



**CENTENNIAL COLLEGE STUDENT ASSOCIATION INC. (CCSAI)  
EVENT INFORMATION FORM**

Mailing address - P.O. Box 631 Station A Toronto, ON M1K 5E9

Street Address – 941 Progress Avenue Toronto, ON M1G3T8

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Event Host/Organizer Names	Regular and Emergency Contact Information:
	Email:
	Tel:
	Cell:
	Address:
	Website:
	Email:
	Tel:
	Cell:
	Address:
	Website:

Event Name:	Event Type:	
Event Date:	Event Start Time:	Event End Time:
Set-up Date:	Set-up Start Time:	Set-up End Time:
Tear down Dates:	Tear-down Start Time:	Tear-down End Time:

Expected attendance:		
Description of event:		
Describe who is expected to attend this event:		
How will guests be invited:		
Will guests be charged admission/entry/donation fee?	YES	NO

**\* Reservations require thirty (30) days minimum notice for processing and are made on a first come first served basis, no more than four (4) months in advance.**

Event Location:	ATHLETIC & WELLNESS CENTRE		STUDENT CENTRE (Maximum Capacity 275 people)	
Required space(s)	Gyms* A, B, C (single \$90/hour)	YES   NO	Main Events Hall* (\$120/hour)	YES   NO
<b>*Four hours minimum required</b>  <b>All prices are subject to change</b>	Bleachers (468 max. seating capacity) (included with gym)	YES   NO	West Lounge (\$100/hour)	YES   NO
	Meeting Rooms A, B (single \$50/hour)	YES   NO	Arcade (\$100/hour)	YES   NO
	Change Rooms (included with gym)	YES   NO	Board Room (\$30/hour)	YES   NO
	Team Rooms (single \$30/hour)	YES   NO	Food Service Area (\$125/hour)	YES   NO
	Referee Rooms (single \$30/hour)	YES   NO	Lower Level Lounge (\$100/hour)	YES   NO
	Rock Wall (\$50/hour)	YES   NO	Meeting Rooms 2, 3 & 4 (single \$30/hour)	YES   NO

Food & beverages required	Do you require food service?	YES	NO
	Do you require alcohol service?	YES	NO
	Will you be serving food at your function?	YES	NO
<b>If serving/selling food, the organizer must have current valid catering permit. Additional charges may apply.</b>			

Equipment:	ATHLETIC & WELLNESS CENTRE		STUDENT CENTRE	
Audio/Visual equipment required	LCD Projector (\$500)	YES   NO	LCD Projector (\$500)	YES   NO
	Overhead lighting (\$500)	YES   NO	Overhead lighting (\$200)	YES   NO
	Podium (\$125)	YES   NO	Podium (\$125)	YES   NO
	Microphone (\$75)	YES   NO	Microphone (\$75)	YES   NO
	DJ Equipment (\$200)	YES   NO	DJ Equipment (\$200)	YES   NO
Furniture required (if yes, specify how many)	Stage:	YES   NO	Stage:	YES   NO
	Tables:		Tables:	
	Chairs:		Chairs:	
	Benches:		Benches:	
	Flip charts:		Flip charts:	
	Other:		Other:	

Do you require athletic sports therapist? (\$80/hour)	YES   NO
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Special Requests:	
Type of setup required	Theatre:
	Workshop:
	Boardroom:
	Other:

Describe any services required for special guests (VIPs, Government Officials, etc.)
Guest Names:

Entertainer Information	
Names:	Description of Act and Rating
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Event History (if you have hosted similar events, describe how they went and any security issues which arose.):
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Describe what you think your security needs are for this event:
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Describe any busing or parking services that are required for the event:
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Describe and/or attach materials being displayed or distributed: (Note: The CCSAI reserves the right to examine and disallow materials that are not in keeping with policies, guidelines and frameworks)
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Any specific information you feel may be useful:
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10/24/18