

Lislehurst

Internal Booking Form

Phone: (905)828-5279 Fax: (905)569-4637 Email: confserv.utm@utoronto.ca

Lislehurst is a private University residence at UTM accessible to the Principal of UTM, and as such is not covered under the regular UTM space booking policy. While available for internal UTM use, no personal or corporate bookings will be accepted for Lislehurst and the surrounding grounds. All filming rentals will require approval from the CAO. The main floor of Lislehurst is bookable space and can be altered based on 3 sets of layouts; round table set up, boardroom set up or reception style.

Client Information

Contact:		Division/Department:	
Phone:		Today's Date:	
Email:		CF Centre:	
Cost Centre:		GL Account:	
Business Area:	Lislehurst		

Event Description

Event Type:		Event Date:	
Start Time:		End Time:	
Access/Set Up Time:		Total Number of Guests:	
Setup Style:			

Catering Requirements - Please Select All Applicable Requirements - Quote for Catertrax to follow

Catering Required:			
Breakfast (Y/N) & Time:		AM Break (Y/N) & Time:	
Lunch (Y/N) & Time:		PM Break (Y/N) & Time:	
Dinner (Y/N) & Time:			
Dietary Restrictions:		Additional Comments:	

Event/Meeting Room Details:

Rental of Lislehurst (Mon-Sun) \$500	
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AV Details - Please Select All Applicable Requirements

AV Screen and Projector Required \$50-\$200		Podium Required (Y/N):	
Other AV Requirements:		White Boards/Flip Charts Required (Y/N):	

Addition Information:

Quote Required (Y/N):		Comments:	
Parking Needed (Y/N):		# of Vehicles:	