



Please submit requests 25 business days before your event to
Loyola Chapel Administration in person or via email

Email: chapel@concordia.ca

Address: 7141 Sherbrooke West, Loyola, FC 109 Montreal,
Quebec, H4B 1R6

IMPORTANT: Before you fill out the Loyola Chapel Booking Request Form, please check with the Loyola Chapel to find out if the space is available during your event time and day. We can be reached at **(514) 848 - 2424 ext: 3588** or by email at: chapel@concordia.ca

LOYOLA CHAPEL BOOKING REQUEST FORM

I. EVENT ORGANIZER INFORMATION

Attention Student Groups: Only submissions filled out by registered booking officers will be accepted.

Name: Department/Group (If applicable):

Check all that apply: Staff/Faculty Student Alumni Outside Concordia Community

Concordia ID (If applicable): Budget Code (If applicable):

Phone: Email:

Website:

Are you co-hosting the event? Yes No If so, with whom?

2. EVENT DETAILS

Event Name: Event Date (Ex: 01-May-2014):

Official Event Duration (Start/End) Is this a repeating event? Yes No

Booking Time (Set-up/take down)

If yes, provide dates below. Ex: October 10, 2014 and November 12, 2014:

What type of an event are you having (Select all that apply)?

- | | | | |
|-------------------------------|------------------|----------------------|---------|
| Class/Workshop | Funeral/Memorial | Movie Screening | Wedding |
| Concert (Music/Dance/Theatre) | Holy Celebration | Reception/Gala | |
| Conference | Meeting | Roman Catholic Event | |

Please provide a detailed description of your event. If you are screening a movie(s), provide name of the films.

The Loyola Chapel has equipment available for use during your event. Please select which items you would like to use.

| | | |
|------------------------|---|------------------------|
| Altar | Easels | Organ |
| Pews | Coat Racks | Piano |
| Podium | Coffee percolator | Music Stands Sound |
| Plastic Folding Chairs | Hot water percolator | Sound system with mic* |
| Solid Wood Chairs | Microwave | Projector |
| Cushions and mats | Set of 36 reusable dishes and utensils | 4x6 ft Screen |
| 3x5 ft wood tables | Fridge | 10x16 ft Screen |
| 3x8 ft plastic tables | Will you have open flame candles at your event? | Yes No |

**Audio-Visual details, technical support, and piano costs will be discussed separately following your booking confirmation.*

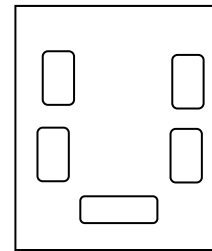
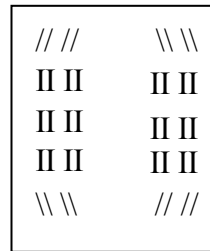
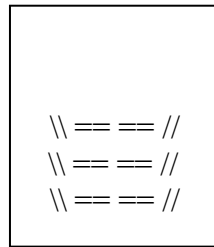
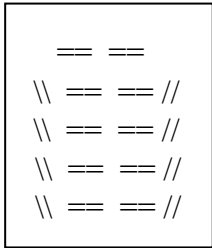
Please list the quantities for the equipment you require. The maximum amount is in brackets:

| | |
|------------------------------|------------------------|
| Plastic Folding Chairs (48): | 3x8 ft plastic tables: |
| Solid Wood Chairs (20): | Easels (7): |
| Cushions and mats (30): | Coat Racks (2): |
| 3x5 ft wood tables : | Music Stands (6): |

If you will be using external equipment during your event, list the materials below. NOTE: All additional materials for your event must meet the [Fire Safety and Prevention Policy of Concordia University](#).

Please select a desired room layout for your event.

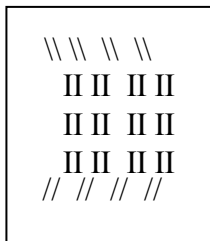
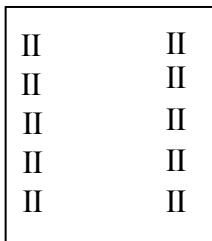
1. Standard Pew setup 2. Pew set up in front 3. Pews facing each other 4. Workshop/Conference



5. Pews on side

6. Pew semi-circle

7. Other (describe below)



Who is invited?

Internal Members (Invite Only)

Open to the internal public

External Members (Invite Only)

Open to the Public

Open to Internal and External
Members (Invite only)

Maximum expected attendance?

Is there a cost to participate in the event (by donation or registration fee)?

Yes

No

Will minors (participants under the age of 18 years) be attending the event without the presence of their legal guardians? **NOTE:** If so, a waiver form for minors will have to be signed by their parent or legal guardian(s) prior to the event or upon arrival.

Yes

No

Will there be Lecturers, Facilitators, Guest Speakers, VIP Guests, or any other special attendees?

Yes

No

If yes, provide a complete list of confirmed and potential speakers and any additional information that may be helpful to decide whether special arrangements are needed.

Do you plan to *serve or sell* **FOOD** at your event? Yes No

Please indicate if the food will be: **Catered** **Self-Catered**

Do you plan to organize or host a *potluck*? Yes No

If "Catered", you **must** select a University Approved Caterer from the [University's Approved Caterers List](#)

If already agreed upon, please indicate which University approved caterer will be catering your event: _____

If "Self-catered" you **must** complete, and return the [Food Waiver form](#) with this request form and respect the terms contained in the Food Waiver form. It will be sent to the departments of Environment Health and Safety and Security.

Requests to the University must be made at least **TWENTY-FIVE BUSINESS days** before the requested event date

Do you plan to *serve or sell* **ALCOHOL** at your event? Yes No

If 'Yes' you **must** complete and return the [Alcohol Waiver](#) form with this request form and respect the terms contained in the Alcohol Waiver.

Please indicate in the alcohol waiver whether the bar service will be provided through a caterer or whether you will you wish to serve the alcohol without a caterer. The University requires that alcohol is only served by persons SIP Certified (Server Intervention Program) authorized to provide bar service.

Bar service is available through the Event Assistant team at the Loyola Chapel (who are SIP Certified). Upon receipt of your waiver, we will provide the names of the SIP servers in your form when forwarded to Security.

Requests to the University must be made at least **TWENTY-FIVE BUSINESS days** before the requested event date to determine whether a permit is required to have alcohol onsite.

Please list the names and Concordia ID (if applicable) of responsible persons other than yourself:

1. _____ 2. _____

Once completed please return to the Loyola Chapel Administrator by email: chapel@concordia.ca, or drop it off at the Loyola Chapel Office FC-109.