

MAJOR EVENT REQUEST FORM

50 Carlton Street, Box 5, Room 4109, Toronto, ON, M5B 1J2 Phone: 416-598-5964 Fax: 416-598-5973



All third party bookings must complete the booking request form and return 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.

PART A – PERSONAL, GROUP INFORMATION

Please complete all fields.

➤ Group/Organization

- Name: _____
- Address: _____
- City: _____ Province/State: _____
- Postal Code: _____ Phone: _____
- Website: _____
- If you are booking on behalf of a 3rd Party, please name them below:
Client and/or Organization: _____

➤ Event Organizer

- Name: _____ Title: _____
- E-mail: _____ Phone: _____

PART B – EVENT INFORMATION

Please complete all fields.

➤ General Information

- Name of Event: _____
- Briefly Describe the Event:

- Briefly Describe the Setup for the Event:

- Approximate Number of People Attending: _____

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➤ Date Information

- Event Date(s): _____
- Set-up Time/Date(s) needed: _____
- Tear-down Time/Date(s) needed: _____

➤ Time Information

- Proposed Run of Show Time/Date(s) _____
- Doors open: _____
- Start Time: _____
- End Time: _____

➤ Preferred Location(s):

- Coca Cola Court (Includes Coca Cola Court, Eggy's Summit, and Court Balcony)
 - The Coca Cola is 12,000 sq.ft. and can be tailored to host a variety of events.
 - Renting Coca Cola Court includes Eggy's Summit and Court Balcony.
- The Bowl (Includes Mattamy Home Ice, Alumni Lounge, East and West Concourse)
 - The ice surface is 17,000 sq.ft. and can be set up in various configurations.
 - Each concourse overlooking the ice is approximately 9,000 sq.ft.
- Additional Space
 - Lobby
 - Main Floor
 - Meeting Rooms (Eggy's Summit, Bunker, Blue & Gold)

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 Food and Beverage (Catering)? Yes No

**If yes, you will be put in contact with Ryerson Eats, which is the mandatory catering company at the MAC.*

➤ Will your event be Ticketed? Yes No

**If yes, you will be put in contact with our Ticketing Manager.*

Proposed Ticket Prices: _____

Proposed On Sale Date: _____

➤ Will you need access to a loading dock and freight elevator? Yes No

- If yes, what will you be loading into our building?

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➤ Setup Requirements:

- Listed below are rough event setups to give a general idea for what is required.

- Gala Dinner
- Concert
- Trade Show
- Cocktail Reception
- Athletic Competition/Activity
 - Describe Athletic Competition/Activity.

- Other
 - If other, please describe below.

➤ Décor & AV Requirements:

- Westbury is preferred AV supplier and IATSE labour is required for all production setup, etc.

Please list any décor and/or production requirements you may have for your event:

PART D – RISK ASSESSMENT

Please complete all fields.

- Will alcohol be served at your event? Yes No
 - **We follow Smart Serve rules and regulation as outlined in our Liquor License by AGCO.**
 - **Ryerson Student** events that answered yes to the above must complete the follow sub-questions.
 - Will Ryerson Security be informed of this event?
 - Any Ryerson student event serving alcohol **must** inform Ryerson Security.
 - Is this an All Ages event? Yes No
- Have protestors been present at any of your previous events? Yes No

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- Would it be reasonable to expect protestors at this event? Yes No
- Is it possible that this event could be seen as controversial? Yes No
- Do you have any potentially harmful physical activities planned for your event? Yes No

- If yes, please list them:

- Also, list any equipment involved.

- Does your event have any Sponsors and/or Partners? Yes No

- If yes, list them:

- Are there any other foreseeable risks no listed above? Yes No

- If yes, list them:

PART E – REFERENCES

Please provide **at least one event reference**. Please list other facilities, including the location where the facility is based, that you have used in the past and the event(s) presented at the facility: Provide listing from the most recent event:

1. **Facility:** _____
Event: _____
Date: _____
2. **Facility:** _____
Event: _____
Date: _____

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PART F – RYERSON AFFILIATION

If your event is affiliated with Ryerson, please complete the applicable following fields. If it isn't, proceed to Part F.

➤ **Are you affiliated with Ryerson University?** If yes, complete the respective subsection.

- Faculty
 - i. Department: _____ Position: _____
- Staff Member
 - i. Department: _____ Position: _____
- Course Union
 - i. Union: _____ Position: _____
- Student or Student Group
 - i. Group: _____ Position: _____

If you are a student or student group please complete the STUDENT ONLY section below
- Other
 - i. Group: _____ Position: _____

➤ Is this event for **Personal/Non-Ryerson use** OR is this even **For Ryerson** .

➤ STUDENT GROUPS ONLY

- Ryerson students interested in holding an event at the Mattamy Athletic Centre must complete the mandatory event management form by visiting <http://www.ryerson.ca/studentlife/programs/event-risk-management.html> 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 member who can confirm your affiliation with Ryerson University and your event.

Faculty Member Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Signature: _____

Please provide the name and date of the previous events that your Student Group has hosted:

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PART G – WAIVERS & CONTRACTS

Each rental must abide by the rules and regulations outlined in the Rental Contract / Invoice for MAC, provided by the Mattamy Athletic Centre – Global Spectrum Facility Management. This document includes your event information, such

Class Contract Number	Facility/Equipment	Date(s) and Time(s) of Use
Purpose Use	Additional Fees	Payment Method & Schedule
Conditions of Use		

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 by the Event Manager.

This application must be completed and returned to the Event Manager 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:** _____

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

Where did you hear about the Mattamy Athletic Centre? _____

(INTERNAL OFFICE USE ONLY) PART H – APPROVAL OR REJECTION COMMENTS

Approval or rejection comments: