



VICTORIA UNIVERSITY

IN THE UNIVERSITY OF TORONTO

ISABEL BADER THEATRE 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:		Organization:	
Title		Telephone:	
Address:		E-Mail	
Postal code:		On site contact:	
Business/HST #:			

Event Details (This is mandatory for all events)

Nature/description of event:			
Name of event:			
Please provide a description of the event content below:			
Type of event:	In person	Virtual	Hybrid
Will your event be open to University of Toronto students, staff and faculty?:		Are there sponsors/partners supporting this event? Will performers, speakers or guests be coming from outside of Canada?	
Required room capacity		Do you require Internet Services?	Yes No Unsure
Required rental date(s):			
If requested date is unavailable, please provide up to two alternate dates and times:			
Event Timeline	Venue access time:		Event start time:
	Guest arrival time:		Event end time:
	Theatre doors open:		End time (doors close):
Do you require live streaming services?	Yes to Broadcast	Yes to Livestreaming	Yes to Archive None
Do you require dressing rooms?	Yes No	If yes how many:	
Do you require bar/liquor services?	Yes No		

<p>Do you require catering services? If yes, please provide a brief description below: (Please note: Victoria University does not allow external catering on premises)</p> <p style="text-align: center;">If yes, when is catering preferred?</p> <p style="text-align: center;">Pre-Show Intermission Post-Show</p>	
<p>Will your event be advertised? Please explain where and what platforms. Yes No</p>	

REQUIRED: Please expand on technical requirements for you event (microphones, stage set up, lighting, sound etc.):

Additional Comments:

OFFICE USE ONLY	
Event Coordinator	
Date:	
Manager Approval:	
Date:	