APPLICATION FOR USE OF SPACE
AT THE
RALPH THORNTON CENTRE

765 Queen St. E., Toronto, ON M4M 1H3
416-392-6810
info@ralphthornton.org   http://ralphthornton.org

BEFORE COMPLETING THIS FORM…please take a look at the RTC website http:/www.ralphthornton.org/use-our-space/photos/ for information about the space available at RTC. You will also find useful information in http://www.ralphthornton.org/use-our-space/space-booking-policy-and-procedures/, and http://www.ralphthornton.org/use-our-space/fee-schedule/.

NOTES:
- Complete this form to apply to use space in the Ralph Thornton Centre.
- This form is an application only and space will not be reserved until you have signed a **Use of Space Agreement** and paid all the fees for use of the space.
- Once RTC receives the form, staff will reply to you within [3] business days.
- If the space you've applied for isn't available at the time/date you've requested, you can ask staff to check other times/dates.

If you have any questions or would like help completing the form, please phone or drop into the Ralph Thornton Centre Reception during office hours. We'll be pleased to help!

HOW TO COMPLETE THIS FORM ONLINE:
1. **DOWNLOAD THIS FORM AND SAVE IT**
2. **SAVE IT FREQUENTLY AS YOU COMPLETE IT**
3. **YOU CAN MAKE AMENDMENTS EVEN AFTER YOU'VE SAVED IT**
4. **ONCE IT'S COMPLETED, SAVE IT AGAIN**
5. **YOU CAN EITHER EMAIL IT TO info@ralphthornton.org OR FAX IT TO 416 392-0025 OR DROP IT IN TO RTC RECEPTION DURING OFFICE HOURS**
6. **IF YOU DROP IT OFF IN PERSON, STAFF MAY BE AVAILABLE TO HELP WITH THE NEXT STAGE OF YOUR APPLICATION**

HOW TO COMPLETE THIS FORM BY HAND:
1. **PRINT THE FORM**
2. **COMPLETE IT IN BLACK INK IN CAPITAL LETTERS**
3. **DELIVER IT TO RTC RECEPTION BY FAX OR MAIL, OR IN PERSON DURING OFFICE HOURS.**
4. **IF YOU DROP IT OFF IN PERSON, STAFF MAY BE AVAILABLE TO HELP WITH THE NEXT STAGE OF YOUR APPLICATION**

NAME(S) AND CONTACT DETAILS

Name:	*First name:*		*Last name:*
Name of Organization: *Only complete this if your booking is for an organization*			
Phone number and email:	*Phone number:*	*Alt. Phone number:*	*Email:*

Contact Address: *Insert your address or that of your organization.*	*Unit # and Street:*	
	City:	
	Province:	*Postal code:*

ALTERNATE CONTACT PERSON

<u>NOTE</u>: It helps RTC to have a second contact person we can get in touch with if you aren't available and who will also be present at your event.

Name of second contact person:	*First name:*		*Last name:*
Phone number and email:	*Phone number:*	*Alt. phone number:*	*Email:*

1. TYPE OF EVENT

Type of event(s): *Check all boxes that describe your event*	**Leisure or recreational program**	
	Educational program	
	Small meeting (less than 20 people)	
	Large meeting (more than 20 people)	
	Celebration/party	
	Other	

If you checked "other" please describe your event here:	

Who can attend the event(s)?	*Check any boxes that apply*
Anyone	
People who live, work or go to school locally to the Centre [see policy for catchment area]	
Members of the organization booking the Event	
People who register to attend	
Invited guests only	
Other	

If you checked "other", please give further details:	

2. SPACE REQUIRED

NOTES: You can find out what space is available, how big it is from the list of Bookable Space and Equipment and the Schedule of Fees http://www.ralphthornton.org/wp-content/uploads/2015/07/2016-Fee-Schedule-Simplified.pdf.

Do you know which room(s) you want to book?

No – I don't know which space is best for my event: *check this box if you want help choosing the best space for your event*

Yes – I'd like to book the space(s) I've checked below:

Auditorium: *Check one box only*	**One section only**		**Two sections only**	
	Full auditorium			
Multi-Purpose Room				
Betsy Swift Community Kitchen:				
Community Meeting Room:				
Mezzanine				
Foundation Room:				

3. ROOM SET-UP

Approximate number of people attending: *Enter the number of people you expect to attend (you can enter a range – Example: 15-20 people)*

Planned room set-up: [see user guide]

Lecture:		**Seminar:**		**Meeting:**		**Classroom:**	
Social:		**Exercise:**		**None:**		**Other:**	

If you checked "other", please give further details:

Do you know what furniture and equipment you'll need?

NOTES: You can find out what space is available, how big it is from the list of Bookable Space and Equipment [add link]. See the Policy [link] and the Schedule of Fees [link] for information about fees.

Yes – I'd like to book the following furniture: *Insert a number for each option. Insert the number of items you want. Insert '0' if you don't need that item.*

Chairs		**Tables: 3ftx6ft**		**4 ft. Round Tables** *(2nd floor only)*	
4 ft. Square Tables				**5 ft. Round Tables** *(2nd floor only)*	

Yes – I'd like to book the following equipment: *Insert Y or N*

VCR/ TV:		**Projector:** *(PC not supplied)*		**PA:** *Mic & speakers – 2nd floor only*		**Piano:** *2nd floor only*	
Flip chart stand: *Insert #*		**Flip chart paper:** *Insert # of pads*					

Yes – I want to bring the following equipment: *Insert details of any equipment you plan to bring and use before, during or after your event. Examples: electrical or electronic equipment that will need connecting; decorations; extra furniture.*

4. REGISTRATION OR OTHER CHARGES

	Yes	No
Will there be an entry or registration fee? *Check one box only*		
Will people attending the event be asked to pay for anything else? *Check one box only*		
If "yes", describe what they will be asked to pay for: *Click on the shaded area to insert a description of what people will be asked to pay for*		

5. SERVING OF ALCHOHOL

NOTES: If you intend to serve alcohol you may need to plan well in advance to ensure you meet all RTC's requirements. See [details] for details.

	Yes	No
Do you intend to serve alcohol at the event? *Check one box only*		

6. NUMBER OF BOOKINGS

	Check one box only	
I just want to book an event on one day:		➔ **GO TO SECTION 7.**
I want to make bookings for several dates: *Select this option only if you are planning a series of linked events – Examples: a yoga class once a month; a regular meeting of a social group.*		➔ **GO TO SECTION 9.**

7. ➔ I JUST WANT TO BOOK AN EVENT ON ONE DAY

NOTES: You can book space for a minimum of one hour. Bookings must start and end on the hour or half-hour.

I want to book time on this date:	*Day of the week*		*Month*		*Date*	*Year*

The event will begin at:	*Time - Example: 9:00, 12:30*	*Check a.m. or p.m.*	
		a.m.	**p.m.**

The event will end at:	*Time - Example: 4:00, 12:30*	*Check a.m. or p.m.*	
		a.m.	**p.m.**

NOTES: If you have applied to use the **Kitchen**, you may want to use it before and after you need the other room(s) you apply for.

I will need access to the Kitchen to prepare for the event at:	*Time - Example: 9:00, 12:30*	*Check a.m. or p.m.*	
		a.m.	**p.m.**
I will need time after the event to clean and tidy the Kitchen. Everyone will have left the kitchen by:	*Time - Example: 9:00, 12:30*	*Check a.m. or p.m.*	
		a.m.	**p.m.**

NOTES: Will you need time in the **Auditorium, Activity Room or Basement** before the event starts in order to prepare for the event? Will you need time afterwards to tidy up and leave the room ready for the next user? The Centre does not set up furniture for space users.

	Time - Example: 9:00, 12:30	Check a.m. or p.m.		Enter the name(s) of the room(s) you will need access to before the event
I will need access to set up for the event at:		**a.m.**	**p.m.**	
I'll need time to tidy up, but everyone will have left the room(s) by:	Time - Example: 4:00, 12:30	Check a.m. or p.m.		Enter the name(s) of the room(s) you will need access to after the event
		a.m.	**p.m.**	

8. IF MY FIRST CHOICE OF DATE ISN'T AVAILABLE THIS IS MY SECOND CHOICE:				
	Day of the week	Month	Date	Year
*****NOW GO TO SECTION 11*****				

9. ➔ I WANT TO MAKE BOOKINGS FOR SEVERAL DATES

NOTES: You can book space for a minimum of one hour. Bookings must start and end on the hour or half-hour. You can book repeat events for a maximum period of twelve months.

This event will take place: *Check one box only*	**Every day**		**Once a month**		
	Once a week		**Other**		
If you checked "other", please give further details: *Click on the shaded area to insert the days on which this event will take place. Examples: Mon & Thurs each week; 2nd and 4th Wednesday of month*					
The first date I want to book time for is:	Day of the week	Month		Date	Year
The final date I want to book time for is:	Day of the week	Month		Date	Year
The event will always begin at:	Time - Example: 9:00, 12:30		Check a.m. or p.m.		
			a.m.	**p.m.**	
The event will always end at:	Time - Example: 4:00, 12:30		Check a.m. or p.m.		
			a.m.	**p.m.**	

NOTES: If you have applied to use the **Kitchen**, you may want to use it before and after you need the other room(s) you apply for.

I will need access to the Kitchen to prepare for the event at:	Time - Example: 9:00, 12:30	Check a.m. or p.m.	
		a.m.	**p.m.**
I will need time after the event to clean and tidy the Kitchen. Everyone will have left the kitchen by:	Time - Example: 9:00, 12:30	Check a.m. or p.m.	
		a.m.	**p.m.**

NOTES: Will you need time in the **Auditorium, Activity Room or Common Room** before the event starts in order to prepare for the event? Will you need time afterwards to tidy up and leave the room ready for the next user? The Centre does not set up furniture for space users. You can get details of available furniture and equipment from [link]				
I will need access to set up for the event at:	*Time - Example: 9:00, 12:30*	*Check a.m. or p.m.*		*Enter the name(s) of the room(s) you will need access to before the event*
		a.m.	**p.m.**	
I'll need time to tidy up, but everyone will have left the room(s) by:	*Time - Example: 4:00, 12:30*	*Check a.m. or p.m.*		*Enter the name(s) of the room(s) you will need access to after the event*
		a.m.	**p.m.**	

10.IF MY FIRST CHOICE OF DATES ISN'T AVAILABLE THIS IS MY SECOND CHOICE:				
The <u>first date</u> I want to book time for is:	*Day of the week*	*Month*	*Date*	*Year*
The <u>final date</u> I want to book time for is:	*Day of the week*	*Month*	*Date*	*Year*

11. I WANT TO BOOK THE BETSY SWIFT COMMUNITY KITCHEN **Only complete this section if you want to book the Kitchen.**			
NOTES: There various categories of use for the Kitchen. These are described in full in the [policy] and [User Guide]. Fees vary with the type of use. A deposit is charged for all use of the kitchen.			
Have you or your organization used the kitchen before?	**Yes:**		**No:**
If "yes" please give the approximate date: *example – March 2009*			
Please describe how you will use the kitchen: *Examples:* – *Prepare or store refreshments such as coffee/tea/cookies* – *Prepare cold refreshments such as a buffet lunch* – *Cook and eat food* – *Cook food for eating elsewhere* – *Demonstrate/teach a cooking class*			

THANK YOU FOR COMPLETING THIS FORM

SEE PAGE 1 FOR INFORMATION ON HOW TO SUBMIT IT.