

**Event Details**

Event Dates: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(including set-up) (including tear-down)

Booking Space:  North Atrium (seats 200)  Classroom (max 65 occupants)  Meeting Space (10-18 occupants)  
 Art Gallery (max 60 occupants)  Classroom (max 130 occupants)  
(May to August only)

Expected Number of Guests: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

*\*Please note that all bookings only include the space(s) selected above. If you require additional space outside of the room you have booked (i.e. the hallway or room entrance), or a particular style of classroom (i.e. tiered, flat, or lecture hall) be sure to indicate in the Notes field below.*

**Contact Information**

Main Contact Name: \_\_\_\_\_ Student:  Society/Club: \_\_\_\_\_

Email Address: \_\_\_\_\_  Instructor: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Individual Student

Secondary Contact: \_\_\_\_\_ GH/Humber Staff:  Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Conference Services:  Name of Group: \_\_\_\_\_

**Additional Requirements**

**Please note that all additional services must be arranged directly by the client with the appropriate departments. These services will not be booked automatically with this form & may require additional costs to be paid by the client.**

**Food Services** – Will you be serving food/refreshments at your event?  Yes  No

*\*If you are catering an event on campus, please review the [Food Serving Protocol Form](#) and make arrangements with Humber Food Services at 416-798-1331 ext. 4238.*

*\*If you are selling food at an event on campus, please review and complete the [Food Sales on Campus Form](#).*

**Liquor License** – Do you plan on serving alcohol at your event?  Yes  No

*\*If you are planning to serve or have alcohol at your event please review the [Alcohol on Humber Premises Form](#).*

**Furnishings** – Do you require any tables or chairs for your event?  Yes  No

*\*If yes, please submit a work order at <http://www.humber.ca/facilities/archibus> to request furnishings. All furnishings must stay within the parameters of the booking space. Some restrictions may apply.*

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

**Campus Security** (at extra cost) – Does your event extend beyond building hours?  Yes  No

*\*If yes, please contact 416-675-6622 ext. 8500 to book in advance.*

**Custodial Services** (at extra cost) – Does your event require additional cleaning services?  Yes  No

*\*If yes, please contact 416-675-6622 ext. 4444 to book in advance.*

**Notes**

Before booking your event, please review the [Space Booking Protocol](#). Please note that the following restrictions apply to all events at the University of Guelph-Humber campus: no pets, no helium balloons, no physical games, no unauthorized signage.

To have your request approved, please send this completed form to [roombookings@guelphhumber.ca](mailto:roombookings@guelphhumber.ca). Your request will be processed within 1-2 business days. If you have any additional questions, contact the Information Officer at 416-798-1331 ext. 6084 or [info.officer@guelphhumber.ca](mailto:info.officer@guelphhumber.ca).