



# Room Booking 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: \_\_\_\_\_

Event Description:

Event Setup:

Approx. Attendance: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Rentals begin on the hour.

1 hour before will be added for setup of your own materials.

1 hour after will be added for teardown of your own materials.

## 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 at 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 exclusive ticketing supplier at the Mattamy Athletic Centre.

### AV Requirements

Projector/TV:  Wired Mic:  Wireless Handheld Mic

Riser (Stage)  Podium:  AUX Cable (Audio):

Not all rooms contain all AV options

The Mattamy Athletic Centre does not provide computers or music device to be used with AV system, client must bring their own

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 you be providing your own insurance? Yes  No

If yes, please provide an insurance certificate in the amount of \$5 million naming Global Spectrum Facility Management, L.P., Ryerson University, and each of their respective officers, directors, officials, successors, assigns, agents and volunteers as additional insured.

If no, applicable insurance fee will be charged.

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.

Please select your preferred spaces. Maximum capacity is dependent on event setup.

## Meeting Rooms

### Alumni Lounge (200 max):

**The Alumni Lounge overlooks Mattamy Home Ice, please be advised noise may be generated from on-ice activity. This may include music and/or activities noises. Alumni Lounge is not a quiet event space.**

Alumni Lounge is a large, long room best suited to events between 100-200 people – dinners, cocktail receptions, and lectures, for example. Setups can be customized to suit you needs. Capacity changes based on setup requirements. It has two large projection screens in the room, and built in Audio system.

### Eggy's Summit (40 max):

**Eggy's Summit overlooks the Coca Cola Court, please be advised noise may be generated from on-court activity. This may include music and/or activities. Additionally, a hum can be heard from the adjacent Glycol ice plant. Eggy's Summit is not a quiet event space.**

Eggy's Summit comes with 9 4ft tables and 25 chairs, setup in circle in the centre of the room. There are 2 Televisions that can be connected to by HDMI and VGA cord.

### Blue & Gold (40 max):

Blue and Gold is a room on the 3rd floor. It fits a maximum of 40 people, cut is best suited to host meetings of 25-30. This room comes with 11 4ft tables and 20 chairs setup in a semi-circle facing the projector screen. The projector screen can be connected to by HDMI or VGA cord,

### Bunker (40 max):

The Bunker is a room on the 3rd floor. It fits a maximum of 40 people, but is best suited to host meetings of 25-30. The Bunker comes with 12, 4ft tables and 30 chairs setup classroom style facing the projector screen. The projector can be connected to by HDMI or VGA cord.

## Concourses and Balconies

### West Concourse (750 max)

**The West Concourse overlooks Mattamy Home Ice, please be advised noise may be generated from on-ice activity. The West Concourse is not a quiet event space.**

The West Concourse on the 4th floor overlooks Mattamy Home Ice on the 3rd floor. It best suits events to observe on-ice activity or trade shows. It has a built in sound system, but please note that ice rentals have access to sounds equipment as well. It is not a separate space therefore the West Concourse is at Arena temperature.

### East Concourse (750 max)

**The East Concourse overlooks Mattamy Home Ice, please be advised noise may be generated from on-ice activity. The West Concourse is not a quiet event space.**

The East Concourse on the 4th floor overlooks Mattamy Home Ice on the 3rd floor. It best suits events to observe on-ice activity or trade shows. It has a built in sound system, but please note that ice rentals have access to sounds equipment as well. It is not a separate space therefore the East Concourse is at Arena temperature.

### Court Balcony (80 max.)

**Since the Balcony overlooks the Coca Cola Court noise from the court can be heard on the Balcony.**

Coca Cola Court Balcony is on the 3rd floor overlooking the Coca Cola Court on the 2nd floor. The space works best for group events to watch on court activities (Varsity games, for example).

**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: