



Major Event Request Form

50 Carlton Street, Box 5, Room 4109, Toronto, ON, M5B 1J2
Main Line: 416-598-5960 Fax: 416-598-5973

All third party bookings must complete the booking request form below and submit to mac.events@ryerson.ca before any rental confirmation can be made. The Mattamy Athletic Centre reserves the right to require police or security staff for any event at the expense of the applicant or to cancel the event altogether if a significant security concern is identified. The number of staff, as well as the security provider will be at the discretion of the Mattamy Athletic Centre.

Completing this form does not confirm a booking.

Part A Personal, Group & Event Information

Group/Organization: _____

Address: _____

City: _____

Province: _____

Phone: _____ Postal: _____

Event Organizer: _____

Name: _____ Title: _____

Phone: _____

Email: _____

If you are booking on behalf of a 3rd Party, please name below
Client: _____

Part B - Event Information

Event Name: _____

Briefly describe the event:

Select the setup that best describes your event:

- Gala Dinner Concert Trade Show
- Cocktail Reception Athletic Competition Other

If you selected other, or would like to elaborate:

- Preferred Location: Coca Cola Court (approx. 12,000 sq. ft.)
Includes Eggy's Summit & Court Balcony
- The Bowl (approx. 17,000 sq. ft.)
Includes Mattamy Homes Home Ice, Alumni Lounge, East & West Concourses

Approx. Attendance: _____

Event Date: _____

Setup Date/Time: _____

Event Start Time: _____

Event End Time: _____

Strike Date/Time: _____

Part C - Event Requirements

Listed below are a variety of potential requirements. Please complete the applicable fields. If you require something not listed below, note the requirement in the "Other" section.

Will your event include catering? Yes No

If yes, you will be put in contact with Ryerson Eats.

Ryerson Eats is the official caterer of the Mattamy Athletic Centre.

Will your event be ticketed? Yes No

If yes, you will be put in contact with our Box Office Manager.

Paciolan is the official ticketing supplier at the Mattamy Athletic Centre.

Proposed Sale Date: _____

Proposed Sale Price: _____

Will your event required production? Yes No

If yes, you will be put in contact with Westbury.

Westbury is the official production supplier of the Mattamy Athletic Centre.

If yes, briefly describe production:

Will your event required additional décor? Yes No

Décor Company: _____

If yes, describe your décor.

Will you need access to the freight elevator? Yes No

If yes, what will you be loading in?

Do you have any requirements not listed above? Yes No

If yes, list below:

Part D - Risk Assessment

Complete all fields.

Will alcohol be served at your event? Yes No

If yes, is this an all ages event? Yes No

Have you had protestors at your event? Yes No

Would it be reasonable to expect protestors? Yes No

Could this event be seen as controversial? Yes No

Are there any potentially harmful activities planned? Yes No

If yes, list them below.

Do you have an sponsors or partners? Yes No

If yes, list them below.

Are there other foreseeable risks not listed above? Yes No

If yes, list them below.

Part E Event References

Please provide at least one event reference. Please list other facilities, including the location where the facility is based. Provide listing from the most recent event.

Reference 1

Event: _____

Facility: _____

Date: _____

Describe the event:

Reference 2

Event: _____

Facility: _____

Date: _____

Describe the event:

Part E Ryerson Affiliation

If you or your event are affiliated with Ryerson, please complete applicable fields below.

Faculty/Staff	<input type="checkbox"/>	Dept.: _____ Position: _____
Course Union	<input type="checkbox"/>	Union: _____ Position: _____
Student/Student Group	<input type="checkbox"/>	Group: _____ Position: _____

Is this for **Ryerson use** or for **Personal/Non-Ryerson use** .

Student Groups only:

Ryerson students interested in holding an event at the Mattamy Athletic Centre must complete the mandatory event management form by visiting <https://connectru.ryerson.ca/> and completing the Student Event Management form. The booking will not be confirmed until approval is received from Ryerson University's Student Life Programs.

Please list a Ryerson Faculty/Staff member who can confirm your affiliation with Ryerson University and your event.

Faculty/Staff	Name: _____ Dept.: _____ Position: _____
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Part F - Waivers & Contracts

Both the Rental Contract / Invoice for MAC and the Event Booking Request Form must be completed, signed and paid in full before the event can be confirmed.

This application must be completed and returned in order for the event to be considered for the above requested dates. It is understood that this document represents only an application to obtain a CONTRACT/LICENSE AGREEMENT for use of MATTAMY ATHLETIC CENTRE (MAC) and in no way represents a binding agreement between the applicant and MAC. Unless this application is approved and a CONTRACT/LICENSE AGREEMENT is issued, there shall be no legal and binding commitment whatsoever between the applicant and MAC.

MAC will maintain the right to approve events, including the right to allow a reasonable period of separation between similar events, in order to provide the opportunity for the success of each event.

I agree to abide by all rules and regulations for MAC as stated in the terms and conditions of the contract/license agreement.

Applicant Name:	_____
Signature	_____
Date:	_____

If any aspect of this form is not completed truthfully, this event will be cancelled.

Where did you hear about the Mattamy Athletic Centre?

Part G (Internal Use Only) Approval or Rejections Comments

Approval or rejections comments: