Capacity - 15-60 people



RACQUETBALL/SQUASH/HANDBALL COURTS

We offer 6 courts directly adjacent to the gymnasium entrance (4 Racquetball/Handball and 2 Squash courts). These can be used as-is or during events as warm up areas, activity spaces, etc.





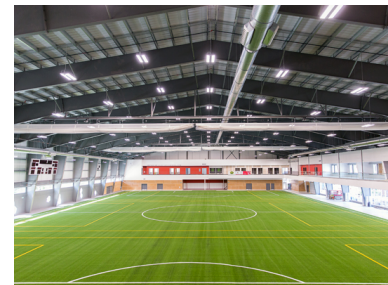
FACILITIES & SPACES

AXWORTHY HEALTH AND RECPLX

Total Capacity: 1820 persons

RECPLX MULTI-USE TURF FIELD

Our RecPlex Fields can be used as a full sized field (50.5x90m) or as three cross-fields (29.2x47.5m). The field can accommodate a multitude of sports such as soccer, flag football, ultimate frisbee and more. Other events such as cultural events, fairs, performances, etc. can also be accommodated (additional costs may apply).



RECPLX TRACK

Our four lane 60 meter rubberized sprint track is located adjacent to the field and can be used as an addition to field rentals for groups to have exclusive access on the main floor. There are changerooms located on the south end of the field as well as team/group lockers that can be made available.



COMMUNITY GYM

The Community Gym includes 1 small sized basketball court, volleyball court or badminton court and is also suitable for lectures, presentations, meetings or smaller group events.





FACILITIES & SPACES

AXWORTHY HEALTH AND RECPLX

Total Capacity: 1820 persons

THOMAS SILL MULTI-PURPOSE ROOM

The Multi-Purpose Room is suitable for fitness classes, drumming circles or smudging ceremonies, lectures, presentations, meeting or small group activities.



DREW OLSEN STUDENT LOUNGE

The Drew Olsen Student Lounge includes 6 alcoves with an open concept to view field activities below. The lounge can be utilized as an open lounge, registration or activity area during events.



RECPLX BOARDROOM

The RecPlex Boardroom is suitable for meetings, small seminars/training sessions, etc. It can also be utilized during events as a VIP room, staff/volunteer room, or breakout room.





FACILITY RATES

DUCKWORTH CENTRE

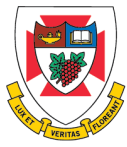
DUCKWORTH GYMNASIUM

	HOURLY	DAILY
3 COURTS	\$168	\$1680
2 COURTS	\$112	\$1120
1 COURT	\$56	\$560

ADDITIONAL SPACES

	HOURLY	DAILY
CORPORATE SUITE	\$60	\$600
BOARDROOM/CLASSROOM	\$35	\$280
RACQUET COURTS	\$20	\$200

All rates are subject to GST and applicable taxes



FACILITY RATES

AXWORTHY HEALTH & RECPLEX

RECPLEX FIELD PRIME TIME

6PM-11PM/WEEKENDS/HOLIDAYS (OCTOBER 1ST- APRIL 30TH)

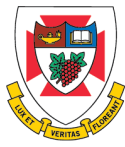
	HOURLY	DAILY
FULL FIELD	\$510	\$5100 + \$250 Surcharge
1/3 FIELD	\$170	\$1700 + \$250 Surcharge

RECPLEX FIELD NON-PRIME TIME

MONDAY-FRIDAY BEFORE 6PM (OCTOBER 1ST- APRIL 30TH)

	HOURLY	DAILY
FULL FIELD	\$315	\$3150 + \$250 Surcharge
1/3 FIELD	\$105	\$1050 + \$250 Surcharge

All rates are subject to GST and applicable taxes



FACILITY RATES

AXWORTHY HEALTH & RECPLEX

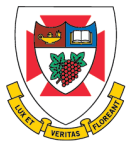
RECPLEX FIELD SUMMER TIME **MAY 1ST- SEPTEMBER 30TH**

	HOURLY	DAILY
FULL FIELD	\$160	\$1600 + \$250 Surcharge
2/3 FIELD	\$130	\$1300+ \$250 Surcharge
1/3 FIELD	\$105	\$1050 + \$250 Surcharge

ADDITIONAL SPACES

	HOURLY	DAILY
RECPLEX TRACK	\$35	\$350
COMMUNITY GYM	\$50	\$500 +\$75 Surcharge
MULTI-PURPOSE ROOM	\$40	\$400 +\$60 Surcharge
DREW OLSEN STUDENT LOUNGE	\$20	\$200
RECPLEX BOARDROOM	\$35	\$280

All rates are subject to GST and applicable taxes

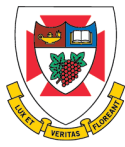


BASIC EQUIPMENT AND SERVICES

Item	Rate*	Item	Rate*
Round Tables	\$11	Garbage/Compost/ Recycling	\$16.50
Banquet Tables (Rectangle)	\$11	Coat Rack	\$20
Chairs	\$1.25	Rod and Drape (Initial set-up of first 10 feet)	\$15
Podium	\$35	Rod and Drape (additional sections - max of 9)	\$7.50
Stage Sections 3x8 (Up to \$500 for full stage)	\$40	Cleaning Services	Quote Required

****All items listed can be requested from the University's Facilities department on campus. Availability and final charges are subject to change, and rates are subject to GST and applicable taxes.***

Don't see an item listed? Please contact the Program and Events Coordinator at a.lem@uwinnipeg.ca for more information on additional equipment availability and services.



EVENT APPLICATION PROCESS

1. Event Availability/Resource Requirements:

Equipment and services that may be required from Rec Services and other campus departments will be identified. Rec Services will review facility schedules and resource availability for the requested dates and times.

2. Department Checks:

If the requested event appears to be bookable onto the schedule, Recreation Services consults any department that may be displaced and/or impacted. Once feedback has been received from all necessary departments, Rec Services will determine if the request can proceed to the final approval step.

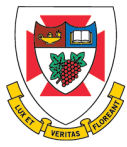
3. Administrative Request For Final Approval:

The request can be sent to University Administration for further approval.

4. Recreation Services and Requestor Agreement

Once all steps above have been completed and approved, Rec Services can issue an agreement and waiver to the requestor.

**Event agreements and waivers must be signed and submitted to Recreation Services along with a 25% deposit a minimum of 30 days prior to the event date.*



INSURANCE REQUIREMENTS

Anytime a renting entity uses our space, whether rented or provided without compensation, they will be required to provide us with a Certificate of Insurance confirming they carry valid CGL insurance. The intent is for that entity to confirm they understand they could be responsible for any damage/injury caused to persons attending, as well as UWinnipeg property that may be damaged as a result of the event or activity.

Facility rentals will not be approved without a valid Certificate of Insurance being provided to us 30 days in advance of the event.

Certificates of Insurance should include the following:

A minimum of **2,000,000.00*** CGL, inclusive of:

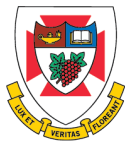
Bodily Injury;
Property Damage;
Cross-liability;
Contractual liability
Unlicensed Equipment liability;
And;

The University of Winnipeg to be added as an Additional Insured on the requested certificate.
If you require information about the University of Winnipeg as part of your insurance application, please use the following information:

University of Winnipeg
515 Portage Avenue
Winnipeg, MB. R3V 2E9

Contact: Ruth Damphouse
Title: Insurance and Risk Management Coordinator
Telephone: 204-786-9013
Email: rdamphouse@uwinnipeg.ca

****Minimum coverage requirement is subject to change and is dependent on the size and nature of the event. The required coverage will be determined in advance by Recreation Services and The University's Insurance and Risk Management Coordinator .***



FOOD, BEVERAGE & SALES POLICIES

Coca-Cola Exclusivity Agreement

The University of Winnipeg has an exclusivity agreement with Coca-Cola. All beverage products being distributed during events must adhere to this agreement (i.e no Pepsi-Cola, Red Bull or other branded products should be distributed).

Single Use Water Bottles

Groups are encouraged to refrain from bringing retail, disposable water bottles on campus and to switch instead to reusable bottles, water coolers with compostable cups or other sustainable options.

Sale of Food, Beverage or Merchandise

The sale of food, beverage or merchandise during events is not permitted. There may be some exceptions where applicable but this must be approved by Recreation Services and any relevant University departments prior to the event commencing.

Catering and Quotes - Diversity Food Services

Diversity Food Services on campus has the first right of refusal for all catering or food/beverage needs for events. If Diversity Food Services is unable to accommodate a request, they may provide permission for the requestor to bring in an external food vendor of the requestor's choice*.

**Exclusivity agreements above will apply when selecting an external food vendor.*

For more information on catering options, please contact Diversity Food Services by email: catering@diversityfoodsolutions.com or phone: (204) 786-9070.



SECURITY AND EVENT PARKING

Security Services

Recreation services may recommend or require security coverage for your event. You can choose to hire via an external company or requests can be made to the University of Winnipeg Security Services Department.

- Current rates: \$25/hour per guard*

**Rates are subject to change based on the requirements of each event.*

If you would like to request security for your event, please contact the Program and Events Coordinator at a.lem@uwinnipeg.ca for more information.

Event Parking

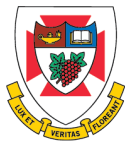
The Axworthy Health & RecPlex has 100 indoor spots available for casual daily parking and is the closest parking area for your guests.

- Current Rates: \$4 per hour during the day and a flat \$5 for evenings and weekends. (You can access the parkade from Young Street).

For more parking options on campus, please visit [Parking Services](#) and view our [Parking Map](#).

If you would like to request parking spots in the Axworthy Health and RecPlex for VIPs, staff or volunteers in advance of your event, please contact the Program and Events Coordinator at

a.lem@uwinnipeg.ca



LOADING ZONES

Loading Zones

We currently have multiple loading zones* that can be utilized for bus or equipment drop-off:

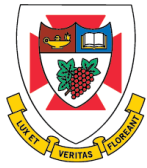
- [Zone #1](#) (Northbound Spence Street)
- [Zone #2](#) (Between Duckworth Centre and Axworthy Health & RecPlex)
- [Zone #3](#) (Ellice Avenue - Bus drop-offs only)

**Please note that these are 15-minute loading zones only.*

Axworthy Health and RecPlex Garage Door Access

For events located in the Axworthy Health and RecPlex, you can request access to the garage door located in the northeast corner of the facility. This can be accessed by 1 to 2 vehicles at a time and provides direct access onto the RecPlex Field and Track.

If you require further assistance for equipment/bus drop-off, require extended loading time or would like to apply for access to the Axworthy Health and RecPlex garage door, please contact the Program and Events Coordinator at a.lem@uwinnipeg.ca



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