

ISABEL BADER THEATRE

RENTAL REQUEST APPLICATION

*This form is for inquiry only - **information provided does not secure a booking for the theatre.***

Please email completed form to the IBT Coordinator at vic.spaces@utoronto.ca

Contact Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-Mail: _____

Nature of Event (lecture, screening, concert, etc.): _____

Event Topic: _____

Please provide a detailed content description, including guest speakers:

Is the event to be sponsored by another organization or media outlet?

Yes

No

If yes, which ones? _____

How many guests are expected to attend? _____

Preferred Rental Date(s): _____

Required Times (include set up and wrap time): _____ to _____

Event Start Time & Length: _____

Are you filming the event?

Yes

No

If yes, to archive or broadcast?

Archive

Broadcast

Do you require Internet Services? (please note: this is an extra charge)

Yes

No

Will there be a reception? If so, before/after the event?

Yes

No

If yes, is it before/after the event?

Before

After

Both

Please provide a brief list of your lobby/reception requirements (Tables, Food Service) below:

Please provide an outline of your technical requirements (Lighting, Sound, & Staging) below, and attach a rider or program if applicable:
