



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 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) <i>Eg. NF003, MAH Field, IBT, etc</i>						
<table border="0" style="width:100%"> <tr> <td>Type of event:</td> <td>In person</td> <td>Hybrid</td> </tr> </table>				Type of event:	In person	Hybrid
Type of event:	In person	Hybrid				
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: <i>(Please include set-up time, start time, end time, and clean up time)</i>						
Required room style:						
Do you require AV support? For options click Here	Yes No					
Do you require bar/liquor services?	Yes No					

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

**Will your event be advertised?
Please explain where and what platform.** Yes ☐ No ☐

**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.*

COVID-19 REQUIREMENTS

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.

Your organization will be responsible for providing a full attendee list including names and contact information to your coordinator, prior to having access to your booked space. A designated person from your organization will need to be stationed at the main entrance of the booked space to manage access and only attendees on that list can be admitted. This designate is responsible for acquiring the names and phone numbers of attendees of guests for contact tracing purposes.

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. For the purpose of contact tracing for all events, Events Victoria will refer to the *Government of Ontario* regulations.

Additional Comments:

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

Last Updated: August.2022