

# REQUEST FORM (STEP 1)

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 comfortable experience for all. Please let us know if you have questions about accessibility, or if you would like to request accommodations. Alternate document formats are available upon request, please email [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca), call 905.874.2844, or complete the [Alternate Format Request](#) form. 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, contact [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) or 905.874.2844.

There is currently an inherent risk of exposure to COVID-19 in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death, especially to senior citizens and individuals with underlying medical conditions. Event organizers must comply with all posted City of Brampton ("City") instructions and understand and assume all risks related to exposure to COVID-19.

This is a request form only. The Request Form, as well as any changes to date, time, and location are subject to approval by the City. The information entered on this form will be used to determine feasibility and resources required for approval. Failure to disclose required information may result in cancellation of the event by the City. Any advertisement of an event prior to the City receiving the signed Rental Agreement and deposit is a violation of the terms and conditions of this request, and may result in cancellation of the event by the City.

The Request Form 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 forms and/or forms received less than twelve (12) weeks prior to the requested rental date may not be considered, at the City's discretion.

Requestors 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.

## INSTRUCTIONS

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

1. Email [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) for venue and resource availability; availability does not imply approval
2. Save form to desktop before filling it out
3. Complete form on computer (save periodically while working); all fields are mandatory unless otherwise indicated
4. Save completed application to desktop
5. Email the completed form to [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca)
6. Approval or decline of request will be provided within four (4) weeks of submission, unless otherwise stated
7. Signed Rental Agreement with [Rental Agreement Terms & Conditions](#), and deposit are required within fourteen (14) days of approval; failure to respond by this deadline may result in event cancellation
8. Balance payment will be required a minimum of thirty (30) days prior to event
9. Reconciliation of amount owing or owed will generally be sent within fourteen (14) days following event

# REQUEST FORM (STEP 1)

## CONTACTS

### RENTAL AGREEMENT CONTACT

The Rental Agreement Contact is responsible for the event, and has signing authority for the organization.

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

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

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

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

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

### RENTAL AGREEMENT DESIGNATE

A Rental Agreement Designate can be appointed by the requestor to make changes to the Rental Agreement.

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

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

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

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 valid not-for-profit registration 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'

# REQUEST FORM (STEP 1)

## VENUE

Select all that apply:

- [The Rose Main Stage](#)
- The Rose Studio
- The Rose Lobby only (included with Main Stage rental)
- The Rose Sponsor Lounge
- [Lester B. Pearson \(LBP\) Theatre](#)
- [Lester B. Pearson \(LBP\) Studio](#)
- [Cyril Clark Theatre](#)
- [Garden Square](#) – Festival or Large Event
- [Garden Square](#) – Pop-Up Event (attach [Pop-Up Fees Worksheet](#) to Rental Request Form)

## EVENT

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

Estimated Attendance: \_\_\_\_\_

Describe the proposed event in as much detail as possible.

## DATE

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

# REQUEST FORM (STEP 1)

## SCHEDULE

This information will determine the costs and resources required to execute the event.

**Which option best describes the event, understanding that a single performance may contain one (1) or more acts:**

- A single performance that is attended by the same audience from beginning to end
- Multiple occurrences of different performances that may each be attended by a different audience (ticketed separately)
- Multiple occurrences of the same performance that are each attended by a different audience (ticketed separately)

Stars ★ indicate rows that must be completed for all events. 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					
Lighting Hang & Cues					
Sound Check					
Rehearsal				<input type="checkbox"/> Less than ten (10) people <input type="checkbox"/> Ten (10) people or more	
★ Lobby Doors Open				Lobby doors will open one (1) hour before stage show start, but can be earlier upon request and at additional cost.	
Pre-Event Reception					
Pre-Event Meet & Greet					
★ Event/Stage Show Start (Act I)					
First Intermission/Break					
Act II					
Second Intermission/Break					
Act III					
Post Event Reception					
Post Event Meet & Greet					
★ Strike/Take-Down/Load-Out					

# REQUEST FORM (STEP 1)

**Will the Studio be required?** *The Rose and LBP only*

- Yes, for public access at The Rose: silent auction, food vendors, reception, etc.
- Yes, for private access: private reception with limited capacity, caterer set up, rehearsal, holding area, change area, etc.
- 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

## GUEST PRESENTATION

The Guest Presentation program provides rental clients at **The Rose** 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 (available at The Rose only)
- No (if no, skip to *References* section)

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

Guest Presentation applicants must check this box to confirm the attachment of a marketing plan that describes how the event will be promoted, and includes the budget that will be available to promote the event

# REQUEST FORM (STEP 1)

## REFERENCES

For organizations/companies 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.

Full Name: \_\_\_\_\_

Venue: \_\_\_\_\_

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

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

Full Name: \_\_\_\_\_

Venue: \_\_\_\_\_

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

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

## INSURANCE

General liability insurance is required for all activities and events at City of Brampton venues. 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](#) for details.

### Select one of the following:

- I will purchase insurance coverage from the City's insurance provider
- I will provide proof of insurance coverage from a recognized insurance provider on the City template

## 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 the event.

# REQUEST FORM (STEP 1)

## Will a raffle or lottery be held during the event?

Yes

- I understand the restrictions applicable to lotteries
- I take sole responsibility for acquiring all required permissions to hold a lottery or raffle

No

## 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 recognizable personalities (anticipated and confirmed):

--

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

List all headliners (anticipated and confirmed):

--

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

List all superstars (anticipated and confirmed):

--

**VIPs:** politicians, celebrities, dignitaries, guests of honour

List all VIPs (anticipated and confirmed):

--

Will close protection or any other third party security be provided by the event organizer?

Yes

No

# REQUEST FORM (STEP 1)

## FOOD AND BEVERAGE

### THE ROSE BAR

*Available for the Rose Main Stage, Rose Studio, Garden Square Large Events only*

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 preference:

- 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 bar(s) open one (1) hour prior to the start of the stage performance, and close 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. 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.

#### Are additional food and beverage services from the City required?

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

### CATERING

#### Will the event be catered?

- Yes; how many caterers will be onsite? \_\_\_\_\_
- No

## TECHNICAL INFORMATION

Technical equipment is subject to availability; for details, see Rate Sheets on the [Rentals](#) page of the venue website.

### STAGING

Sets constructed on the stage must be made and restored during the rental period identified on the Rental Agreement.

#### Will stage elements be used (backdrops, walls, flown scenery/fly system, pipe and drape)? *Rose Main Stage only*

- Yes
- No



# REQUEST FORM (STEP 1)

If yes, provide details (description, materials, size)

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

- Yes  
 No

**If the fly system is required, will the pieces be moving during the show? *The Rose Main Stage only***

- 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

**Will *wireless* microphones be required?**

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

**Will audio monitors be required?**

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

# REQUEST FORM (STEP 1)

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

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

## Will a piano be required?

- The Rose Studio 6' Boston Piano (tuning required)
- The Rose Upper Lobby 6' Kawai Piano (tuning required)
- The Rose Main Stage 9' Steinway Piano (tuning required)
- Cyril Clark 6' Yamaha Piano (tuning optional)
- No

## LIGHTING

---

Changes to the house lighting plot are made and restored at additional cost, and must take place during the rental period.

## Will any changes to the house lighting plot be required? *Indoor venues only*

- Yes; lighting plot required no later than the Event Planning Meeting
- No

## Is special lighting required? *The Rose and Garden Square only*

- LED package
- Moving head package – in the air
- Moving head package – on the floor
- The Rose Main Space Follow spot
- No

## Is special effect lighting required? *The Rose Mainstage, LBP, and Garden Square only*

- Haze; how many hazers (1-4)? \_\_\_\_\_
- Fog
- Strobe light
- Black light
- No

## VIDEO

---

## Will the event be broadcast live?

- Yes, using City of Brampton equipment
- Yes, we will bring our own broadcast equipment
- No

# REQUEST FORM (STEP 1)

**Will external video equipment be used (video cameras, video walls, projectors)?**

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

**Will projector(s) be required?**

- Yes
- No

**Will a projection surface be required?**

- Roll down screen (no additional charge)
- Scrim
- Cyclorama
- Medium portable video screen
- Large portable video screen
- Garden Square screen
- No

**If pre-recorded video or images will be used, what will the content be?**

- Pre/post-show and intermission slides
- PowerPoint presentation
- Movie/film
- Multiple video cues throughout the show
- Other: \_\_\_\_\_
- Not applicable

## 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: \_\_\_\_\_