

ROOM BOOKING 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 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: _____
- 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:

- Event Date(s): _____
- Event Start Time: _____ Event End Time: _____

***Rentals begin and end on the hour**

***One hour before your event will be added for setup of your materials.**

***One hour after your event will be added for the teardown of your materials.**

- 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 (Catering)?** 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?

- **Do you have any other requirements not listed above?**

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PART D – PREFERRED LOCATION

Meeting Rooms

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

- **Alumni Lounge (200 Maximum):**

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. Capacity changes based on setup requirements. 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 and teardown your materials.

- **Eggy's Summit (30 Comfortably, 40 Maximum):**

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 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 a circle in the center 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 and teardown your own materials.

- **Blue and Gold Room (30 Comfortably, 40 Maximum):**

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 and teardown your own materials.

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- **The Bunker (30 Comfortably, 40 Maximum):**

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 own.

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

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

- **Coca Cola Court Balcony (60 Comfortably, 80 Maximum):**

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 setup and teardown your own materials.

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PART E – 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? Yes No
 - 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
- 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 (i.e. noisy equipment, games, photo booths, etc.)

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

- If yes, list them:

- Are there any other foreseeable risks not listed above? Yes No

- If yes, list them:

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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 a

- 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 G – APPROVAL OR REJECTION COMMENTS

Approval or rejection comments: