

ROOM BOOKING REQUEST FORM

50 Carlton Street, Box 5, Room 4109, Toronto, ON, M5B 1J2 Main Line: 416-598-5966 Fax: 416-598-5973



All third party bookings must complete the booking request form below and submit to Joshua Kitchen (joshua.m.kitchen@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.

PART A – PERSONAL, GROUP INFORMATION

Please complete all fields.

Group/Organization

Name: _____

Address: _____

City: _____ Province/State: _____

Postal Code: _____ Phone: _____

Website: _____

Event Organizer

Name: _____

Title: _____ Phone: _____

E-mail: _____

PART B – EVENT INFORMATION

Please complete all fields.

Name of Event: _____

Briefly Describe the Event:

Briefly Describe the Setup for the Event:

Event Date(s): _____

Event Start Time: _____ Event End Time: _____

Approximate Number of People Attending: _____

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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?** Yes No

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

- **Will Event Be Ticketed?** Yes No

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

Proposed Ticket Prices: _____

Proposed On Sale Date: _____

- **AV Requirements:**

Projection/TV:

HDMI cable:

VGA cable:

Wired Mic:

Wireless handheld Mic:

AUX Cable (For Audio):

Riser (Portable Stage):

Podium (with Mic):

Mac HDMI Dongle:

Other: _____

Please note not all rooms contain all AV options.

Please note we do not provide computers or music deceives, you will need to bring your own laptop and/or music device if you will be using the projection and/or audio system.

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

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

- Other: Do you have any other requirements not listed above?

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PART C – PREFERRED LOCATION (Check all that apply)

Meeting Rooms

The Mattamy Athletic Centre has 4 meeting spaces that can accommodate a variety of events.

➤ **Alumni Lounge (100-200 capacity):**

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 quite 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 your needs. It has two large projection screens in the room, and built in Audio system.

One hour will be booked before your event start time and one hour after your event end time for you to setup your materials.

➤ **Eggy's Summit (30-40 capacity):**

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 Freon ice plant. Eggy's Summit is not a quite event space.

Eggy's Summit is a room overlooking the Coca Cola Court from the 3rd floor. It fits a maximum of 40 people, and is best suited to host meetings.

Eggy's Summit comes with 9 4ft tables and 30 chairs, setup in circle in the centre of the room. 2 Televisions that can be connected to by HDMI and VGA cord. Laptops/ music devices are not provided, the event must bring their own.

One hour will be booked before your event start time and one hour after your event end time for you to arrange the furniture and setup your own materials.

➤ **Blue and Gold Room (30-40 capacity):**

Blue and Gold is a room on the 3rd floor. It fits a maximum of 40 people, and is best suited to host meetings.

This room comes with 11 4ft tables and 20 chairs setup in a semi-circle facing the projector screen. The projector screen is connected to by HDMI and VGA cord, Laptops/ music devices are not provided, the event must bring their own.

One hour will be booked before your event start time and one hour after your event end time for you to arrange the furniture and setup your own materials.

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➤ **The Bunker (30-40 capacity):**

The Bunker is a room on the 3rd floor. It fits a maximum of 40 people, and is best suited to host meetings.

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 and VGA cord. Laptops/ music devices are not provided, the event must bring their down.

One hour will be booked before your event start time and one hour after your event end time for you to arrange the furniture and setup your own materials.

Concourses and Balconies

The Mattamy Athletic Centre has a handful of Balconies and Concourses that overlook its play surfaces.

➤ **West Concourse (750 capacity):**

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 sound equipment as well. It is not a separate space therefore the West Concourse is at Arena temperature.

One hour will be booked before your event start time and one hour after your event end time for you to arrange the furniture and setup your own materials.

➤ **East Concourse (750 capacity):**

The East Concourse overlooks Mattamy Home Ice, please be advised noise may be generated from on-ice activity. The East 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 events or trade shows. It has a built in sound system, but please note that ice rentals have access to sound equipment as well. It is not a separate space therefore the West Concourse is at Arena temperature.

One hour will be booked before your event start time and one hour after your event end time for you to arrange the furniture and setup your own materials.

➤ **Coca Cola Court Balcony (100 capacity):**

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).

One hour will be booked before your event start time and one hour after your event end time for you to arrange the furniture and setup your own materials.

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PART D – RISK ASSESSMENT

Please complete applicable fields.

Community Relations

Have protestors been present at any of your previous events? Yes No

Would it be reasonable to expect protestors at this event? Yes No

Sponsors/Partners

List any other individuals, companies, or organizers proposed to be involved in this event:

PART E – RYERSON AFFILIATION

If your event is affiliated with Ryerson, please complete the applicable following fields.

1) **Are you affiliated with Ryerson University?** Student Group Faculty Staff Member

** If you are representing a student group, please complete section 3.**

2) Is this event **for Ryerson**, or being **booked as an affiliate**:

- For Ryerson
- As an affiliate

3) 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.

Student Group Name: _____

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 information for previous events that your Student Group has hosted:

Event Name: _____

Facility: _____

Date: _____

Event Description:

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PART F – 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 as:

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

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 filed truthfully, this event will be cancelled.

Where did you hear about the Mattamy Athletic Centre? _____

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

Approval or rejection comments: