



# 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

<b>Contact name:</b>		<b>Organization:</b>	
<b>Title</b>		<b>Telephone:</b>	
<b>Address:</b>		<b>E-Mail</b>	
<b>Postal code:</b>		<b>On site contact:</b>	
<b>Business/HST #:</b>			

### **Event Details (This is mandatory for all events)**

<b>Nature/description of event:</b>							
<b>Name of event:</b>							
Please provide a description of the event content below:							
<table border="1" style="width:100%"> <tr> <td style="width:33%"><b>Type of event:</b></td> <td style="width:17%"><b>In person</b></td> <td style="width:17%"><b>Virtual</b></td> <td style="width:33%"><b>Hybrid</b></td> </tr> </table>				<b>Type of event:</b>	<b>In person</b>	<b>Virtual</b>	<b>Hybrid</b>
<b>Type of event:</b>	<b>In person</b>	<b>Virtual</b>	<b>Hybrid</b>				
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?					
<b>Required room capacity</b>		Do you require Internet Services?	Yes    No    Unsure				
<b>Required rental date(s):</b>							
<b>If requested date is unavailable, please provide up to two alternate dates and times:</b>							
<b>Event Timeline</b>	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				
<b>Do you require dressing rooms?</b>	<b>Yes    No</b>	<b>If yes how many:</b>					
<b>Do you require bar/liquor services?</b>	<b>Yes    No</b>						

<p><b>Do you require catering services? If yes, please provide a brief description below: (Please note: Victoria University does not allow external catering on premises)*</b></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><b>Will your event be advertised? Please explain where and what platforms.    Yes    No</b></p>	

*\*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.*

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

**Additional Comments:**

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