



VICTORIA HALL COMMUNITY CENTRE

EVENT PROPOSAL

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

Applicant Information

Name of Group or Organization:

Name of Contact Person:

Phone:

Email:

Mailing Address:

Proposed Event Information

Type of Event

Concert

Film

Theatre

Lecture

Other

Proposed Date:

Single Event

Series (Monthly, Quarterly, etc.)

Proposed Entry Fee (if applicable):

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