

# ANNEX A EVENT DESCRIPTION FORM

The Event Description Form is designed to collect important details about your event. These details help us ensure the proper organization and success of your event. Please complete and return this form to Event Services no later than **30 days prior to your event**. Any delays in submitting this form may impact the quality of service we provide and could lead to the cancellation of the event without a refund on your deposit.

## CONTACT PERSON FOR THE EVENT

The event contact person must be present for the entire duration of the event, and must be reachable by mobile telephone at all times during the event.

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of organization using the location: \_\_\_\_\_

Official event name, for signage purposes:

\_\_\_\_\_

To allow us to follow your event on social media, provide us with (optional)



\_\_\_\_\_

# \_\_\_\_\_

Event date: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Guest arrival time: \_\_\_\_\_ : \_\_\_\_\_

Event end time (approx.): \_\_\_\_\_ : \_\_\_\_\_

Short event description:

\_\_\_\_\_

## VIP GUESTS

Please let us know if any VIP guests will be in attendance, and if they require any special accommodations (top executives, politicians, artists, etc.).

## MEDIA

Please let us know if you expect the media to be present during your event by specifying the approximate number of teams expected. Parking spaces can be reserved for media vans.

## LIST OF SUPPLIERS

<b>Caterer</b> (Company, contact person, phone)	<b>Arrival time</b>  _____ : _____	<b>Departure time</b>  _____ : _____
<b>Equipment rental</b> (Company, contact person, phone)	<b>Arrival time</b>  _____ : _____	<b>Departure time</b>  _____ : _____

## LIST OF SUPPLIERS (CONTINUED)

<b>Audiovisual and lighting</b> (Company, contact person, phone)	<b>Arrival time</b>  _____ : _____	<b>Departure time</b>  _____ : _____
<b>Decorator, florist</b> (Company, contact person, phone)	<b>Arrival time</b>  _____ : _____	<b>Departure time</b>  _____ : _____
<b>Other</b> (Company, contact person, phone)	<b>Arrival time</b>  _____ : _____	<b>Departure time</b>  _____ : _____
<b>Other</b> (Company, contact person, phone)	<b>Arrival time</b>  _____ : _____	<b>Departure time</b>  _____ : _____

## SERVICES OF THE OLD PORT OF MONTRÉAL CORPORATION

<p><b>Parking</b></p> <p>Parking costs are not included in the estimated amounts outlined in the initial contract. For the current rates, please consult the pricing structure.</p> <p><input type="checkbox"/> Order of _____ pre-sale tickets for your guests.</p> <p><input type="checkbox"/> Regular parking with guests responsible for payment</p> <p><input type="checkbox"/> Our group will arrive by bus      Arrival time: _____ : _____      Departure time: _____ : _____</p>
<p><b>Delivery*</b></p> <p><input type="checkbox"/> Order of _____ delivery passes giving access to delivery dock only*</p> <p>*These passes are not valid for use in the parking areas. Fees for additional delivery passes will be added to your invoice at the current rates.</p>

**Audiovisual and multimedia** (if you are already in touch with our technical team, please let us know).

**Electrical Needs**

**Cloakroom**

For the current rates, please consult the pricing structure.

Number of guests: \_\_\_\_\_

Start time: \_\_\_\_\_ : \_\_\_\_\_ End time: \_\_\_\_\_ : \_\_\_\_\_

Paid post-event

Paid during the event by guests

**Other important information**

## EVENT DETAILS

### Use of Smoke Machines

Please advise us if you plan on using a smoke machine during your event.\*

YES  NO

\*In certain cases, a security guard is required when smoke machines are used. Please speak with the Logistics Coordinator for more details.

### La Tablée des Chefs – Food Recovery Program

All our kitchens are equipped with containers, covers, and labels to help recover surplus food from your event and distribute it to those in need. Please indicate if you would like to participate in this food recovery program.

YES  NO

### Cooking in the Building's Exterior Areas

Does your caterer plan to cook in the building's exterior areas?

YES  NO

### Use of Canopy, Tent, or Big Top

Please let us know if you plan on using a canopy, tent or big top during your event. Use of these installations require approval from the Old Port of Montréal Corporation (OPCM) and the Montréal Fire Department **at least 15 days prior to your event**.

We will be using a canopy, tent, or big top:

YES  NO

## CHECKLIST

<input type="checkbox"/>	<p><b>Event Description Form and Event Schedule</b></p> <p>Please complete all pages of this Event Description Form, including the Event Schedule section which must outline how the event will unfold, hour-by-hour, including set-up and disassembly.</p>
<input type="checkbox"/>	<p><b>Exclusive Sponsor Products</b></p> <p>You must ensure that only authorized products from Old Port of Montréal's exclusive sponsors are served during your event (this includes alcoholic and non-alcoholic beverages, bottled water and energy drinks).</p>
<input type="checkbox"/>	<p><b>Insurance Policy</b></p> <p>As outlined in your contract, please supply a copy of your proof of insurance to your Event Advisor.</p>
<input type="checkbox"/>	<p><b>Layout Plan</b></p> <p>Please attach your event's layout plan for purposes of approval.</p>
<input type="checkbox"/>	<p><b>Alcohol Permit</b></p> <p>Your request for an alcohol permit must be made to the <i>Régie des alcools, des courses et des jeux (RACJ)</i> <b>at least 15 working days before your event</b> (if your event requires one).</p>
<input type="checkbox"/>	<p><b>Removal of Materials</b></p> <p>It is imperative that you advise your suppliers that their equipment must be collected on the same night of the event (unless other arrangements are made with the OPCM).</p>

## EVENT SCHEDULE

Please outline how your event will unfold, hour-by-hour, including details about room setup and disassembly.

____ : ____ to ____ : ____	
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Once completed, please save this form and return it by email, to the attention of your Event Advisor:

[events@OldPortofMontreal.com](mailto:events@OldPortofMontreal.com)