

RENTAL REQUEST FORM (STEP 1)

The personal information on this form is collected under authority of the [Municipal Act, 2001, S.O. 2001, c. 25](#) to communicate with clients regarding rental administration in accordance with the City's guidelines on [Privacy Protection](#). The City of Brampton is committed to offering an accessible, safe, and comfortable experience for all. For accessibility requests and questions about the collection of personal information, contact rentaladmin@brampton.ca or 905.874.2844.

This is a request form only. Rental Request Forms, as well as any changes to date, time and location are subject to approval by the City of Brampton. Failure to disclose required information may result in cancellation of event by the City of Brampton. Any advertisement of a requested event prior to the City of Brampton receiving signed Rental Agreement and deposit is a violation of the terms and conditions of this application, and may result in cancellation of event by the City of Brampton.

Rental Request Forms must be received a minimum of twelve (12) weeks prior to the proposed event date. This is essential in order for the City to complete the required planning for any event. Incomplete applications and/or applications received less than twelve (12) weeks prior to the requested rental date may not be considered at the City of Brampton's discretion.

Applicants must be in good financial standing with the City of Brampton in order for rental requests to be considered.

All City of Brampton User Fees are applied in accordance with the User Fee By-law 380-2003 for the applicable year. User Fees change annually; the current User Fees are available in the [By-laws section](#) of the City of Brampton website.

The City of Brampton is committed to inclusive, barrier-free service. Please advise City staff of any accommodations needed during the rental process for Performing Arts venues.

INSTRUCTIONS

This form must be completed and submitted *digitally* by all applicants.

1. Email rentaladmin@brampton.ca for venue availability; venue availability does not imply approval of rental request
2. Review User Fees (see Rate Sheets in [rental section](#) of venue website)
3. Save form to desktop before filling it out
4. Complete form on computer (save periodically while working); all fields are mandatory unless otherwise indicated.
5. Save completed application to desktop
6. Return the completed form to rentaladmin@brampton.ca
7. Preliminary approval or decline of request will be provided within four (4) weeks of submission, unless otherwise stated
8. If preliminary approval is granted, complete and submit Event Information Form within seven (7) calendar days in order to proceed with final approval or decline
9. Final approval or decline of request will be provided within four (4) weeks of submission with Rental Agreement and Rental Terms & Conditions, unless otherwise stated
10. Signed Rental Agreement and 50% deposit (20% non-refundable) is required within fourteen (14) calendar days of receipt; failure to respond by this deadline will result in event cancellation
11. Balance payment will be required a minimum thirty (30) business days prior to event
12. Reconciliation of amount owing or owed will generally be sent within fourteen (14) calendar days following event

CONTACT INFORMATION

PRIMARY CONTACT: RENTAL AGREEMENT

The primary contact is responsible for the event, and has signing authority for the organization.

First Name: _____

Last Name: _____

Organization Name: _____

Address: _____

City: _____

Postal Code: _____

Primary Phone: _____

Secondary Phone: _____

Email: _____

Website: _____

DESIGNATE CONTACT: RENTAL AGREEMENT

A designate can be appointed by the client to make changes to the Rental Agreement. If no designate exists, skip to the *Organization* section.

First Name: _____

Last Name: _____

Primary Phone: _____

Secondary Phone: _____

Email: _____

ORGANIZATION

The organization type will determine applicable User Fees.

Not-For-Profit: government agencies, schools, churches and registered not-for-profit and charitable organizations who have confirmation of a registered, valid not-for-profit or charitable number

Dance: dance schools that are registered businesses renting a Performing Arts Venue for the purposes of presenting recitals, competitions or showcases.

Commercial: organizations, promoters, groups or individuals that do not fall into other mentioned categories, and citizens renting a venue for personal use

Community: only organizations that were members of the Brampton Arts Council in its final operating year, and internal City of Brampton departments are considered to be 'Community'

EVENT

VENUE INFORMATION

Select all that apply.

- | | |
|--|--|
| <input type="checkbox"/> The Rose Main Stage
<input type="checkbox"/> The Rose Studio
<input type="checkbox"/> The Rose Lobby only (included with Main Stage rental)
<input type="checkbox"/> The Rose Sponsor Lounge
<input type="checkbox"/> Lester B. Pearson (LBP) Theatre | <input type="checkbox"/> Lester B. Pearson (LBP) Studio
<input type="checkbox"/> Cyril Clark Theatre
<input type="checkbox"/> Garden Square – Festival or Large Event
<input type="checkbox"/> Garden Square – Pop-Up Event |
|--|--|

EVENT TYPE

Select all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Meeting
<input type="checkbox"/> Reception
<input type="checkbox"/> Graduation Ceremony
<input type="checkbox"/> Workshop/Rehearsal
<input type="checkbox"/> Stand-Up Comedy
<input type="checkbox"/> Play
<input type="checkbox"/> Musical Theatre | <input type="checkbox"/> Concert
<input type="checkbox"/> Variety Show
<input type="checkbox"/> Professional Dance
<input type="checkbox"/> Dance School Recital / Arangetram
<input type="checkbox"/> Dance Competition
<input type="checkbox"/> Other: _____ |
|--|---|

GUEST PRESENTATION (only available at The Rose)

The City of Brampton recognizes the diverse cultures and socio-economic groups living in Brampton and ensure that all residents have equitable access to arts opportunities and the right to celebrate their culture through creative expression. The Guest Presentation program provides The Rose rental clients the opportunity to deepen their partnership with the City, and play a more prominent role in Brampton's artistic and cultural development through enhanced promotion.

Should this event be considered for [Guest Presentation](#) status?

- Yes (The Rose only)
- No (if no, skip to *References* section)

Provide a description of how the event meets the [Guest Presentation](#) criteria.

Check this box to confirm the attachment of a marketing plan with tactics and budget to promote the event

EVENT INFORMATION

Event Title: _____

Estimated Attendance: _____

List requested event date, and any acceptable alternate dates in order of preference.

Event start time(s)*:	
Event end time(s)*:	

Load-in/set-up start time*:	
Load-in/set-up end time*:	
Load-out/clean-up start time*:	
Load-out/clean-up end time*:	

List any additional days and times (non-event days) required for set up or clean up. Additional charges will apply.

Set-up date(s)*:

Load-out/clean up date(s)*:

* Attach a full list if needed

1. Describe the proposed event in as much detail as possible.
2. **For use of The Rose, LBP, or Cyril Clark:** outline how the proposed event aligns with the venue usage priorities identified in the [Facility Allocation Strategy](#).

For use of Garden Square for a Festival: outline how the proposed event aligns with the City of Brampton [Culture Master Plan](#). A Festival is any large event or activity that exceeds the scope of the [Pop-Up program](#).

For use of Garden Square for a Pop-Up Event:

Check this box to confirm the attachment of the [Pop-Up Fees Worksheet](#)

REFERENCES

For events that have never rented a City of Brampton Performing Arts venue, provide two (2) references including phone and email. References must be an employee of a venue that the applicant has rented in the past, and who is able to comment on the applicant’s payment history, ability to meet deadlines, and compliance with rules and regulations.

First Name: _____

Last Name: _____

Venue: _____

Phone: _____

Email: _____

First Name: _____

Last Name: _____

Venue: _____

Phone: _____

Email: _____

AGREEMENT

I hereby state the dates and locations requested are exclusively for the group I represent. I affirm this is my authorized signature in accordance with the [Electronic Commerce Act, 2000, S.O. 2000, c. 17](#) and I certify that the information provided on this form is true, correct and complete in every respect, and that I am the authorized signing officer. I understand that failure to disclose information and/or misrepresentation of the requested event or requesting organization may result in the City of Brampton declining or cancelling this and/or future requests. I agree to abide by all terms and conditions set forth by the City of Brampton with respect to this event, including the collection of personal information.

Signature; type name above to sign (if not a legal entity, individual assuming personal responsibility)

Date: _____