

Venue Rental

Applicant Information

☐ Business or Other Organization ☐ Individual in personal capacity		☐ Individual as Agent of Business/other Organization* *If you represent an organization, please provide your business contact information. Be advised that all information collected on this form is business information and will be maintained as public record.	
First Name		Last Name	
Company Name (if applicable)			
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Mobile Number	
Email Address			

Event Information

Requested Venue		Type of Function	
Event Name			
Request Date(s) (yyyy-mm-dd)		Requested Time(s) (hh:mm AM/PM to hh:mm AM/PM)	
Estimated Number of Guests	Is this a ticketed event? ☐ Yes ☐ No	Do you require a site visit? ☐ Yes ☐ No	
Will alcohol be served? ☐ Yes ☐ No	Will there be music? ☐ Yes ☐ No	Will there be dancing? ☐ Yes ☐ No	
Do you require tables and/or chairs? (If yes, please specify amount needed) ☐ Yes ☐ No			
Will the event be catered? (If yes, please specify name of caterer) ☐ Yes ☐ No			
Will there be dignitaries in attendance (i.e. celebrities, government officials)? (If yes, please provide name(s)) ☐ Yes ☐ No			
How did you hear about us? (Please specify)			
Please provide a short description of your event.			

Corporate Real Estate Management (CREM) collects personal information on this form under the legal authority of the Toronto Municipal Code, Chapter 441, Fees and Charges, Appendix C - Schedule 11, Corporate Real Estate Management, Reference Number (Ref. No.) 17.1. The information is used to administer the application process and determine applicants' eligibility for rental of room(s) at St. Lawrence Market Complex. Questions about this collection can be directed to the Supervisor of Marketing, Communications and Events, Corporate Real Estate Management, 105 The Esplanade, Toronto, Ontario, M5E 2A2 or by telephone at 416-392-7120.