

# Innis College Venues

## Rental User's Guide

Thank you for booking one of our spaces for your event. We know you have a lot to think about — our team of event professionals is here to help you through the planning process, and on the day of the event.

We invite you to follow these tips for a successful event. Please contact us at [rentals.innis@utoronto.ca](mailto:rentals.innis@utoronto.ca) if you have any questions.

## Five tips for a successful event

### 1. Schedule a site visit.

If you have not visited Innis College lately, please schedule a time to stop by. We can walk you through your venue, helping you to familiarize yourself with your space, and assist in your event planning.

### 2. Let us help you with planning.

Tell us about the equipment you need (i.e., microphones, connections for laptops, etc.), staging furniture (podium, etc.), and lobby requirements (tables/chairs, signage, etc.). For some events, a basic listing of requirements will suffice. For more complex events, we recommend that you provide a detailed cue sheet or technical show flow for our staff to help support your event. Beyond technical requirements and furniture, consider the traffic flow at your event, the specific activities guests will be engaging in, and if food and/or drinks are required. You should also think about signage and accessibility. We are happy to help with all aspects of your event and can provide trusted advice and solutions to any event issue.

### 3. We can help promote your event.

Innis Venues maintains an active social media presence — @InnisTownHall on [Instagram](#) and [Twitter](#), Innis Town Hall on [Facebook](#) — and our [Happening@Innis events calendar](#). If you would like free promotion of your event through our accounts and in-house digital signage, please check out our guidelines on the [Innis Venues Promotion Guide](#).

### 4. We inspect your screening materials.

If your event involves a screening, please coordinate with Innis Venues management the drop-off of your screening materials directly to the Innis Town Hall projection booth. Please do this at least three business days prior to your event. We will conduct a basic inspection of your materials and prepare them for projection, confirming compatibility with our system, duration, presence of subtitles, etc. More comprehensive and rigorous “film festival” style inspection of your materials is also available at a cost of \$50/hour.

### 5. We assign you an Innis staff person the day of your event.

Prior to your event, we will assign you a dedicated Innis staff person/house technician who is your primary contact for all event processes and questions on the day of your event. For Innis Town Hall and Innis Deluxe™ Screening Room rentals, please check in with the house technician in the Innis Town Hall projection booth at the start of your rental. To access the projection booth, take the elevator or east wing atrium stairs to the second floor then cross the bridge that spans the atrium past the student lockers. The projection booth phone number is 416-978-0591. Please do not arrive early for your event; the staffing assigned for your event is based on the hours you book.



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