

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)

Expected Number of Guests: _____ Title 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: _____ *All student space requests will be reviewed by the Student Services Department 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 [Special Occasions Permit](#).*

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.*

Please proceed to Page 2 to provide additional details about your event.

Event Purpose & Description

Guest Speaker – Will there be guest speakers/external visitors at your event? Yes No

Guest Name(s): _____

Organization: _____

Guest Speaker/External Visitors Involvement:

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.

For classroom requests, please send completed forms to roombookings@guelphhumber.ca. All other requests are to be sent to info.officer@guelphhumber.ca. If your booking request includes both classrooms and other spaces, please send the form to both addresses for the respective approvals. Your request will be processed within 5 business days.

If you have any additional questions, contact the Information Officer at 416-798-1331 ext. 6084 or info.officer@guelphhumber.ca.