



# Tent Information

Provided by Western Conference Services  
Phone: 519.661.3545 | Email: [conference.services@uwo.ca](mailto:conference.services@uwo.ca)



*(This is a request for reservation and not a confirmation, Conference Services will be in touch within 24 hours).*

Location	Dimensions	Seating Capacity with Existing Furniture
Delaware Hall	30' x 15'	6
Ontario Hall	20' x 20'	6
Perth Hall	20' x 20'	6
Essex Hall	50' x 32'	24
Sydenham Hall	40' x 40'	24
UCC Concrete Beach	30' x 64'	30
Perth Hall Activity	32' x 66'	30
Saugeen-Maitland Hall	50' x 50'	36
Thames Hall 3M Patio	48' x 50'	40
Elgin Hall	40' x 92'	48
Physics & Astronomy	30' x 160'	80

### Cleaning and Set-up Charges

Based on event requirements additional fees will be applied; at a rate of \$52.00 an hour.

### Additional Rental Charges

In the event that you require additional tables, chairs, linens, etc. additional charges will be applied.

### Audio Visual Equipment

If you require audio visual equipment, additional fees will apply. Power requirements and availability is limited in some locations.

### Food and Beverages

A Conference Services representative will be happy to provide you with a full list of Great Hall Catering menu items and pricing. (Outside catering is not permitted on campus).

### Liquor Licensing

If you require bar services, speak with us to obtain a "Special Occasions Permit".

**A Conference Services representative will be in touch within 24 hours to discuss your requirements and talk about the details of your event.**



Western  
UNIVERSITY · CANADA

# REQUEST FOR TENT USAGE

Email the completed form to: [conference.services@uwo.ca](mailto:conference.services@uwo.ca)

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## CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Information: UWO Speed Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

## EVENT INFORMATION

*(Note: A Conference Services representative will be in touch within 24 hours)*

Name of Event \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Number of People in Attending: \_\_\_\_\_

### Services required if known:

- A/V Required (e.g screen, microphone, lcd projector, podium)     Bar Service Request
- Food and Beverages     Other

### Setup required:

- Tables     Chairs     Reception     Sit down session     Unknown

## ADDITIONAL INFORMATION / NOTES

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