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

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:			
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?**	
Required room capacity		**Number of Rooms**	
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 AV support?	**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.

Please explain all requirements for your event in detail:

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

Last Updated: March 22.2022