



## Global Centre for Pluralism **Spaces @ 330 Sussex Rental Event Proposal**

The Global Centre for Pluralism's facility at 330 Sussex Drive can accommodate events such as executive meetings, panel discussions, exhibitions, receptions, banquets, remote meetings and more.

PLEASE SUBMIT THE COMPLETED FORM TO: [rentals@pluralism.ca](mailto:rentals@pluralism.ca) (FRENCH VERSION: TO INDICATE [locations@pluralism.ca](mailto:locations@pluralism.ca) )

### **Name of Organization**

### **Primary Contact Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **GENERAL INFORMATION**

#### **Requested Date(s) and Time(s)**

Start Date: \_\_\_\_\_(dd/mm/yy) Start Time: \_\_\_\_\_  am  pm

End Date: \_\_\_\_\_(dd/mm/yy) End Time: \_\_\_\_\_  am  pm

#### **Number of Expected Guests:**

Invited (closed guest list)

Public (open guest list)

#### **Name of Event:**

#### **Type of Event:**

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> Panel Discussion      | <input type="checkbox"/> Reception | <input type="checkbox"/> Round Table Discussion  |
| <input type="checkbox"/> Workshop (think tank) | <input type="checkbox"/> Banquet   | <input type="checkbox"/> Executive/Board Meeting |
| <input type="checkbox"/> Presentation /Lecture | <input type="checkbox"/> Ceremony  | <input type="checkbox"/> Other _____             |

Hybrid



## Who is your target audience at this event?

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### Purpose of Event

Provide a brief description. What is your primary objective? Attach a separate page if necessary.

Other organizations involved in the event: (please provide a list of other groups or organizations involved in the event)

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This event will have \_\_\_\_\_ (Y/N) sponsors?

List of Event sponsors (if known)

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How will this event be marketed?

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### SET UP REQUIREMENTS

#### Provide requirements where known

Standard theatre and meeting style furniture (chairs and tables) are included with the space rentals. Additional rental furniture may be required to meet your desired configuration.

*Up to 120 chairs | 30 grey flip tables | 6 - 6' tables | 4 cushioned stage chairs*

#### Main Event Space

Requested spaces for use if known. Please select spaces below.

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Dialogue Centre | <input type="checkbox"/> Seminar Room |
| Lobby                                    | Courtyard (Exterior)                  |

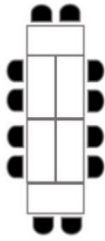
Requested set up style (see *Figure 1.A* for suggestions). Please select set up style below

- |                          |               |                          |                   |                          |            |
|--------------------------|---------------|--------------------------|-------------------|--------------------------|------------|
| <input type="checkbox"/> | Boardroom     | <input type="checkbox"/> | Classroom *       | <input type="checkbox"/> | Banquet *  |
| <input type="checkbox"/> | Hollow Square | <input type="checkbox"/> | Hollow Rectangle  | <input type="checkbox"/> | Hollow – U |
| <input type="checkbox"/> | Theatre       | <input type="checkbox"/> | Cabaret or ½ Moon | <input type="checkbox"/> | Other      |

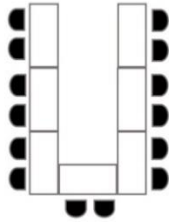
*\* Extra charges apply*

MEETING ROOM SET UP SUGGESTIONS

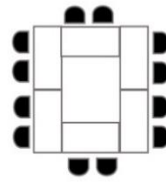
*Figure 1.A*



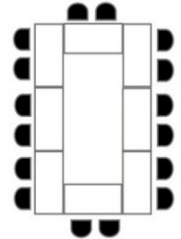
Boardroom



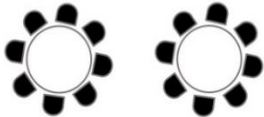
Hollow U-Shape



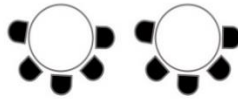
Hollow Square



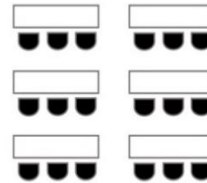
Hollow Rectangle



Banquet



Cabaret or 1/2 Moon



Classroom



Theatre

**Audio Visual Requirements**

Please indicate your AV requirements below

*\* Extra charges apply*

Podium\*    *Wooden*    *Clear Plexiglas*

Lapel microphone

Hand held microphone

Stage\*

Translation Booth(s) \*    *One*    *Two*

Conferencing unit\*

Screens + projectors

Presentation remote

Webcasting\*

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**Breakout Rooms (if applicable)**

Number of breakout rooms required? (Not including main meeting room)

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Number of participants per room

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Breakout rooms are generally set up boardroom style or with working tables. If you require special set up, please provide details and we will contact you to discuss feasibility and make arrangements.

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**Use of Outdoors**

If you are planning on any outdoor sessions or activities please note the required time and provide details below

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**Catering Needs**

Breakfast	Lunch	Dinner
AM Break	PM Break	Reception _____

Will alcohol be served (leave blank if no)

**Additional Event Requirements (indicate if needed)**

Florals	Coat Check	Warming Kitchen	Security
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Other: provide details (i.e. furniture or exterior tent):

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Use the space below for any other information that you would like to share.

If you have a draft agenda please include it with this form.

How did you hear about us?

**Thank you for your proposal. You will receive a response upon review.**