

# DETAILED EVENT PLAN (STEP 4)

The City of Brampton values diversity and inclusiveness, and recognizes that enhancing access to goods and services provides increased opportunities for people of all ages and abilities. We are committed to offering an accessible, safe, and barrier-free experience for all. Please let us know if you have questions about accessibility or if you would like to request accommodations. Any information received relating to accommodation will be addressed confidentially. The personal information on this form is collected pursuant to the [Municipal Act, 2001, S.O. 2001, c. 25](#) for the purpose of communicating with requestors regarding the status of their requests, and for statistical purposes to ensure program efficiency. Review the City's [Privacy Statement](#) for more information. For questions about the collection of personal information or accessibility, contact [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) or 905.874.2844.

The information entered on this form will be used to finalize all details required to execute the event. The Detailed Event Plan, 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.

The Detailed Event Plan must be submitted no later than thirty (30) days prior to the event. This is essential for staff to complete the required planning for any event.

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.

## 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. Email completed form to [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) no later than thirty (30) days prior to the event
5. Balance payment will be required a minimum of thirty (30) days prior to event

## EVENT

Event Title: \_\_\_\_\_

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

Organization Name: \_\_\_\_\_

## CONTACTS

### ADVANCE CONTACT

The Advance Contact is responsible for providing the final event details, including technical information, and has the authority to make changes to the Detailed Event Plan.

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Select one of the following:

- Same as Rental Agreement Contact (skip to *Day-Of-Event Contact* section)
- Same as Rental Agreement Designate (skip to *Day-Of-Event Contact* section)
- New contact (complete below)

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

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

Phone(s): \_\_\_\_\_

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

## DAY-OF-EVENT CONTACT

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The Day-of-Event Contact is responsible for making decisions on the day of the event, and has the authority to make changes to the event that may impact the final cost.

Select one of the following:

- Same as Rental Agreement Contact (skip to *Backstage Contact* section)
- Same as Rental Agreement Designate (skip to *Backstage Contact* section)
- New contact (complete below)

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

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

Phone(s): \_\_\_\_\_

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

## BACKSTAGE CONTACT

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The Backstage Contact is responsible for making decisions and changes backstage on the day of the event, and has the authority to make changes to the performance that may impact the final cost.

Select one of the following:

- Same as Rental Agreement Contact (skip to *On Stage* section)
- Same as Rental Agreement Designate (skip to *On Stage* section)
- New contact (complete below)

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

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

Phone(s): \_\_\_\_\_

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



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## ON STAGE

### AUDIO

**Will live or pre-recorded music be played?**

- Live
- Pre-recorded from laptop
- Pre-recorded from USB key
- Pre-recorded from iPod
- Pre-recorded for other source: \_\_\_\_\_
- No

If live music will be played, what instruments will be played:

**Will an audio console be provided by the event organizer (operator must also be provided by event organizer)?**

- Yes from the booth
- Yes from the house/auditorium
- Yes from on stage/side stage
- No

If yes, for what will this audio console be used?

**Will the following equipment be needed?**

- Wired microphones
- Microphone stands
- ClearCom (backstage communication headset)
- Other: \_\_\_\_\_
- No

**Select a background music option for auditorium:**

- Play satellite music pre/post-show and during intermission
- Do not play any music pre/post-show or during intermission
- Event organizer will provide music for pre/post-show and during intermission

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## LIGHTING

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**Will a lighting console be provided by the event organizer (operator must also be provided by event organizer)?**

- Yes from the booth
- Yes from the house/auditorium
- Yes from on stage/side stage
- No

If yes, for what will this lighting console be used?

## VIDEO

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For events that will be broadcast live, but not by the City of Brampton: A. Who will provide the broadcast equipment? B. Describe (or attach) layout of camera, broadcast vehicle and cable location(s)

**Will live or pre-recorded video (moving or still images) be used?**

- Live
- Pre-recorded from single USB drive
- Pre-recorded from multiple USB drives
- Pre-recorded from single laptop/tablet
- Pre-recorded from multiple laptops/tablets
- Pre-recorded from single Blu-Ray/DVD
- Pre-recorded from multiple Blu-Rays/DVDs
- Other: \_\_\_\_\_
- No

## STAGING

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**Will the Orchestra pit be needed?**

- Yes
- No



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If yes, describe intended use and the number of people who will be in the pit:

### At what height will the thrust stage be set?

- Stage level (standard)
- Audience level
- Pit level

### How much of the stage will be used?

- Thrust
- Mid
- Full

### Is non-prop furniture required?

- Tables; how many? \_\_\_\_\_
- Chairs; how many? \_\_\_\_\_
- Lectern
- Music stands; how many? \_\_\_\_\_
- Wardrobe racks; how many? (max. 3) \_\_\_\_\_
- No

### Will weapons be used?

- Yes; and I acknowledge that I have read and understood the Stage Combat & Weaponry Fact Sheet
- No

If yes, list weapons that will be used:

### Will food and drink be used on the stage as part of the performance?

- Yes
- No

If yes, provide details:



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## TECHNICAL SPECIFICATIONS

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The following documents are required as applicable:

- Stage Plot
- Run of Show
- Audio Input List for use of any audio equipment
- Line Set List for use of fly system

## BACKSTAGE

What is the total number of people you will have backstage? \_\_\_\_\_

Will dressing rooms be needed?

- Yes
- No

Will the green room be needed? *Main stage only*

- Yes
- No

Do you require a quick change area on stage?

- Yes, Stage Left
- Yes, Stage Right
- Yes, backstage hall
- No

Will food and drink be served backstage?

- Yes
- No

If yes, provide details:

If yes, provide details:

Will the kitchen be required for food storage and/or preparation? *based on availability, priority to Studio rentals*

- Yes
- No

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## For cultural or religious ceremonies involving materials being burned (no candles or open flame):

What items or materials will be burned? \_\_\_\_\_

Where will burning take place? \_\_\_\_\_

How long will burning last? \_\_\_\_\_

How will burning materials be extinguished? \_\_\_\_\_

## Will a truck or trailer be used for load-in/out?

Yes; what size? \_\_\_\_\_

No

## Will you need to leave a vehicle in at the loading dock (maximum one vehicle)?

Yes; for how long? \_\_\_\_\_

No

## Which location will be used to load-in/out?

Stage door

Loading dock with adjustable dock leveler

Loading dock with elevating deck (lift)

Lobby

# FRONT OF HOUSE

## For events where vendors will be present:

Completed [Main Space Vendor Form](#) is attached

Completed [Studio Vendor Form](#) is attached

Not applicable (no vendors)

## Select a lobby set-up:

Speaker

Meeting

Workshop

Seminar

Reception

Gala

Exhibitor

Custom

For custom lobby set-up, provide details:

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### Will any of the following be required in the lobby?

- Different set-ups for events with multiple performances
- Oversized objects
- Rental furniture or equipment
- Additional time to set up or build a complex or large item

For custom lobby set-up, provide details:

### Will live entertainment take place in the lobby?

- Yes
- No

If yes, provide details:

What genre of Lobby music is preferred (satellite radio): \_\_\_\_\_

### Select a lobby screen option:

- Rotation of City of Brampton information (default)
- Live feed from the stage during the performance

## MEET & GREET

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### Select a Meet & Greet option:

- Public (location to be determined by City)
- Private in the The Rose Studio (maximum capacity 100, based on availability, and at additional cost)
- Private in the The Rose Salon (maximum capacity 20, based on availability, and at additional cost)
- Private on the stage (maximum capacity 20)
- Private in the backstage area (maximum capacity 10)
- Private in the Green Room (maximum capacity 10)
- Private in the Dressing Rooms (maximum capacity 10)
- Private in the Upper Lobby (maximum capacity 50)
- Not applicable



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For private Meet & Greet, describe how access will be controlled (ex: wristbands, tickets)

If the Meet & Greet takes longer than planned, how would you like the City to proceed? (ex: end it as soon as possible, allow to extend as long as it takes or for specific amount of time possibly at additional cost)

## AUDIENCE

**During the performance, patrons are permitted to:**

- Take still photographs *without* flash
- Take still photographs *with* flash
- Record video
- None of the above

**Once the performance has started, entrance and re-entrance to the auditorium is allowed:**

- At any time
- At an appropriate break in the performance
- Only if patron is reseated in the following location:
- Do not allow entrance

## ALCOHOL

- Remove alcohol from sale for cultural or religious reasons, or for events marketed primarily to children and/or youth.

**Select a corkage option (additional fees apply):**

- Open bar: event organizer will purchase *wine only*, from existing menu, by the bottle
- Open bar: event organizer will purchase *wine, beer or spirits* from [LCBO menu](#), to be purchased by the City
- Not applicable

For LCBO orders, list products to be purchased: