



**VICTORIA UNIVERSITY**  
IN THE UNIVERSITY OF TORONTO

Victoria University in the University of Toronto  
Events Victoria Office  
140 Charles St. West Toronto, ON M5S 1K9  
E: vic.spaces@utoronto.ca

## Wedding/Engagement Permit Application Form

Please complete and return form to vic.spaces@utoronto.ca

***This permit does not allow access to any of our campus buildings or interior spaces.***

Name(s):			
Address:			
Phone:		Cell:	
Email:		Are you Victoria University Alumni?      Yes      No	
Date of Photoshoot:	Would you like to share your images with us to promote on our social media?      Yes      No		
Preferred Photo Time:			*note: price is \$400 + HST per 2 hour Minimum
Location (1 <sup>st</sup> Choice)	<input type="checkbox"/> Victoria College, East Steps <input type="checkbox"/> Victoria College, South Steps <input type="checkbox"/> Emmanuel College, Queen's Park Entrance <input type="checkbox"/> Peace Garden <input type="checkbox"/> St. Mary's Arch		
Location (2 <sup>nd</sup> Choice)	<input type="checkbox"/> Victoria College, East Steps <input type="checkbox"/> Victoria College, South Steps <input type="checkbox"/> Emmanuel College, Queen's Park Entrance <input type="checkbox"/> Peace Garden <input type="checkbox"/> St. Mary's Arch		
Location (3 <sup>rd</sup> Choice)	<input type="checkbox"/> Victoria College, East Steps <input type="checkbox"/> Victoria College, South Steps <input type="checkbox"/> Emmanuel College, Queen's Park Entrance <input type="checkbox"/> Peace Garden <input type="checkbox"/> St. Mary's Arch		
I wish to reserve 2 locations		<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Payment

Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	
Card Number:		Exp: (mm/yy)	
Card Holder Name:			
Signature:			

Permit fee is **\$400 + HST for a 2 hour time slot.** The confirmation of bookings is only made upon payment. Payment is non-refundable and all bookings, once confirmed, are final (rain or shine). For Victoria University staff or Victoria University Alumni, please inquire for further discounts.

Parking is not included with your permit. In addition, unauthorized vehicles or drones are not permitted on the property of Victoria University.

On your permit day, please register in at our Residence Services Front desk located at Margaret Addison Hall Residence at 140 Charles St West Toronto, ON. Please arrive a minimum of 15 minutes prior to your session start time. You will be asked to produce the email confirmation or provide a print copy of the same.

Victoria University, Events Victoria Department will manage requests, confirm bookings, provide letters of permission, provide advice concerning regulations, restrictions, site locations, etc., and collect location fees. By purchasing this permit, you have agreed to Victoria University's terms and conditions.

Victoria University's security guards will check in during your session to ensure that you are at your assigned site-location. Please refrain from removing or relocating Victoria University's signage.

### OFFICE USE ONLY

Coordinator Approval:

Manager Approval:

Date:

Date: