



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)*

COVID-19 REQUIREMENTS

Does your event require external guests to be on campus? If so, please provide how many and what Organization are your external guests from below:

Please note: You will be responsible for providing an attendee list prior to using any booked spaces to Events Victoria prior to Event Date. Campus Security will only open access to the space once an attendee list is provided. You must designate a representative at the main entrance to the booked space to manage access only for attendees expressed on the submitted attendee list.

If you cannot provide a representative to supervise the entry and exit of attendees, we will supply security for you and will be charged at your expense.

Additional Comments:

Date Received:

Assigned Coordinator: *(Internal Use Only)*: