Please ensure that the proposed event complies with the VICTORIA HALL/GALLERY BOOKING POLICY

**Applicant Information**

<table>
<thead>
<tr>
<th>Name of Group or Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Proposed Event Information**

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Concert</th>
<th>Film</th>
<th>Theatre</th>
<th>Lecture</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Date</td>
<td>Single Event</td>
<td>Series (Monthly, Quarterly, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Entry Fee</td>
<td>(if applicable):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Description of Event: |  |

**Responsibilities**

**The City is responsible for:**
- ensuring that the space is available at the appointed time;
- providing the material and equipment as agreed;
- setting up the space in the appropriate configuration as agreed;
- tearing down the space after the event.

**The organizers are responsible for:**
- providing a completed Room Booking Agreement upon acceptance of proposal;
- providing a detailed floor plan at least three (3) days prior to the event;
- informing Victoria Hall office of any changes within a reasonable timeframe, in order to be accommodated;
- providing their own technician(s) if needed;
- acquiring the appropriate permit if alcohol is sold or served;
- tidying the room and leaving it as found;
- all fees for events held outside of regular building hours, at a rate of $50 per hour;
- ensuring that the event complies with the Victoria Hall/Gallery Booking Policy (no fundraising, etc.).

**Please submit completed form to:**

**Community Events Office**

Victoria Hall
4626 Sherbrooke Street West
Westmount, QC H3Z 1G1
514 989-5226
victoriahall@westmount.org