

# REQUEST TO BOOK CSU SPACE

1455 de Maisonneuve Blvd W, H-711  
Montréal, QC H3G 1M8  
T: 514 848-7474 | F: 514 848-7450  
www.csu.qc.ca



In order to book the 7<sup>th</sup> floor large 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 an *Alcohol Waiver and Responsibilities Regarding the Sale/Service of Alcohol on Campus* (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, **samosas**, rice, cooked vegetables, tofu, sprouted grains and dairy products).

## GENERAL INFORMATION

Organization: \_\_\_\_\_

Booking Officer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

On-site Contact person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## EVENT DESCRIPTION

Date: \_\_\_\_\_

Hours of Reservation (add setup / take down time): \_\_\_\_\_ To \_\_\_\_\_  
Start Finish

Actual Time of Event: \_\_\_\_\_ To \_\_\_\_\_  
Start Finish

Location Requested:

Large 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**

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## ITEMS NEEDED (FOR STUDENTS GROUPS ONLY)

 <input type="checkbox"/> Chairs: _____	 <input type="checkbox"/> Risers (4'x8', ½' high): _____
 <input type="checkbox"/> Tables: _____	 <input type="checkbox"/> Garbage Bins: _____
 <input type="checkbox"/> Easels: _____	 <input type="checkbox"/> Recycling Bins: _____
 <input type="checkbox"/> Mobile Boards: _____	<input type="checkbox"/> Other: _____

## IT REQUIREMENTS (FOR CSU CLUBS ONLY)




For non-CSU groups, visit [www.concordia.ca/it/support/webform-equip-onsite-support.html](http://www.concordia.ca/it/support/webform-equip-onsite-support.html)

Set Up or Pick Up Time: \_\_\_\_\_ Return Time (if applicable): \_\_\_\_\_





Pick Up Person (if applicable): \_\_\_\_\_ Student ID: \_\_\_\_\_

**Full Data Kit (\$103) - Includes a projector, a projector screen, a laptop, delivery and setup.**


**Or book items separately:**



  Free Projector      Screen (\$10.30)      Laptop (\$25.75)

**Small Sound Kit (\$66.95) - Includes a small speaker, a microphone, delivery and set up. Please note that audio items cannot be booked individually. Select your choice of microphone and microphone stand:**

**Microphone:**   Wired    Or      Wireless    |    **Stand:**   Table    Or      Floor

**Large Sound Kit (\$113.30) - Includes two large speakers, up to four microphones, delivery and set up. Please note that audio items cannot be booked individually. Additional microphones (i.e. more than four) can be requested at a cost (\$10.30 to \$15.45 each). Select your choice and the number of microphones and microphone stands:**

**Microphone:**   Wired: \_\_\_\_\_      Wireless: \_\_\_\_\_      Headset: \_\_\_\_\_      Lapel: \_\_\_\_\_

**Stand:**   Table: \_\_\_\_\_      Floor: \_\_\_\_\_

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"  
[www.csu.qc.ca/services/bookings/booking-terms-and-conditions/](http://www.csu.qc.ca/services/bookings/booking-terms-and-conditions/)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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