

## EVENT FORM (STEP 2)

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](mailto:rentaladmin@brampton.ca) or 905.874.2844.

For events with preliminary approval, the information entered on this form will be used to determine feasibility and resources required for full approval. Event Forms, as well as any changes to the event date, time and location are subject to approval by the City of Brampton ("City"). Failure to disclose required information may result in cancellation by the City. Any advertisement of a requested event prior to the City receiving a signed Rental Agreement and deposit is a violation of the terms and conditions of this application, and may result in cancellation by the City.

The Event Form must be submitted within five (5) business days of preliminary approval of the Rental Request. This is essential in order for staff to complete the required planning for any event. Incomplete forms and/or forms submitted more than five (5) business days after preliminary approval may result in event cancellation.

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

All 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 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. Save form to desktop before filling it out
2. Complete form on computer (save periodically while working); all fields are mandatory unless otherwise indicated
3. Save completed application to desktop
4. Return completed form to [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) within seven (7) calendar days of preliminary approval by City
5. Final approval or decline of request will be provided within two (2) weeks of submission, unless otherwise stated, with Rental Agreement and Rental Terms & Conditions
6. Acknowledgement of approval and deposit are required within fourteen (14) calendar days of acceptance; failure to respond by this deadline may result in event cancellation:
  - Deposit is based on total estimated fees
  - Agreement Holders who have rented a Venue less than three (3) times are required to make a fifty percent (50%) deposit of estimated fees; 20% of total estimated fees are non-refundable
  - Agreement Holders who have rented a Performing Arts venue three (3) or more times are required to make a twenty percent (20%) non-refundable deposit of estimated fees
7. Balance payment will be required a minimum of thirty (30) calendar days prior to event

## EVENT DETAILS

### PRIMARY CONTACT: EVENT DETAILS

---

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

Select one of the following:

- Primary Event contact is primary contact identified on Rental Request Form (skip to *Event Schedule* section)
- Primary Event contact is *not* primary contact identified on Rental Request Form (complete below)

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

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

Phone: \_\_\_\_\_

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

### DESIGNATE CONTACT: EVENT DETAILS

---

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

Select one of the following:

- Designate Event contact is designate contact identified on Rental Request Form (skip to *Event Schedule* section)
- Designate Event contact is *not designate* contact identified on Rental Request Form (complete below)

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

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

Phone: \_\_\_\_\_

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

**Information provided in this Event Form will determine the event costs that will be captured in the Rental Agreement. The costs to provide the services requested here will be determined at the sole discretion of the City of Brampton, based on the User Fee By-law 380-2003 for the applicable year, available in the [By-laws section](#) of the City website.**

## SCHEDULE

This information will allow City of Brampton staff to determine and reserve the resources required to execute the event. Attach a full schedule if needed.

ACTIVITY TYPE	CHECK IF APPLICABLE	START TIME	END TIME	ESTIMATED ATTENDANCE	LOCATION
Additional set-up day Date:					
Load-In/Set-Up					
Sound Check					
Rehearsal				<input type="checkbox"/> Less than ten (10) people <input type="checkbox"/> Ten (10) people or more	
Pre-Event Reception					
Pre-Event Meet & Greet					
Act I					
First Intermission/Break					
Act II					
Second Intermission/Break					
Act III					
Post Event Reception					
Post Event Meet & Greet					
Strike/Take-Down/Load-Out					

For events on the Main Stage at The Rose or LBP only, will the Studio also be required?

- Yes, for public access (The Rose only): silent auction, food vendors, reception  
 Yes, for private access: private reception with limited capacity, caterer set up, rehearsal, holding area, change area  
 No, the studio can be rented out or used by the City for another purpose

Will there be vendors at the event?

- Yes; approximately how many? \_\_\_\_\_  
 No

## INSURANCE

General liability insurance is required for all activities and events at City of Brampton venues. Select one of the following:

- Purchase insurance coverage from the City's insurance provider  
 Provide proof of insurance coverage from a recognized insurance provider on the City template

Proof of insurance must be submitted to [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) a minimum of fourteen (14) days prior to the start of the rental. If insurance is not received by this date, the cost of insurance from the City's provider will be added to the Rental Agreement. See the [Theatres Insurance Fact Sheet](#) or the [Garden Square Insurance Fact Sheet](#) for details.

## FOOD AND BEVERAGE

---

### The Rose Bar

Based on the event details, the City will determine if the bar(s) will open for food and drink service. If the City determines that the theatre bar(s) will be open, clients can request that they be closed at an additional cost (Bar Closure Fee). If the City determines that the theatre bar(s) will be closed, clients can request that they be open at an additional cost (Food & Beverage Server Fee). If applicable, additional charges will be added to the Rental Agreement. Select your preference for the theatre bar(s):

- Open, even if there is an additional charge
- Open, but only if there is no additional charge
- Closed, even if there is an additional charge
- Closed, but only if there is no additional charge

The Rose Bar opens one (1) hour prior to the start of the stage performance, and closes immediately following the end of intermission. In the event that there is no intermission, the Bar will close immediately following start of the stage performance. Additional food and beverage services such as extended hours may be available at additional cost, and must be requested and discussed in advance of the event. Final request for food and beverage services must be made no later than the event planning meeting with the Venue Coordinator. Does the event require additional food and beverage services from the City of Brampton at an added cost?

- Yes; what services? \_\_\_\_\_
- No

### Caterer

A catering vendor holds a caterer's license, and has been engaged by the client to serve food or drink to be consumed onsite. Food vendors may not offer food or drink items sold at the theatre bar. All catering is subject to a per person Catering Fee, with a minimum charge. The Catering Fee will be added to the Rental Agreement based on actual attendance. The City does not provide change, a float, or a cash box for vendors.

Rental clients with a caterer must complete the [Special Event Application for Event Organizers](#) a minimum of thirty (30) days prior to the event. Each caterer that serves or sells food must also complete a [Special Event Application for Food Vendors](#) a minimum of fifteen (15) days prior to the event. Each caterers must meet all [Region of Peel Food Safety Guidelines](#). A Public Health Inspector may contact clients and caterers to review the applications, and obtain additional information prior to issuing written notice. A Public Health Inspector may also conduct inspections during the event.

Will the event be catered?

- Yes
- No

How many caterers will be onsite?

## RAFFLES & LOTTERIES

---

A lottery exists when money is paid implicitly or explicitly for a chance to win a prize, regardless of the intended use of the funds that are raised. This includes but is not limited to raffles, door prizes (awarded based only on attendance at event) and 50/50 draws. The [Alcohol and Gaming Commission of Ontario](#) (AGCO) is responsible for regulating and overseeing licensed lottery events. The City of Brampton's [Licensing Administration Office](#) issues licences for lotteries to eligible charitable or not-for-profit organizations. Licensed organizations must meet all AGCO lottery licensing [Terms and Conditions](#). To determine eligibility, contact the [Licensing Administration Office](#) a minimum of forty-five (45) days prior to event. Will a raffle or lottery be held during the event?

Yes

No

If yes:

I understand the restrictions applicable to lotteries

I take sole responsibility for acquiring all required permissions to hold a lottery

## STAGING

---

Technical equipment is subject to availability; for additional details, see Rate Sheets in Rentals section of venue website. Sets constructed on the stage must be made and restored during the rental period identified on the Rental Agreement.

Will there be a set pieces or stage elements?

Yes; provide details (description, materials, size)?

No

Will the set pieces or stage elements require set-up time in addition to the times entered in the Schedule section?

Yes

No

Are risers required?

Yes 4'x6'; how many? \_\_\_\_\_

Yes 4'x8'; how many? \_\_\_\_\_

No

Will an outdoor stage be required (Garden Square only)?

- Yes; StageLine 75, for what activities?
- Yes; StageLine 250, for what activities?
- Yes; Fountain Stage, for what activities?
- Yes; Riser Stage; for what activities?
- No

Will the acoustical shell be required (The Rose Main Stage only)?

- Yes
- No

Will the dance floor be required (The Rose Main Stage only)?

- Yes
- No

**AUDIO**

---

Technical equipment is subject to availability; for additional details, see Rate Sheets in Rentals section of venue website.

Will wireless microphones be required?

- Yes; how many? \_\_\_\_\_
- No

Will audio monitors be required?

- Yes; how many? \_\_\_\_\_
- No

Will speakers be required *in addition* to the house system?

- Yes; how many? \_\_\_\_\_
- No



## LIGHTING

---

Technical equipment is subject to availability; for additional details, see Rate Sheets in Rentals section of venue website. Changes to the house lighting plot must be made and restored during the rental period identified on the Rental Agreement.

Is special lighting required (The Rose and Garden Square only)?

- LED package
- Moving head package – in the air
- Moving head package – on the floor
- Follow spot (The Rose Main Space only)

## VIDEO

---

Technical equipment is subject to availability; for additional details, see Rate Sheets in Rentals section of venue website.

Will external video equipment be brought in?

- Yes
- No

Will a projector be required?

- Yes
- No

What will the projection surface be (see [Brampton Theatres](#) or [Garden Square](#) Rate Sheet for availability)?

- Roll down screen (no additional charge)
- Scrim
- Cyclorama
- Medium portable video screen
- Large portable video screen
- Garden Square screen
- Not applicable

## SECURITY

---

A full list of performers is required prior to a Rental Agreement being issued. Security requirements are determined by the City of Brampton's Corporate Security team; they are non-negotiable, and are payable by the client. Select all performer types that apply, and list all performers for each type whether they are confirmed or not. Attach a full list if needed.

**LOCAL PERSONALITIES:** recitals, emerging artists, community theatre productions

**RECOGNIZABLE PERSONALITIES:** established professional artists, television/radio personalities, athletes, dignitaries

List all participants (anticipated and confirmed):

**HEADLINERS:** regionally acclaimed artists, social media following of 500,000 or more, household name outside of Canada

List all participants (anticipated and confirmed):

**SUPERSTARS:** internationally renowned artists, social media following of 1 million or more, international household name

List all participants (anticipated and confirmed):

Have any VIPs been invited? (politicians, celebrities, dignitaries, guests of honour)

Yes

No

If yes, please list all VIPs:



**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 decline of request or cancellation by the City of Brampton. I also 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: \_\_\_\_\_