



**STUDENT SERVICES**  
Multi-faith and Spirituality Centre

Loyola Chapel  
7141 Sherbrooke St. W., Loyola FC-100.1  
Montreal, Quebec, H4B 1R6

chapel@concordia.ca  
514-848-2424 ext. 3588

## LOYOLA CHAPEL BOOKING REQUEST FORM

### IMPORTANT:

- All requests must be submitted 25 business days prior to your event.
- Please verify that the space is available for your event prior to filling out the form.
- **Student Groups: Only submissions filled out by registered booking officers will be accepted.**

### 1. Event Organizer Information

Name: \_\_\_\_\_ Department/Group (if applicable): \_\_\_\_\_

Check all that 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 yes, with whom? \_\_\_\_\_

### 2. Event Details

Event Name: \_\_\_\_\_ Event Date (ex: 01-May-2016): \_\_\_\_\_

Official Event Time (start/end): \_\_\_\_\_

Is this a repeating event?  Yes  No Maximum Expected Attendance \_\_\_\_\_

If yes, please provide all dates: \_\_\_\_\_

Organizer Arrival Time: (Organizer will need to be present prior to the beginning of the event) \_\_\_\_\_

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

Class/Workshop  Funeral/Memorial  Movie Screening  Wedding:  Roman Catholic  Other

Concert (Music/Dance/Theatre)  Holy Celebration  Reception/Gala \_\_\_\_\_

Conference  Meeting  Roman Catholic Event  Other: \_\_\_\_\_

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 request, and include the number you wish to use (where applicable)

\* Additional fees may be incurred for this equipment's use.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Altar (1)                          |  |   |
| <input type="checkbox"/> Pews                               |  | <input type="checkbox"/> Coffee Percolator                      |
| <input type="checkbox"/> Podium (1)                         |  | <input type="checkbox"/> Hot Water Percolator                   |
| <input type="checkbox"/> Plastic Folding Chairs (48) _____  |  | <input type="checkbox"/> Piano* (1)                             |
| <input type="checkbox"/> Solid Wood Chairs (20) _____       |  | <input type="checkbox"/> Music stands (5) _____                 |
| <input type="checkbox"/> 3x6 ft plastic tables (10) _____   |  | <input type="checkbox"/> Sound system with mic*                 |
| <input type="checkbox"/> 3x8 ft plastic tables (3) _____    |  | <input type="checkbox"/> Projector (1)                          |
| <input type="checkbox"/> Cushions for meditation (25) _____ |  | <input type="checkbox"/> 4x6 ft. screen (1)                     |
| <input type="checkbox"/> Easels (7) _____                   |  | <input type="checkbox"/> 5x7 ft screen (1)                      |
| <input type="checkbox"/> Coat Racks - permanent (2) _____   |  | <input type="checkbox"/> 10x16 ft screen (with set-up fee)* (1) |

Will you have open flames / candles ?

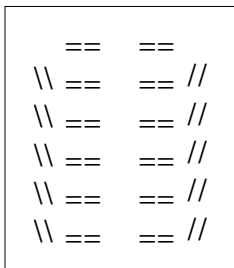
Yes  No

If you will be using external equipment during your event, list the material below.

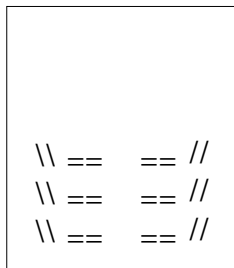
**NOTE:** All additional materials for your event must meet the [Fire Safety and Prevention Policy of Concordia University](#).

Please select a desired room layout for your event:

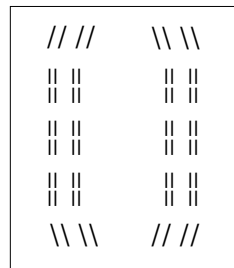
Traditional Pew set-up



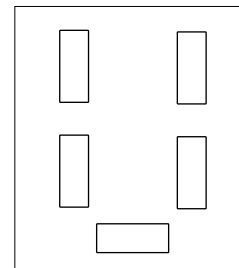
Pew set-up in front



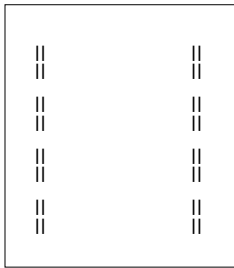
Pews facing each other



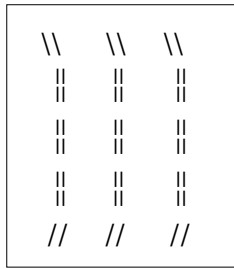
Workshop/Conference



Pews on side



Pews semi-circle



Prefer an open set-up so audience can be reconfigured (pews on side).  
-Include details in "EVENT DESCRIPTION" box above, page 2.

Who is invited?

Internal Members (invite only)  Internal Public

External Members (invite only)  General Public

Open to Internal and External Members (invite only)

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? Yes  No

**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.

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

**Note: There is a \$50 deposit for the use of the kitchen payable by cash or cheque prior to the event.**

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

If "Catered", you must select a University Approved Caterer from the [University 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.

**\*For food or alcohol service, requests to the University must be made at least TWENTY-FIVE BUSINESS DAYS before requested event date.**

Do you plan to serve or sell alcohol? Yes  No

The University requires that the alcohol be served by an individual who has been certified through Concordia's University's SAFE SERVE PROGRAM ([SSP](#)) or by a University approved caterer.

**Students and External Clients:** An [Alcohol Waiver](#) must be filled.

**Faculty & Staff:** Only tagged alcohol is permitted for Faculty/Staff events and it cannot be purchased from the SAQ and/or stores. Events must be by invitation and an invitation/guest list must exist. Tagged alcohol must be purchased through "My Events Reservation" system in the portal unless you are purchasing the alcohol through an Alcohol licensed Approved Caterer (Alcohol waiver for Faculty/Staff must be filled for this purpose).

**Faculty/Staff, please indicate how you will be purchasing the alcohol:** University Inventory  Alcohol Licensed Approved Caterer

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

\_\_\_\_\_

Once completed, please return to the Loyola Chapel Administrator by email: [chapel@concordia.ca](mailto:chapel@concordia.ca).