

GUIDELINES

Events are planned and organized as assemblies of individuals outside of regular academic/curricular, research, or work-related campus activities at 7:00 or on weekends/holidays. All events must be held in the Centennial Centre.

Application Form

SECTION 1

a) Event Name and Description

b) Contact Information

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Phone Number _____ Email _____

Name of Group/Organization if applicable _____

Proposed Date, Time, Location

Date _____

Start Time _____ End Time _____

Location _____

Is this a classroom? _____ If yes, please book classroom

Has the event space been booked? _____

d) Invitees

Who is the event open to (i.e. McGill students, staff, alumni, public) _____

Estimated number of attendees _____

- e) Food and Beverage Alcohol must be ordered and purchased through Academic and Administrative services. Please visit us in Laird Hall [103] or contact usbyl or phone [514] 398- 7710 for further information. Service charges may apply.

Will alcohol be served?	
Will alcohol be sold?	
Will non-alcoholic beverages be served or sold?	
Will food be served?	
Will a BBQ be used?	

Sound and Connectivity Live/amplified/recorded music/sound including loudspeakers/microphones/megaphones is permitted outdoors before 18h00 when classes are in session and before 17h00 at other times. Service charges may apply.

Will live, amplified sound or music be played?	
Do you require audio/visual equipment? Audiovisual Equipment Reservation	
Do you require wired or wireless access?	

Setup - Please email fcc.fod@mcgill.ca to open a work order for setup needs. Service charges may apply.

Will a tent or awning be erected? If yes, provide the name of the tent/awning supplier.	
Do you require a storage area?	
Do you require electricity?	
Do you require help with setup from Facilities Management?	

Equipment- Please email fcc.fod@mcgill.ca to open a work order for equipment needs. Service charges may apply.

Tables, rectangular quantity	
Tables, square quantity	
Chairs- quantity	
Poster boards- quantity	
Podium, table top	
Podium, stand	
Flags (McGill, Macdonald, Quebec, Canada) and Chancellors Fall	

Parking and Security Service charges may apply.

Do you require a Security Agent? How to book an Agent	
Do you require parking permits? Reserve permits	

f. Other Needs– please use this section to outline additional needs

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SECTION 2: APPROVALS

INTERIM APPROVAL	Approved (Y/N)	Date	Signature
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