



**CENTENNIAL COLLEGE STUDENT ASSOCIATION INC. (CCSAI)  
EVENT INFORMATION FORM**

Mailing address - P.O. Box 631 Station A Toronto, ON M1K 5E9  
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| Event Host/Organizer Names | Regular and Emergency Contact Information: |
|----------------------------|--|
|                            | Email:                                     |
|                            | Tel:                                       |
|                            | Cell:                                      |
|                            | Address:                                   |
|                            | Website:                                   |
|                            | Email:                                     |
|                            | Tel:                                       |
|                            | Cell:                                      |
|                            | Address:                                   |
|                            | Website:                                   |

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

|                           |  |          |
|---------------------------|--|----------|
| 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:                  | Description of Act and Rating |
| •                       |                               |

Event History (if you have hosted similar events, describe how they went and any security issues which arose.):

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Describe what you think your security needs are for this event:

•

Describe any busing or parking services that are required for the event:

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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)

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Any specific information you feel may be useful:

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