



VICTORIA UNIVERSITY

IN THE UNIVERSITY OF TORONTO

INTERNAL 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

Contact name:		Telephone:	
Title:		E-Mail:	
Department:		Accounting Code:	
Event Coordinator:		Event Budget:	
Number of Guests to attend:			

Event Details (This is mandatory for all events)

All fields are Required. If you do not have any information to provide, please write N/A

Nature/description of event:
Name of event:
Preferred Room(s) Eg. Northrop Frye, Old Vic, Emmanuel College, Regent's Room:

Will your event be open to the public?		Are there sponsors/partners/ other departments supporting this event?	
Required room capacity: (Number of persons)		Number of Rooms	
Please provide a description of the event content below:			
Required rental date(s):			
If requested date is unavailable, please provide up to two alternate dates and times:			
Timing of event: (Please include set-up time, start time, end time, and clean up time)			
Required room style:			

Do you require Audio/Visual Support?	Yes	Multimedia Projector Notebook Computer Projection Screen Mobile Conference Cart Meeting OWL Desktop Tripod USB Webcam Speakers Microphones PowerPoint Presentation Remote with Laser Pointer Easel Flipchart Easel with 25-sheet Paper Pad 24" x 36" Extra 25-sheet Paper Pad Cart 42" with Power Extension Cable Portable CD/Cassette Player Blu-Ray/DVD Player Signage
	No	

Do you require bar/liquor services?
Do you require catering services? If yes, please provide a brief description below: <i>(Please note: Victoria University does not allow external catering on premises) *</i>

**Please note we require 3 weeks notice of all catering requests. If the event date is less than 3 weeks away we cannot guarantee to fulfill the request.*

<u>COVID-19 REQUIREMENTS</u>

Please note: The COVID-19 pandemic has changed how we meet and gather. Victoria University is committed to providing space that conforms to health, safety and capacity regulations set by our various levels of government and the University of Toronto. Your booking will need to conform to the current requirements in place on the date of your event.

Additional Comments:

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OFFICE USE ONLY

Coordinator:
Date Received:

Manager Approval:
Date: