



RENTER INFORMATION

Prime contact first & last name

Phone No. & E-Mail address

Name of organization/group/company hosting event (if applicable)

EVENT INFORMATION

Date of event

Name of event

Type of event

Number of people expected

Specific set-up date, time, duration

Specific event dates, time, duration

Specific tear down date, duration

Do you require alcohol service?

Yes

No

How will guests be invited?

Invitation

Flyers

Television

Radio

Posters

Other – please specify

RENTAL INFORMATION

ATHLETIC & WELLNESS CENTRE

Required space(s)

Gyms A, B, C (with or without bleachers)

Climbing Wall

Studios A, B

Meeting Rooms A, B

Audio/Visual equipment required

LDC Projector

Lighting

Podium

Microphones

Speakers

DJ Equipment

STUDENT CENTRE

Required spaces(s)

Main Events Hall

West Lounge

Arcade

Board Room

Food Service Area

Audio/Visual equipment required

LDC Projector

Overhead lighting

Podium

Microphone

Speakers

DJ Equipment