

As one of the premier event spaces at Union, there are a lot of nuances for use of the TD West Carriageway. Each event is reviewed on a case-by-case basis so we require details for your proposed event in order to determine feasibility and availability of the space. Please make sure you fill out this Event Inquiry Form and send it to info@torontounion.ca for the Union Events team to review.

Contractual and Contact Details

Full Name _____

Business Name _____

Business Address _____

Phone _____

Email _____

Event Information

What type of Event are you looking host?
 Corporate Non-Profit Social Fundraiser/Charity Other, please specify:

Event Concept? Please describe the event and event activities. Will this event be promoted externally? Or is this a private event?

Is this a ticketed event? Y / N Av. Ticket Price No. of Guests

Please list any of high profile guests or Union Station Stakeholder guests. (City of Toronto, Metrolinx etc

Please list any sponsors or brand associations.

*No competing FI's will be permitted due to TD's sponsorship and naming rights to the space.

Requested Event Date

*Please note your requested date is not a guarantee until confirmed in writing by the Union Event Manager– availability will be dependent on planned Union programming, station operations, blackout periods and construction

Event Timings Set Up Event Hours Tear Down

Do you have a budget in mind?

Catering

What type of catering service are you looking for?
 Full Service Passed Apps. Food Stations Buffet/Family Style Sit Down Late Night Snack

Please list any known Food Allergies/Intolerances

If your event includes a bar, please identify the type of requested Bar Service

Full Bar Specialty Cocktail + Wine Non-Alcoholic

*Please note that the venue is not a licensed venue, so an SOP or an extension of a catering license will need to be arranged at the expense of the producer

Technical Information

AV Requirements. Please list equipment. Please note, all AV must be rented through Union's preferred suppliers.

Please list any furniture rentals.

Please list any floral or décor elements you wish to incorporate.

Does your event include a DJ or live Music? Please provide artist name(s) and stage plots/equipment requirements.

Please provide a proposed event layout using the diagram included on the next page.

