



## 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  
Tel: 416-289-5000, Ext. 3533/2659 | Fax: 416-289-5263  
Email: rentals@ccsai.ca

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

Event Name:	Event Type: Worship Service	
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)
<b>*Four hours minimum required</b>	Bleachers (468 max. seating capacity) (included with gym)	YES   NO	West Lounge (\$100/hour)
<b>All prices are subject to change</b>	Meeting Rooms A, B (single \$50/hour)	YES   NO	Arcade (\$100/hour)
	Change Rooms (included with gym)	YES   NO	Board Room (\$30/hour)
	Team Rooms (single \$30/hour)	YES   NO	Food Service Area (\$125/hour)
	Referee Rooms (single \$30/hour)	YES   NO	Lower Level Lounge (\$100/hour)
	Rock Wall (\$50/hour)	YES   NO	Meeting Rooms 2, 3 & 4 (single \$30/hour)

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

**If serving/selling food, the organizer must have current valid catering permit. Additional charges may apply.**

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
---	----------

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: N/A	Description of Act and Rating
<ul style="list-style-type: none"> <li>•</li> </ul>	

Event History (if you have hosted similar events, describe how they went and any security issues which arose.):
<ul style="list-style-type: none"> <li>•</li> </ul>

Describe what you think your security needs are for this event:
<ul style="list-style-type: none"> <li>•</li> </ul>

Describe any busing or parking services that are required for the event:
<ul style="list-style-type: none"> <li>•</li> </ul>

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)
<ul style="list-style-type: none"> <li>•</li> </ul>

Any specific information you feel may be useful:
<ul style="list-style-type: none"> <li>•</li> </ul>

10/24/18