

Rental Inquiry Form for Student Clubs & Organizations

Please print clearly.

Contact Information

Application Date _____

Student Group Name _____ Student Group Email _____

Student Group Phone _____ Student Group Website _____

Booking Contact Name _____ Position _____

Home Phone _____ Mobile Phone _____

Email _____

Event Details

Proposed event date or month _____ Alternative date (optional) _____

Proposed setup time _____ Proposed tear-down time _____

Proposed event start time _____ Proposed event end time _____

Appx. number of attendees _____ Appx. age of attendees _____

* Please note: The MAXIMUM number of attendees for a student group rental is **500 people**.

Type of Event

- Breakfast Lunch Dinner Dance Cultural Show Live Band Presentation Performance
 Semi-Formal Formal Speaker Seminar Other _____

Please provide a complete description of your event. (Attach additional sheets if necessary.)

Equipment

Please check equipment you will require to use from the Underground (additional charges may apply):

- Projector Laptop Lighting System Soundboard (bands) CD mixer Background Music Turntables
 Microphone(s) Banquet Tables Chairs Plates Cutlery Chafing Dishes Table Cloths
 Radios Barricades Other _____

Special requests / additional information (attach additional page if more space is required) : _____

Please submit completed application form to Office 335 Student Centre or Fax 416-736-5884 regarding Student Centre Food Court events.