William Doo Auditorium NEW COLLEGE FACILITY RENTAL FORM

This Form is to be used for all UofT Groups (Not NC) and External Groups only

45 Willcocks Street, Toronto, ON M5S 1C7

P: 416-946-0529 E: nc.roombookings@utoronto.ca

Updated May 06, 2026

Title of the event: _____

(if your event set-up/event time is before 9:00 a.m. you may be charged OT charges depending on set up)

Est. # attendees: _____ Set -up start time: _____ Break down end time: _____

Event Date Dayofweek: Event Start time: Event End time:

Detailed Description of Event:

_____

CONTACT INFORMATION

Name of Group/Dept_____

Are you: (UofT group) ◉ Other(External) ○

Primary Group organizer1: _____ Cell contact number: _____

Group organizer2: _____ Cell contact number: _____

Group organizer3: _____ Cell contact number: _____

Primary Group Organizer Email: _____

Group Organizers **are required to be present at event/sign out keys only during times above. You will need to leave ID with the front desk.*

ATRIUM

Do you require use of the Atrium? Yes ○ No ◉ The Atrium is a **shared** student lounge space on ground level (max Capacity: **50)**

FOOD SERVICE DETAILS

Will food be served?* Yes ○ No ◉ *If yes, UofT OR external catering?: _____

Will alcoholic beverages be served** Yes ○ No ◉ **Auditorium is Licenced for 100-160 people only. Contact Campus Beverage Services.

AUDIO-VISUAL EQUIPMENT DETAIL

Groups not requesting AV Tech Support (subject to availability) will be required to use equipment without assistance. If you are not familiar with the AV equipment, a basic manual will be provided to connect laptops to the projector and using the wireless devices.

Please indicate if you will be using the following equipment:

Unchecked boxes will be defaulted to 'No'. Please NOTE the Group Organizer is responsible for bringing any AV equipment not listed below.

Podium A Yes ◉ No ○ **Are you familiar with the AV equipment? Yes** ◉ **No** ○

Note: A Control Screen and an HDMI Chord (with MAC adapter) for connecting laptop to projector is attached to podium.
There are 2 clickshare dongles (with USB-C Connect), 1 podium mic, 4 hand held mics, 2 lapel mics and 2 assistive listening devices in Podium A Room A. Threre are 4 assisted listening devices in the Podium B Room B.

Wireless Devices (indicate how many of each) :

ClickShare Dongle (with USB-C Connect):_____ (this is used to connect PC to projector wirelessly)
Handheld mic: _____
Lapel mic: ____
Podium mic: _____
Assistive listening device: _____ (this can be used for people with hearing loss)

****Event Organizers must bring their own laptop****

Please list any additional information: i.e. outside vendors bringing in, AV set-up support request and times (based on availability), etc.

_____

_____

DEPOSITS AND PAYMENTS

* A **$150/day non-refundable deposit is required with the Form**. If ALL fees are waived, **we do not require the $150/day non-refundable deposit but will need to charge this if booking is cancelled.** Any remaining balance is due two weeks prior to the event.

* Deposits and Payments can be made by cheque (made payable to the University of Toronto) and drop off to Summer Residence Office (Room 1007 at 40 Willcocks Street) **OR** use the attached **Credit Card Payment Form**.

FOR INTERNAL U of T Departments: Payment with debit memo accounts will be billed in full after event.

Dept/Acct: _____ Name of business officer (B.O.):_____

B.O. Email: __ _____ B .O. Contact Phone#: _____

G/L#: _____ CFC#: _____ CC#: _____ Fund I/O#: _____

CREDIT CARD PAYMENT FORM

I authorize the "University of Toronto – New College" to deduct **$ 150.00** from my credit card information below as a non-refundable deposit and/or payment for Conference/Room Bookings and/or related services with the University of Toronto.

Credit Card (Please check):	◯ Visa	◯ MasterCard	◯ American Express
Cardholder's Name:			
Card Number:			
Expiry Date (MM/YY):		**CVC Number (3/4 digit # on the back of the card)**	
Cardholder's Address:			
Cardholder's Phone Number:			
Signature:		**Date:**	

NEW COLLEGE FACILITY RENTAL REGULATIONS AND POLICIES

40 Willcocks Street, Toronto, ON M5S 1C6
P: 416-946-0529 E: nc.roombookings@utoronto.ca

**Please ensure your application has been accepted and approved before advertising your event **

The College agrees to permit the Group to use the meeting rooms and space described above (hereinafter called the "Premises") under the following additional terms and conditions:

AUDIO VISUAL REQUESTS
Please ensure you are familiar with the William Doo Auditorium and how to use the wireless devices and podium. A basic manual is provided when booking. If possible, you can try to arrange a 1/2 hour test-run of the wireless devices when the Doo is available before your event by emailing **nc.roombookings@utoronto.ca.** AV support tech during regular work hours M-F 9am- 5 pm may be available (with advanced notice of at least two weeks and subject to availability) for a service charge of **$45/hour plus HST** for non-NC groups. After-hours will be charged at **$65/hr plus HST** (subject to availability) and may require a minimum of 4 hours. The AV support tech will help set up the basic AV set up and connection (as shown in the manual) and deal with any basic AV problems. If you require AV tech support for help beyond the scope of what is provided, require additional AV equipment besides what is in the manual or we are not able to confirm an AV tech support request made, you will need to source your own vendor.

CANCELLATION BY THE GROUP
All cancellations by the Group must be made in writing to **nc.roombookings@utoronto.ca**. **If canceled greater than fourteen (14) days prior to scheduled event date**, the Group will be charged $150/day as the cancellation fee. **If canceled within fourteen (14) days of scheduled event date**, the Group will be charged the full rental fee (or $150 if rental fee is waived) PLUS any custodial fees or other fees that are not able to be waived. **Note: If rental fees are waived and cancellation is not provided in writing in advance of scheduled event date and the College observes that the meeting space was not used by the Group on the scheduled event date, the Group will be charged an additional fee of $350 for Room A or $700 for Room A&B bookings.**

CANCELLATION BY THE COLLEGE
The College reserves the right to cancel any meeting rooms and space and terminate this Agreement where:

(a) The College is unable to perform its obligations under this Agreement for any reason beyond its control, including but not limited to strike, labour dispute, accident, fire, flood or other emergency condition. In such an event, The College will, at the request of the Group, endeavour to provide the Group with the use of alternative rooms or facilities.

(b) The Premises are required by the College for:

(i) A University of Toronto academic credit or non-credit course,

(ii) An official University of Toronto function designated under the authority of the Chancellor or President, or

(iii) An approved University of Toronto activity.

The College will not exercise its right to cancel a booking or license under this sub-paragraph in an unreasonable manner and will provide the user with as much notice as possible.

(c) The function is not suitable for the Premises or the proposed activities may be unlawful, present a risk to either public safety or the safety of persons using the Premises, or be contrary to public policy.

If The College cancels a booking or terminates this Agreement, The College will return any payments made by the Group or user with regard to the booking. Where The College cancels a booking or terminates this Agreement for any of the reasons stated in this Agreement, the Group hereby agrees that The College is not liable for any loss or damage of any nature or kind whatsoever and howsoever caused that may be suffered by the client and non-performance of the Agreement by The College is excused.

COMPLIANCE WITH THE LAW
The Group agrees to comply and conform to the requirements of every applicable statute, regulation, ordinance or by-law whether federal, provincial or municipal including all fire regulations that are applicable to the Group's use of the Premises.

COMPLIANCE WITH THE COLLEGE POLICIES
The College reserves the right to cancel the reservation if it conflicts in any way with the general policy of the University of Toronto regarding meetings and events on campus. https://governingcouncil.utoronto.ca/system/files/2020-03/space%20at%20the%20university%20of%20toronto%2C%20policy%20on%20the%20temporary%20use%20of.pdf

CUSTODIAL FEES AND OVERTIME CHARGES
All Friday, Saturday, Sunday, and holiday bookings are subject to custodial fees according to Rental Rate Schedule. Due to union regulations, all set ups must be arranged through the College. Rooms must be returned to the original state and all waste must be removed from the room. Excess spillage or garbage will result in additional fees with the total cost subject to the assessment of the College. **Overtime Charges** are charged at $45/hr (1 person needed) or $90/hr (2 people needed) depending on the setup and cleaning requirements. Sunday overtime charges are $60/hr (1 person needed) or $120/hr (2 people needed). **A minimum of 4 hrs is charged outside of normal working hours.**

3 **DAMAGE TO COLLEGE ROOMS, FACILITIES, AND EQUIPMENT**

The Group is liable to The College for the cost of repairing any damage to Premises that occurs during the period of the Group's occupancy or use of the Premises and for the replacement cost of any equipment that that is lost or stolen. Such repairs or replacements will be affected by the University of Toronto. The Group agrees to ensure that no alterations to or tampering with University of Toronto fabric, utilities or facilities, will occur without explicit permission of an authorized University of Toronto officer. If any such work is approved, it must be carried out under the supervision of the University of Toronto's Facilities & Services Department.

Only props and displays constructed of nonflammable materials may be used within a University building. Standard 15A 120-volt power is available in the meeting rooms. Extension cords are prohibited unless it is a multiple outlet type with a built-in fuse and surge protector. The Group is liable for all damages and equipment repairs related to a power outage as it relates to the event.

The use of cooking appliances (toaster ovens, hot plates, electric frying pans, and electric grills) is prohibited in all rental facilities, including smudging or smoke-related activities, candles, or sparklers without permission in writing of the Chief Administrative Officer at New College.

DEPOSITS

A $150/day non-refundable deposit is due with the rental form **unless all fees are waived.** Failure to provide the deposit can result in the cancellation of the Rental Agreement.

DISPLAYS AND EXHIBITS

All displays, exhibits, and decorations must be free standing without attachments to walls, ceilings, or floors. Decorations and notices are only permitted on the cement walls; **please only use removable poster tape to post any notices**. Items such as nails, pushpins, tape (masking or scotch) or potentially damaging fasteners may not be used to hang signs on walls, ceilings, doors or floors. **Do not post anything on the grey and black panels on the inside walls of the Auditorium as the material will get damaged and affect the acoustics in the room.**

FACILITY USAGE

Unless otherwise provided in writing, this Agreement only permits the Group to use the Premises as a meeting space and this use is limited to the date(s) and time(s) specified. The Group will use the Premise for only the purpose stated on the Room Rental Agreement form. For student groups, the activity must be consistent with the mandate of the group as registered in ULife. Groups booking lounge spaces (Wilson Lounge / Wetmore Lounge / New College 2 Atrium) should be made aware the space is identified as a communal area. Non-participants reserve the right to remain in the space during an event. Any misrepresentation will result in a booking cancellation in additional to being banned from booking opportunities. The Group is forbidden from using meeting space for commercial purposes, such as paid tutoring, academic services or for the sale or promotion of goods or services.

FINAL PAYMENT

The Group agrees to pay the full remaining balance (14) days prior to the event date. Failure to pay the remaining balance will result in the cancellation of the Agreement. In the case of internal debit memos, the Group will be billed immediately after the event.

FOOD AND BEVERAGES

No outside food or beverages are allowed without prior authorization by The College. **A request to serve alcohol must be submitted to University of Toronto Beverage Services at 416 978-6415 at least 30 days prior to the event. Documentation must be presented to the nc.roombookings@utoronto.ca at least 2 weeks prior to the event.

Note: William Doo Auditorium is licensed for 160 people maximum. or 100-125 people with tables.

Catering inquiries and any table linens inquiries may be directed to University of Toronto Food Services at 416-585-3169 or through https://stgeorgecatering.utoronto.ca/. Selling of merchandise, drinks (non-alcoholic), baked goods, etc. is not permitted without prior written permission of The College. For external catering, please follow the College's rules and regulations:

(i) The College is not responsible for any incidents that occur while caterer is on the premises.
(ii) The caterer must abide by all Provincial Health and Safety laws as well as proper food handling.
(iii) The College will not be involved with any agreements made between the Group and the caterer.
(iv) The caterer must carry any permits or licenses required by law to operate.
(v) The caterer is not to sell any food or beverage on the premises.

To avoid additional charges for damages, we ask that small spills be taken care of immediately. In the event that there is excess spillage or garbage, you will be charged the actual cost for the caretakers' time for the extra cleanup. Please note: outside of small spills, all cleaning must be done by our internal staff as per Union contract.

FORCE MAJEURE

If the University of Toronto is delayed or prevented from performing any act or service required of it hereunder, and, such delay or prevention is caused by disruption due to construction activities, strikes, labor disputes, including boycotts, acts of nature, government restrictions, judicial orders, fire or other casualty, civil commotion, or causes beyond its reasonable control, the Group agrees and accepts that it will save harmless the University of Toronto from any liability financial or otherwise.

4 **GOVERNMENT FEES AND LICENSES**

The Group agrees that it is solely responsible for and shall immediately pay when due any and all license fees, permit fees, assessments and taxes that may be imposed by any government or government agency whether federal, provincial or municipal with regard to the Group's use of the Premises.

HOURS OF OPERATION

The meeting room is available between 8:00 a.m. to 10:00 p.m. **However, note that events wanting a set-up/start time earlier than 9:00 am may be charged ovetime charges depending on set up and caretaking needs.**

INDEMNITY

The Group agrees to indemnify, defend, save and hold harmless, The College, the members of The College's Board of Governors, The College employees and agents from any and all claims, demands, actions, suits arising out of any act or omission of the Group or the Group's employees or agents arising out of or resulting from or connected in any manner with the Group's use of the Premises.

INSURANCE AND TAXES

The Group agrees not to make or any of its agents, the subject of any claim or action resulting from material damage, bodily injury or death than can be attributed to the holding of the activity in question. The College requires the Group to have a minimum of $5 million liability insurance with University of Toronto – New College named as the insured. Please submit the insurance certificate to the College **at least 30 days prior to the start of the event**. Failure to present certificate prior to the deadline may result in the event being cancelled by the College. The Group agrees that the College will not be responsible for any injuries, loss, damaged or other valuables left by the Group before, during or after the event. The University's insurance policies provide no coverage for loss or damage to property by non-university groups. The rates are based on Canadian Dollars and are subject to all applicable taxes. Currently, the following Provincial taxes apply. Tax is subject to change without notice. Harmonized Sales Tax (HST) - 13%.

INTERNET NETWORK USAGE

With two weeks notice, we can set up individual wifi credentials for event guests. The Group takes responsibility in ensuring all participants and attendees comply with the University of Toronto's policy on the Appropriate Use of Information and Communication Technology and the Computing and Networking Services' Regulations Governing Access to the Internet. Failure to comply will result in disconnection of the Internet service, university judicial action and possible legal action. Copies of these policies are available at: https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/#section_1

LOSS OR DAMAGE TO GROUPS OR OTHERS

The Group agrees that the College is not liable for any loss, damage, or bodily injury of whatsoever nature and howsoever caused that may be suffered by the Group, the Group's successors, assigns or personal representatives, or any person who is in attendance on the Premises under this Agreement or who uses any equipment supplied by The College under this Agreement. The University's insurance policies provide no coverage for such loss or damage.

MEDIA, LOGOS & TRADEMARKS

Please be advised any media presence on campus must be requested and approved through the University of Toronto. The University of Toronto retains the right to refuse media presence on campus. Any filming of the conference rooms, University of Toronto property, campus and all grounds associated with the University of Toronto are subject to approval by the University of Toronto.

The Group will ensure that room booking is accepted and approved before advertising the event.

The use of trademarks, trade names, service marks, logos, designs and symbols that belong to the University of Toronto is forbidden unless a written authorization is obtained in advance from the University. Non-University Groups must not imply an association with the University of Toronto. Except for the purpose of describing the location of the event, the words "University of Toronto", "UofT", or the College must not appear in any advertising or notices with regard to the event.

The Group agrees that it is solely responsible for obtaining all licenses with regard to the use on the Premises of copyrighted music, dramatic or other works, and that the Group shall immediately pay when due any and all royalties, fees and costs arising from the Group's use of such works and from the Group's use on the Premises of any patented, trademarked or franchised articles, devices, or processes (as it relates to SOCAN). The Group agrees to indemnify, defend, save and hold harmless, The College, the members of the College Board of Governors, The College employees and agents from any and all claims, demands, actions, and suits that may arise from the Group's use of any of the above described works, materials, articles, devices or processes.

MERCHANDISING

Before the sale of any merchandise is undertaken on the Premises, the Group agrees to obtain the written approval of the University of Toronto, New College.

NATURE OF INTEREST

To comply with the Accessibility for Ontarians with Disabilities Act, all promotional material should contain a contact person to discuss accessibility for the event. The right granted to the Group under this Agreement is a license only and shall not under any circumstances constitute a lease of the Premises and the Commercial Tenancy Act has no application to this Agreement.

OTHER

Priority for bookings is given to New College events (faculty, staff and student groups), followed by ULife recognized student groups and the U of T community and external groups.

PUBLIC SAFETY AND SECURITY

The Group agrees to conduct the Group's activities in the Premises with full regard to University's policy on protection of freedom of speech. The University upholds the principles of freedom of speech and of the freedom of individuals and groups from physical intimidation and harassment. Should there be any reason to believe an event held at the College violates said policies, the Group must advise the Chief Administrative Officer at the earliest opportunity. A copy of the University's statement on the protection of freedom of speech (April, 1974) is available on request.

The Group's activities in the Premise must also uphold public safety. Occupancy may not be exceeded. Capacity for alternative seating arrangements will have to be determined by The College. Corridors, stairways and aisles must be kept free of obstructions. Candles incense, or any items that require the use of fire or flame are strictly prohibited. Any electrical equipment, including public address systems, amplifiers, and overhead or film projectors must bear a CSA or Ontario Hydro seal of approval.

Should a participant or attendee be responsible for a building wide fire alarm, both the Group in conjunction with the attendee, will be accountable for all costs incurred.
If Security Services are needed, the Group must make arrangements with University of Toronto Campus Safety Services. Depending on the size and the nature of the event, The College may require Campus Safety to provide security for your event. Your group will be billed for this additional service. The Group organizer is responsible for the actions and behavior of all those who participate. However, all security matters, including use of physical restraint is the sole responsibility of Campus Safety.

RATES
See attached Rental Rate Schedule based on Group.

ROOMS MUST BE VACATED BY THE ARRANGED TIME AND LEFT IN GOOD ORDER
Per Union regulations and Health and Safety regulations, groups are asked to refrain from rearranging equipment or furnishings on the Premises, UofT- New College may levy a fee that is payable by the Group to reset the arrangement. Extraordinary costs for post-event cleanup will be borne by the Group.

SIGNAGE
The College reserves the right to remove any signs, banners or posters that contravene the law, the University's policy, or that are contrary to public decency. No commercial advertising may be displayed or posted on The College grounds or buildings.

SMOKING
The Group acknowledges that smoking is not permitted in any of The College buildings and will undertake to ensure that all participants at an event refrain from smoking in any University building and refrain from taking food or beverages into classrooms, lecture theatres or auditoria.

I have read the Facility Rental Agreement and understand that University of Toronto, New College will only deal with the person(s) named on the Facility Rental Agreement. This includes instructions, reporting, and amendments or changes for services or equipment. If the Group is found in violation of any of these terms and conditions, room booking privileges at New College will be revoked.

SIGNATURES

Name of Primary Group Organizer | **Date**

Title of Primary Group Organizer

Date

William Doo Auditorium Rental Rate Schedule

				External groups (UofT Dept's, UofT student groups, external etc.)			
Rental Fee	Room A	-		$350			
	Room A + B	-		$700			
				Setup1	**Setup2**		
Custodial fees*	Friday after 2pm			$180	$360		
	Saturday			$180	$360		
	Sunday/Holiday			$240	$480		

***Custodial Fees:** All Friday events finishing after 2 pm or occurring on Saturday, Sunday and Holidays are subject to custodial fees according to the chart above**.**

Setup1 is for events that have default set up (partition wall **extended** and 8 tables with chairs in Room A)
Setup2 is for events that are not the default set up

Please Note:
Overtime Charges: Overtime Charges may apply to events from Mon-Fri:

- with a set-up time/event time **starting before 9:00am** (depends if there is an event the day before, set up required and caretaking needs)
- to try to accommodate two bookings on the same day (within two hours and different set-ups).

Rates are: $45/hour (1 person needed: i.e. set up is only chairs) or **$90/hour** (2 people needed: i.e. set up requires partition wall stacked/extended or involves tables)
Sunday overtime charges are $60/hr (1 person needed) or $120/hr (2 people needed).
A minimum of 4 hrs is charged outside of normal working hours.

AV Tech support (subject to availability): During regular work hours M-F 9am-5 pm (for non NC groups) is $45/hr and $65/hr outside of regular working hours (min of 4 hrs).

All charges fees are taxable at 13% HST. (No tax if payment is internal via debit memo).

FACILITIES FLOOR PLANS - PLEASE DRAW OR WRITE OUT YOUR DESIRED FLOOR PLAN

Please specify your desired lay-out:

Room A only ☐ Room B only ☐ both Room A&B (Partition wall **stacked**) ☐ both Room A&B (Partition wall **extended**) ☐

If using both Room A&B, remove couches&furniture in Room B? Yes ◯ No ◉

If using Room B only or Both A&B (partition wall extended): Will you use Podium B? Yes ◯ No ◉

Terminology:
Partition wall stacked: full auditorium room open
Partition wall extended: Auditorium separated in two rooms

Please indicate below how many of each is required for your set up:

Round 5' tables (Max Room A=8; Max Room B=0; Max Room A&B=10): _____

Number of chairs at each round 5' table (Max 6):_____

Rectangle 6' tables (Max 5): _____

Lecture-Style Loose Chairs (Max Room A=105; Max Room B=15; Max Room A&B=120):_____

Cruiser tables (Max 7): _____ (for open space events only)

Capacity Limits

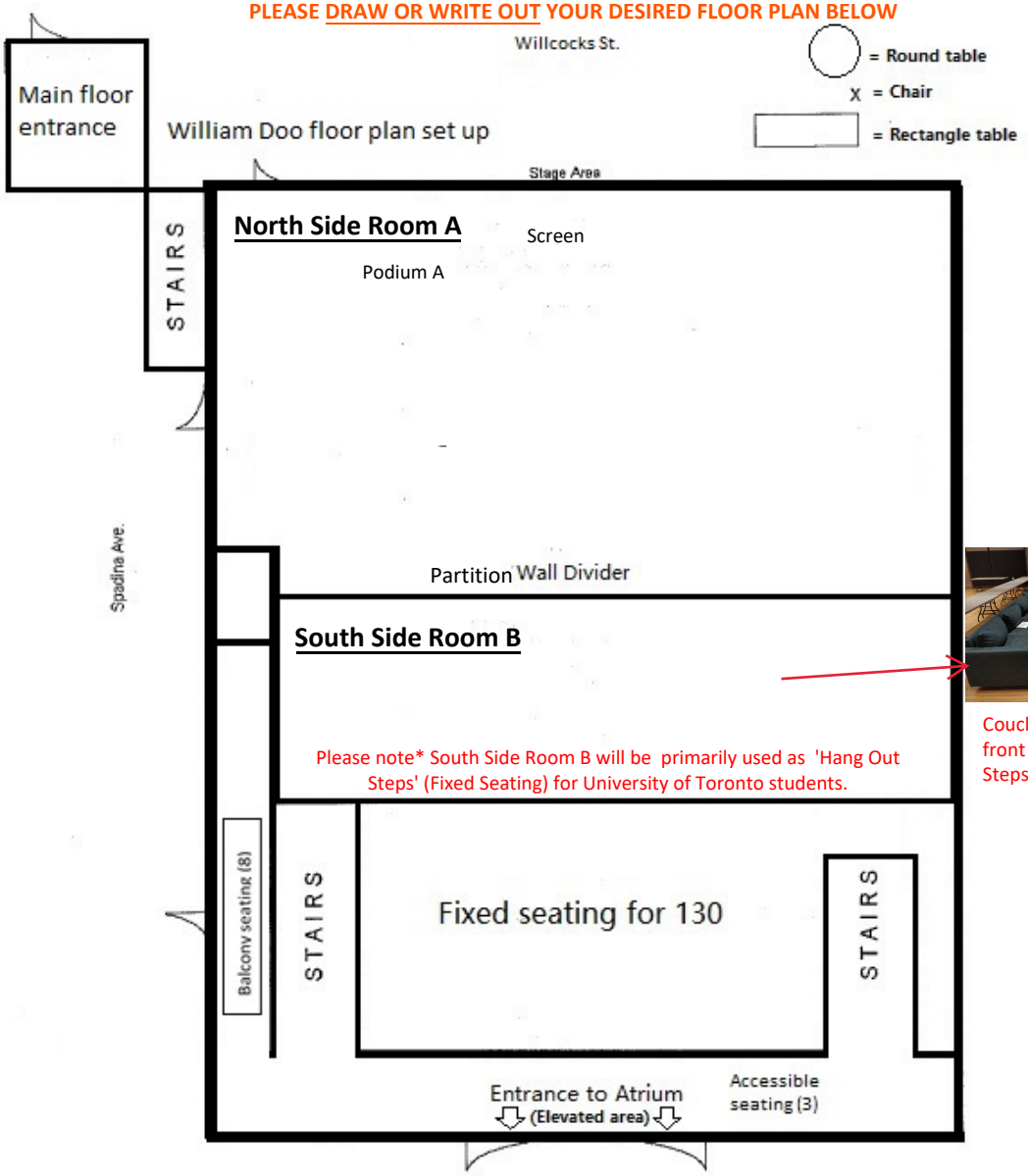
Room A
105 loose seating=**105**
OR 8 tables with 6 chairs = **48**

Room B
130 fixed seating plus couch seating

Capacity for A&B
120 loose seating plus 130 fixed step seating = **250**
OR 10 tables with 6 chairs (=60) plus 130 fixed step seating =**190**

Max Capacity for A&B with no tables and chairs**: 465 people**

PLEASE DRAW OR WRITE OUT YOUR DESIRED FLOOR PLAN BELOW



Couch seating in front of Hang Out Steps(fixed seating)