

# Sheridan

## External Booking Request Form

Please submit all completed forms to Conference Services; conferences@sheridancollege.ca

\*Requests must be received at least 15 business days prior to your event date\*

### ORGANIZATIONAL INFORMATION

Organization Name:

Street Address:

Street Name:

Suite Number:

City:

Province:

Postal Code:

Main Contact:

Email:

Phone:

Are you a registered non-profit organization:      No

Yes

Non-Profit Number:

### RENTAL INFORMATION

Location Requested:

Davis Campus  
Brampton

Hazel McCallion Campus  
Mississauga

Trafalgar Campus  
Oakville

Type of Space(s) Required:

Lecture Hall

Classroom

Conference Centre (*Trafalgar*)

Studio (*Trafalgar*)

Theatre (*Trafalgar*)

Computer Lab

Gymnasium (*Trafalgar & Davis*)

Soccer Field (*Trafalgar & Davis*)

Parking Lot (*Trafalgar*)

Cafeteria

Creativity Commons (*HMC*)

Boardroom

Other

Scheduling Information:

Event Date(s) (DD/MM/YYYY)	Start Time	End Time	Recurring	Frequency (ex. weekly)	End Date (DD/MM/YYYY)
			yes / no		
			yes / no		

Have we hosted this event in the past?

Yes

No

Expected Attendance:

Purpose of Rental:

AV Requirements:

Does your Event Involve/Require?:

*\*Additional Fees May Apply\**

Accommodations

Alcohol/Bar Service

Food/Catering

Filming/Photography

Parking

Rentals (i.e. linens)

Podium

Wi-Fi

Other:

#### Insurance Coverage

*\$5 Million general liability coverage is the minimum required for all rentals – some events may require more coverage.  
A Conference Coordinator will confirm the amount required for your event.*

Additional Event Details:

*Tell us more about your event. The more information you provide us with, the better suited we are to assist with finding you the perfect space for your next meeting or event.*