

ANNEX A EVENT DESCRIPTION FORM

The Event description form allows us to gather important details about your event in order to ensure its success. Please complete and save this form before emailing it back to your event advisor **at least 21 days prior to your event**. Any delays in sending this form may impact the service quality and even incur the cancellation of the event without reimbursement of the deposit.

Special Events Services
Email: events@OldPortofMontreal.com

CONTACT PERSON FOR THE EVENT

The contact person for the event must be present from the beginning to the end of the event, and be reachable by mobile telephone at all times during the event

Name: _____ Mobile: _____

Organization: _____

Name of organization using the location: _____

Official name of the event, for signage:

Date of event: _____

Number of guests: _____ Time of guest arrival: ____ : ____

Approximate ending time of event: ____ : ____

Brief description of event:

VIP GUESTS

Please let us know if any VIP guests will be attending your event, and if they require any special arrangements (top executives, politicians, artists, etc.).

MEDIA

Please let us know if you are expecting media presence at your event by specifying the approximate number you expect to attend. Parking spaces may be reserved for media vans.

LIST OF SUPPLIERS

Caterer (Company, contact name, telephone)	Arrival _____ : _____	Departure _____ : _____
Equipment rental (Company, contact name, telephone)	Arrival _____ : _____	Departure _____ : _____

LIST OF SUPPLIERS (CONTINUED)

Audiovisual and lighting (Company, contact name, telephone)	Arrival _____ : _____	Departure _____ : _____
Decorator, florist (Company, contact name, telephone)	Arrival _____ : _____	Departure _____ : _____
Other (Company, contact name, telephone)	Arrival _____ : _____	Departure _____ : _____
Other (Company, contact name, telephone)	Arrival _____ : _____	Departure _____ : _____

SERVICES OF THE OLD PORT OF MONTRÉAL CORPORATION

Parking Parking is listed as an additional charge to the estimated amount of the initial contract <input type="checkbox"/> Order _____ parking passes at the preferential rate, pre-sale (one invoice) <input type="checkbox"/> Will use regular parking with guests responsible for payment <input type="checkbox"/> Our group is arriving by bus
Shuttle bus for parking (fees apply) <input type="checkbox"/> YES <input type="checkbox"/> NO Number of vehicles: _____ (16 people / vehicle) Starting time: _____ : _____ Ending time: _____ : _____ (Per 4 hour block)

Equipment and furniture loan**Audiovisual and multimedia****Electrical needs****Need for cloakroom**

A minimum base fee of \$300 will be applied

Number of guests: _____

Starting time: _____ : _____ Ending time: _____ : _____

Need for security agents**Other material to be supplied by the Old Port of Montréal****Other important information:**

DETAILS ABOUT YOUR EVENT

Use of smoke machines

Please advise us if you will be using a smoke machine at your event

☐ YES ☐ NO

The Chef Table – Food recovery program

All of our kitchens are equipped with containers, covers and labels in order to recover surplus food from your event and distribute it to the needy. Please indicate if you would like to participate in the Chef Table program.

☐ YES ☐ NO

Cooking outside of the building

Will your caterer be cooking outside of the building?

☐ YES ☐ NO

Use of a canopy, tent, or Big top tent

Please let us know if you will be using a canopy, tent or Big top tent at your event. Use of these require approval from the OPMC and the Montréal fire service (Service de sécurité incendie de Montréal - SIM) **at least 15 days prior to your event**.

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

☐ YES ☐ NO

REMINDERS

<input type="checkbox"/>	Event description form and schedule of event Please complete all pages of the event description form, including the complete schedule of the event. It must provide hour-by-hour detail of the event, including set-up and dismantling.
<input type="checkbox"/>	Exclusive Sponsors Products Please ensure you serve only the authorized products and sizes of the Old Port of Montréal's exclusive sponsors for alcoholic and non-alcoholic beverages, including bottled water and energy drinks.
<input type="checkbox"/>	Insurance policy As specified in your contract, please supply a copy of the proof of insurance to your Event Advisor.
<input type="checkbox"/>	Layout plan Please include your layout plan for final approval.
<input type="checkbox"/>	Alcohol permits Your request for an alcohol permit must be made with the RACJ (<i>Régie des alcools, des courses et des jeux</i>) at least 15 working days before your event (if applicable to your event).
<input type="checkbox"/>	Material removal It is imperative that you advise your suppliers that their equipment must be collected on the same night of the event (unless otherwise specified by the OPMC).

EVENT SCHEDULE

Please detail the schedule of your event, including the setup and dismantling of the room.

____ : ____ to ____ : ____	
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