

Request to Book CSU Space

In order to book the 7th floor large lounge, small lounge, or cafeteria, please complete and return the attached form a full **ten (10) business days** prior to your event.

For an event where alcohol is part of the menu, your space request form along with a Sale and/or Service of Alcohol on Campus Waiver Form for Alcohol Related Events (the "Alcohol Waiver") must be received at least **twenty (20) business days** prior to your event.

For an event requiring a Special Events permit from MAPAQ (refer to Sale or Service of Food on Campus Waiver Form for Self-Catered Events, the "Food Waiver"), your application must be received at least **twenty five (25) business days** prior to your event.

NOTE:

A Food Waiver is not required for events where 1. lower risk food (refer to *Definitions* below) is served/sold, or 2. food is provided by an University approved caterer.

For an exhibition, indicate the theme and objects of display, along with materials and equipment used to display these objects. Sample pictures are required for exhibit of paintings, drawings and photographs. A layout of the arrangement may be requested. Where applicable, indicate how the exhibition will be secured overnight.

Please re-submit a new space request if the main components of your event are modified.

DEFINITIONS

Lower Risk Foods are foods that pathogens have trouble surviving in because they are drier, have a high sugar or salt content, or are more acidic. These foods do not need to be kept hot or cold. Ex: cakes (except cheesecake or cream/dairy filled cakes), fruit pies, tarts, breads, candies, popcorns, chocolates, fudge, and brownies.

Higher Risk Foods are foods that can support the growth of pathogens and/or foods that have been associated with causing food borne illness. These foods must be kept and served hot or cold. Ex: cheesecake, pumpkin and meringue pies, frostings or fillings with cream cheese, custards, whipped cream or cheese, meats and dairies.

GENERAL INFORMATION

Organization: _____

Booking Officer: _____

Email: _____

Phone: _____

Onsite Contact: _____

Email: _____

Phone: _____

EVENT DESCRIPTION

Date: _____

Hours of Reservation (include set up / take down time): _____

Actual Time of Event: _____

Location Requested:

Large Lounge Small Lounge CSU Cafeteria

Title of Event: _____

Type of Event: _____

Description: _____

Guest Speakers: _____

Number of Attendees: _____

Will there be a registration/admission fee or suggested donation?

Yes (please specify: _____) No

Will there be music or sound on site?

Yes (please specify: _____) No

If food is involved, will it be:

Higher Risk Food Lower Risk Food

Self-Catered (please fill out a food waiver)

Catered (company: _____)

Is alcohol involved? Yes No

We regret that we cannot accept late requests.

Please return completed forms to H-711 or email to office@csu.qc.ca



Concordia
Student Union

ITEMS NEEDED FOR STUDENT GROUPS ONLY



Chairs: _____



Risers (4'x8', 1/2' high): _____



Tables: _____



Garbage Bins: _____



Easels: _____



Recycling Bins: _____



Mobile Boards: _____

Other: _____

IT REQUIREMENTS FOR CSU CLUBS ONLY

For non-CSU groups, visit concordia.ca/it/support/webform-equipment

Set Up or Pick Up Time: _____ Return Time (if applicable): _____

Pick Up Person (if applicable): _____

Data Kit (\$126.47, delivery and setup included)

or order individually:



Projector



Screen (\$11.50 - \$17.25)

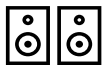


Laptop



Small Sound Kit (\$68.98, delivery and set up included)

1 speaker, 1 microphone, wireless wired table stand floor stand



Large Sound Kit (\$114.97, delivery and set up included)

2 large speakers, _____ microphones (up to 4, additional ones are \$11.50-\$17.25 extra each)

wireless wired table stand floor stand

I have read and agree to the terms and conditions outlined in this form.

I have read and agree to the CSU's "Booking Request Terms and Conditions" available at csu.qc.ca/content/booking-terms-and-conditions

Signature: _____ Date: _____

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