



VICTORIA UNIVERSITY

IN THE UNIVERSITY OF TORONTO

EVENT RENTAL APPLICATION

*This form is for inquiry only- **information provided does not secure a booking.***
Please email completed form to: vic.spaces@utoronto.ca.
T: 416 585 4575

Contact Name:

Organization:

Title:

Telephone:

Address:

E-Mail:

Postal Code:

On Site Contact:

Registered Business/HST Number/Internal Account #:

Event Details (This is mandatory for all events)

Nature/Description of Event:

Name of Event:

Please provide a description of the event content:

Does this event have Guest Speakers? If yes, provide information:

Are there Sponsors/Partners supporting this event?

Required Room Capacity/ Expected Number of Attendees:

Number of Rooms:

Required Rental Date(s):

If requested date is unavailable, please provide up to two alternate dates and times:

Event Start Time:

Event End Time:

Required Room Style:

Do you require any AV support? Please select:

**Do you Require Bar/Liquor
Services?**

**Do you require Catering Services? If Yes, Please provide a brief description below: *(please note:
Victoria University does not allow external catering on premises)***

Additional Comments:

Date Received:

Assigned Coordinator: *(Internal Use Only)*: