



APPLICATION FOR USE OF SPACE  
AT THE  
RALPH THORNTON CENTRE  
765 Queen St. E., Toronto, ON M4M 1H3  
416-392-6810  
[info@ralphthornton.org](mailto:info@ralphthornton.org) <http://ralphthornton.org>

**BEFORE COMPLETING THIS FORM...**please take a look at the RTC website <https://www.ralphthornton.org/use-our-space/our-spaces/> for information about the space available at RTC. You will also find useful information in <https://www.ralphthornton.org/use-our-space>, and <https://www.ralphthornton.org/use-our-space/rates/>.

**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](mailto: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

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NAME(S) AND CONTACT DETAILS			
<b>Name:</b>	<i>First name:</i>		<i>Last name:</i>
<b>Name of Organization:</b> <i>Only complete this if your booking is for an organization</i>			
<b>Phone number and email:</b>	<i>Phone number:</i>	<i>Alt. Phone number:</i>	<i>Email:</i>

<b>Contact Address:</b> <i>Insert your address or that of your organization.</i>	<i>Unit # and Street:</i>	
	<i>City:</i>	
	<i>Province:</i>	<i>Postal code:</i>

ALTERNATE CONTACT PERSON			
<b>NOTE:</b> 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.			
<b>Name of second contact person:</b>	<i>First name:</i>		<i>Last name:</i>
<b>Phone number and email:</b>	<i>Phone number:</i>	<i>Alt. phone number:</i>	<i>Email:</i>

1. TYPE OF EVENT		
<b>Type of event(s):</b> <i>Check all boxes that describe your event</i>	<b>Leisure or recreational program</b>	
	<b>Educational program</b>	
	<b>Small meeting (less than 20 people)</b>	
	<b>Large meeting (more than 20 people)</b>	
	<b>Celebration/party</b>	
	<b>Other</b>	
<b>If you checked "other" please describe your event here:</b>		
<b>Who can attend the event(s)?</b>		<i>Check any boxes that apply</i>
<b>Anyone</b>		
<b>People who live, work or go to school locally to the Centre [see policy for catchment area]</b>		
<b>Members of the organization booking the Event</b>		
<b>People who register to attend</b>		
<b>Invited guests only</b>		
<b>Other</b>		
<b>If you checked "other", please give further details:</b>		

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2. SPACE REQUIRED		
<b>NOTES:</b> 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 <a href="http://www.ralphthornton.org/wp-content/uploads/2015/07/2016-Fee-Schedule-Simplified.pdf">http://www.ralphthornton.org/wp-content/uploads/2015/07/2016-Fee-Schedule-Simplified.pdf</a> .		
<b>I'd like to book the space(s) I've checked below:</b>		
<b>Riverdale Auditorium:</b> <i>Check one box only</i>	<b>Full auditorium</b>	
	<b>One section only</b>	
	<b>Two sections only</b>	
<b>Jim Houston Community Room:</b>	<b>Required</b>	
<b>Betsy Swift Community Kitchen:</b>	<b>Required</b>	
<b>Community Meeting Room:</b>	<b>Required</b>	
<b>Mezzanine</b>	<b>Required</b>	
<b>Foundation Room:</b>	<b>Required</b>	

3. ROOM SET-UP							
<b>Approximate number of people attending:</b> <i>Enter the number of people you expect to attend (you can enter a range – Example: 15-20 people)</i>							
<b>Planned room set-up:</b>							
<b>Lecture:</b>		<b>Seminar:</b>		<b>Meeting:</b>		<b>Classroom:</b>	
<b>Social:</b>		<b>Exercise:</b>		<b>None:</b>		<b>Other:</b>	
<b>If you checked “other”, please give further details:</b>							
<b>I'd like to book the following <u>furniture</u>:</b> <i>Insert a number for each option. Insert the number of items you want.</i>							
<b>Chairs</b>		<b>Tables: 3ftx6ft</b>		<b>5 ft. Round Tables (2nd floor ONLY)</b>			
<b>Yes – I'd like to book the following <u>equipment</u>:</b> <i>Insert Y or N</i>							
<b>Laptop</b>		<b>Projector:</b> <i>(PC not supplied)</i>		<b>PA:</b> <i>Mic &amp; speakers – 2nd floor only</i>		<b>Piano:</b> <i>2nd floor only</i>	
<b>Flip chart stand:</b> <i>Insert '0' or #</i>		<b>Flip chart paper:</b> <i>Insert '0' or # of pads</i>		<b>Podium</b>			

4. ADDITIONAL AMENITIES (please provide quantities)							
<b>Small Glasses (6 oz.)</b>		<b>Large Glasses (12 oz.)</b>		<b>Coffee Mugs</b>		<b>Wine Glasses</b>	
<b>Dinner Plates</b>		<b>Side Plates</b>		<b>Bowls</b>		<b>Water Pitchers</b>	
<b>Dinner Forks</b>		<b>Dessert Forks</b>		<b>Dinner Knives</b>		<b>Soup Spoons</b>	
<b>Teaspoons</b>		<b>Coffee Urn</b>		<b>Chafing Dish</b>		<b>Table Cloths</b>	

<b>Yes – I want to bring the following equipment:</b> <i>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.</i>

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5. REGISTRATION OR OTHER CHARGES		
<b>Will there be an entry or registration fee?</b> <i>Check one box only</i>	Yes	No
<b>Will people attending the event be asked to pay for anything else?</b> <i>Check one box only</i>		
<b>If "yes", describe what they will be asked to pay for:</b> <i>Click on the shaded area to insert a description of what people will be asked to pay for</i>		

6. SERVING OF ALCHOHOL		
<b>NOTES:</b> 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.		
<b>Do you intend to serve alcohol at the event?</b> <i>Check one box only</i>	Yes	No

7. NUMBER OF BOOKINGS		
	<i>Check one box only</i>	
<b>I just want to book an event on one day:</b>		→ GO TO SECTION 8.
<b>I want to make bookings for several dates:</b> <i>Select this option <u>only</u> if you are planning a series of linked events – Examples: a yoga class once a month; a regular meeting of a social group.</i>		→ GO TO SECTION 10.

8. → I JUST WANT TO BOOK AN EVENT ON ONE DAY				
<b>NOTES:</b> You can book space for a minimum of one hour. Bookings must start and end on the hour or half-hour.				
<b>I want to book time on this date:</b>	Day of the week	Month	Date	Year
<b>The event will begin at:</b>	Time - Example: 9:00, 12:30	Check a.m. or p.m.		
		a.m.	p.m.	
<b>The event will end at:</b>	Time - Example: 4:00, 12:30	Check a.m. or p.m.		
		a.m.	p.m.	
<b>NOTES:</b> If you have applied to use the <b>Kitchen</b> , you may want to use it before and after you need the other room(s) you apply for.				
<b>I will need access to the <u>Kitchen</u> to prepare for the event at:</b>	Time - Example: 9:00, 12:30	Check a.m. or p.m.		
		a.m.	p.m.	
<b>I will need time after the event to clean and tidy the <u>Kitchen</u>. Everyone will have left the kitchen by:</b>	Time - Example: 9:00, 12:30	Check a.m. or p.m.		
		a.m.	p.m.	

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<b>NOTES:</b> Will you need time in the <b>Auditorium, Activity Room or Basement</b> 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.				
<b>I will need access to set up for the event at:</b>	<i>Time - Example: 9:00, 12:30</i>	<i>Check a.m. or p.m.</i>		<i>Enter the name(s) of the room(s) you will need access to before the event</i>
		<b>a.m.</b>	<b>p.m.</b>	
<b>I'll need time to tidy up, but everyone will have left the room(s) by:</b>	<i>Time - Example: 4:00, 12:30</i>	<i>Check a.m. or p.m.</i>		<i>Enter the name(s) of the room(s) you will need access to after the event</i>
		<b>a.m.</b>	<b>p.m.</b>	

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

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

<b>NOTES:</b> If you have applied to use the <b>Kitchen</b> , you may want to use it before and after you need the other room(s) you apply for.			
<b>I will need access to the <u>Kitchen</u> to prepare for the event at:</b>	<i>Time - Example: 9:00, 12:30</i>	<i>Check a.m. or p.m.</i>	
		<b>a.m.</b>	<b>p.m.</b>
<b>I will need time after the event to clean and tidy the <u>Kitchen</u>. Everyone will have left the kitchen by:</b>	<i>Time - Example: 9:00, 12:30</i>	<i>Check a.m. or p.m.</i>	
		<b>a.m.</b>	<b>p.m.</b>

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<b>NOTES:</b> Will you need time in the <b>Auditorium, Activity Room or Common Room</b> 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]				
<b>I will need access to set up for the event at:</b>	<i>Time - Example: 9:00, 12:30</i>	<i>Check a.m. or p.m.</i>		<i>Enter the name(s) of the room(s) you will need access to before the event</i>
		<b>a.m.</b>	<b>p.m.</b>	
<b>I'll need time to tidy up, but everyone will have left the room(s) by:</b>	<i>Time - Example: 4:00, 12:30</i>	<i>Check a.m. or p.m.</i>		<i>Enter the name(s) of the room(s) you will need access to after the event</i>
		<b>a.m.</b>	<b>p.m.</b>	

<b>11. IF MY FIRST CHOICE OF DATES ISN'T AVAILABLE THIS IS MY SECOND CHOICE:</b>				
<b>The <u>first date</u> I want to book time for is:</b>	<i>Day of the week</i>	<i>Month</i>	<i>Date</i>	<i>Year</i>
<b>The <u>final date</u> I want to book time for is:</b>	<i>Day of the week</i>	<i>Month</i>	<i>Date</i>	<i>Year</i>

<b>11. I WANT TO BOOK THE BETSY SWIFT COMMUNITY KITCHEN</b>				
<b>Only complete this section if you want to book the Kitchen.</b>				
<b>NOTES:</b> 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.				
<b>Have you or your organization used the kitchen before?</b>	<b>Yes</b>		<b>No</b>	
<b>If "yes" please give the approximate date:</b> <i>example – March 2009</i>				
<b>Please describe how you will use the kitchen:</b> <i>Examples:</i> <ul style="list-style-type: none"> <li>- Prepare or store refreshments such as coffee/tea/cookies</li> <li>- Prepare cold refreshments such as a buffet lunch</li> <li>- Cook and eat food</li> <li>- Cook food for eating elsewhere</li> <li>- Demonstrate/teach a cooking class</li> </ul>				

**THANK YOU FOR COMPLETING THIS FORM**

**SEE PAGE 1 FOR INFORMATION ON HOW TO SUBMIT IT.**