

Victoria College Student Event Form (VSEF)

The VSEF is for all Victoria College recognized student groups, clubs, levies, and projects.

If you are a Victoria College student who is interested in booking a space or hosting an event, please reach out to vic.studentevents@utoronto.ca and we can help direct your inquiry to the most appropriate resource.

Event Approval Process 1-2-3

1. Submit your completed VSEF to vic.studentevents@utoronto.ca. We recommend submitting at least 1 week prior to the event. Kindly note that submitting the form does not guarantee a booking.
2. You will receive a response within 2-3 business days. If a risk assessment meeting is needed, you will be connected to the appropriate staff support. If you require catering or alcohol service at your event, approval will take an additional 10 business days to complete.
3. Staff will confirm the booking, and send you a follow up regarding AV, room setup, and any other details as necessary.

Spaces Available for Booking

Space	Capacity	To Book
BASEMENT/GROUND FLOOR OF GOLDRING STUDENT CENTRE		
Commuter Lounge	25	Submit this VSEF
The Cat's Eye	100	www.thecatseye.ca/contact
FIRST FLOOR OF GOLDRING STUDENT CENTRE		
Wendy Cecil Atrium	53	Submit this VSEF
Wymilwood Lounge	50	Submit this VSEF
SECOND FLOOR OF GOLDRING STUDENT CENTRE		
Copper Room	25	Submit this VSEF <small>VALID UNTIL APR 30, 2025</small>
Regents Room	22	Submit this VSEF, you will be forwarded to the Victoria College Events Team
Music Room	40	Submit this VSEF
Study Room	15	
ADDITIONAL SPACES AT VICTORIA COLLEGE		
MAH Field		Submit this VSEF, you will be forwarded to the Victoria College Events Team. Kindly note that depending on the booking request, there may be an associated cost.
Victoria College Quad		
Alumni Hall in Old Vic		
Foyer in Old Vic		
Classrooms in Old Vic, Northrop Frye, and Emmanuel College		
Isabel Bader Theatre		

Guidelines for Booking

By completing and submitting this form, you agree to:

1. Host your event in a manner that aligns with University of Toronto's [standard of conduct](#).
2. Clean up the space after use and restore it to its original form to the best of your capacity.

Proposed Event Details

1. Event Title and Description	
2. Proposed Location of Event If possible, provide multiple choices.	
3. Proposed Date of Event If recurring, please provide an end date.	
4. Proposed Start and End Time When applicable, provide additional time for set-up and take-down.	
5. Affiliated levy, club, or student group	
6. Event Size Estimate	
7. Are there additional visitors or non UofT students expected?	
8. Would you like your event to be placed on the Goldring at a Glance for the week?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Residence-only events, rehearsals, closed events, etc.)

Proposed Event Logistics

9. Will this be an all ages event? If yes, how many under 19?	
10. Is there a ticket price? If yes, how much?	
11. A copy of the media collateral for the event (Instagram graphic, poster, etc.)	
12. Will there be food or beverages? Provide details on supply and distribution. Clarify if these are snacks, or a meal.	

<p>13. Will there be alcohol service? If you are planning an event with alcohol service, it must be booked with Event and Food Services in an area that is licensed on campus.</p>	
<p>14. Provide all budget details.</p>	
<p>15. What tech/AV setup do you need?</p>	<p><input type="checkbox"/> No setup needed <input type="checkbox"/> Projector and screen <input type="checkbox"/> Speakers <input type="checkbox"/> Microphone <input type="checkbox"/> OWL <input type="checkbox"/> Other: _____</p>
<p>16. How many volunteers will you have at the event?</p>	
<p>17. Is there any other logistic information you would like to provide?</p>	

Risk Assessment

<p>18. How inclusive is your event? Kindly consider a. Equity b. Accessibility c. Physical Activity & Mobility</p>	
<p>19. Community Impact Considerations Kindly consider a. Noise b. Risk of Injury c. Use of Vic Brand</p>	
<p>20. Transportation Do you require any transportation to the event? If so, please provide details.</p>	
<p>21. Is there any additional training or support necessary for this event? (i.e. bystander training or alcohol policy training session)</p> <p>All student groups who are hosting an event where there is alcohol service must attend a training session about the Victoria University Alcohol Policy, which is offered by the Office of the Dean of Students.</p>	

Emergency Contacts

22. If there is a Health and Safety concern, who will you reach out to for support? Kindly consider an allergic reaction, heatstroke, over intoxication, etc.	
23. If there is a Mental Health Emergency at the event, who will you reach out to for support	
24. Risk factors for vulnerable groups have been taken into consideration in planning this event (provide details where applicable):	
25. If you or volunteers view harassment or bullying of any kind at the event, who will you reach out to for support?	

24 Hour Supports

Emergency Services (911) - Call for Fire, Police, or Ambulance

Campus Safety (416 978 2222) - Call for Safety Emergencies

Margaret Addison Front Desk (416 585 4524) - Call for Don on Duty and Victoria College Security Team

Student Event Organizer (SEO) Contact Information

Name:

Phone Number:

UofT Email Address:

Student Group you are representing:

Role in student group:

Meeting Availability

Please indicate availability of event organizers during business hours (M-F, 9AM-5PM) below.
Provide four time blocks of 1 hour each.

1.

2.

3.

4.

Thank you for submitting your VSEF!

A Dean's Office Staff member will be in touch with you via email to confirm the event and/or set up a follow up risk assessment meeting as needed.

If you have not heard back within 2-3 business days, feel free to stop by our office at the Goldring Student Centre at 150 Charles St West or email vic.studentevents@utoronto.ca to follow up.