



95 Lavinia Avenue, Toronto, ON, M6S 3H9
 Tel: 416 392 1954 frontdesk@swanseatownhall.ca
 Fax: 416 392 1955 www.swanseatownhall.ca
www.facebook.com/STHSwanseaTownHall

TENTATIVE BOOKING – SPACE USE REQUEST

| | | | |
|--|--|--|--|
| Today's date: | | Event Date (if one time event): | |
| Company/Billing Name (Space User): | | Swansea Town Hall staff person dealt with: | |
| Course or Event Name (for daily events listing): | | | |
| Primary Contact | | | |
| First Name: | | Last Name: | |
| Street Address: | | Phone Home: | |
| Unit #: | | Phone Work: | |
| City: | | Phone Cell: | |
| Province: | | Country: | |
| Postal Code: | | Email Address: | |
| Secondary Contact (Optional) | | | |
| First Name: | | Last Name: | |
| Phone: | | Email Address: | |

| | Set Up Start Time (BOOKING START*) | Event Start Time** | Event End Time** | Tear Down End Time (BOOKING END*) |
|-------------------------|---------------------------------------|--|------------------|--------------------------------------|
| Time(s) requested | | | | |
| Room(s) requested | | | | |
| Date(s) requested | | | | |
| Expected Attendance | | <i>Staff follow up</i> <i>Date</i> <i>Comments</i> | | |
| Kitchen rental? Y/N | | | | |
| Serving alcohol? Y/N | | | | |

* Please note that you will be invoiced for BOOKING START to BOOKING END times.

** Event Start Time will be posted on our daily events listings for your guests/participants