

Food Court Special Event Application Form

Please print clearly.

Note: This application does not confirm your booking.

Applications must be submitted 30 days prior to proposed event date.

Contact Information

Date of submission _____

Student Group Name _____

Contact Name(s) _____

Mailing Address _____

Phone Number _____ Alternate Phone _____

E-mail _____

Event Details

Type of Event Exhibition Live Performance Other

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

Proposed event date _____ Alternative date (optional) _____

Proposed setup time _____ Proposed tear-down time _____

Proposed event start time _____ Proposed event end time _____

Note: All performances and/or portion of your event that requires sound amplification must take place between 3:00pm and 4:30pm.

Equipment

All rentals (i.e. tech equipment) will be arranged and contracted by the YUSC Events Manager at the expense of the group/individual renting the space. If your application is approved, your group will be contacted to discuss equipment needs for the event.

Advertising

I will be advertising for this event. (Please provide a copy of all advertisements for your event — they are subject to YUSC approval.)

I confirm that I have read and understood all of the information outlined on this page, and in the attached policy (OP-014) regarding Student Centre Food Court events. I confirm that all of the information that I have provided is accurate and I am a signing authority for the association listed on the application form.

Name _____ Position _____

Signature _____ Date _____