

STUDIO RENTAL REQUEST

120 Accolade East Building, 4700 Keele Street, Toronto, ON M3J 1P3

Phone: (416) 736-5292 E-mail: perform@yorku.ca

Once completed, please forward this form to the e-mail above.

PERFORMANCE FACILITIES - School of Arts, Media, Performance and Design

CLIENT INFORMATION

Organization Name:		
Organization Address:		
Telephone:	E-mail:	
Contact Person Name:		
Address:		
Telephone:	Cellular:	E-mail:
Alternate Contact Person Name:		
Telephone:	Cellular:	E-mail:

EVENT INFORMATION

Title of the Event:	
Type of the Event or Activity:	
Start Date of Event:	End Date of Event:
# of Participants:	# of Audience:

STUDIO

Please indicate which studio(s) you would like to book:

Dance Studio A – ACE 203	Dance Studio B – ACE 201	Dance Studio C – ACE 253
Dance Studio D – ACE 251	Dance Studio E – ACE 249	McLean Dance Studio F – ACE 244
Dance Studio G – ACE 147	Dance Studio H – ACE 148	Foster Acting Studio – ACE 207
Acting Studio – ACE 209	Music Studio - ACE 231	Music Studio - ACE 235
Martin Family Lounge - ACE		

Other Spaces:

BOOKING SCHEDULE DETAILS

Please note that the schedule will be reviewed to ensure proper staff breaks

Sample activity: arrival time, set-up, rehearsal, registration, event start, deliveries, meal breaks, etc.

Date	Activity	Studio Space:	Start Time	End Time

OTHER ACTIVITY, PROGRAMMING OR EVENT NOTES:

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SET-UP AND SERVICES

Do you require or are you planning any of the following activities?			
Registration/Check-in Area	Yes	No	Details:
Audio Playback System	Yes	No	Details:
Displays/Signage	Yes	No	Details:
Tables	Yes	No	Details:
Chairs	Yes	No	Details:
Music stands	Yes	No	Details:
Additional Set Up Notes:			

PIANO (Please note that most studios are equipped with pianos but they are not to be used and are not tuned unless specifically requested by the renter)

Do you require the use of a piano(s) for your event?	Yes	No
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Would you like the piano(s) tuned before your event? (tuning charge applies)	Yes	No
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PERCUSSION & AMPLIFIER RENTAL REQUEST:

(Subject to availability and additional fees apply.)

Percussion:		
Basic Concert Setup		
Includes:	Snare Drum	Glockenspiel (Orchestra Bells)
	Bass drum	Timpani (set of 4)
	Xylophone	
Marimba (five octave)	Vibraphone	Chimes (Tubular Bells)
Tom-toms	Conga	Tam-tam (Gong)
Drum Set Only	Drum Set with Cymbals	
Amplifiers:		
Guitar amplifier	Bass amplifier	Keyboard amplifier
Notes:		

CATERING AND BEVERAGE SERVICES

Do you plan to have any food or beverage service at your event? Yes No

Please note, that all food and beverage services must be provided by designated York University caterers or vendors. For on-campus catering information and off-campus caterer registration, please visit:

<https://www.yorku.ca/foodservices/catering/>

If yes, describe your catering and reception plans:
