



# 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

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:			
<b>Type of event:</b> 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: <i>(Please include set-up time, start time, end time, and clean up time)</i>			
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:**

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<b>OFFICE USE ONLY</b>	
<b>Event Coordinator</b>	
<b>Date:</b>	
<b>Manager Approval:</b>	
<b>Date:</b>	