

Macdonald Campus Event Application Form_September 2023

GUIDELINES

Events are planned and organized assemblies of individuals outside of regular academic or curricular, research, or work-related activities; in other words, they are one-offs or special occasions and require approval.

Fall 2023: Please complete Section 1 of this form to request approval **for all events**, including:

- Macdonald Campus outdoor events
- All events held before 8h00, after 17h00, or on weekends/holidays
- All events planned for the Macdonald-Stewart Foyer
- All student-led events held in areas other than the Ceilidh in Centennial Centre
- All events where alcohol will be served other than the Ceilidh in Centennial Centre

Applications must be submitted to Academic & Administrative Services in person (Laird Hall 103) or by [email](#) at least 10 working days prior to the event.

SECTION 1

a) Event Name and Description

b) Contact Information

Name of Applicant(s) _____

Phone Number _____ Email _____

Name of Group/Organization if applicable _____

c) Proposed Date, Time, Location

Date _____

Start Time _____ End Time _____

Location _____

Is this a classroom? _____ If yes, please [book](#) classroom

Has the [event space](#) been booked? _____

d) Invitees

Who is the event open to (i.e. McGill students, staff, alumni, public)? _____

Estimated number of attendees _____

- e) **Food and Beverage** - Alcohol must be ordered and purchased through Academic and Administrative services. Please visit us in Laird Hall [103] or contact us by [Email](#) or phone [514] 398- 7710 for further information. Service charges may apply.

Will alcohol be served?	
Will alcohol be sold?	
Will non-alcoholic beverages be served or sold?	
Will food be served?	
Will a BBQ be used?	

Sound and Connectivity - Live/amplified/recorded music/sound including loudspeakers/microphones/megaphones is not permitted outdoors before 18h00 when classes are in session – and before 17h00 at other times. Service charges may apply.

Will live, amplified sound or music be played?	
Do you require audio-visual equipment? Audiovisual Equipment Reservations	
Do you require wired or wireless access?	

Set-up - Please email fcc.fod@mcgill.ca to open a work order for set-up needs. Service charges may apply.

Will a tent or awning be erected? If yes, provide the name of the tent/awning supplier.	
Do you require a storage area?	
Do you require electricity?	
Do you require help with set-up from Facilities Management?	

Equipment - Please email fcc.fod@mcgill.ca to open a work order for equipment needs. Service charges may apply.

Tables, rectangular – quantity	
Tables, square – quantity	
Chairs – quantity	
Poster boards – quantity	
Podium, table top	
Podium, stand	
Flags (McGill, Macdonald, Quebec, Canada) and Chancellors Fall	

Parking and Security. Service charges may apply.

Do you require a Security Agent? How to book an Agent.	
Do you require parking permits? Reserve permits.	

f. **Other Needs – please use this section to outline additional needs**

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SECTION 2: APPROVALS

INTERIM APPROVAL	Approved (Y/N)	Date	Signature
Facilities			
Fire Prevention			
Risk Management			
Security Services			
Building Director/Athletics (Field)			
FINAL APPROVAL			

SECTION 3: NOTIFICATIONS

IT
Room Booking
Comms
Other

12-Sep-23