



Jalynn Bennett Amphitheatre Catharine Parr Trail College

Booking Form

Applicant Information

Organization / Group: _____

Name of Designated
Contact: _____

Last

First

MI

Date: _____

Address: _____

Street Address

Apartment/Unit #

City

Province

Postal Code

Phone: _____

Email: _____

Are you a student or staff/faculty member of Trent
University?

Student
☐

Staff/Faculty
☐

Student/Staff # _____

Is your group Professional?
(Incorporated bodies with paid members or paid freelance performers)

Yes
☐

No
☐

Is your group Community/Amateur?
*If Non-Profit, please attach verification of Non-Profit Status

Yes
☐

No
☐

Event Information

Title of Event: _____

Detailed Description of Event:

Booking Date(s): _____

Expected # of Participants: _____

Intended Audience: ☐ Students/Staff ☐ Community ☐ Private/Closed ☐ Any/All

Outline of Schedule of Events:

Load-In Start Time: _____ Event Start Time: _____

Event End Time: _____ Loud-Out End Time: _____

Additional Requirements:

- ☐ Lighting ☐ Bagnani Hall ☐ Kerr House Front Lawn
*additional fees may apply ☐ Sound ☐ The Trend ☐ Kerr House Back Lawn

INSURANCE - Payment and Proof

Email for Invoice: _____ Phone: _____

Payments will be made online using this [link](#)

Payment Information *Not Required for Student/Staff Bookings

Proof of Renter's Certificate of Liability Insurance attached: Yes No
 ☐ ☐

***Professional Groups only**

If you are booking as an Amateur group, please contact the Traill College Office to inquire about insurance. Please note that University-run events do not require additional proof of insurance.

Disclaimer and Signature

I certify that the information provided is accurate and that false or misleading information may result in a refusal of the application.

I have read the Lease Agreement and User Guide and understand the protocols and codes of conduct for use of the Jalynn Bennett Amphitheatre.

Applicant Signature: _____ Date: _____

Received By: _____ Date: _____

Thank you for completing the *Booking Form*.

Please email the completed Booking Form and Rental Agreement to traill@trentu.ca