

Organization/Individual Information

ORGANIZATION / INDIVIDUAL NAME

STREET ADDRESS / CITY / PROVINCE / POSTAL CODE

PRIMARY CONTACT

ALTERNATE CONTACT

NAME

NAME

PHONE NUMBER (please include extension)

PHONE NUMBER (please include extension)

EMAIL

EMAIL

My organization's operating budget is less than \$1 million Yes No

Event Details

Please note that final revisions to the Event Details must be made no later than 72 hours before the event date.

Nancy's Auditorium

Rotary Club of Toronto Reception Hall

Women's Community Meeting Room

Boardroom

3rd Floor Meeting Room

4th Floor Meeting Room

Rental Date(s)

DATE(S)

ARRIVAL TIME
(including set-up)

FINISH TIME
(including tear-down)

NUMBER OF ATTENDEES

EVENT DESCRIPTION/TITLE

If you would like to help transform the lives of women and girls, please donate at ywcatoronto.org/donate.



A TURNING POINT
FOR WOMEN



Set-up Needs

CATERING

I am using a YWCA Toronto Preferred Caterer
 Via Mercanti Cultures and Thai Express Rose Reisman To be determined

I am using an external caterer.
Renters using external caterers must submit their catering invoices, receipt or quote to YWCA Toronto one week prior to the event. The Landmark Fee will be included in the rental charges.

No food/beverages will be served

ALCOHOL

I will be serving alcohol. *Renter is responsible for securing a liquor license.*
There is a minimum charge of \$100 for 5 hours of security coverage when serving alcohol. All alcohol must be served by Smart Serve Certified Staff hired by the caterer or an approved Event Staffing Agency. Proof of General Liability coverage is required for all events that serve alcohol.

I will not be serving alcohol

MUSIC

I will be playing live or recorded music
A fee will be charged on behalf of the Society of Composers, Authors and Music Publishers of Canada (SOCAN) and Re:Sound Music Licensing Company if live or pre-recorded music is played at the event.

I will not be playing live or recorded music

TABLES/CHAIRS AND A/V REQUIREMENTS

YWCA Toronto does not provide laptops. If you bring your laptop, it must be compatible with VGA or HDMI ports.

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